



*Agenda and Business Papers  
Burke Shire Council Ordinary General Meeting  
Thursday 18<sup>th</sup> August 2016  
9.00am Council Chambers*

9.00 am	Opening of meeting
10.00 am to 10.30 am	Stuart Ballantyne – Sea Transport Corporation
10.30 am to 11.00 am	Morning Tea
12.30 pm to 1.00 pm	Lunch

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## 01 Opening of Meeting

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

## 02 Record of Attendance

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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 Brett Harris; Workshop Fleet Manager Simbarashe Chimpaka; Finance Manager Martin Powley; Executive Officer Madison Marshall; Executive Assistant (Minutes)
On Leave	Nils Hay; Deputy CEO Chris Rohan; Works Manager

## 03 Prayer

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Led by Cr John Clarke

## 04 Consideration of applications for leave of absence

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None received at close of agenda.

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

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### 05.01 General Meeting 20 July 2016, Special Meeting 21 July 2016 & Special Meeting 4 August 2016

#### Recommendation

That the Minutes of the General Meeting of Council held on 20 July 2016, the Minutes of the Special Meeting 21 July 2016 & the Minutes of the Special Meeting 4 August 2016 as presented be confirmed by Council.



160720 Unconfirmed  
Minutes.pdf



160721 Unconfirmed  
Minutes - Special Mee



160804 Unconfirmed  
Minutes - Special Mee

## 06 Condolences

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None received at close of agenda.

## 07 Declaration of Interests

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

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### 08.01 Notices of Motion

None received at time of agenda preparation

### 08.02 Petitions

None received at time of agenda preparation

## 09 Executive Management Team Reports

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### 09. Executive Management Team Reports

09.01.01 Works and Services Monthly Update Report

09.02.01 Work Shop and Fleet Report

09.03.01 Finance Monthly Update July 2016

09.03.02 Advertising Expenditure Policy

09.03.03 Credit Card Usage Policy

09.03.04 Entertainment & Hospitality Expenditure Policy

09.03.05 Reduction of Water Consumption Charges Policy - Report

09.04.01 Deputy Chief Executive Officer Report

09.04.02 Donation Request - Queensland Country Womens Association - Gregory Branch

09.04.03 Donation Request - QCWA Gregory Branch - Waiving Nijinda Durlga Fees

09.04.04 Community Noticeboards in Burketown and Gregory

## Works and Services Reports

### 09.01.01 Works and Services Monthly Update Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Works Manager (report prepared by Cassy Hinds, RMPC (Road Maintenance Performance Contract) Coordinator
FILE NO:	BCS/G/CM/R/WM
DATE:	03 August 2016
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17; 5-year Roads Program

#### 1. WORKS MANAGER

##### General

Works completed or commenced over the last month include (up to 8<sup>th</sup> August 2016):

- RMPC for the current financial year ongoing.
- TIDS (Transport Infrastructure Development Scheme) work is finalised on the Doomadgee West Road.
- Road patching

##### Training:

- No training conducted over the reporting period.

##### Works for upcoming month:

- RMPC.
- Rural road maintenance.

##### RMPC

2016-17	Allocation	First Claim	Funds Remaining
Schedule 1	\$242,190.64	\$30,979.70	\$211,210.94
Schedule 2	\$390,809.36	\$0.00	\$390,809.36
Schedule 3	\$211,999.99	\$0.00	\$211,999.99
Schedule 4	\$11,000.00	\$0.00	\$11,000.00
Schedule 5	\$37,500.00	\$0.00	\$37,500.00
Schedule 6	\$2,000.00	\$0.00	\$2,000.00
Total	\$895,499.99	\$30,979.70	\$864,520.29

Signed contract has arrived from DTMR (Department of Transport and Main Road) RMPC works will commence in on 6801 in the near future.

##### NDRRA Flood Damage Emergent Works from Tropical Monsoon March 2016

Emergent works closed on the 31<sup>st</sup> July 2016.

##### TIDS

TIDS expenditure and acquittals were submitted to DTMR in accordance with normal EOFY (end of financial year) reporting requirements. The jackpotting of TIDS in the current financial year will see Council commit \$1.2m in own source funding to the LRRS (Local Roads of Regional Significance) network.

The road crew will remain working around the most recently completed works to ensure that the gravel pavement remains in condition prior to the completion of the seal. The seal length is 6km.

##### Doomadgee East Road

A pothole patching crew has now commenced work patching both town and rural streets in line with Council's commitment to resealing badly affected areas of the Doomadgee East network.

Road Maintenance

Completing works on the Gregory – Lawn Hill and National Parks Roads as required.

2. RANGER

Litter Management

Following is a summary of where bins are currently placed and maintained

Sites Visited

China wall

Beames Brook Crossing

Gregory Crossing

Report

1 Bin at the fishing site.

1 Bin very little use now access has been restricted to vehicles.

Dump skip back in place.

Removed 4 dead wallabies from town streets as part of a daily early morning run on town and entrance roads to remove nightly road kills before residents/ visitors get about also do an early morning check and a general emu parade of town streets.

Animal Control

- Dog trap sent to Gregory for use by the Gregory caretakers – nothing caught yet.
- 2 cat traps in use around town – total 6 cats trapped at different locations.
- 1080 baited Bowthorn station – 400kg of pig baits

Weed Control

- Continue to spray Rubbervine, Prickly acacia, and Calotrope on road reserves and Graslan on some of the bigger plants.
- Still treating Prickly acacia trees growing on the Nardoo/Floraville road reserve.
- Trial release of “Parkinsonia looper moth” - by CSIRO to control Parkinsonia, total of 99 boxes of larvae and moth has been released at the Escott release site since December 14– area being monitored. Andrew White of the CSIRO arrived on the 14th march and conducted a field survey of the release sites (was difficult with the very wet conditions) Moth larvae were sited on 29 of the 32 plants inspected- CSIRO are to continue releasing larvae to strengthen the sites and will conduct further field trips when its drier to ascertain the extent of coverage.  
Another release 15 July, 17 boxes of larvae and 300 pupae were spread over the 5 sites

Complaints

- Dog deaths in Sloman Street in early March - Results of tissue samples that were collected and sent for analysis in an endeavour to identify cause of death were received and tested positive to the poison 1080, Biosecurity Cloncurry tried unsuccessfully to ascertain from the laboratory as to what strength and type of 1080 chemical was used.

General

- Monthly 1080 stock control sheet & Indemnity Forms to DNR Cloncurry.
- No movement on updating cemetery register and computerising surveyed graves and water reticulation system for the cemetery – still waiting for Utility Services Manager (USM) to check unknown / unmarked graves, met with Town & Rural services supervisor to formulate a plan to mark unmarked graves.
- Traffic counters installed in the following places :-
  - Floraville road
  - Camooweal road after hay farm
  - Before Century mine.
  - After Century mine.
  - Adels grove – unit installed between Louie creek and the roadhouse.
  - Between Riversleigh turnoff and National park boundary (to capture national park traffic)
  - Doomadgee east @ Punjuab boundary grid
  - Doomadgee west before Walford creek.
  - Truganini road.
  - Units regularly maintained and were last downloaded end of July/ early August
  - Road tubes replaced on counter near the hay farm after tube failure.
- Airport checks and attend Rex RPT flights whilst USM away.

- With electrician trying to rectify power supply problems to the northern set of windsock lights, power supply keeps tripping, line tests OK but trips under load, transformer checked out OK, now have to identify the route of the cables (3) so they can be uncovered so checks can be performed at intervals to ascertain where the fault is.
- Had medical for renewal of Traffic control licence.

3. PARKS AND GARDENS

Programed works

- Working with weekly program.
- Assisted with the preparation and clean up of the Order of the Outback Ball
- Assisted with the preparation and clean up for the funerals

4. HOUSING / BUILDING MAINTENANCE

- Maintenance issues being addressed when possible.
- Some staff movements.

5. UTILITIES

James Aitkens and Doug Bruce (Gregory) have completed the first section of training in the Cert III for water and sewerage plant operations. They have taken the trainer on a tour of the Burketown & Gregory Water Treatment Plants and the Burketown Sewerage Treatment Plant.

Burketown & Gregory Water Treatment monthly usage JULY 2016

Daily Reading WTP Burketown –Total Usage – 13763 KI		
July 2016	Daily Usage	Outflow To Town Litres/Second
Highest Daily Usage	576 KI	Avg – 8.08 L P/S
Lowest Daily Usage	220 KI	Avg – 2.74 L P/S

Daily Reading WTP Gregory–Total Usage – KI		
July 2016	Daily Usage	Outflow To Town Litres/Second
Highest Daily Usage	KI	Avg - L P/S
Lowest Daily Usage	KI	Avg - L P/S

Gregory Water Treatment Plant

- Gregory WTP Potable water meter has stopped working. We have purchased new meter and waiting on delivery. Once we have received the meter we will install ASAP.
- We now have on site the Sulphuric Acid and are going to start using in August.

Water Reticulation Gregory

- No issues at the present. All is working well

Sewerage:

- Sewerage samples failed. BOD 36 mg/l, TSS 150 mg/l and Total Nutrients TN 37 mg/L N

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
384150	Total Coliforms	13-7-2016	BSC Treated Effluent	< 1000 CFU/100ml	10 FU/100mL	< 10	
384149	BOD - Biochemical Oxygen Demand	13-7-2016	BSC Treated Effluent	< 20 mg/L	36 mg/L	<2	X
384149	Total Suspended Solids	13-7-2016	BSC Treated Effluent	< 30 mg/LL	150 mg/L	<1	X
384149	PH Physical Properties	13-7-2016	BSC Treated Effluent	6.5-6.8	7.1	<0.1	
384149	TP Nutrients & Anions	14-7-2016	BSC Treated Effluent	< 15 mg/L p	7.4 mg/L P	<0.25	
384149	TN Nutrients & Anions	14-7-2016	BSC Treated Effluent	< 20 mg/L	37 mg/L N	<0.5	X

Statewide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total (JULY 2016)	Actual Total (YTD)
<b>Water Services</b>				
Water mains breaks	Per 100km/year	<30	1	2
Incidents of unplanned interruptions	Per 1000 connections/year	<50	0	0
Water quality related complaints	Per 1000 connections/year	<10	0	0
Drinking water quality	% of samples tested with no <i>E. coli</i> detection/year	98%	0	0
Time to respond to water incidents – water quality complaints, burst water mains, supply interruption	% of response to incident <12hrs	>95%	1	1
<b>Sewerage Services</b>				
Sewer mains breaks and chokes (blockages)	Per 100km/year	<25	0	1
Sewerage complaints – overflow on properties and odour	Per 1000 connections/year	<50	2	3
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	1	1
<b>Combined</b>				
Total water and sewerage complaints (any nature)	Per 1000 connections/year	<120	2	4

Burketown Water Treatment

- Operating well with only minor maintenance on plant.

Nicholson River Pump STN.

- Pumps are operating at 19 l/s.

Sewerage

- All pumping stations are operating well.
- We will have to upgrade the platforms and ladders at the no 2 & 3 pump stations due to corrosion.
- Council will have to look at upgrading the switchboards due to the current parts being obsolete and new parts require extra rewiring to suit.

- DUMP-EZY has been used a lot. We have had a complaint about the dump-ezy being too high for the campervans/ RVs. Height of the RV waste pipe is approximately 300mm from ground and caravans are 400mm plus. The current height of the dump ezy is 350mm. Caravans have no issues. We have placed screening on access road to give it that extra 50mm height required. I don't know how this will go at the Gregory dump ezy as this is higher than Burketown's.

#### Sewerage Treatment Plant

- Blivet operating well with samples collected for May. Samples failed on BOD, TSS and TN.
- Monitoring of the ground water is ongoing.

#### Water Reticulation

- Has been operating well.
- We are installing a new water main on Gregory Street.  
We had a planned water outage on Wednesday 3<sup>rd</sup> August. We had to remove 2 old cement fibro collars and replace with a new 150mm to 100mm reducing Gibault. The fitting failed so we had to remove the cement fibro fittings from reducing sleeve and install it with Gibault's.
- We have repaired a couple of house service leak. Poly pipe had split and a couple have been damaged when installing the Optic fibre line on Beames Street.
- All treatment plant systems have been operating well with minor maintenance/services being required on a weekly basis.
- Future works include marking and location on Valves and Hydrants.
- Have located a few depths of water mains since the Telstra fibre crew have started drilling around town. Waiting on mapping to list depths.

#### Airport

- 3 current NOTAMs are in place. AWIB, WINDSOCK and DISTANCE.
- Closest wind sock still having electrical issues. I have spoken with Mark about this issue. Mark has been given the drawings of the power locations so he can test to locate the fault and repair.
- General maintenance required on the strip and airside. Weed removal, poisoning and mowing.

#### Weather Station

- Current NOTAM for the AWIB is extended. The radio has been sent back to the radio technician for inspection and service. The Airport Manager continues to update Aircservices and the BOM as to the progress of the services. It is hoped that the service will be back on line by the end of the month.

#### REX Airlines

- Operations are running to a reasonable standard.
- REX manifest paperwork is being received in a timely fashion of late.

#### Cemetery

- Nothing significant to report.
- We had 2 burials for July.

### 5. OFFICER'S RECOMMENDATION

That Council notes the contents of the August Works and Services report.

### ATTACHMENTS

Nil

## Workshop and Fleet Reports

## 09.02.01 Work Shop and Fleet Report

DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

FILE NO: BCS/G/CM/RWM

DATE: 9<sup>th</sup> August 2016

LINK TO COUNCIL PLAN/S: Works Program

## 1. GENERAL SERVICING AND MAINTENANCE BEING THE MAIN WORK CARRIED OUT.

Plant #	Description	Maintenance	Scheduled	Cost	Comment
426	Low Loader	Brakes hanging on	No	8 hrs	Replaced relays
469	Multi Tyred Roller	Air leaks and punctures	No	40 hrs	Disconnect air?
474	Rosa Bus	Smoke while engine cold	No	2 hrs	Checked
480	Prime Mover	Tyres, brakes, grease	No	4 hrs	Wear
485	Backhoe	Coolant, tyres, battery	No	4 hrs	Wear
506	Ammann Drum Roller	Air conditioner	No	4 hrs	Small leak
514	SES Hilux	60k service	Yes	3 hrs	Scheduled
522	140M Grader	Staked tyre	No	2 hrs	Road side debris
533	Kubota Zero Turn	Deck belt	No	4 hrs	Wear
538	Workshop Truck	75k service	Yes	4 hrs	Scheduled
551	Prime mover	Batteries, bracket	No	5 hrs	Battery shorted
554	Roadtrain	Grease, brakes, tyres	No	4 hrs	Check over
563	Septic Pump Out Unit	Pull start	No	2 hrs	Pulled through
575	Rubbish Compactor	Bent arm	No	2 hrs	Misjudged
583	Cat Loader	Check over	No	4 hrs	Good to go
584	Rural Landcruiser	60k service and windscreen	Yes	5 hrs	Scheduled
585	Job Truck	40k service and shockie	Yes	4 hrs	Scheduled
587	Pad foot Roller	Check over	No	2 hrs	Good to go
593	Isuzu NPR75-190	15k and 20K service	Yes	4 hrs	Scheduled
2006	4,500 ltr Fuel Tank	Convert to hooklift	Yes	12 hrs	Heavy use
	Auction of excess plant	Sales agreement completed	Yes		
	Wharf tide gauge	Clean panel, connect battery	No	2 hrs	Yearly check

## 2. TENDER UPDATE

From the 2015-16 Budget

- Waste Transfer Bins- Materials ordered

For the 2016-17 Budget

- Low Loader- to be specified
- Multi Tyred Roller- to be specified
- Backhoe- to be specified
- 50 kva Genset- not required as yet
- Hilux Extra Cab- 75,209 kms- hold to 80k

- Workshop Truck- 75,115 kms- hold to 80k
- Hilux Dual Cab- 61,672 kms- hold to 80k
- Toyota Landcruiser Dual Cab- 60,445 kms- hold to 80k
- Office vehicle- to be specified

3. OFFICER'S RECOMMENDATION

Council notes the contents of the Work Shop and Fleet Manager's August 2016 report.

