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## Confirmed Minutes Burke Shire Council Ordinary General Meeting Thursday 17 May 2018 9.00am Council Chambers

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## 01. Opening of Meeting

**The Chair declared the meeting open at 9.11am.**

## 02. Record of Attendance

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

**Sharon Daishe; Chief Executive Officer  
Ross Higgins; Acting Deputy CEO  
Mark Poynter; Executive Manager Works and Infrastructure  
Simbarashe Chimpaka; Executive Manager Finance  
Philip Keirle; Executive Manager Strategic Projects  
Madison Marshall; Executive Assistant (Minutes)  
Jordan Marshall; Administration Officer (Minutes)**

**On Leave      Nils Hay; Deputy CEO**

### 02.01 LGR 2012 Section 276 – Attendance by teleconferencing

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

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

**Moved:            Cr Poole**

**Seconded:      Cr Camp**

**Carried 180517.01      5/0**

## 03. Prayer

**Cr Camp led Council in prayer.**

## 04. Consideration of applications for leave of absence

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

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

### 05.01 General Meeting Thursday 19 April 2018

**That the Minutes of the General Meeting of Council held on Thursday 19 April 2018 as presented be confirmed by Council.**

**Moved: Cr Poole**

**Seconded: Cr Camp**

**Carried 180517.02 5/0**

## 06. Condolences

**Council noted the passing of Eileen Bailey and express their condolences to the family.**

## 07. Declaration of Interests

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

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

### 08.01 Notices of Motion

### 08.02 Petitions

**No notices of motion or petitions were received.**

## 09. Works, Services and Finance Reports

### 09.01.01 Works and Services Monthly Report

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

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#### 1. PROJECTS

Project Name	Comments
Gregory WTP – Solar Power	Solar power up and running. Still a few small issue but generally reliable.
Gregory WTP – Storage Tanks	Additional concrete testing completed. Works to commence again in the coming week/s
House 10 Renewal	Contracts awarded and work underway.
VIC Restoration	Contract documents to be issued second week of May.
SES Building Replacement	All quotation received and work expected to commence before the end of May.
Works For Queensland (R2) Bulk Fuel Storage	Order to be placed for bulk fuel storage

#### 2. ROADS

##### *Town Streets*

Slashing to nature strips/verge to reduce vegetation in preparation for dry season.

Various concrete drain works planned for the coming month.

##### *Shire Roads*

Slashing of road verges and commencement of opening grades.

Continued grading works planned including NDRRA works.

##### *RMPC*

Ongoing pot hole and road repairs. Contract discussions for FY19 have commencing with a contract review meeting with TMR planned for late May.

##### *NDRRA*

Planning for the completion of 2017 event damage repair has commenced with the aim to use Council resources with the assistance of local contractors to complete the work.

#### 3. AIRPORTS/REX SERVICES

Slashing of airports ongoing to reduce the risk of bird strike.

The variability of REX flight times is an ongoing operational issue with regards staffing especially overtime when running late.

Training of additional ground handling staff to supplement those currently trained. Awaiting ASIC cards prior to commencing locally.

#### 4. WORKSHOP AND FLEET

The following budgeted items are currently in the procurement process:

- CEO Prado - Ordered and due for delivery late June
- Ride on Mower - Kubota ZD1221RL-72R Ordered and expect delivery early May

Monthly fuel consumption for the yellow fleet was 583 litres.

The following major tasks have been completed:

Plant #	Description	Maintenance	Scheduled	Comment
474	Rosa Bus	Dents again, clean	No	Hire
481	Water Tanker	Annual check over	Yes	Scheduled
517	50KVA Genset	Fuel solenoid	No	Electrical
519	Jetpatcher	Speedo, sprayer, arrow sign	No	Maintenance
522	140M Grader	Radio, glass, radiator	No	Maintenance
523	140M Grader	A/C, batteries, grip	No	Wiring drama
529	John Deere Ride on	Belts, alt, tyres, spindle	No	Wear
533	Kubota Ride On	1400 hr service, tyres	Yes	Scheduled
540	Hilux	Handbrake, puncture	No	Wear
546	Kubota Tractor	1500 hr service, clutch	Yes	Scheduled
547	Kubota Tractor	Clutch, blades, radiator	No	Operational
560	Water Stand Trailer	Service, pumps, plugs	Yes	Scheduled
566	Ranger Landcruiser	65k service	Yes	Scheduled
584	Landcruiser Dual Cab	110k service, smash up	Yes & No	Front rearranged
585	Job Truck	95k service, door glass	Yes	Scheduled
586	Office Hilux	60k service, extra spare	Yes	Scheduled
588	10 Tonner	35k service, front tyres	Yes	Scheduled
589	RMPC Truck	55k service, chips, pump	Yes	Scheduled
592	Water Truck	Finish service, bearings	Yes	Scheduled
593	Job Truck	80k service, aerial	Yes	Scheduled
598	WM Hilux	30k service, tyres, rack	Yes	Scheduled
599	SR5 Hilux	Puncture	No	Expensive tyre
600	Workshop Truck	5k service	Yes	Scheduled
602	Plumbers Truck	Invertor, beeper, puncture	No	Operational
	Whippers and Mowers	Keep operational	No	Ongoing
	River Cameras	Try to keep running	No	Nuisance
	Hire lights & Roller	Ordered, arrived, inducted	Yes	Needed
	Gregory Pump Station	Desilt well	No	Need to schedule