ATTACHMENTS

- |                                      |  |
|--------------------------------------|--|
| 1. Plant Replacement Program         | <br>2016-2017 Plant Replacement Budget. |
| 2. Schedule of Major Plant Servicing | <br>Major Plant Service Schedule.xls    |
| 3. Plant Running Costs               | <br>Plant running costs.pdf             |

## Finance Reports

## 09.03.01 Finance Monthly Update July 2016

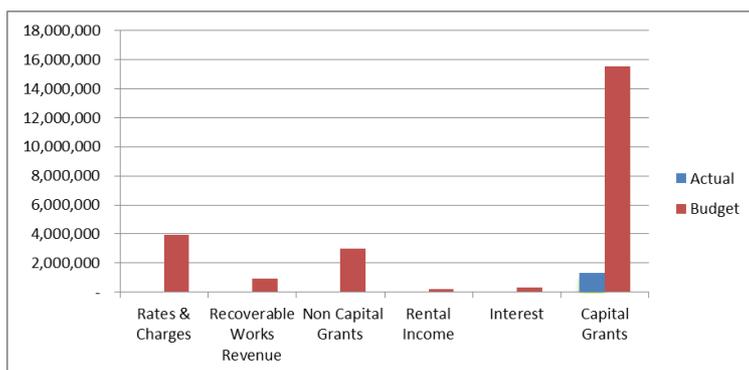
DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Council Meeting Report – Finance Monthly Update Report
DATE:	18 August 2016
LINK TO COUNCIL PLANS	Operational Plan, Budget

## 1. OPERATING STATEMENT

Operating Statement			
31-Jul-16			
	2016 - 2017 Year to Date Actual	2016-17 Pro rata Budget	2016 - 2017 Annual Budget
<b>Operating Revenue</b>			
Rates & Charges	-	334,166.67	4,010,000
Less: Discount, Rebate & Remissions	-	5,083.33	61,000
	-	<b>329,083</b>	<b>3,949,000</b>
Fees & Charges	14,752	7,417	89,000
Rental Income	19,550	19,167	230,000
Interest	24,670	29,500	354,000
Recoverable Works Revenue	3,242	77,083	925,000
Other Income	139	-	-
	<b>62,353</b>	<b>133,167</b>	<b>1,598,000</b>
Donations	-	666.67	8,000
Contributions	-	-	-
Subsidies & Grants	20,000	249,166.67	2,990,000
	<b>20,000</b>	<b>249,833</b>	<b>2,998,000</b>
<b>Total Operating Revenues</b>	<b>82,353</b>	<b>712,083</b>	<b>8,545,000</b>
<b>Operating Expenditure</b>			
Corporate Governance Costs	73,723	67,250	807,000
Administration Costs	331,725	135,000	1,620,000
Recoverable Works Expenses	347	58,750	705,000
Engineering Services	170,403	146,000	1,752,000
Utility Services Costs	50,189	48,583	583,000
Net Plant Operating Costs	-	91,083	1,093,000
Planning & Environmental Expenses	41,437	47,000	564,000
Community Services Costs	2,079,727	77,583	931,000
Finance Costs	1,320	1,583	19,000
Depreciation	308,583	308,583	3,703,000
Other Expenses	-	750	9,000
<b>Total Operating Expenditure</b>	<b>2,956,473</b>	<b>800,000</b>	<b>9,600,000</b>
<b>OPERATING CAPABILITY BEFORE CAPITAL REVENUE</b>	<b>- 2,874,120</b>	<b>- 87,917</b>	<b>- 1,055,000</b>
Sale of Non current Assets	-	-	-
Contributions	-	13,333	160,000
Subsidies & Grants	1,313,083	1,290,833	15,490,000
<b>NET RESULT</b>	<b>- 1,561,037</b>	<b>1,216,250</b>	<b>14,595,000</b>

*\*Year to date results show an operating deficit of \$2,874,120 before capital revenue. The operating statement reflects a net result of - \$1,561,037 after capital grants and subsidies. Capital grants are tied to specific capital projects.*

*Actual Revenue (Year to date) vs Budget*



**Rates & Utility Charges**

There is a significant variance between year to date rates and utility charges and pro rata budget estimates at the end of July as the rates levy is scheduled to be raised at the end of August.

**Fees and charges**

Fees and charges sit favourably at \$14,752 against a pro rata estimate of \$7,400. The variance mainly relates to Order of the Outback Ball ticket sales which were recorded in July.

**Rental income**

Rental income received is on track with pro rata budget estimates sitting at \$19,550 against a pro rata estimate of \$19,167.

**Interest**

Investment interest and rates interest received is on track with pro rata budget estimates sitting slightly below pro rata estimates due to withdrawals from the investment account to replenish operating cash accounts pending receipt of rates and grants revenues. The investment account will be replenished as cash inflows improve resulting in higher interest earnings.

**Recoverable works revenue**

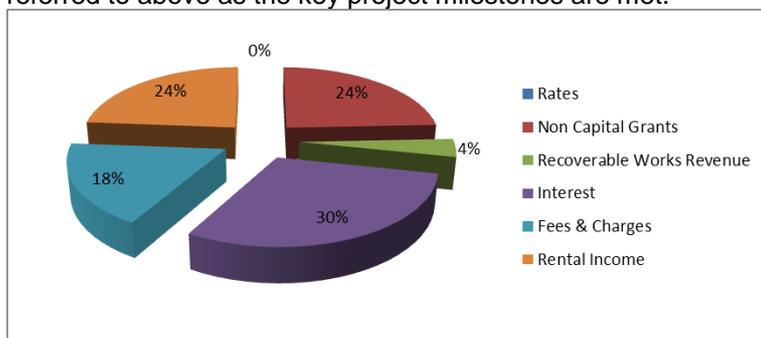
Recoverable works revenue is significantly lower than pro rata estimates primarily due to timing differences between completion of RMPC works and raising of invoices for completed RMPC works.

**Grants, Subsidies, Contributions and Donations**

Non capital grants, subsidies and contributions are significantly lower than pro rata estimates due to timing differences. FAG general purpose and roads grants will be received progressively through the year with the first payment anticipated in the first quarter of the financial year.

**Capital revenue**

Revenue for the optic fibre project under the National Stronger Regions and Building Our Regions programs has been recognised with corresponding optic fibre project expenditure recognised in the same period. Please note that the expenditure incurred at the end of July exceeds the revenue recognised however the expenditure will be fully offset by the revenue through the funding programs referred to above as the key project milestones are met.



\*Rates revenue at the end of July constitutes 0% of total operating revenue pending rates levying.

**Operating expenditure**

Overall year to date operational expenditure sits significantly over pro rata budget estimates, this is primarily due to the timing and method of payment for the optic fibre project (see Community Service costs) (payments made by Council to Telstra and a related reimbursement from the funding bodies

as opposed to direct payments to Telstra by the funding bodies which was the anticipated course at the time that this budget was developed).

Administration costs are slightly higher than pro rata estimates due to timing differences as expenditure for annual insurance has been recognised in July rather than amortised/pro rata on a monthly basis.

Finance costs (bank charges) are on track with budget estimates.

Planning and environmental expenses are on track with pro rata budget estimates.

Engineering services are slightly higher than pro rata estimates primarily due to timing differences in performance and completion of engineering works.

## 2. STATEMENT OF FINANCIAL POSITION

<b>Statement of Financial Position</b>		
<b>31-Jul-16</b>		
	<b>2016 - 17 Year to date Actual</b>	<b>2016 - 17 Pro rata Budget</b>
<b>Current assets</b>		
Cash and cash equivalents	9,559,255	11,982,109
Trade and other receivables	1,800,521	763,603
Inventories	240,938	223,943
Other financial assets	399,927	176,463
<b>Total current assets</b>	<b>12,000,641</b>	<b>13,146,118</b>
<b>Non-current assets</b>		
Property, plant and equipment	136,807,759	132,307,425
<b>Total non-current assets</b>	<b>136,807,759</b>	<b>132,307,425</b>
<b>Total assets</b>	<b>148,808,400</b>	<b>145,453,543</b>
<b>Current liabilities</b>		
Trade and other payables	773,027	1,586,350
Provisions	152,821	118,351
Other current liabilities	351,807	175,000
<b>Total current liabilities</b>	<b>1,277,655</b>	<b>1,879,701</b>
<b>Non-current liabilities</b>		
Trade & Other Payables	-	-
Provisions	533,567	550,719
<b>Total non-current liabilities</b>	<b>533,567</b>	<b>550,719</b>
<b>Total liabilities</b>	<b>1,811,222</b>	<b>2,430,420</b>
<b>Net community assets</b>	<b>146,997,178</b>	<b>143,023,123</b>
<b>Community equity</b>		
Asset revaluation reserve	74,114,951	74,114,951
Retained surplus	72,882,227	68,908,172
Other Reserves	-	-
<b>Total community equity</b>	<b>146,997,178</b>	<b>143,023,123</b>

### Cash and cash equivalents

Cash and cash equivalents decreased from the previous month from a balance of \$11,866,862 to \$9,559,255. Cash balances at the end of July are lower than budget estimates due to timing of inflows and cash outflows. Cash holdings decreased mainly due to payments of wages and suppliers with the largest payments being for the optic fibre project. The first quarter of the financial year should see progressive cash receipts in relation to the Optic Fibre Project, rates revenues and Financial Assistance Grants which should increase and strengthen Councils cash balances in line with budget estimates

**Cash holdings**

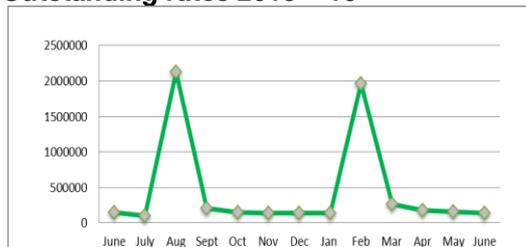
Burke Shire Council - Cash Position 2016 - 2017					
Month	Queensland Treasury Corporation	Term Deposit	Westpac Bank Cash Reserve	Westpa Cash Management Account	Total Cash Held
Jul-16	\$ 8,622,084.78	\$ -	\$ 394,230.00	\$ 543,499.43	\$ 9,559,814
Aug-16	\$ -	\$ -	\$ -	\$ -	\$ -
Sep-16	\$ -	\$ -	\$ -	\$ -	\$ -
Oct-16	\$ -	\$ -	\$ -	\$ -	\$ -
Nov-16	\$ -	\$ -	\$ -	\$ -	\$ -
Dec-16	\$ -	\$ -	\$ -	\$ -	\$ -
Jan-17	\$ -	\$ -	\$ -	\$ -	\$ -
Feb-17	\$ -	\$ -	\$ -	\$ -	\$ -
Mar-17	\$ -	\$ -	\$ -	\$ -	\$ -
Apr-17	\$ -	\$ -	\$ -	\$ -	\$ -
May-17	\$ -	\$ -	\$ -	\$ -	\$ -
Jun-17	\$ -	\$ -	\$ -	\$ -	\$ -

**\*\*Petty cash and cash floats at the end of January total \$560 (not included in table above)**

**Trade and other receivables**

Rates receivables continue to decrease as payments for outstanding rates and utility charges are received. Outstanding rates decreased from a balance of \$137,771 at the end June to a balance of \$104,676 at the end of July.

**Outstanding rates 2015 – 16**



**Outstanding rates 2016-17**



**Outstanding rates by category**

Category	General Rates	Sewer	Garbage	Water	Excess Water	Total
Urban Rates Burketown	9,638	16,321	5,938	12,420	6,626	50,943
Urban Rates Gregory	13,612	-	823	28,594	9,879	52,908
Rural Rates	307	-	-	-	-	307
Prospecting	-	-	-	-	-	-
Mining Intensity	-	-	-	-	-	-
<b>Total</b>						<b>104,158</b>

**Inventories & Other Financial Assets**

Inventories sit at \$240,000 and are on track with budget estimates.

**Property Plant & Equipment**

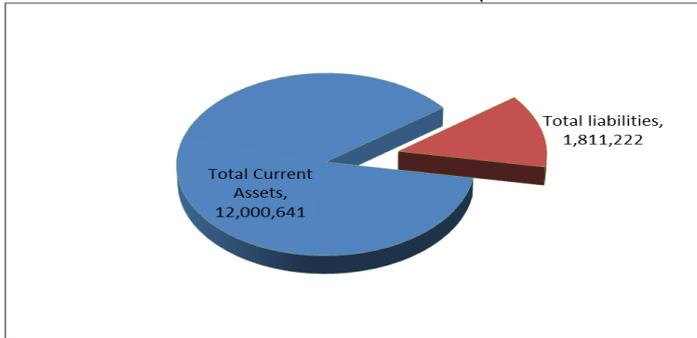
Capital works in progress are being monitored; NDRRA REPA works are estimated to be valued at ~\$25 million dollars. Pothole patching works around town streets have been completed. Sealing works will commence in progressive months.

TIDS and Roads to Recovery works (reseal and upgrades of road network) will commence later in the year in line with the works program. A more comprehensive capital works report will be provided from the next reporting month as major capital projects are commenced.

**Liabilities and Provisions**

Total liabilities and provisions remain largely unchanged from the previous month increasing slightly to \$1,8million. Current liabilities mainly relate to invoices due for payment and employee leave entitlements at the end of the month.

Ratio of current assets to total liabilities (current and non current) 1:11



3. STATEMENT OF CASH FLOWS

Statement of Cash Flows 31-Jul-16		
	Actual	Budget
<b>Cash flows from operating activities</b>		
Receipts from customers	- 897,458	5,138,000
Payments to suppliers and employees	- 2,658,897	- 5,877,000
	<b>- 3,556,355</b>	<b>- 739,000</b>
Interest received	24,670	354,000
Rental income	19,550	230,000
Non capital grants and contributions	1,333,083	2,998,000
Borrowing costs	-	-
<b>Net cash inflow (outflow) from operating activities</b>	<b>- 2,179,052</b>	<b>2,843,000</b>
<b>Cash flows from investing activities</b>		
Net payments for property, plant and equipment	- 100,747	- 18,512,000
Grants, subsidies, contributions and donations	-	15,490,000
Proceeds from sale of property plant & equipment	-	301,000
<b>Net cash inflow (outflow) from investing activities</b>	<b>- 100,747</b>	<b>- 2,721,000</b>
<b>Cash flows from financing activities</b>		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
Repayments made on finance leases	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>-</b>	<b>-</b>
<b>Net increase (decrease) in cash and cash equivalents held</b>	<b>- 2,279,799</b>	<b>122,000</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>	<b>11,840,172</b>	<b>11,860,109</b>
<b>Cash and cash equivalents at end of the month</b>	<b>9,560,373</b>	<b>11,982,109</b>

4. OFFICER'S RECOMMENDATION

That Council notes the contents of the Finance Manager's July 2016 Monthly Report.

ATTACHMENTS

1. Outstanding rates report



Outstanding rates  
July 2016 v2.xlsx

## Finance Reports

### 09.03.02 Advertising Expenditure Policy

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE NO:	Policies
DATE:	8 August 2016
LINK TO COUNCIL PLAN/S:	Budget 2016-2017, Operational Plan 2016-17

---

1. PURPOSE (Executive Summary)

To submit Council's Advertising Expenditure Policy for review and adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last reviewed the Advertising Expenditure Policy in August 2015. There have been no external (legislation, regulation, QAO recommendation) nor internal (policies, procedures) developments that would dictate the substantive review of this document.

3. PROPOSAL

That Council adopts the Advertising Expenditure Policy as presented.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council establishes a budget each year for advertising expenditure in the areas of: tourism, events, recruitment, tender advertisements etc.

Given the reach of the Notices Distribution and Facebook, it is rarely necessary for Council to engage in more general education campaigns of ratepayers and residents through paid media slots – TV, Radio, Newspaper.

5. POLICY & LEGAL IMPLICATIONS

Council is required to develop and adopt an Advertising Expenditure Policy in line with section 197 of the Local Government Regulation 2012:

(1) A local government must prepare and adopt a policy about the local government's spending on advertising (an advertising spending policy).

(2) A local government may spend money on advertising only—

(a) if—

(i) the advertising is to provide information or education to the public; and

(ii) the information or education is provided in the public interest; and

(b) in a way that is consistent with the local government's advertising spending policy.

(3) Advertising is promoting, for the payment of a fee, an idea, goods or services to the public.

6. CRITICAL DATES & IMPLEMENTATION

The Advertising Expenditure Policy is due for review.

7. CONSULTATION

Council has reviewed a range of other Advertising Expenditure policies in the Queensland Local Government Sector.

8. CONCLUSION

Council's Advertising Expenditure Policy provides certainty in relation to Council's advertising expenditure and where it may and may not be allocated.

9. OFFICER'S RECOMMENDATION

That Council adopt version 7 of the Advertising Expenditure Policy as presented.

ATTACHMENTS



ADM-POL-010  
Advertising Expenditu

1. ADM-POL-010 Advertising Expenditure Policy

## Finance Reports

### 09.03.03 Credit Card Usage Policy

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE NO:	Policies
DATE:	8 August 2016
LINK TO COUNCIL PLAN/S:	Budget 2016-2017, Operational Plan 2016-17

---

1. PURPOSE (Executive Summary)

To submit Council's Credit Card Policy for review and adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last reviewed the Credit Card Policy in August 2015 at the same time as reviewing the Hospitality and Expenditure Policy, Procurement Policy and the Advertising and Expenditure Policy.

Greater internal consistency between these documents was achieved during the 2015 review. There have been no external (legislative, regulatory) nor internal (policy, procedural) changes that require Council to amend this policy in any substantive way.

3. PROPOSAL

That Council adopts the Credit Card Policy as presented.

4. FINANCIAL & RESOURCE IMPLICATIONS

This policy provides guidelines for ensuring that robust processes govern credit card usage and acquittal processes. Upper limits are placed on the quantum of expenditure that can be placed on a credit card as well as defining the kinds of situations where it is appropriate to use a credit card.

5. POLICY & LEGAL IMPLICATIONS

The Credit Card Policy establishes strict protocols and reporting provisions around credit card usage as well as establishing the processes to follow in the event that expenditure protocols are breached.

6. CRITICAL DATES & IMPLEMENTATION

The Credit Card Policy is due for review.

7. CONSULTATION

Consultation on this policy with the Queensland Audit Office was undertaken in 2015. The QAO indicated the importance of ensuring the alignment of this policy with other related policies. This was achieved during the previous review and maintained in this subsequent review.

8. CONCLUSION

Council's Credit Card Policy provides certainty around credit card expenditure and acquittal requirements. This policy is also in alignment with related policies, including the Hospitality and Expenditure Policy.

It is appropriate to revisit this policy on an annual basis.

9. OFFICER'S RECOMMENDATION

That Council adopts version 4 of the Credit Card Policy as presented.

ATTACHMENTS

1. FIN-POL-002 Credit Card Policy



FIN-POL-002 Credit  
Card Usage Policy.do

## Finance Reports

### 09.03.04 Entertainment & Hospitality Expenditure Policy

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE NO:	Policies
DATE:	8 August 2016
LINK TO COUNCIL PLAN/S:	Budget 2016-2017, Operational Plan 2016-17

---

1. PURPOSE (Executive Summary)

To submit Council's Entertainment & Hospitality Expenditure Policy for review and adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last reviewed the Entertainment & Hospitality Expenditure Policy in August 2015 at the same time as reviewing the Credit Card Policy, Procurement Policy and the Advertising and Expenditure Policy.

Greater internal consistency between these documents was achieved during the 2015 review. There have been no external (legislative, regulatory) nor internal (policy, procedural) changes that require Council to amend this policy in any substantive way other than requirements to report clearly on any related parties expenditure.

3. PROPOSAL

That Council adopts the Entertainment & Hospitality Expenditure Policy as presented.

4. FINANCIAL & RESOURCE IMPLICATIONS

This policy provides clear guidelines and restrictions around expenditure on entertainment and hospitality.

5. POLICY & LEGAL IMPLICATIONS

The Entertainment & Hospitality Expenditure Policy establishes guidelines around what constitutes appropriate expenditure and what is considered inappropriate and/or unacceptable.

6. CRITICAL DATES & IMPLEMENTATION

The Entertainment & Hospitality Expenditure Policy is due for review in August 2016.

7. CONSULTATION

Consultation on this policy with the Queensland Audit Office was undertaken in 2015. The QAO indicated the importance of ensuring the alignment of this policy with other related policies. This was achieved during the previous review and maintained in this subsequent review. No substantive changes have been made to this policy.

8. CONCLUSION

Council's Entertainment & Hospitality Expenditure Policy provides certainty around expenditure on entertainment and hospitality. This policy is also in alignment with related policies, including the Credit Card Policy and the Councillor Expenses Reimbursement Policy.

9. OFFICER'S RECOMMENDATION

That Council adopts version 8 of the Entertainment & Hospitality Expenditure Policy as presented.

ATTACHMENTS



ADM-POL-012  
Entertainment Hospit:

1. ADM-POL-012 Entertainment & Hospitality Expenditure Policy

## Finance Reports

### 09.03.05 Reduction of Water Consumption Charges Policy - Report

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE NO:	Policies
DATE:	08.08.2016
LINK TO COUNCIL PLAN/S:	Budget 2016-17 (Revenue Statement)

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#### 1. PURPOSE (Executive Summary)

The purpose of this report is to review the FIN-POL-011 Reduction of Water Consumption Charges Policy.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted a new regime for rating the provision of treated water. For the first time in the Burke Shire, an access/allocation charge was married to a two-tiered 'additional water consumption' charge. These mandated changes were designed to assist Council in approaching cost recovery in the delivery of treated water services to Burketown and Gregory by reducing conspicuous water consumption, promoting more efficient water usage and providing an incentive to repair poor plumbing.

Given this emphasis on accountability, it was important for Council to determine how it would address water consumption charges impacted by leaks and faulty meters. To this end, Council adopted the FIN-POL-011 Reduction of Water Consumption Charges Policy in June 2014.

This meeting represents the first review of the Policy. As yet, the Policy has not been tested by any application for consideration for relief against the Policy.

#### 3. PROPOSAL

That Council reviews and adopts the FIN-POL-011 Reduction of Water Consumption Charges Policy.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

With the introduction of Council's new water rating system, individual water users are more accountable for their own water consumption.

Previously, Council had borne all costs associated with avoidable water wastage and conspicuous consumption.

The new system apportions accountability for water consumption more equitably, which is likely to reduce the costs to Council of delivering this service and to ratepayers who fund this service.

#### 5. POLICY & LEGAL IMPLICATIONS

*Water Supply (Safety and Reliability) Act 2008*  
*Local Government Regulation 2012*

6. CRITICAL DATES & IMPLEMENTATION

The August Council meeting represents an opportune time to review the policy prior to the issue of water consumption charges for 2015-2016, which will be levied as part of the first rates issue of 2016-2017.

7. CONSULTATION

Council's Reduction of Water Consumption Charges Policy aligns with the majority of such policies in Queensland, while accounting for differences in organisational structure.

8. CONCLUSION

Given the standard nature of such policies (and associated forms), it is not envisaged that a great deal of change will be required to this policy on a year-to-year basis. At this stage, the policy has not been tested, though Council provides water consumption figures and billing estimates to ratepayers on a 6 monthly basis.

9. OFFICER'S RECOMMENDATION

That Council adopts version 2 of the FIN-POL-011 Reduction of Water Consumption Charges Policy as presented.

ATTACHMENTS

1. FIN-POL-011 Reduction of Water Consumption Charges Policy



FIN-POL-009  
Reduction of Water C

## Deputy Chief Executive Officer Reports

## 09.04.01 Deputy Chief Executive Officer Report

DEPARTMENT: Corporate and Community Services, Human Resources, WH&S

RESPONSIBLE OFFICER: Nils Hay – DCEO

FILE NO: Business Paper

DATE: 18<sup>th</sup> August 2016

LINK TO COUNCIL PLAN/S: Operational Plan

## 1. COMMUNITY DEVELOPMENT OFFICER

This section of the DCEO report contains information about the range of events and activities coordinated through the Administration Department of Council. This includes details of recently held events as well as a synopsis of the planning and preparation for pending events. The CDO remains on maternity leave at present.

**2016 EVENTS CALENDAR**

Date	Month	Event	Host	Responsible
26	January	Australia Day	BSC	CDO
8	March	Women of the Gulf	Queensland Country Womens Association - Gregory	Annie Backhaus
30	March	Colouring Competition - Easter	BSC Library	Hayley-Ann Croton
25-27	March	Burketown Barramundi World Fishing Championships	Burketown Barramundi Fishing Organisation	Gary Jeffries
6	April	Games Day	BSC Library	Hayley-Ann Croton
25	April	Anzac Day	BSC	CDO
30	April	Gregory Races	Gregory Downs Jockey Club	John Clarke
1	May	Gregory Canoe Race	North West Canoe Club Mount Isa	Larry Wilson
7 & 8	May	Burketown Rodeo & Campdraft	Burketown Rodeo & Sporting Association	Ian Kennedy
14	May	Arts Queensland Performance - Flamenco Fire	BSC	CDO
29	June	Dress Up - Fantasy Day	BSC Library	Hayley-Ann Croton
25 & 26	June	Gregory Campdraft & Horse Sports	Gregory District Sporting Association	Neil Hammond
6	July	Sports Day	BSC Library	Hayley-Ann Croton
30	July	Order of the Outback Ball	BSC and Committee	CDO
13-21	August	Seniors Week	BSC and Health Care Providers	CDO

Date	Month	Event	Host	Responsible
21	September	Games Day	BSC Library	Hayley-Ann Croton
28	September	Arts & Craft Day	BSC Library	Hayley-Ann Croton
24 & 25	September	Gregory CWA Horse Sports	Queensland Country Womens Association - Gregory	Tess Arnold
TBA	October	Burketown Rodeo and Sprint Races	Burketown Rodeo & Sporting Association	Ian Kennedy
1	November	Melbourne Cup - Show Holiday for Burketown	Burketown Pub & Gregory	Peter Clarke/Ian Fresser
11	November	Remembrance Day	BSC	CDO
TBA	November	Burketown State School DUX	BSC	Executive Assistant
TBA	November	Young Ambassador Program	BSC	Executive Assistant
11	December	Games Day	BSC Library	Hayley-Ann Croton
14	December	Arts & Craft Day	BSC Library	Hayley-Ann Croton
18	December	Colouring Competition - Christmas	BSC Library	Hayley-Ann Croton
TBA	December	Burketown Community Christmas Celebration	BSC	CDO
TBA	December	BSC Staff Christmas Party	BSC	CDO
TBA	TBA	Burke Shire Tidy Yard Competition	BSC	CDO

## PAST EVENTS

### Quilt for a Day - 17 July 2016

The RADF-Funded Quilt for a Day project in Gregory was, by all reports, a success. Attendees were very happy with the training and guidance that Aussie Quick Quilts provided, and everyboy left with a new quilt of their own.

### Order of the Outback Ball (OotOB) – 30 July 2016

The Ball was held successfully, along with the presentation of the Award to BlazeAid. The guests numbered 160, including the attendance of several Corporate Partners.

The analysis of the event has been held and a report by EO Martin Powley, in consultation with the organising committee, is being compiled to guide the organisation of future OTO Balls in the Nijinda Durlga complex. The report will include a summary of lessons learned from the 2016 Ball along with recommendations for future balls.

A financial report is being prepared for the Council.

One of the major successes for the Ball was the Corporate Partnership support that included \$9,000 financial and \$6,628 in-kind support.

Feedback for all facets of the event (band, bar, decorations, catering, general organisation) has been overwhelmingly positive and this year's event will provide a great template for similar future events.

## **UPCOMING EVENTS**

### Seniors Week

With numerous unexpected staff absences, the Seniors Week event, slated for 20 August, has been scaled back. It will now comprise of a morning tea at the Burketown Pub.

### Morning Glory Festival 2017

Scope will be reduced following June 2016 Council Meeting; events team are considering a small-scale 'dry run' in 2016, with a 'Grand Final in the Park' or similar event to take place on the weekend of the Burketown Rodeo/Races.

By holding 'Grand Final In The Park' (In the Morning Glory Park) it will provide a hub for the community to come together and encourage the competitors/spectators of Rodeo/Races to extend their stays (this is a long weekend with Monday being a Public Holiday) and promote and generate income for local businesses.

Funding is available through the Drought Communities Support program to fund a small-scale event of this nature. The Executive Officer has been in contact with Channel Nine to confirm that it would be possible to publicly screen the NRL Final. Discussions are underway with the works department and DTMR regarding the closure of roads to allow for a street party atmosphere for the event.

## **COMMUNITY DEVELOPMENT PROJECTS**

### Event Management Packs:

In preparation for 2017 we are looking at releasing packs to the Community Organisations and anyone who requests donations/sponsorship from the Burke Shire Council. These packs will include:

- Policies/Procedures and Forms required from donation/sponsorship requests
- Booking information/Forms re: Nijinda Durlga and bus hire
- Local Business/Community Group Contacts
- Events Calendar 2017
- A list of fundraising opportunities available at BSC events in 2017.
- Useful resources – websites containing funding that is available, e-resources assisting with grant writing etc.

The purpose of these packs is to help Community Groups and Burke Shire employees with forward planning and clarify policies and procedures around donation requests/sponsorship and what is available from the Burke Shire Council.

### Major Events Committee:

A standing Major Events committee will also be formed, with coordination of the Community Development Officer. This committee will be made up of core Council staff and community members, with local business people invited to join.

The Major Events committee will focus solely on Council's two trademark biennial events; the Morning Glory Festival and the Order of the Outback Award and Ball.

## **PAID ADVERTISING**

We are currently promoting the Burke Shire in Amazing North Publication, Savannah Way and Matilda Country magazines.

## **2. LIBRARY**

### Facebook Updates

Facebook updates are still being put up on a Monday for library promotion in the community as well as during the week should the need arise for information to be sent out

Artist of the Month

Children have been coming into the library to colour and enter the competition with very little space left on the board. The July winner has been chosen and will be presented at the school.

Strategic Plan

The library Strategic Plan is being revised, a draft has been prepared and passed to the State Library of Queensland staff for review. Haley Croton is working with State Library staff to develop this document.

3. NEWSLETTER

The cut-off date for articles for the August quarterly newsletter was Friday 15 July. The finished newsletter is currently being printed and should be distributed in mid August.

4. DONATIONS

Current update and outstanding donations for the end of July are as below:

- Still waiting on post-event/donation reports from:
  - Burketown State School for Christmas Party & Awards Night (overdue)
  - QCWA for writing workshop (overdue)
  - Holly Hammond & Jason Munchenber for Alzheimer's Australia and RFDS QLD event
  - Canoe Club for Gregory Canoe Race
  - Gregory Jockey Club for Gregory Campdraft
- Donation request received for:
  - QCWA – Gregory Branch in support of the upcoming Horse Sports and Family Fun Day on 18th Sept
  - QCWA – Gregory Branch for use of the Nijinda Durlga Hall on 7 September

5. ENVIRONMENTAL HEALTH OFFICER

- Documentation has been sent out to all food retailers to renew food licences for 2016-17
- Invoices have been issued

6. NIJINDA DURLGA

Bookings for the month of July in the Durlga – Council Meetings, Councillor and Council management meetings, CLCAC, JCC XXIII, Save the Children, NWRH, Staff training, LDMG meeting, Vi Booth's funeral, Order of the Outback Ball, as well as the HACCC Hall being booked for the HACCC Program.

Staff are further developing a plan to achieve greater cost recovery from Durlga operations.

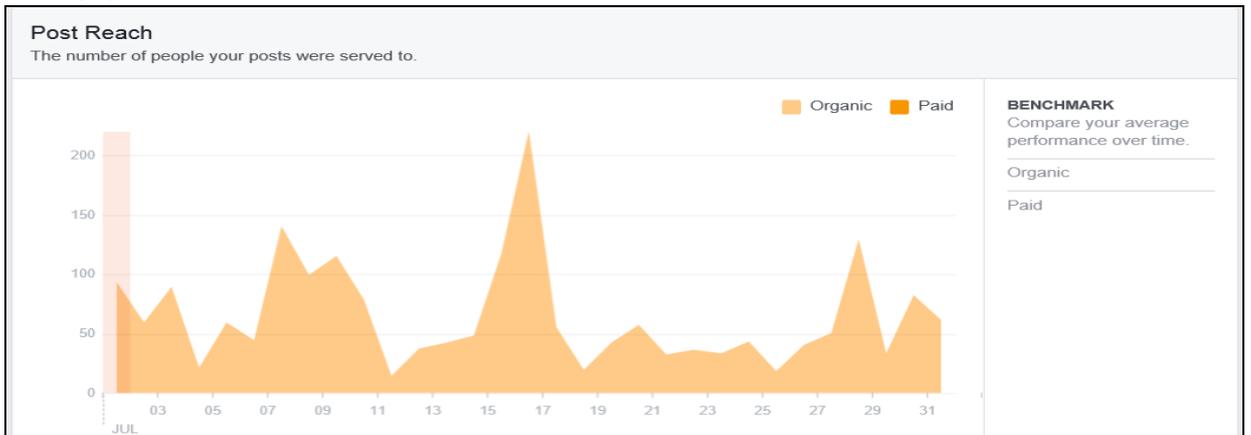
7. SOCIAL MEDIA

The Facebook statistics from July 2016, compared to this period last year, show a marked improvement in reach and engagement:

2016:

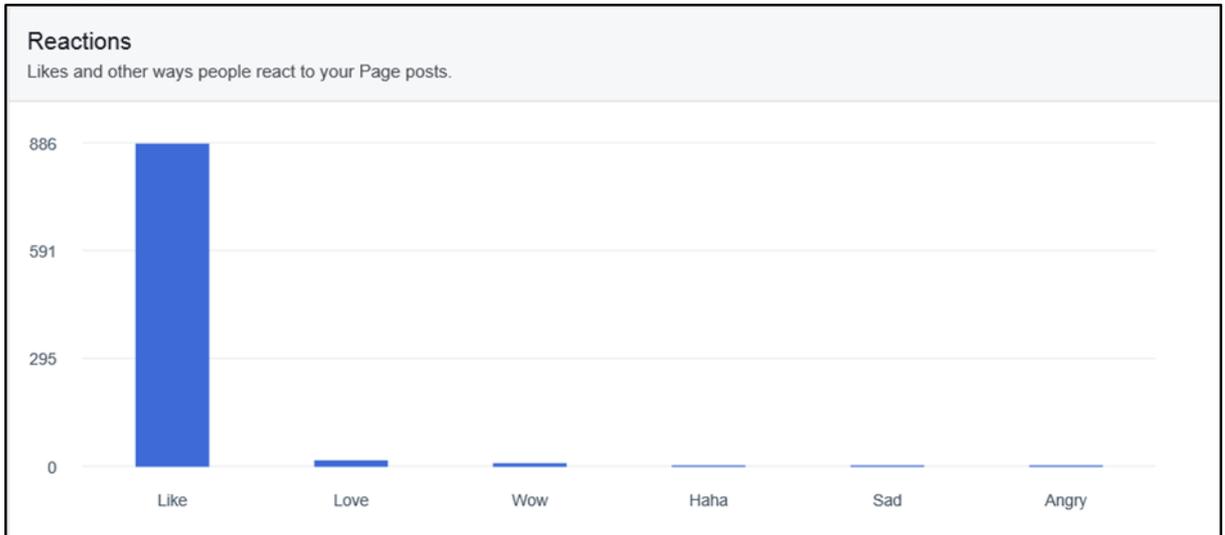


2015:

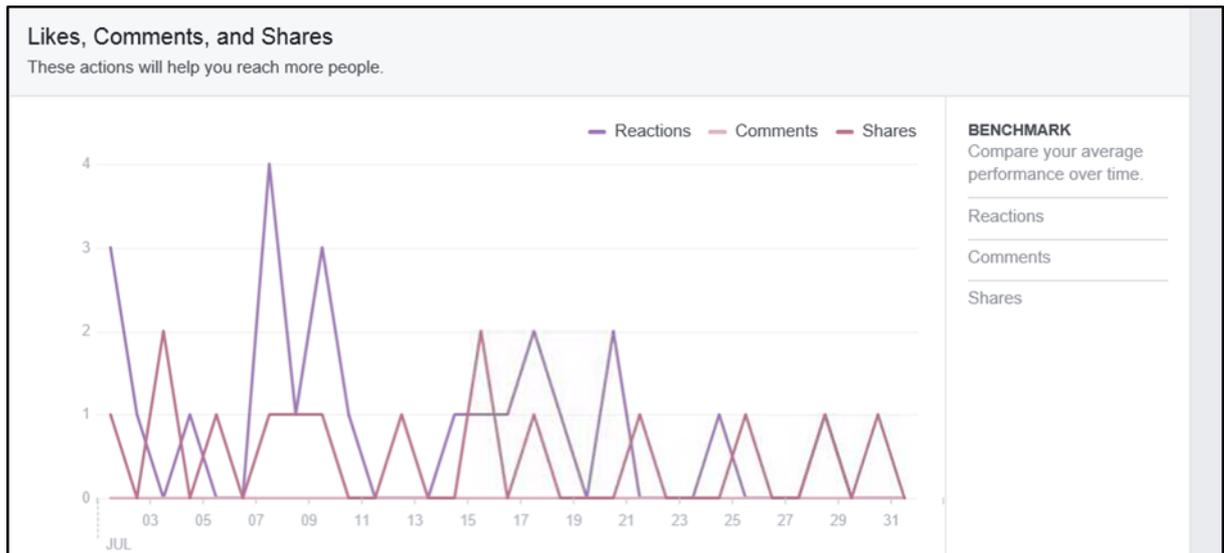


The number of likes and reactions was also far higher:

2016:



2015:



8. COMMUNITY SATISFACTION SURVEY

Council has identified the need to gauge the level of satisfaction by residents of the Burke Shire with regard to Council delivery of services. Following comparison of quotes and methodology, Alan Morton, who has broad experience in surveys for Local Government, has been approached to develop an outline of what the survey may look like for the Burke Shire. Mr Morton is in discussion with Market Facts, a company that has expertise in analysing survey responses. The feedback is that, out of 160 landline phone numbers in the Burke Shire, a response rate of 70 respondents to a phone survey will give the Council valid statistical data.