#### 5. TOWN AND RURAL SERVICES

All operations proceeding as normal.

**6. HOUSING/BUILDING MAINTENANCE**

Ongoing minor maintenance activities underway.

**7. BIOSECURITY**

Biosecurity plan development will commence with assistance from the department and external resources.

**8. WATER***Water Usage*

Monthly Readings			
Location	Previous Month	Current Month	Difference
WTP Burketown	March 6788 kl	April 11880 kl	5092 kl
WTP Gregory	March 2065 kl	April 4880 kl	2815 kl

*Treatment Plant Operations**(a) Burketown*

Filter replacement project will commence in the coming weeks. Specialist assistance will be required. Part of Works for Queensland Round 2 funding.

Shed replacement planning has commenced and will be required to complete prior to replacing the filters.

*(b) Gregory*

Ongoing SCADA issues due to the part implementation of the new system due to the delay in tank finalisation.

Austek be mobilised to assist trouble shooting mid-month. Changes have stabilised the system.

Town pressure pumps tripping due to electrical load issue, compounded by late running projects. Pump replacement and renewal planned as part of the Works for Queensland funding.

Water intake pumps requiring service and pump sump requiring cleaning. Planned for early April.

*Water Reticulation**(a) Burketown*

Sports oval has been watered twice weekly which has significantly increased water usage for the month.

Park sprinklers have been repaired and watering increased.

Water meter readings completed.

*(b) Gregory*

Water meter readings completed.

*State-wide Water Information Management (SWIM) Results*

Performance Indicator	Performance Measure	Yearly Target	April 2018	Actual Total (YTD)
<b>Water Services</b>				
Water mains breaks	Per 10km/year	<3	0	2
Incidents of unplanned interruptions	Per 100 connections/year	<0	0	9
Water quality related complaints	Per 100 connections/year	<1	0	9
Drinking water quality	% of samples tested with no E. coli detection/year	98%	100%	100%
Time to respond to water incidents – water quality complaints, burst water mains, supply interruption	% of response to incident <12hrs	>95%	100%	100%
<b>Sewerage Services</b>				
Sewer mains breaks and chokes (blockages)	Per 10km/year	<2.5	0	2
Sewerage complaints – overflow on properties and odour	Per 100 connections/year	<5	0	14
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	100%	100
<b>Combined</b>				
Total water and sewerage complaints (any nature)	Per 100 connections/year	<12	0	23

## 9. SEWERAGE

*Collection*

Future work required to locate locations in the sewer network where storm water flow is entering the system. Specialist equipment will be required post wet season to complete the task.

Upon inspections and maintenance of the sewer pump stations, 3 pumps have serious damage to their housing that will require replacement.

Installed guide rails for raising and lowering of pumps.

*Treatment Plant*

All sewer samples passed.