The Executive Officer is managing this project and in the process of developing a draft set of questions with Alan Morton and his team. The survey is planned for around October this year.

9. RECORDKEEPING

Following a teleconference with CorpMem, a number of key savings strategies have been initiated. These involve more record-keeping operation being conducted internally, improvement of workflows and amendment of business rules. The proposed changes should see both record-keeping expenses decrease and productivity increase in this space.

A site visit from CorpMem later this year is expected to deal with remaining legacy hard-copy documents and provide training to staff to further improve internal efficiency.

Please also see the attached report from CorpMem.

10. IT

Civica reporting – Council is receiving monthly reporting; this includes outstanding jobs and completed jobs logged (see attached).

- Council's Admin Office connection is due has been upgraded from 1MB to 2MB. The new connection is currently being tested before going live. It will see 1MB dedicated to printing and document synchronization, with the new 1MB connection devoted solely to everyday internet use
- There have been no major IT issues in this reporting period.

11. ASSET DISPOSAL

Council is presently storing furniture and other surplus items in the Old Shire Hall. Initial appraisal of these items has taken place. Council has identified several items that can be auctioned as part of the disposal process.

A silent auction will take place in the coming month or two to dispose of these items.

12. HUMAN RESOURCES UPDATE

Staff Changes – Departures:

Bhan Pratap, Temporary CFO will be finishing on 30 August 2016.

Staff Changes – Appointments:

Nil

Staff Changes – Other:

Simba Chimpaka, Finance Manager, has commenced working remotely as of 1 August 2016

Vacancies:

Council is currently seeking expressions of interest for casual Administration staff

New Certified Agreement:

On 11 July 2016 the LGAQ issued a Statutory Order of Review with the Supreme Court seeking a declaration that the variation notice and consolidated request issued by the Industrial Relations Minister on 6 June 2016 is invalid.

It is noted that this action could further delay the conclusion of the ongoing IR review process and Council's subsequent ability to negotiate a new Certified Agreement.

JCC:

JCC XXIII was held on 13 July 2016. JCC XXIV will be held on 13 September 2016.

Performance Reviews:

The performance review process is almost complete.

Workplace Health and Safety:

The monthly Workplace Health and Safety report is attached. For the previous month there was one property plant and equipment incident, and one report only incident, which is being investigated and is subject to a WorkCover claim.

Training:

The following training has taken place over the last month:

- Apprenticeships and Traineeships are ongoing
- Staff have commenced online Microsoft Office software training through a subscription to LGAQ's online learning platform; this is ongoing
- Training access for Councillors should have been received
- James Aitkens and Doug Bruce have commenced their Certificate III in Water Operations
- The DCEO attended training on the new Planning Act 2017 in Mount Isa on 1 & 2 August
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

13. OFFICER'S RECOMMENDATION

That Council notes the contents of this Deputy CEO Update for August 2016.

ATTACHMENTS

1. Report from CorpMem for July 2016



Admin Report  
20160801.pdf

2. Civica Heat Report for July 2016



080816 Civica Heat  
Report July 2016.pdf

3. WH&S Report for July 2016



160809 EOM OHS  
Report July 2016.doc

## Deputy Chief Executive Officer Reports

### 09.04.02 Donation Request - Queensland Country Womens Association - Gregory Branch

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Karen Meyers, Administration Officer Martin Powley; Executive Officer
FILE NO:	Donation Requests 2016/17
DATE:	22 <sup>nd</sup> July 2016
LINK TO COUNCIL PLAN/S:	Operational Plan

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#### 1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the Queensland Country Womens Association - Gregory Branch.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Queensland Country Womens Association - Gregory Branch received an In-Kind \$1175 hire fees and bond donation and an In-Kind donation of \$1288 for printing and the purchase of banners from Council in 2014/15.

The Queensland Country Womens Association - Gregory Branch received a cash donation of \$1500 from Council in 2015/16, and an In-Kind donation of \$616 for the waiving of hall hire fees, printing of event posters and notice distribution in 2015/16.

#### 3. PROPOSAL

##### Purpose or Function:

Horse Sports & Family Fun Day -: this will be our 54th event since the very first event held in 1963, a year after the Gregory Branch was affiliated. The day is not only our major fundraiser for the year, with any surplus funds raised from this event being used to donate back to the community, but it also is a recognised and sought after event on the annual community calendar. Despite increasing costs involved with ambulance and insurance cover, our small branch is committed to continuing this event "at all costs" as we realise that value that it has in bringing the community together, bringing families together, to socialise and enjoy friendly competition with each other.

##### Organisational Structure:

The Queensland Country Womens Association - Gregory Branch a non-profit organisation that currently is run by a management committee. This organisation has been established for 54 years and currently has 18 members. Members currently live in Burke Shire, including Gregory, pastoral land holders and community members in Doomadgee.

##### Project Summary:

What: QCWA Gregory Branch Horse Sports and Family Fun Day

Date: Sunday 18th September, 2016

Time: 8.00pm - 4.00pm approx

Where: Gregory Race Track and Sports Reserve

Events to suit 6 & Under through to Pensioners!

Horse Sports - Barrel Race, Figure of 8, Bending, Flag, Billy Can Race (a must see!), Guzzlers Race.

Novelty Track & Field Events - Sack Race, Hop, Step & Jump, 3 Legged Race, etc.

How will the project benefit Burke Shire Communities:

The event has been a long standing event in the community and is looked forward to as a fun day out. More than ever, this year, with hard times hitting our land holders and therefore effecting other small businesses in the region, this event is needed to boost spirits!

Normally the stations not only nominate for the events but provide sponsorship and prizes for the day - this proves their commitment to the event.

The Horse Sports and Family Fun Day is a recognised and sought after community event.

Who will participate:

The participants for the horse events are generally people off the stations in the Burke Shire, however some participants travel from other regions if they are able. The horse sports make for a great spectator sport also!

The track and field events are for everyone.

Target audience

Families and residents of the Burke Shire.

Visitors to the area – a great way to show off our country skills and hospitality.

Donation Support Request

Last year, Council generously provided \$1500 as well as rubbish collection, the offer to print programs (however this was not required) and the purchase of street banners advertising the horse sports.

This year, we would appreciate a monetary donation of \$2500, the rubbish collection and the printing of programs if required. If council could also distribute information via their email distribution list and put up the information on noticeboards that would be greatly appreciated.

As you may be aware, we lost our major sponsor, MMG Century Mine with the closing of the facility. MMG have been a long standing and strong supporter of the Horse Sports and Family Fun Day, and their support this year will be sorely missed.

How Council will be recognised and acknowledged:

Council will be recognised on the day through posters and loud speaker. A banner and/or gazebo, if provided, can be erected and displayed on the day and a press release will be issued to the North West Star, Burke Shire Council and The Gulf Chronicle prior to and following the event with information about the event and its sponsors.

We are happy for Council to suggest any other ways in which they can be involved in the day or recognised.

Total project cost

	\$\$
Own cash contribution	6000.00
Own in-kind contribution	3000.00
Other funding sources	0.00
Council Donation Request	2500.00
<b>Total project cost</b>	<b>Not determined</b>

List Sources for Other Funding:

Sponsorship will be sought from local individuals and businesses, out of area businesses such as Mt Isa/Townsville.

Nomination Fees for events are kept low (\$6per event for Horse Sports, \$2 per event for Track and Field)

We also endeavour to raise funds by catering for the event on the day

Other information relevant to this application:

Nil.

4. FINANCIAL & RESOURCE IMPLICATIONS

<i>Budget</i>		<i>30000.00</i>
<i>YTD Expenditure</i>	-	<i>0.00</i>
<i>Current Balance</i>		<i>0.00</i>
<i>Less Committed</i>	-	<i>0.00</i>
<i>Remaining Budget</i>		<i>30000.00</i>

It should be noted that Council's Donations Budget for 2016-17 has been halved in comparison to 2015-16.

5. POLICY & LEGAL IMPLICATIONS

As per ADM-POL-011 Grants to Community Organisations Policy, Council is required to report on donations made in its annual report and also on its financial statement. These will be available to the public and other authorities on the Council website.

6. CRITICAL DATES & IMPLEMENTATION

A decision is required at the August meeting to ensure Council sponsorship is included in promoting this event.

7. CONSULTATION

Executive Officer

8. CONCLUSION

That Council provides the QCWA - Gregory Branch with a \$2500 cash donation and In-Kind assistance with rubbish collection and the printing of programs if required as well as the distribution of information via the Council's email system and noticeboards.

9. OFFICER'S RECOMMENDATION

That Council approves a \$2500 cash donation and an In-Kind donation in form of printing programs, rubbish collection and advertising to the QCWA - Gregory Branch to provide assistance with the Horse Sports and Family Fun Day to be held in Gregory.

ATTACHMENTS



BSC Donations  
Request Form 220716

1. Donation Request

## Deputy Chief Executive Officer Reports

### 09.04.03 Donation Request - QCWA Gregory Branch - Waiving Nijinda Durlga Fees

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DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Martin Powley, EO

FILE NO: Donation Requests 2016/17

DATE: 8/8/16

LINK TO COUNCIL PLAN/S: Operational Plan

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#### 1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the Gregory Branch of the QCWA.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

A previous resolution was passed by Council (#150416.14) for an event of the same nature as this request. Details of that resolution follow:

The Queensland Country Womens Association - Gregory Branch received an In-Kind \$1,175 hire fees and bond donation and an In-Kind donation of \$1288 for printing and the purchase of banners from Council in 2014/15.

The Queensland Country Womens Association - Gregory Branch received a cash donation of \$1500 from Council in 2015/16, and an In-Kind donation of \$616 for the waiving of hall hire fees, printing of event posters and notice distribution in 2015/16.

#### 3. PROPOSAL

Purpose or Function – *Free Women's Health Talk hosted by the QCWA Gregory Branch for rural and remote women. Guest speaker is Belinda Kippen from Womens Health Queensland Wide Inc. who visited us last year and had such a great response from the Burketown and Gregory sessions that we have been asked to invite her back!*

Structure – *The Gregory Branch of the QCWA is a non-profit organisation that currently is run by a management committee, and incorporates 18 members from the Burke and Doomadgee Shires. The Gregory Branch has been in existence for 54 years.*

Project Summary – *Secret Women's Business health forum on Wednesday 7 September 2016. This event will be replicated at Adels Grove.*

How will the project benefit Burke Shire Communities – *Women's Health Qld Wide Inc. offer very practical assistance to rural and remote women in relation to matters pertaining to women's physical and mental wellbeing. The QCWA Gregory Branch will be facilitating sessions at the Gregory Mount Isa School of the Air Mini School on Monday 5th and Adel's Grove on Tuesday 6th. We hope that these informal but informative sessions will reach women in our communities as well as promote the services our Shire and QCWA provide to visiting female tourists.*

Who will participate – *Women from the Burke and Doomadgee Shires along with female visitors to the region.*

Target Audience – *Women in the Burke and Doomadgee Shires.*

Donation Support Request – *In-kind donation in the form of waiving of room hire and bond fees for the Durlga Meeting Room costed at \$110 (room hire) plus \$1,025 (bond fee)..*

How Council will be recognized and acknowledged – *Burke Shire Council will be recognised with acknowledgements on the day and in media about the event, including social media.*

<u>Total project cost</u>	\$\$	
Own cash contribution	200.00	
Own in-kind contribution	180.00	
Other funding sources	0.00	
Council donation request	<u>1,135.00</u>	(Note: \$1025.00 of this is a refundable bond).
Total project cost	<u>1,515.00</u>	

List Sources for Other Funding – *Nil*

Other information relevant to this application – *Attached – photos and outcome report from the project.*

4. FINANCIAL & RESOURCE IMPLICATIONS

Details	Amount	Notes
Budget	\$30,000	
YTD Expenditure	\$91.20	n/a
Current Balance	29,908.80	n/a
Less Committed	0.00	n/a
Remaining Budget	29,908.80	n/a

5. POLICY & LEGAL IMPLICATIONS

ADMIN1 Grants to Community Organisations Policy

Council is required to report on donations made in its annual report and also on its financial statement. These will be available to the public and other authorities on the Council website.

6. CRITICAL DATES & IMPLEMENTATION

A decision is required at the August meeting to ensure Council sponsorship is included in promoting this event. The event is scheduled for Wednesday 7 September.

7. CONSULTATION

Executive Officer

8. CONCLUSION

That Council provides the Gregory Branch of the QCWA in-kind support in the form of waiving of Durlga room hire and bond fees. .

9. OFFICER'S RECOMMENDATION

That Council approves a \$1,135.00 in-kind donation to the Gregory Branch of the QCWA to enable the hosting of a women's health event in the Nijinda Durlga complex in Burketown.

ATTACHMENTS



QCWA - Donations  
Request Form 030816

1. Donation Request

## Deputy Chief Executive Officer Reports

### 09.04.04 Community Noticeboards in Burketown and Gregory

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DEPARTMENT:	Administration
RESPONSIBLE OFFICER:	Martin Powley
FILE REF:	Council Meeting Business Paper – 18 August 2016
DATE:	9 <sup>th</sup> August 2016
LINK TO COUNCIL PLAN/S:	Nil

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#### 1. PURPOSE (Executive Summary)

The purpose of this report to Council is to begin an assessment process to inform Council on the most viable options for new community noticeboards for Burketown and Gregory which will serve as a communication avenue for residents and visitors on a 24/7 basis..

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The mayor has raised the issue of a need for public noticeboards in Burketown and Gregory with the CEO.

Historically, noticeboards have been accessible by members of the public on a 24/7 basis. In more recent years, in the case of Burketown, this has changed to noticeboards being placed inside the lockable entrance to the Council Administration building in Musgrave Street. This means that the noticeboards are not accessible after-hours or on weekends.

Community notices are displayed however, at several locations around Burketown in businesses and the Clinic.

A community noticeboard exists in Gregory, but anecdotal feedback indicates that it is in poor condition.

#### 3. PROPOSAL

To establish permanent noticeboards in Burketown and Gregory at central locations in each township, to be accessible on a 24/7 basis by residents and visitors.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Costing to be obtained for suitable noticeboards, and erection of.

#### 5. POLICY & LEGAL IMPLICATIONS

The construction and use of noticeboards has the potential to fall under a broad Communications policy that encompasses the distribution of Public Notices in soft and hard copy, as well as Social Media.

Legal implications to be considered include the location of the structures, a risk assessment on their construction and maintenance and the approval

6. CRITICAL DATES & IMPLEMENTATION

An initial assessment by Council staff, along with recommendations, will be ready for Council consideration before the end of the 2016 calendar year. .

The optimal time to have the noticeboards constructed would be before April 2017 when the tourism and events season begins.

7. CONSULTATION

Consultation has occurred between the mayor and CEO in relation to the need for community noticeboards that can be accessed 24/7 in Burketown and Gregory.

As part of the assessment by Council staff, community members and relevant Council staff will also be consulted.

It is advisable to consult within the Burke Shire and also with other Shire Councils on what works best for them with public noticeboards. Burke Shire can benefit from the lessons from its own experience and that of other local government bodies.

8. CONCLUSION

An assessment by Council staff, under the direction of the CEO, will need to be undertaken that allows Council to consider various options. The assessment and reporting process should be time-bound so that new noticeboards are constructed for optimal exposure by the start of the tourism and events season in 2017.

A full risk assessment should include:

- Safety (quality of construction, location and maintenance of structure);
- Reputation (types of notices allowed, appearance and upkeep of noticeboards and maintenance of notices to ensure relevance and currency); and
- An ongoing assessment of the success of the noticeboards.

9. OFFICER'S RECOMMENDATION

The Council notes the contents of this report and directs the CEO to undertake an assessment of the most effective options for new community noticeboards in Burketown and Gregory, taking into account:

- Cost benefit
- Optimal location
- 24/7 access by members of the public
- Protection from the elements and vandalism
- A structural maintenance schedule; and
- Maintenance of notices to ensure currency and relevance

ATTACHMENTS

Nil

## 10 Chief Executive Officer Reports

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### 10. Chief Executive Officer Reports

- 10.01.01 Chief Executive Officer Monthly Update Report
- 10.01.02 Councillor Expenses Reimbursement Policy
- 10.01.03 Grants to Community Organisations Policy
- 10.01.04 Burke Shire Special Holiday 2017
- 10.01.05 Building Our Regions - Round 2 - Project Endorsement
- 10.01.06 North Queensland Telecommunications Resilience Project - Feasibility Study (Fibre Optic Link)
- 10.01.07 Burke Shire Council Internal Audit Function – Charter, Procedure and Plan
- 10.01.08 Burke Shire Council Controlled Entities

## Chief Executive Officer Reports

## 10.01.01 Chief Executive Officer Monthly Update Report

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Sharon Daishe; CEO
FILE NO:	Council Meeting Business Paper – 18 August 2016
DATE:	10 June 2016
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

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## 1. COUNCIL'S KEY PLANNING DOCUMENTATION

The table below provides an update on the status and progress of key Council planning documentation. The majority of these documents are subject to monthly, quarterly and annual review.

Planning Docs	Comments	Status
Shire Planning Scheme	<p>Thu 04 August 2016: Council endorsed the draft Planning Scheme as presented by DILGP at a Special Meeting of Council, pending certain amendments, and delegated authority to the Mayor and CEO to satisfy the amendments and proceed with the legislated public consultation period which will include forums in Gregory and Burketown (decision 160804.01)</p> <p>Completion timeframe: Jun 2016-Nov 2016</p>	On track
Asset Management Plan	<p>Council has completed long-term financial modelling for asset replacement, renewals and maintenance for 10, 20 and 50 years. This modelling will feature in Council's revised Assets &amp; Services Management Plans.</p> <p>CT Management Group were on site 30 May 2016 – 10 June 2016 to complete the full review of Council's Asset and Services Management Plan (ASMP).</p> <p>BSC staff, CT Management Group and GBA completing final information inputs into ASMP, including the ASMP Improvement Plan</p>	On track
Operational Plan 2016-17	<p>Council adopted the Operational Plan 2016-17 at the Ordinary meeting held 20 July 2016 (decision 160720.13).</p> <p>The operational plan will be reviewed quarterly in October 16, January 17 and May 17.</p>	On track

Planning Docs	Comments	Status
<p>Local Government Area Biosecurity Plans</p> <p><i>Portfolio: Cr Camp (ex officio), Cr Clarke and Cr Murray.</i></p>	<p>Council, at the Ordinary meeting held 15 June 2016, adopted delegations under the Biosecurity Act 2016.</p> <p>On 27 June the CEO met with Nathan Morgan to discuss development of the Biosecurity Plan for BSC which is now required by legislation.</p> <p>Nathan has been invited to present to Council on 22 September 2016.</p> <p>Completion timeframe: uncertain.</p>	<p>Monitor</p>
<p>Budget 2016-17</p>	<p>Council, at the Special meeting held 21 July 2016, adopted the budget for 2016-17 including setting of rates, fees and charges (decision 160721.01)</p> <p>The budget is available for access online via the Burke Shire Council website, along with schedules for rates, fees and charges.</p> <p>Budget reviews are scheduled for presentation to Council in November 2016, and March 2017.</p>	<p>On track</p>
<p>Business Continuity Plan &amp; Risk Register</p>	<p>The CRR was adopted by Council in October 2015. The BCP was adopted by Council in February 2016.</p> <p>The BCP was the subject of Internal Audit in May-June 2016, with a focus on sustainability.</p>	<p>Completed</p>
<p>Local Disaster Management Plan (LDMP) 2016-2017</p>	<p>The revised LDMP was adopted by Council in September 2015, and the Local Disaster Management Group (LDMG) on 28 October 2015, following annual review conducted by CEO and Craig Shepherd (Executive Officer, Mt Isa District DMG) using new IGEM (Inspector-General Emergency Management) assessment methodology.</p> <p>21 June 2016: LDMG met in Burketown</p> <p>Mon 29 August: The plan is due for review in September 2016. The Mayor, CEO and DCEO are scheduled to meet with Elliot Dunn (Emergency Management Coordinator, Mount Isa QLD Fire and Emergency Services) and Jeff Magnus (Disaster Support Officer at QLD Police Service) in Burketown on Monday 29 August 2016 to conduct the review in accordance with the methodology provided.</p>	<p>On track</p>

Planning Docs	Comments	Status
Audit Plan and Audit Committee	<p>Next scheduled Audit Committee meeting:</p> <ul style="list-style-type: none"> <li>10 October 2-4pm</li> </ul> <p><u>2015/16 Financial Year</u></p> <p>External: Final visit (QLD Audit Office) tentatively rescheduled for 5-15 October (originally 21-30 Sep). The audit is on track for 31 October signoff deadline.</p> <p>Internal: Auditors interviewed senior staff for the internal audit on 20 June 2016. We await the final report from Crowe Horwath</p> <p><u>2016/17 Financial Year</u></p> <p>External:</p> <p>Internal: The internal audit for 2016/17 will focus on asset management, and is scheduled for 2017.</p>	Compliant

## 2. COUNCIL PROJECTS

The table below provides an update on the status and progress of key Council projects. Completed projects will be removed from the list following final project reports and appropriate funding acquittals.

Current Projects	Comments	Status
Burketown Post-ILUA Projects	<p>4 August 2016: Council, at a Special meeting held on Thursday 04 August 2016, reviewed matters relating to the proposed Development Management Agreement (DMA) between Economic Development Queensland (EDQ) and Burke Shire Council. Council determined its priorities for development and made delegations to the Burketown Development Committee and CEO that will enable finalisation of the DMA, marketing strategy, land lease and other documents (decision 160804.04).</p> <p>Completion timeframe: ongoing</p>	On track
Burketown Wharf Car Park and Boat Ramp widening project	<p>Council has completed concepts and final designs for review by DTMR for a 3 lane boat ramp with 70 CTU all-weather parking.</p> <p>DTMR and Council have signed a Deed of Agreement for these works.</p> <p>Council submitted an application under Round 3 of the NSRF to co-fund this project.</p> <p>GPM to progress arrangements under the Deed of Agreement, and develop additional application for funding through the Local Government Grants and Subsidies Program (LGGSP)</p> <p>Completion timeframe: November 2017</p>	On track pending progress of NSRF application

Current Projects	Comments	Status
Asset Management: inspections and condition assessments	<p>Full asset revaluation completed in mid-2015.</p> <p>CCTV inspection of Burketown reticulated sewer network completed in July 2015.</p> <p>RACAS (Road Asset Condition Assessment System) inspection completed September 2015.</p> <p>RACAS inspection completed post-event in February 2016.</p> <p>Draft Condition Inspection Regime circulated to CT Management Group and BSC Management for consideration.</p> <p>Inspection regime to be incorporated into Asset and Services Management Plan.</p> <p>Consider budget 2017/18 for building asset condition assessment (obtain quotes/compare service level from BAS (building asset services – Dept Housing &amp; Public Works) and CT Management including to consider using their DeltaS software package.</p>	On track and on-going
Visitor Information Centre Restoration	<p>Phase 1 (waterproofing) completed 10 March 2016.</p> <p>Phase 2 (restumping) – quotes received, progress dependent on identifying eligible external funding opportunity. Council was not successful in receiving QTIF (Queensland Tourism Infrastructure Fund) funding to assist in the completion of Stage 2 Restoration Works.</p> <p>Phase 3 of restoration (internal and external works) – Also external funding dependent. Aim to combine with Phase 2 if possible.</p> <p>Council has identified \$100,000 in the 2016-17 budget to be used as matching funds when an eligible funding source is identified.</p> <p>August 2016 – quotes being sought for replacement steps required for emergency repairs to failed steps (reported June 2016).</p>	Monitor

Current Projects	Comments	Status
Waste Management and Recycling Strategy	<p>Council has completed Site Based Management Plans for the two landfill sites in the Burke Shire and is looking to partner in a regional waste and recycling initiative.</p> <p>14 July 2016 – GPM presentation to councillors</p> <p>21 July 2016 – Council planned to meet with representatives from DILGP at a Doomadgee Aboriginal Shire Council meeting to progress regional partnership initiative however Doomadgee cancelled due to extenuating circumstances. CEO is in communication with Doomadgee to arrange an alternative date.</p> <p>02 August 2016 – Mayor, Deputy Mayor and CEO visited Carpentaria Shire’s waste transfer facility at Karumba. This facility provides for segregation of waste for removal off site, along with on site processing of cardboard (shredder), green waste (mulcher) and bio-waste (bio-bin). The waste processed on site is combined into composting material for use on Council controlled parks and gardens.</p> <p>Completion timeframe: Council will look to progressively implement the plan over coming years.</p>	Monitor
Burketown Cultural History Project	<p>First Draft Completed and circulated to Councillors for feedback.</p> <p>Council and author are approaching publishers for prices/costs associated with publication. Allen &amp; Unwin have indicated that they will publish the book.</p> <p>No update August 2016</p>	First Draft completed
House 10: major renovations	<p>Tender documentation completed. Tender not yet released. \$200k in 2016/17 budget</p>	Monitor
Solar energy for WTP in Gregory	<p>Project feasibility completed and various delivery models costed.</p> <p>Following a successful expression of interest, Council has been invited to submit a business case for Building our Regions funding with a deadline of 19 August.</p> <p>Project is also suitable for a Local Government Grants and Subsidies Program (LGGSP) grant.</p> <p>This project is land tenure dependent:</p> <ul style="list-style-type: none"> <li>➤ 16 June 2016: Council, at its ordinary meeting held Thursday 16 June 2016, considered report 12.03 Purchase of Part of Camping and Water Reserve (Gregory) – refer decision 160616.06 regarding land purchase and Deed of Grant</li> <li>➤ Friday 08 July letter received from Preston Law regarding proposed Deed of Grant. CEO has resolved initial queries, and will enter into the Deed of Grant with DNRM before the deadline of 19 August.</li> </ul>	Subject to land acquisition

### 3. PROJECTS TO PLAN AND COST

The following table provides a status update on projects that Council is pursuing over the next 1-3 years. Once these projects are costed, they will be submitted to Council for further assessment and possible inclusion in the Capital Expenditure or Operational Expenditure budgets. Projected costings will not be included in Council meeting reports.

Projects to plan & cost	Comments	Status
Burketown Mineral Baths	<p>Project concept design completed. Project costed. Pre-lodgement discussions with Referral Agencies have taken place.</p> <p>Further engineering and design work is required prior to release of tender.</p> <p>Funding source: project suitable for a Queensland Tourism Infrastructure Fund (QTIF) grant.</p> <p>Deprioritised in 2016/17 budget year to enable completion of projects that are already in progress.</p>	Monitor
Sewerage Treatment Plant Re-design	<p>Project designed with preliminary costings received.</p> <p>Council has submitted an application to amend the Environmental Authority regulating wastewater operations to reflect proposed designs. EHP has provided a draft permit for Council to consider.</p> <p>Funding source: project suitable for a Local Government Grants and Subsidies Program (LGGSP) grant.</p> <p>July 2016: Council has provided \$80,000 in the 2016/17 budget for design work.</p>	Monitor
STP/WTP Telemetry	<p>Project designed and costed.</p> <p>Scope of works confirmed. Tender documentation to be completed in May 2016.</p> <p>Timeframe: Awaiting CapEx prioritization under new Council.</p> <p>Funding: own-source funding. No suitable co-contribution identified at this stage</p>	De-prioritized
Gregory Landfill	<p>The Site Based Management Plan for this site has been completed. To progress further, Council needs to acquire freehold tenure over the land. This will enable Council to register the site. These items are being progressed with DNRM and EHP.</p> <p>Council received a letter of offer for this land on 31 May 2016. Council will look to enter an ILUA with Waanyi to address Native Title over this land.</p>	Monitor

Projects to plan & cost	Comments	Status
Removal of waste tyres from Burketown & Gregory landfills	NWQROC rejected the purchase of a regional tyre shredder.  Council will explore two disposal options prior to proceeding with the removal of waste tyres from the Burketown and Gregory rubbish tips.  July 2016: Information received that proposed waste tyre project at Julia Creek will not proceed.  Completion timeframe: to be determined.	Monitor  No update

#### 4. DISASTER MANAGEMENT

Council has a number of Disaster Management responsibilities. The table below provides a rolling schedule of meeting/reporting requirements:

Reporting/Meeting requirements	Status
2014-2015 1 <sup>st</sup> LDMG meeting	Held Nov 2014
2014-2015 2 <sup>nd</sup> LDMG meeting	Held May 2015
2015-2016 1 <sup>st</sup> LDMG meeting	Held Nov 2015
2015-2016 2 <sup>nd</sup> LDMG meeting	Scheduled 21 June 2016
2015-2016 LDMG, DDMG meetings in response to Gulf of Carpentaria monsoon trough and associated rainfall / flooding	Held progressively in Dec 2015 and January 2016
2014-2015 Review of Local Disaster Management Plan	Completed Aug 2015
2015-2016 1 <sup>st</sup> quarterly report	Completed: 31 Oct 2015
2015-2016 3 <sup>rd</sup> quarterly report	Completed: 16 May 2016.
DDMG meeting	Completed: 17 Nov 2015
DDMG meeting	Completed: 8 June 2016
DDMG meeting	Completed 21 June 2016 including live exercise
2016-17 Review of Local Disaster Management Plan	Scheduled 29 Aug 2016

#### 5. MEETINGS/CONFERENCES/DELEGATIONS

GOVERNANCE CALENDAR – rolling 12 month calendar			
NWQROC	Mt Isa	3 September 2015	Mayor, Deputy Mayor, CEO
NWQRRTG	Mt Isa	4 September 2015	Mayor, Deputy Mayor, CEO
ICPA Conference	Cloncurry	9 September 2015	Deputy Mayor, Kylie Camp
LGAQ Annual Conference	Toowoomba	19-21 October 2015	Mayor, Deputy Mayor, Crs Forshaw & Lauder, CEO
Better Councils Better Communities	Burketown	27 October 2015	TBD
GSD Annual General Meeting	Normanton	6 October 2015	Mayor, Deputy Mayor, CEO
Regional CEO Forum	Karumba	27 November 2015	CEO
NWQRRTG	Karumba	30 November 2015	Mayor
NWQROC	Karumba	30 November 2015	Mayor
Visit from Deputy Premier, QRA CEO	Burketown	13-14 January 2016	Mayor, Deputy Mayor, Crs Forshaw and Lauder, ACEO
Meeting with Telstra	Cairns	13-14 January 2016	Mayor, Deputy Mayor, Cr Forshaw, ACEO
Meeting with DILGP	Townsville	15 January 2016	Mayor, Deputy Mayor, Cr Forshaw, ACEO
Meeting with Minister Coralee O'Rourke	Townsville	15 January 2016	Mayor, Deputy Mayor, Cr Forshaw, ACEO
GSD Board Meeting	Normanton	18 January 2016	Mayor, Deputy Mayor, ACEO
EDQ	Brisbane	25 February 2016	Mayor, Deputy Mayor, CEO

<b>GOVERNANCE CALENDAR – rolling 12 month calendar</b>			
ATSIL/DNRM	Brisbane	25 February 2016	Mayor, Deputy Mayor, CEO
Employment Office	Brisbane	26 February 2016	Mayor, Deputy Mayor, CEO
Preston Law	Cairns	29 February 2016	Mayor, Deputy Mayor, CEO
GHD	Cairns	29 February 2016	Mayor, Deputy Mayor, CEO
NWHHS	Burketown	10 March 2016	CEO
Gangalidda and Garawa NTAC Board	Burketown	6 April 2016	Mayor and Councillors
Economic Development Queensland	Burketown	13 April 2016	Mayor and Councillors, CEO, Deputy CEO, WM, FM.
DILGP and DSD	Burketown	20 April 2016	Mayor and Councillors
GSD	Richmond	28 April 2016	Mayor, Cr Yanner, Deputy CEO
NWQROC	Richmond	28 April 2016	Mayor, Cr Yanner, Deputy CEO
NWQRRTG	Richmond	29 April 2016	Mayor, Cr Yanner, Deputy CEO
LGAQ Elected members training	Burketown	7-8 June 2016	Mayor, Deputy Mayor, Cr Clarke, Cr Yanner.
Fraud Management	Normanton	30 June 2016	Mayor, Deputy Mayor, CEO, DCEO
NWHHS (meet & greet)	Burketown	07 July 2016	CEO, DCEO, EO
JCC	Burketown	13 July 2016	Deputy Mayor, CEO, DCEO
Waste Management presentation	Burketown	14 July 2016	Councillors and staff
Building Asset Services	Burketown	26 July 2016	CEO, DCEO
Building our Regions EOI feedback interview	Burketown	26 July 2016	CEO, DCEO
NWLGAQ Conference	Cloncurry	27-29 July 2016	Mayor, Deputy Mayor, Cr Clarke, CEO, DCEO
Telstra – corporate hosting	Burketown	30-31 July 2016	Mayor, Deputy Mayor, CEO, DCEO, EO
Waste Transfer Station visit	Karumba	02 August 2016	Mayor, Deputy Mayor, CEO
Gulf Savannah Development meeting and strategic planning workshop	Normanton	02 August 2016	Mayor, Deputy Mayor, CEO

## 6. OFFICER'S RECOMMENDATION

That Council notes the content of the Chief Executive Officer's July 2016 Report.

## ATTACHMENTS

Nil

## Chief Executive Officer Reports

### 10.01.02 Councillor Expenses Reimbursement Policy

DEPARTMENT: Office of the CEO  
 RESPONSIBLE OFFICER: Sharon Daishe; CEO  
 FILE NO: Policies  
 DATE: 8 August 2016  
 LINK TO COUNCIL PLAN/S: Operational Plan 2016-17

#### 1. PURPOSE (Executive Summary)

To submit the Councillor Expenses Reimbursement Policy to Council for review and adoption.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council most recently reviewed the Councillor Expenses Reimbursement Policy in July 2015. The expenses schedule incorporated into this Policy document approximated those expenses outlined in the ATO's "Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the 2014-15 income year?" document, given that the publication for the 2015-16 financial year was released in August 2015.

#### 3. PROPOSAL

That Council adopts the Councillor Expenses Reimbursement Policy as presented.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Refer 5.8 of attached Council policy:

- Breakfast \$25/day
- Lunch \$30/day
- Dinner \$45/day
- Incidentals \$20/day

The meal expense amounts incorporated into Council's Policy add up to an amount that is below the ATO recommendations for capital cities and high cost country centres, while the incidentals expense amount sits just above the ATO recommendation. On balance, Burke sits just below the ATO recommendations for capital cities and high cost country centres with respect to total daily meal allowances and incidentals.

The following tables are extracted from the ATO recommendations for comparative purposes:

Place	Accomm. \$	Food and drink		Incidentals \$	Total \$
		\$B'fast 25.90	Lunch 29.15 Dinner 49.65		
Brisbane	205		104.70	18.75	328.45
Canberra	168		104.70	18.75	291.45
Darwin	216		104.70	18.75	339.45
Sydney	185		104.70	18.75	308.45
High cost country centres	Table 4		104.70	18.75	Variable – see Table 4
Tier 2 country centres (Table 5)	132	B'fast 23.20	Lunch 26.50 Dinner 45.70	18.75	246.15

Place	Accomm. \$	Food and drink \$B'fast 25.90 Lunch 29.15 Dinner 49.65	Incidentals \$	Total \$
Other country centres	110	B'fast 23.20 Lunch 26.50 Dinner 45.70	18.75	224.15

**Table 4: High cost country centres – accommodation expenses**

Country centre	\$	Country centre	\$
Albany (WA)	179	Jabiru (NT)	192
Alice Springs (NT)	150	Kalgoorlie (WA)	159
Bordertown (SA)	135	Karratha (WA)	347
Bourke (NSW)	165	Katherine (NT)	134
Bright (VIC)	152	Kingaroy (QLD)	134
Broome (WA)	260	Kununurra (WA)	202
Bunbury (WA)	155	Mackay (QLD)	161
Burnie (TAS)	160	Maitland (NSW)	152
Cairns (QLD)	140	Mount Isa (QLD)	160
Carnarvon (WA)	151	Mudgee (NSW)	135
Castlemaine (VIC)	140	Newcastle (NSW)	155
Chinchilla (QLD)	143	Newman (WA)	195
Christmas Island (WA)	180	Norfolk Island (NSW)	329
Cocos (Keeling) Islands (WA)	285	Northam (WA)	163
Colac (VIC)	138	Orange (NSW)	155
Dalby (QLD)	144	Port Hedland (WA)	295
Dampier (WA)	175	Port Lincoln (SA)	170
Derby (WA)	190	Port Macquarie (NSW)	140
Devonport (TAS)	140	Port Pirie (SA)	140
Emerald (QLD)	156	Queanbeyan (NSW)	133
Esperance (WA)	135	Roma (QLD)	139
Exmouth (WA)	255	Thursday Island (QLD)	200
Geraldton (WA)	175	Wagga Wagga (NSW)	141
Gladstone (QLD)	187	Weipa (QLD)	138
Gold Coast (QLD)	149	Whyalla (SA)	156
Gosford (NSW)	140	Wilpena-Pound (SA)	167
Halls Creek (WA)	199	Wollongong (NSW)	136
Hervey Bay (QLD)	157	Wonthaggi (VIC)	138
Horn Island (QLD)	200	Yulara (NT)	280

## 5. POLICY & LEGAL IMPLICATIONS

Section 250(1) of the *Local Government Regulation 2012* states that a local government must adopt an Expenses Reimbursement Policy for Elected Members.

Section 249(2) of the *Local Government Regulation 2012* requires that the policy is to provide for the following:

- (a) Payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;
- (b) Provision of facilities to the councillors for that purpose.

Section 186(b) of the *Local Government Regulation 2012* requires Council's annual report to contain details of "the expenses incurred by, and the facilities provided to, each Councillor during the financial year under the local government's expenses reimbursement policy."

6. CRITICAL DATES & IMPLEMENTATION

The Councillor Expense Reimbursement Policy is due for review at the Ordinary Council meeting in August 2016 (as per Operational Plan 2016-17).

7. CONSULTATION

Previous discussion in this area took place following the March 2016 elections. Council discussion has also focused on the ability to reduce the size/frequency of delegations as a financial sustainability initiative, one that needs to be balanced against the benefits derived from attending certain functions.

The ATO publication, "Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the 2015-16 income year?" The document for 2016-2017 had not been released at the time of writing.

8. CONCLUSION

Council's Councillor Expense Reimbursement Policy is compliant with the *Local Government Regulation 2012* and allocates sufficient resourcing for Councillors to discharge all responsibilities and provides sufficient clarity to Councillors and Council staff on expectations in relation to facilities and expenses.

9. OFFICER'S RECOMMENDATION

That Council adopts version 6 of the GOV-POL-001 Councillor Expenses Reimbursement Policy as presented.

ATTACHMENTS

1. GOV-POL-001 Councillor Expense Reimbursement Policy
2. Australian Taxation Office: "Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the 2014-15 income year?"



GOV-POL-001  
Councillors Expenses



2015-2016 -  
Expenses Schedule -

## Chief Executive Officer Reports

### 10.01.03 Grants to Community Organisations Policy

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Sharon Daishe; CEO
FILE NO:	Policies
DATE:	8 August 2016
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17

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#### 1. PURPOSE (Executive Summary)

To submit the “Grants to Community Organisations” Policy to Council for review and adoption.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council most recently reviewed the Grants to Community Organisations Policy in July 2015. Changes suggested in the current iteration of the Policy are as follows:

- Including reference to the *Associations Incorporation Act 1981* and the *Associations Incorporation Regulation 1999* in the Background section of the Policy in order to identify auditing/verification requirements for incorporated associations;
- Reducing the threshold for the requirement of incorporated associations to produce audited/verified financial statements from \$5,000 to \$1,000.
- Including reference to the ADM-PRO-018 Processing Donation Requests Procedure at the rear of the document.

#### 3. PROPOSAL

That Council considers changes proposed to the Grants to Community Organisations Policy.

That Council adopts the proposed Grants to Community Organisations Policy.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council allocates an annual budget to Community Grants and Donations.

#### 5. POLICY & LEGAL IMPLICATIONS

Section 189 of the Local Government Regulation 2012 provides that:

The annual report for a financial year must contain a summary of:

- (a) The local government’s expenditure for the financial year on grants to community organisations.

Section 195 of the Local Government Regulation 2012 provides that:

A local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government.

Section 194 of the Local Government Regulation 2012 states that the local government may give a grant to a community organisation only:

- (a) If the local government is satisfied –
  - i. The grant will be used for a purpose that is in the public interest; and
  - ii. The community organisation meets the criteria stated in the community grants policy; and
- (b) In a way that is consistent with the local government's community grants policy.

#### 6. CRITICAL DATES & IMPLEMENTATION

The Grants to Community Organisations policy is due for review at the Ordinary Council meeting in August 2016 (as per Operational Plan 2016-17).

#### 7. CONSULTATION

Previous discussion in this area has focused on the quantum of grants distributed and the process – application and acquittal – involved in administering this function area.

The Office of Fair Trading website has also been consulted.

#### 8. CONCLUSION

Council's Grants to Community Organisations Policy is compliant with the *Local Government Regulation 2012*.

#### 9. OFFICER'S RECOMMENDATION

1. That Council adopts version 6 of the ADM-POL-011 Grants to Community Organisations Policy as presented.
2. That Council amends ADM-PRO-018 Processing Donation Requests Procedure to align with amendments to the ADM-POL-011 Grants to Community Organisations Policy.

#### ATTACHMENTS

1. ADM-POL-011 Grants to Community Organisations Policy



ADM-POL-011 Grants  
to Community Organi:

## Chief Executive Officer Reports

### 10.01.04 Burke Shire Special Holiday 2017

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Sharon Daishe; CEO
FILE NO:	Council Meeting Business Paper – 18 August 2016
DATE:	4 August 2016
LINK TO COUNCIL PLAN/S:	Legislative Requirement: Holiday Act 1983

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#### 1. PURPOSE (Executive Summary)

To confirm the Special Holiday date for the Burke Shire Council Local Government Area in 2017.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council traditionally nominates the 1<sup>st</sup> Tuesday in November as a Special Holiday in the Burke Shire Council area to coincide with Melbourne Cup Day. Consideration may be given to amending the day or adding a holiday based on the development of a signature event and/or festival in the future.

Notification of the Special Holiday and/or Bank Holiday dates for Local Governments are included in the Queensland Government Gazette and published online:

2015: <https://www.qld.gov.au/recreation/travel/holidays/special/#2015>

2016: <https://www.qld.gov.au/recreation/travel/holidays/special/#2016>

#### 3. PROPOSAL

That Council confirms the date of the Special Holiday for 2017 by resolution and authorizes the CEO to complete the notification process with the State of Queensland via the online notification page: <https://forms.business.gov.au/aba/servlet/SmartForm.pdf?formCode=QldGov4-formSH&uid=1470280924629>

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable

#### 5. POLICY & LEGAL IMPLICATIONS

*Holiday Act 1983*

Section 4 Special Holidays

- (1) Subject to subsections (2) and (3) the Minister may by notification published in the gazette appoint a day or the forenoon or afternoon of a day to be a holiday either throughout the State or within such district as may be specified.
- (2) A holiday shall not be appointed pursuant to this section in respect of a district unless the Minister has, by a date specified by the Minister, received a notice from the local government for the area in which the district is situated signed by the chief executive officer of that local government requesting that the holiday be appointed.
- (3) The holiday appointed may be the date requested or another date as the Minister thinks fit.

6. CRITICAL DATES & IMPLEMENTATION

Nominations for Show Days/Special Holidays have been requested by no later than Friday, 2 September 2016.

7. CONSULTATION

- Internal;
- Council may wish to incorporate feedback on the Special Holiday through the 2016 Community Satisfaction Survey.

8. CONCLUSION

This report enables Council to meet its notification obligations under the Holiday Act 1983 as these relate to the gazettal of Special Holidays for Local Government Areas in Queensland.

9. OFFICER'S RECOMMENDATION

That Council nominates Tuesday, 7 November 2017 as the Special Holiday date for the Burke Shire Local Government Area (2017).

ATTACHMENTS

1. Holiday Notification – Request Letter: Office of Industrial Relations to BSC, 5 July 2016.



160809 - Request  
for Dates - Council Sp

## Chief Executive Officer Reports

### 10.01.05 Building Our Regions - Round 2 - Project Endorsement

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Sharon Daishe; Chief Executive Officer (report prepared by Philip Keirle, Governance and Projects Manager)
FILE NO:	Council Meeting Thursday 18 August 2016
DATE:	11 August 2016
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17, Budget 2016-17

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#### 1. PURPOSE (Executive Summary)

To pass a resolution in support of the Gregory Solar Power Project indicating:

- That Council supports the submission of the detailed application for the Gregory Solar Power Project to Round 2 of the Building Our Regions Program;
- That Council is committed to delivering this project in 2017, with a construction commencement date no earlier than 1 November 2016 and no later than 30 June 2017;
- That Council approves the allocation of \$515,000 or 50% of the total project cost toward the Gregory Solar Power Project, whichever is the lower amount; and
- That Council is committed to the management and costs associated with the ongoing operation and maintenance of the infrastructure.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

It is a Building Our Regions Programme Requirement that Councils, by resolution, endorse their support for the proposed project at the Expression of Interest stage and at the Business Case stage.

Council endorsed the Gregory Solar Power Project at the 21 April 2016 Ordinary Meeting of Council.

Council commissioned GHD to prepare a project feasibility study for the "Gregory Solar Power Project" in 2014.

GHD completed further document preparation for this project on 29 July 2016, including

- Draft contract documentation and annexures;
- Tender specifications;
- Tender diagrams.

Council is now required to endorse the progression of the Gregory Solar Power Project through to the Business Case stage of Round 2 of the Building our Regions program.

#### 3. PROPOSAL

That Council passes a resolution in support of the Gregory Solar Power Project as follows:

- That Council supports the submission of the detailed application for the Gregory Solar Power Project to Round 2 of the Building Our Regions program;
- That Council is committed to delivering this project in 2017, with a construction commencement date no earlier than 1 November 2016 and no later than 30 June 2017;
- That Council approves the allocation of \$515,000 or 50% of the total project cost toward the Gregory Solar Power Project, whichever is the lower amount; and
- That Council is committed to the management and costs associated with the ongoing operation and maintenance of the infrastructure.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The GHD project feasibility study outlines the return on investment (ROI) assumptions for 10 variants of the Gregory Solar Power Project.

These assumptions and ROI predictions are attached (Attachment 1). In brief, the transition to solar-generated power from diesel generator-generated power is predicted to deliver operational efficiencies in the order of \$85,000 - \$100,000 per year. Depending on Council's success in attracting funding for this project this could lead to a Return on Investment as follows:

Project Cost	Council contribution	Return on Investment *
\$500,000**	\$250,000	<4 years
	\$500,000	~7 years
\$600,000***	\$300,000	<4 years
	\$600,000	~7 years
\$900,000****	\$450,000	~6 years
	\$900,000	~12 years
\$1,000,000*****	\$500,000	<7 years
	\$1,000,000	~11 years

\* Assumes \$85,000 of operational savings costs per annum & GHD assumptions in relation to maintenance/renewal of infrastructure componentry: batteries, panels etc.

\*\* Project cost incorporating solar array + batteries, new generators, no superstructure, no change to water storage

\*\*\* Project cost incorporating solar array + batteries, new generators, no superstructure, no change to water storage

\*\*\*\* Project cost incorporating solar array + batteries, super-structure, new generators, no change to water storage

\*\*\*\*\* Project cost incorporating solar array + batteries, superstructure, new generators, altered water storage

Council has budgeted for an allocation of \$200,000 own funds (ie: funded by depreciation expense, refer 2016/17 capital budget) in the 2016/17 budget year. Should the Building our Regions application be successful, a formal budget amendment may be required depending on the scope of the project and whether or not additional external funding is available. The scope of the project is dependent on land tenure.

#### 5. POLICY & LEGAL IMPLICATIONS

Council will need to comply with relevant Planning Codes in delivering this project..

Council will need to comply with Build Our Regions program requirements, should Council succeed in attracting funding for this project.

#### 6. CRITICAL DATES & IMPLEMENTATION

18 Aug 2016: Council meeting resolution in support of the Gregory Solar Power Project;

19 Aug 2016: Submission of Business Case/Detailed Application for the Gregory Solar Power Project;

01 Nov 2016: "No Earlier Than" commencement date for project construction.

30 Jun 2017: "No Later Than" commencement date for project construction.

#### 7. CONSULTATION

Department of State Development;  
GHD, consulting engineers.

8. CONCLUSION

This Council resolution ensures that Council complies with the Building Our Region program guidelines. Compliance with these guidelines ensures the eligibility of the Gregory Solar Power Project for funding under this initiative.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report;
2. That Council supports the submission of the detailed application for the Gregory Solar Power Project to Round 2 of the Building Our Regions Program;
3. That Council is committed to delivering the Gregory Solar Power Project in 2017, with a construction commencement date no earlier than 1 November 2016 and no later than 30 June 2017;
4. That Council approves the allocation of \$515,000 or 50% of the total project cost toward the Gregory Solar Power Project, whichever is the lower amount; and
5. That Council is committed to the management and costs associated with the ongoing operation and maintenance of the infrastructure.

ATTACHMENTS

- |                               |   |
|-------------------------------|---|
| 1. GHD Feasibility Study      | <br>GHD - Feasibility<br>Study - Gregory Solar   |
| 2. GHD Project Specifications | <br>GHD - Gregory Solar<br>Power Project - Speci |
| 3. GHD Project Diagram        | <br>GHD - Gregory Solar<br>Power Project - Desig |

## Chief Executive Officer Reports

### 10.01.06 North Queensland Telecommunications Resilience Project – Feasibility Study (Fibre Optic Link)

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Sharon Daishe; Chief Executive Officer (report prepared by Philip Keirle, Governance and Projects Manager)
FILE NO:	Council Meeting Thursday 18 August 2016
DATE:	11 August 2016
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17, Budget 2016-17

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#### 1. PURPOSE (Executive Summary)

To consider co-funding arrangements for the feasibility study component of the North Queensland Telecommunications Resilience Project (ie: fibre optic link).

To allocate funding toward the feasibility study component of the North Queensland Telecommunications Resilience Project.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council discussions in relation to this project extend back to 2014 with indications from Telstra at this time that a fibre optic link between Doomadgee and Normanton (via Burketown) was a chance to progress through concept stage, to budget, to project kick-off in 2014-2015.

In lieu of this larger project going ahead, Council lobbied and applied successfully for funding to deliver the Doomadgee to Burketown component of this broader fibre project. Funding was announced in late 2015 and the project is scheduled for completion in October 2016, delivering high-speed broadband, 4g and improved Wi-Fi capabilities to Burketown.

The focus of the Burketown to Normanton fibre link is not on capacity/capability/bandwidth, but on building additional redundancy/resiliency into Telstra's fibre optic network. While no township or local government area will receive a boost in telecommunications capabilities, the project will deliver additional resiliency (less downtime per annum) to 40+ local government areas in Queensland.

The North Queensland Telecommunications Resilience was most recently discussed at the North Queensland Local Government Association Conference in Cloncurry on 28 July 2016 (see attached presentation).

#### 3. PROPOSAL

That Council allocates \$32,915 (GST excl.) toward the completion of the feasibility study for the North Queensland Telecommunications Resilience Project noting the following:

- LGAQ contribution of \$10,000 toward the feasibility study for the NQ Telecommunications Resilience Project;
- Existence of ~\$40,000 in Burke Shire Council's Technology Incentive Fund;
- Burke will be eligible to receive the TIF dividend from the NQ Telecommunications Resilience Project (valued at around ~\$95,000 if project progresses).

4. FINANCIAL & RESOURCE IMPLICATIONS

Council has not budgeted for expenditure related to the NQ Telecommunications Resilience Project. Nor has Council budgeted for revenue/credit received through the Technology Incentive Fund (TIF), which provides Councils with a 1% return on total telecommunications expenditure through their Local Buy arrangement with Telstra.

Given Council will be credited 1% of the ~\$4m in expenditure on the Doomadgee to Burketown Fibre Link Project, Council will have ~\$40,000 available in the TIF that it is able to be allocated toward other telecoms projects or telecoms acquisitions.

Should Council take the lead on the North Queensland Telecommunications Resilience Project, Council will receive the TIF dividend on expenditure related to this Project.

5. POLICY & LEGAL IMPLICATIONS

A Council resolution is required to endorse funding for the feasibility study for the NQ Telecommunications Resilience Project. This allocation, as well as the incoming available revenue from the Technology Incentive Fund, will be incorporated into Council's amended budget as part of the first scheduled budget review.

These amendments will need to comply with ss169-170 of the *Local Government Regulation 2012* (adoption and amendment of the budget).

6. CRITICAL DATES & IMPLEMENTATION

19 Aug 2016: Council meeting date;  
20 Aug 2016: Potential engagement of Telstra  
20 Sep 2016: Potential completion date of feasibility study

7. CONSULTATION

Telstra Corporation Ltd  
Department of Infrastructure, Local Government and Planning  
Local Government Association of Queensland

8. CONCLUSION

Should Council determine to fund the remaining budget for the North Queensland Telecommunications Resilience Project feasibility study, the delivery of that study will be significantly accelerated which will, in turn, assist funding applications and advocacy efforts for this important telecommunications project.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report;
2. That Council acknowledges the financial support of the Local Government Association of Queensland allocated to the feasibility study for the North Queensland Telecommunications Resilience Project;
3. That Council resolves to finance the balance of the costing as attached to complete the feasibility study for the North Queensland Telecommunications Resilience Project out of Council's Technology Incentive Fund.

ATTACHMENTS

1. NQLGA Presentation, “NQ Telecommunications Resilience Project”



NQ

Telecommunications F



NQ

2. North Queensland Telecommunications Resilience Project Feasibility Study
3. Email correspondence: Telstra Corp – BSC

Telecommunications F

## Chief Executive Officer Reports

### 10.01.07 Burke Shire Council Internal Audit Function – Charter, Procedure and Plan

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Sharon Daishe; Chief Executive Officer Report prepared by Philip Keirle, Governance and Projects Manager
FILE NO:	Council Meeting Thursday 18 August 2016
DATE:	11 August 2016
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17, Budget 2016-17

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#### 1. PURPOSE (Executive Summary)

To present key Internal Audit documentation, including the Internal Audit Charter, the Internal Audit Plan and the Internal Audit Procedure to elected members prior to review by the Audit Committee.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As defined in the International Professional Practices Framework (Institute of Internal Auditors), “internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.”

It is also a legislative and regulatory requirement for local governments in Queensland (See Policy and Legal implications below for further elaboration) pursuant to the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Core documents of the internal audit function include:

- The Internal Audit Charter;
- The Internal Audit Procedure;
- The Internal Audit Plan;
- Audit Issues Tracking Register;
- Audit Performance Assessment Tools: Council, Audit Committee, Internal Auditor.

#### 3. PROPOSAL

- That Council notes the contents of the Internal Audit Charter (FIN-CHA-001);
- That Council notes the contents of the Internal Audit Procedure (FIN-PRO-003);
- That Council notes the contents of the Internal Audit Plan 2016-2017 (FIN-PLA-001);
- That all core documents of the internal audit function be forwarded to the Audit Committee for review.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Cost of Internal Audit: will vary depending on the scope and frequency of the audit;

External Audit: will vary on the quality and timeliness of information provided by Council to the Queensland Audit Office.

5. POLICY & LEGAL IMPLICATIONS

The internal audit function

**Local Government Act 2009**

105 Auditing, including internal auditing

(1) Each local government must establish an efficient and effective internal audit function.

**Local Government Regulation 2012**

Part 11 Auditing

207 Internal audit

(1) For each financial year, a local government must—

- (a) prepare an internal audit plan; and
- (b) carry out an internal audit; and
- (c) prepare a progress report for the internal audit; and
- (d) assess compliance with the internal audit plan.

(2) A local government's internal audit plan is a document that includes statements about—

- (a) the way in which the operational risks have been evaluated; and
- (b) the most significant operational risks identified from the evaluation; and
- (c) the control measures that the local government has adopted, or is to adopt, to manage the most significant operational risks.

(3) A local government must give its audit committee—

- (a) the progress report mentioned in subsection (1)(c); and
- (b) at least twice during the year after the internal audit is carried out, each of the following documents—

- (i) a summary of the recommendations stated in the report;
- (ii) a summary of the actions that have been taken by the local government in response to the recommendations;
- (iii) a summary of any actions that have not been taken by the local government in response to the recommendations.

(4) If a local government does not have an audit committee, a reference to the committee in subsection (3) is taken to be a reference to the chief executive officer.

The internal audit charter (QTC Financial Accountability Handbook – Internal Audit Function)

The internal audit function must operate under an internal audit charter. The charter must be consistent with generally accepted auditing and ethical standards. The internal audit charter must be approved by Council, following a review by the Audit Committee, and should be reviewed annually.

The charter defines the purpose, authorities and responsibilities of the internal audit function. The charter should be available to all agency management and staff, and presented in such a way that management and staff have a clear understanding of the objectives of the function.

The internal audit charter should contain specific requirements applicable to the particular agency's operations including:

- The scope and purpose of the internal audit function;
- Organisational relationships, including, where appropriate, the relationship with controlled entities;
- The independence of the function;
- Ancillary roles of the function;
- Competence and standards;
- Establishing a documented quality assurance and improvement program for the internal audit function;
- Audit planning and conduct of audit work;
- Access to the audit committee.

6. CRITICAL DATES & IMPLEMENTATION

The Operational Plan 2016-17 requires the revision of core documentation of the internal audit function to be reviewed in the first quarter of the 2016-17 financial year.

7. CONSULTATION

- Queensland Treasury Corporation
- Crowe Horwarth
- CT Management Group
- Queensland Audit Office
- Australian
- Local Government Sector

8. CONCLUSION

The internal audit function assists chief executive officers (CEOs) and senior management to improve the effectiveness of Council operations (including cost effectiveness), and to manage risks. The internal audit function can significantly add value to a council's internal control, risk management, and governance processes.

The review, revision and updating of the core documents associated with Council's internal audit function ensures that Council will continue to improve in the administration of this important function.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report;
2. That Council notes the contents of the Internal Audit Charter (FIN-CHA-001);
3. That Council notes the contents of the Internal Audit Procedure (FIN-PRO-003);
4. That Council notes the contents of the Internal Audit Plan 2016-2017 (FIN-PLA-001);
5. That all core documentation of the internal audit function be forwarded to the Audit Committee for review.

ATTACHMENTS

- |  |   |
|--|---|
| 1. Internal Audit Charter (FIN-CHA-001)  | <br>160807 -<br>FIN-CHA-001 - Interr           |
| 2. Internal Audit Procedure (FIN-PRO-003) and Questionnaires   | <br>160807 -<br>FIN-PRO-003 - Interr           |
| 3. Internal Audit Plan (FIN-PLA-001)   | <br>160807 -<br>FIN-PLA-001 - Intern:          |
| 4. QTC Information Sheet – Internal Audit Function   | <br>Queensland<br>Treasury Corporation         |
| 5. Australian National Audit Office, Better Practice Guide   | <br>2012 - Australian<br>National Audit Office |
| 6. Department of Infrastructure, Local Government and Planning, Bulletin 08/15:<br><a href="http://www.dilgp.qld.gov.au/newsletters-and-brochures/bulletin-08-15.html">http://www.dilgp.qld.gov.au/newsletters-and-brochures/bulletin-08-15.html</a> |   |

## Chief Executive Officer Reports

### 10.01.08 Burke Shire Council Controlled Entities

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Sharon Daishe; Chief Executive Officer
FILE NO:	Council Meeting Thursday 18 August 2016
DATE:	4 August 2016
LINK TO COUNCIL PLAN/S:	Nil

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#### 1. PURPOSE (Executive Summary)

To table the financial statements of Burke Shire Council's "controlled entities" as per recommendation of the Auditor General in his Report No 17: 15-16 – "Results of Audit: Local Government Entities 2014-2015" to Parliament.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

On 12 April 2016, the Department of Infrastructure, Local Government and Planning wrote to Burke Shire requesting Council provide confirmation of any changes to those controlled entities listed in the correspondence: North West Queensland Regional Organisation of Councils (NWQROC), Gulf Savannah Development (GSD), North Queensland Local Government Association (NQLGA). Council confirmed that there were no changes to this listing of its controlled entities.

On 24 May 2016, the Auditor-General of Queensland presented his Report No 17:15-16 – "Results of Audit: Local government entities 2014-15" to Parliament.

The report made a number of recommendations for councils including that:

- Councils make publicly available, through tabling in council, the financial statements of their controlled entities.

The report also lists a number of "exempt local government entities (s. 30A of the *Auditor-General Act 2009* – small in size and of low risk". These include:

- GSD;
- NQLGA.

#### 3. PROPOSAL

That Council tables the audited financial statements of its controlled entities.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable

#### 5. POLICY & LEGAL IMPLICATIONS

*Auditor-General Act 2009 (A-G Act)*

The A-G Act prescribes that the Auditor-General must, for each financial year, audit the State's public finances and all public sector entities. Public sector entities include Local Governments and any controlled entities of a local government.

Council is required to update the Department (and the Auditor General) of any new or discontinued controlled entities.

6. CRITICAL DATES & IMPLEMENTATION

Tabling of the audited financial statements of controlled entities should be completed as soon as practically possible after certification by the Queensland Audit Office.

7. CONSULTATION

Department of Infrastructure, Local Government and Planning  
NWQROC  
GSD  
NQLGA

8. CONCLUSION

The tabling of the financial statements of Burke Shire Council's controlled entities satisfies the recommendation from the Auditor-General's Report No 17: 15-16 – "Results of Audit: Local Government Entities 2014-2015", which was tabled in Parliament in May 2016.

9. OFFICER'S RECOMMENDATION

That Council notes the contents of this report; and

That Council confirms the following as controlled entities of the Burke Shire Council:

- North West Queensland Regional Organisation of Councils (NWQROC)
- Gulf Savannah Development (GSD);
- North Queensland Local Government Association; and

That Council tables the 2014-2015 audited Financial Statements of:

- The NWQROC;
- GSD;
- The NQLGA.

ATTACHMENTS

1. Executive Correspondence: DILGP – BSC: 12 April 2016
2. Executive Correspondence: DILGP – BSC: 14 June 2016
3. Audited financial statements: North West Queensland Regional Organisation of Councils



NWQROC - General Purpose Financial Sta



GSD - Signed Financial Report and .

4. Audited financial statements: Gulf Savannah Development



NQLGA 2015 audit - Signed audit report rr

5. Audited financial statements: North Queensland Local Government Association

## 11 Closed session reports

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- 11.01 Closed Session 16-12 Tender Adjudication - Doomadgee East Road Chainage 16.5 to Chainage 27.9 - Stabilisation Works
- 11.02 Closed Session - Nowland Inv8201
- 11.03 Closed Session - Drought Communities Program

## 12 Late Item Reports

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### 12. Late Item Reports

12.01 LGAQ Motion: North Queensland Telecommunications Resilience Project

12.02 Adoption of Non Current Asset Policy

12.03 Reallocation of TIDS funding 2016-17 to include the apron at Burketown Airport, as a result of savings achieved on the Doomadgee East Road tender

12.04 Update of Finance Policies

## Late Item Reports

### 12.01 LGAQ Motion: North Queensland Telecommunications Resilience Project

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Sharon Daishe; Chief Executive Officer
FILE NO:	Council Meeting Business Paper – Thursday 18 August 2016
DATE:	15 April 2016
LINK TO COUNCIL PLAN/S:	Operational Plan 2016-17, Budget 2016-17

---

#### 1. PURPOSE (Executive Summary)

To seek Council's endorsement of a motion in support of the NQ Telecommunications Resilience Project to be tabled at the LGAQ Annual Conference in October 2016.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Burke Shire Council, in conjunction with Telstra, the Australian Government (National Stronger Regions Fund) and the State of Queensland (Building Our Regions) has commissioned the installation of a fibre optic connection between Doomadgee and Burketown, as well as associated upgrades to broadband, mobile and Wi-Fi infrastructure. This project is due for completion by 30 October 2016.

Once this fibre installation is completed, the possibility exists to extend the fibre optic network from Burketown to Normanton. This connection would create an additional fibre optic loop, which would, in turn, deliver additional resilience/redundancy into the North Queensland fibre optic network.

According to research provided by Telstra Corporation Ltd., connecting Burketown and Normanton with fibre optic cable will deliver telecoms resiliency to a population of 778,000 people across 40+ Local Government Areas, including increased resiliency for 922 3G/4G bases and 242,426 ADSL lines.

#### 3. PROPOSAL

That Council considers the motion as proposed.

That Council endorses the motion proposed, subject to any changes required.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The estimated cost of the project is, at this stage, ~\$9,500,000 (GST excl.).

The cost to complete the feasibility study for the project is \$42,915 (GST excl.).

There are no direct financial implications associated with the motion.

#### 5. POLICY & LEGAL IMPLICATIONS

In order to submit a valid motion to the LGAQ conference, Council is required to follow certain formatting requirements as well as certain timing requirements. These requirements are accounted for in the current report and proposed motion.

6. CRITICAL DATES & IMPLEMENTATION

Motions for the annual conference are required to be submitted by 26 August 2016.  
The LGAQ Annual Conference will be held on 17-20 October 2016.

7. CONSULTATION

Telstra  
NQ Local Government Association  
Local Government Association of Queensland

8. CONCLUSION

Building widespread support for this project will give the project a better chance of progressing through to completion. Requesting that the LGAQ directly lobby the State and Federal Government on behalf of Councils is one way of ensuring that State and Federal Members and Departments are made aware of the project.

9. OFFICER'S RECOMMENDATION

That Council notes the contents of this report;

That Council endorses the "NQ Telecommunications Resilience Project" motion and forwards to the LGAQ by 26 August 2016.

ATTACHMENTS

1. Motion: Endorsement of NQ Telecommunications Resilience Project



160815 - LGAQ  
Motion.docx

## Late Item Reports

### 12.02 Adoption of Non Current Asset Policy

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Business Paper – Thursday 16 August 2016
DATE:	18 August 2016
LINK TO COUNCIL PLAN/S:	Budget, policies and procedures

---

#### 1. PURPOSE (Executive Summary)

The Non current asset policy outlines the accounting principles to be followed by Council employees when identifying, recognising, recording and valuing Burke Shire Council's Property, Plant and Equipment, the policy will provide guidance, consistency and compliance with prescribed legislation and Australian Accounting Standards.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

#### 3. PROPOSAL

That Council acknowledges and endorses the Non Current Asset Policy.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

NA

#### 5. POLICY & LEGAL IMPLICATIONS

Compliance with Australian Accounting Standards under the AASB 116 on Property Plant & Equipment the Local Government Act 2009 and Local Government Regulation 2012 Consistent and recognised basis from which to recognise, record, identify and value Burke Shire Councils property plant and equipment.

#### 6. CRITICAL DATES & IMPLEMENTATION

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

#### 7. CONSULTATION

Queensland Audit Office  
Mahesh Punjabi (Former External Audit Manager)

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

That Council acknowledges and endorses the Non Current Asset Policy

ATTACHMENTS

1. Non Current Asset Policy



Burke - Non Current  
Asset Policy Final.doc

## Late Item Reports

12.03 Reallocation of TIDS funding 2016-17 to include the apron at Burketown Airport, as a result of savings achieved on the Doomadgee East Road tender.

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DEPARTMENT: Office of the Chief Executive Officer  
 RESPONSIBLE OFFICER: Sharon Daishe, CEO  
 FILE REF: Business Paper – 18 August 2016  
 DATE: 16 August 2016  
 LINK TO COUNCIL PLAN/S: Operational Plan; 2016-17 Budget; 5-year roads program

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1. PURPOSE (Executive Summary)

To consider amending the allocation of TIDS (Transport Infrastructure Development Scheme) funds to include resealing of the apron at Burketown Airport; using savings achieved through lower than expected prices obtained on the tender for work on the Doomadgee East Road.

This requires a council decision and support of the North West Queensland Regional Road Transport Group (NWQRRTG).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has \$2.4 million allocated in the 2016-17 budget to expend on TIDS roads projects (50% TIDS, 50% LGA funds) as identified in the 5-year road program, and endorsed by NWQRRTG.

Council initially had NWQRRTG endorsement to expend the full amount on new seal on the Doomadgee West Road. However by way of decision 160616.07, Council subsequently delegated authority to the CEO to seek the NWQRRTG's endorsement of a reallocation of TIDS expenditure as follows:

Road	Location		Total	LG Cont	TIDS
Doomadgee West Road	213/LGS R/8	Construct to new sealed 2 lane standard (26.34-29.50)	\$250,000	\$125,000	\$125,000
Doomadgee East Road		Patch, 5km rehabilitation and stabilisation, 6.4km seal	\$1,888,000	\$944,000	\$944,000
Floraville Road		6.55km reseal (various chainages)	\$262,000	\$131,000	\$131,000
<b>TOTAL</b>			<b>\$2,400,000</b>	<b>\$1,200,000</b>	<b>\$1,200,000</b>

This was communicated to NWQRRTG, and included in the 2016-17 budget.

Council has subsequently made substantial savings through lower than expected prices obtained under the tender for work on the Doomadgee East Road.

3. PROPOSAL

It is proposed that Council endorses the reallocation of savings generated through the reduced cost of work on the Doomadgee East Road to work on the Burketown Airport Apron. Following Council approval, this will require endorsement by NWQRRTG.

The apron at the Burketown Airport is in need of pothole patching, a reseal and then a re-marking of the lines (refer attached photo). The Shire's consulting engineers, George Bourne and Associates (GBA), have provided costing for this work as follows:

- Budget cost of patching, a double/double reseal and line marking for approximately 9,000m<sup>2</sup> of apron at \$14.00/m<sup>2</sup> would be approximately \$126,000, excluding GST.

Previously airport facilities could not be constructed or program maintained under TIDS, but according to the latest information it can be, including reseals. Refer page 11 of the attached Road and Transport Alliance's "2016 RTA Operational Guidelines\_FINAL.pdf".

4. FINANCIAL & RESOURCE IMPLICATIONS

\$2,400,000 million in TIDS projects is allocated in the 2016-17 budget (\$1.2m TIDS/ \$1.2m LG).

This proposal allocates savings, generated through a lower than expected tender price on an allocated TIDS project, to achieve another eligible TIDS project.

5. POLICY & LEGAL IMPLICATIONS

The Transport Infrastructure Development Scheme (TIDS) is funded by Department of Transport and Main Roads (DTMR) and implemented/monitored through the Road Transport Alliance (RTA). TIDS funding can be allocated toward road projects on Local Roads of Regional Significance (LRRS). In Burke Shire these roads are Doomadgee West, Doomadgee East, Gregory to Lawn Hill Road, Floraville Road and Riversleigh Road.

Each RRTG receives an annual allocation of RTA TIDS funds determined by the RTA Board. RRTGs are required to allocate their RTA TIDS funding to the highest priority projects in their region in a 2-year fixed, 2-year indicative continuous works program consistent with the department's QTRIP development cycle. Projects eligible for RTA TIDS include:

- local roads of regional significance (that is, higher order local government-controlled roads and lower order state-controlled roads);
- on and off road cycle ways, shared paths and crossing provisions;
- the provision/upgrade of road and transport infrastructure that improves the safety of children travelling to and from the school;
- enhancements to the safety and accessibility of regional airports.

TIDS is a matched funding program, requiring DTMR and Council to split the costs of a TIDS road project 50/50. That is, if the total project cost of the TIDS project is \$100,000, DTMR would contribute \$50,000 and Council would contribute \$50,000.

Projects are prioritised through the Regional Roads and Transport Group (RRTG). Constituent members of the NWQRRTG are: Burke, Carpentaria, Cloncurry, Doomadgee, Flinders, Kowanyama, McKinlay, Mornington Island, Mt Isa and Richmond.

6. CRITICAL DATES & IMPLEMENTATION

The next meeting of the NWQRRTG is scheduled for 09 September 2016 in Burketown.

7. CONSULTATION

Keith Luckhurst, Senior Civil Engineer and Partner, George Bourne and Associates  
Gerard Read, Technical Coordinator, NWQRRTG.

## 8. CONCLUSION

Reallocation of the savings made on Doomadgee East will fund important repairs to the Burketown airport apron. This is a reallocation of existing funds only, as shown below.

Road	Location		Total	LG Cont	TIDS
Doomadgee West Road	213/LGSR/8	Construct to new sealed 2 lane standard (26.34-29.50)	\$250,000	\$125,000	\$125,000
Doomadgee East Road		Patch, 5km rehabilitation and stabilisation, 6.4km seal	\$1,762,000	\$881,000	\$881,000
Burketown Airport Apron		Double/Double Reseal & Line Marking	\$126,000	\$63,000	\$63,000
Floraville Road		6.55km reseal (various chainages)	\$262,000	\$131,000	\$131,000
<b>TOTAL</b>			<b>\$2,400,000</b>	<b>\$1,200,000</b>	<b>\$1,200,000</b>

Note that this does not change the scope of work for any of the projects approved in decision 160616.07.

**Additional Comment**

Please note that when the Queensland Reconstruction Authority (QRA) approve Council's current claim for flood damage, it is expected to trigger a further need to reallocate TIDS funding if areas above are approved for flood restoration. (ie: this will free up TIDS dollars for allocation to other projects.

## 9. OFFICER'S RECOMMENDATION

- 1) That Council notes the contents of this report; and
- 2) That Council endorses the reallocation of \$131,000 of TIDS expenditure from Doomadgee East Road, to the Burketown Airport Apron. For the avoidance of doubt, the total allocation will be adjusted from:

Road	Location		Total	LG Cont	TIDS
Doomadgee West Road	213/LGSR/8	Construct to new sealed 2 lane standard (26.34-29.50)	\$250,000	\$125,000	\$125,000
Doomadgee East Road		Patch, 5km rehabilitation and stabilisation, 6.4km seal	\$1,888,000	\$944,000	\$944,000
Floraville Road		6.55km reseal (various chainages)	\$262,000	\$131,000	\$131,000
<b>TOTAL</b>			<b>\$2,400,000</b>	<b>\$1,200,000</b>	<b>\$1,200,000</b>

To:

Road	Location		Total	LG Cont	TIDS
Doomadgee West Road	213/LGSR/8	Construct to new sealed 2 lane standard (26.34-29.50)	\$250,000	\$125,000	\$125,000
Doomadgee East Road		Patch, 5km rehabilitation and stabilisation, 6.4km seal	\$1,762,000	\$881,000	\$881,000
Burketown Airport Apron		Double/Double Reseal & Line Marking	\$126,000	\$63,000	\$63,000
Floraville Road		6.55km reseal (various chainages)	\$262,000	\$131,000	\$131,000
<b>TOTAL</b>			<b>\$2,400,000</b>	<b>\$1,200,000</b>	<b>\$1,200,000</b>

and;

- 3) That Council delegates authority to the CEO to seek the NWQRRTG's endorsement of the above reallocation.

#### ATTACHMENTS

1. Photograph of Burketown airport apron showing wear/damage



Airport Apron photo.jpeg

2. 2016 RTA Operational Guidelines\_FINAL.pdf



2016 RTA Operational Guideline

## Late Item Reports

### 12.04 Update of Finance Policies

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
FILE REF:	Business Papers – Council Meeting 18 August 2016
DATE:	16 August 2016
LINK TO COUNCIL PLAN/S:	NA

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1. PURPOSE (Executive Summary)

To endorse the Investment Policy and Borrowing Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council reviews Finance Policies on an annual basis in line with legislative and regulatory requirements. Council recognises the need to continually review and update Finance Policies as accounting standards, regulations and legislation changes and new contemporary issues are identified. Council reviewed the Borrowing and Investment Policy in June and July 2016.

3. PROPOSAL

That Council acknowledges and endorses Finance Policies defined below.

4. FINANCIAL & RESOURCE IMPLICATIONS

N/A

5. POLICY & LEGAL IMPLICATIONS

Compliance with the Local Government Act 2009 and Local Government Regulation 2012 through correct referencing of Act/Regulation.  
Consistent and recognised basis from which to make financial decisions.

6. CRITICAL DATES & IMPLEMENTATION

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

7. CONSULTATION

Councilors  
Management

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

That Council acknowledges and endorses the Borrowing and Investment Policies as presented.

ATTACHMENTS

1. Borrowing Policy



FIN-POL-005  
Borrowing Policy.doc



FIN-POL-008  
Investment Policy.doc

2. Investment Policy

## 13 Mayoral Report

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Report to be provided to meeting.

## 14 Councillor Reports

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Councillors will provide reports to the meeting.

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

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

15 New business of an urgent nature admitted by Council

15.01 Business Plan 2012-15 and Priority Projects

15.02 Council Delegations to the Local Government Association of Queensland Annual Conference 2016 including change of date to October Ordinary Meeting of Council

## New Business of an Urgent Nature Reports

### 15.01 Business Plan 2012-15 and Priority Projects

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, CEO
FILE REF:	Council Meeting Thursday 18 August 2016
DATE:	18 August 2016
LINK TO COUNCIL PLAN/S:	Corporate, Operational, Long Term Financial and Annual Budget

---

#### 1. PURPOSE (Executive Summary)

To review the relevance of the Burke Shire Council priority projects as listed in the Gulf Savannah Development (GSD) business plan, and provide an updated list to GSD.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As the peak development agency for Queensland's Gulf Savannah region, GSD exists to drive economic development projects and initiatives for the benefit of its stakeholders to achieve regional growth. Member Councils include Burke, Carpentaria, Doomadgee, Etheridge and Mornington Shire Councils.

On 02 August, GSD held a strategic planning workshop in Normanton to discuss the current relevance of the organisation, and plan for its future. Mayor Camp, Cr Poole and CEO Daishe attended the workshop. One of the outcomes of the workshop was that GSD needs to review its business plan, and member local governments need to provide GSD with updates to their priority projects. This is particularly relevant given the new local government term. For instance, Burke has shifted its road expenditure focus away from new seal to preference expenditure on maintenance and renewal of existing road surfaces.

#### 3. PROPOSAL

It is proposed that Council discuss, determine and provide to GSD an updated list of priority projects for inclusion in the GSD Business Plan.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

#### 5. POLICY & LEGAL IMPLICATIONS

Burke Shire Council is a member of Gulf Savannah Development. Council appointed Mayor Ernie Camp and Cr Paul Poole as delegates to GSD by way of decision 160421.09. Mayor Camp is also the Chair of GSD.

#### 6. CRITICAL DATES & IMPLEMENTATION

Gulf Savannah Development is scheduled to meet at 11am on Thursday 08 September 2016 in Burketown. It is therefore timely to reach a decision at today's meeting and provide the information to GSD promptly.

7. CONSULTATION

Mayor Camp, Cr Poole and CEO Daishe attended and participation in the workshop on 02 August.

Council has identified its current priority projects through its operational plan and budgeting processes for 2016-17.

8. CONCLUSION

Provision of current priority projects to GSD will assist the organisation to maintain its relevance to its members by directing its resources to contemporary priorities.

The following list of projects is compiled for discussion. Council may wish to add, delete and number in order of priority during the discussion. Note that the projects listed are those with regional benefit, and do not include any projects already funded.

Telecommunications:

- NQ Telecommunications Resilience Project (ie: optic fibre Burketown to Normanton)
- Normanton to Karumba Fibre Optic Project
- Burke & Wills Mobile Phone Base Station

Power:

- Gas Pipeline through the NW Minerals Province (Borrooloola to Burketown);
- Gas fired power station in Burketown;
- Gregory solar power project;
- Off-grid residential energy solutions for BKT & GRG;

Tourism/Economic Development:

- Burketown Wharf Barge-capable Boat Ramp
- Mineral Baths in Burketown and multiple locations throughout the Gulf, if possible.

Transport infrastructure:

- Doomadgee to Lawn Hill Road: if Aeon Metals get up and running
- Moratorium on all other major road upgrade projects for a year or two (from Burke's current point of view)

Attachment number 4. to this report is the GSD priority projects spreadsheet as updated by Philip Keirle, Burke Shire Council Governance and Projects Manager, to reflect BSC new observations and status updates. It would be prudent to provide this as a report to GSD as it gives further context to clarify Council's priority projects.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. Provides the following list of current priority projects to Gulf Savannah Development to enable them to update their business plan and attachments; and

\*\* (list to be inserted following discussion by Council)

3. Provides observations and status updates to Gulf Savannah Development regarding the projects listed in the GSD priority projects spreadsheet, as per attachment number 4. (updated GSD priority project spreadsheet – BSC comments marked in red).

ATTACHMENTS



1. Email dated 6 August 2016 from Chair of GSD to member Councils

2. GSD Business Plan 2012-15



GSD Business Plan  
2012-15.doc



Priority Projects.xlsx

3. GSD Priority Projects Spreadsheet – GSD original
4. GSD Priority Projects spreadsheet – Burke Shire Council observations and status updates marked in red.



GSD - Priority  
Projects.xlsx

## New Business of an Urgent Nature Reports

## 15.02 Council Delegations to the Local Government Association of Queensland Annual Conference 2016 including change of date to October Ordinary Meeting of Council

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, CEO (report prepared by Madison Marshall, Executive Assistant)
FILE NO:	Business Paper – Council Meeting 18 August 2016
DATE:	18 August 2016
LINK TO COUNCIL PLAN/S:	Budget: Conferences, Training and Meetings, Corporate Plan: representations at conferences

---

## 1. PURPOSE (Executive Summary)

To determine the Council delegations for the upcoming Local Government Association of Queensland Annual Conference to be held in Broadbeach from 18 – 20 October 2016.

To propose a change of date for the Ordinary Meeting of Council scheduled for Thursday 20 October 2016.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

At the 21<sup>st</sup> April 2016 Ordinary Council Meeting, Council moved a resolution for Cr Ernie Camp and Cr Paul Poole to be the delegates for the LGAQ Annual Conference.

**10.01.03 Nomination of Council representatives to other Organisations and Associations**

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

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

Moved: Cr Camp

Seconded: Cr Poole

Carried 160421.09 5/0

3. PROPOSAL

That Council determine delegations to the events listed below in order to enable confirmation of bookings, flights etc.

As the conference is to be held on a date set for an Ordinary Meeting of Burke Shire Council it is proposed that the date of the meeting be changed to Tuesday 25 October 2016.

4. FINANCIAL & RESOURCE IMPLICATIONS

The 2016-2017 budget provides \$45,000.00 for Conferences, Training and Meetings. Earlier bookings will enable access to “early bird” rates for conference sign-ups and the possibility of securing cheaper flights.

Early Bird Rates (prior to and including 9 September):

- Council Observer: \$1430 + cost of accommodation and flights
- 5 or more Council Observers: \$1320 + cost of accommodation and flights

After 9 September Rates:

- Council Observer: \$1630 + cost of accommodation and flights
- 5 or more Council Observers: \$1500 + cost of accommodation and flights

5. POLICY & LEGAL IMPLICATIONS

- Change of date to be advertised in accordance with the Local Government legislation.
- Conference and travel to be in accordance with Burke Shire Council policies.

6. CRITICAL DATES & IMPLEMENTATION

The ‘early bird’ discount only applies until the 9<sup>th</sup> of September, so making a decision at the August Council Meeting would allow Council to take advantage of the cheaper rates.

7. CONSULTATION

Mayor Ernie Camp, Cr Paul Poole.

8. CONCLUSION

Making this decision now will enable Council to make savings through the early bird discount, and secure flights and accommodation. Changing the date of the Council meeting will enable the Mayor and Deputy Mayor to attend the LGAQ conference as nominated.

The CEO generally attends this conference and a motion is required.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. Approves the delegation of Mayor Ernie Camp, Cr Paul Poole and CEO Sharon Daishe to attend the Local Government Association of Queensland Annual Conference 2016 to be held in Broadbeach; and
3. The date of the Ordinary Meeting of Council be changed from Thursday 20 October 2016 to Tuesday 25 October 2016 due to the clash with the LGAQ conference.

ATTACHMENTS

1. LGAQ Annual Conference Information -



LGAQ 120th  
Conference Program

## 16 Deputations and presentation scheduled for meeting

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16.01 Stuart Ballantyne – Sea Transport Corporation

## 17 Closure of meeting

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The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 22<sup>nd</sup> September 2016.