## 10. OFFICER'S RECOMMENDATION

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

**09.01.01 Works and Services Monthly Report**

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

**Moved: Cr Poole**

**Seconded: Cr Yanner**

**Carried 180517.03 5/0**



## 09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	16 May 2018
LINK TO COUNCIL PLAN/S:	Operational Plan   Budget

## 1. CONSOLIDATED OPERATING STATEMENT

Consolidated Statement of Comprehensive Income							
Period End	30/04/2018						
Month	10	Pro rata			Year to Date		
		Actual	Pro rata Budget	Variance	Actual	Annual Budget	Variance
<b>Operating Revenue</b>							
Rates & Utility Charges		2,666,410	2,225,833	440,577	2,666,410	2,671,000	- 4,590
Less Discount, Rebate & Remissions		- 45,399	- 39,167	- 6,232	- 45,399	- 47,000	1,601
<b>Total Rates &amp; Utility Charges</b>		<b>2,621,011</b>	<b>2,186,667</b>	<b>434,344</b>	<b>2,621,011</b>	<b>2,624,000</b>	<b>- 2,989</b>
Fees & Charges		69,981	77,500	- 7,519	69,981	93,000	- 23,019
Rental Income		182,199	187,500	- 5,301	182,199	225,000	- 42,801
Interest		227,836	211,667	16,169	227,836	254,000	- 26,164
Recoverable Works Revenue		725,477	893,333	- 167,856	725,477	1,072,000	- 346,523
Other Income		10,742	5,833	4,909	10,742	7,000	3,742
<b>Total</b>		<b>1,216,235</b>	<b>1,375,833</b>	<b>- 159,598</b>	<b>1,216,235</b>	<b>1,651,000</b>	<b>- 434,765</b>
Donations		8,300	8,333	- 33	8,300	10,000	- 1,700
Contributions		69,326	37,500	31,826	69,326	45,000	24,326
Subsidies & Grants		7,222,936	8,060,417	- 837,481	7,222,936	9,672,500	- 2,449,564
<b>Total Operating Grants, Donations &amp; Subsidies</b>		<b>7,300,562</b>	<b>8,106,250</b>	<b>- 805,688</b>	<b>7,300,562</b>	<b>9,727,500</b>	<b>- 2,426,938</b>
<b>Total Operating Revenue</b>		<b>11,137,808</b>	<b>11,668,750</b>	<b>- 530,942</b>	<b>11,137,808</b>	<b>14,002,500</b>	<b>- 2,864,692</b>
<b>Operating Expenditure</b>							
Corporate Governance Costs		652,938	748,333	- 95,395	652,938	898,000	- 245,062
Administration Costs		2,459,323	2,348,333	110,990	2,459,323	2,818,000	- 358,677
Recoverable Works Costs		860,569	883,333	- 22,764	860,569	1,060,000	- 199,431
Engineering Services Costs		12,995,047	12,174,167	820,880	12,995,047	14,609,000	- 1,613,953
Utility Services Costs		593,931	624,167	- 30,236	593,931	749,000	- 155,069
Net Plant Operating Costs		- 664,088	808,333	- 144,245	- 664,088	970,000	- 305,912
Planning and Environment Management Costs		72,461	91,667	- 19,206	72,461	110,000	- 37,539
Community Services Costs		1,103,142	1,300,000	- 196,858	1,103,142	1,560,000	- 456,858
Finance Costs		20,332	14,167	6,165	20,332	17,000	3,332
Depreciation Costs		3,779,908	3,710,688	69,221	3,779,908	4,452,825	- 672,917
Other Expenses		-	-	-	-	-	-
<b>Total Operating Expenses</b>		<b>21,873,563</b>	<b>21,086,521</b>	<b>787,042</b>	<b>21,873,563</b>	<b>25,303,825</b>	<b>- 3,430,262</b>
<b>OPERATING RESULT BEFORE CAPITAL INCOME</b>		<b>-10,735,755</b>	<b>- 9,417,771</b>	<b>- 1,317,984</b>	<b>-10,735,755</b>	<b>-11,301,325</b>	<b>565,570</b>
Gross Margin %		-96%	-81%	248%	-96%	-81%	-20%
<b>Capital Income</b>							
Sale of non-current assets		- 14,970	-	14,970	- 14,970	-	14,970
Contributions		-	-	-	-	-	-
Capital Subsidies & Grants		5,023,701	6,609,000	1,585,299	5,023,701	6,609,000	- 1,585,299
<b>Total Capital Income</b>		<b>5,008,731</b>	<b>6,609,000</b>	<b>1,600,269</b>	<b>5,008,731</b>	<b>6,609,000</b>	<b>- 1,600,269</b>
<b>Net Result</b>		<b>- 5,727,024</b>	<b>- 2,808,771</b>	<b>282,285</b>	<b>- 5,727,024</b>	<b>- 4,692,325</b>	<b>- 1,034,699</b>

Year to date results reflect a \$10,7m operating loss before capital revenue and a net \$5,7m loss including capital revenue. Annual budget estimates have been updated in line with the adopted amended budget.

## 2. REVENUE

### Rates & Utility Charges

Rates & Utility charges are on target with annual budget estimates following the raising of second half general rates and utility levies. Actual results are slightly below budget as a result of a write off of general rates on a rates assessment that is the subject of a retrospective cancellation of a permit to occupy land.

### Fees and charges

Pro rata fees and charges are slightly below pro rata estimates.

### Rental income & Interest Income

Pro rata rental income is slightly below pro rata budget estimates due to timing differences.

Interest on rates and utility charges is on track with budget estimates. Monthly interest earnings are on track with amended budget estimates.

### Recoverable works revenue

Recoverable works revenue, RMPC component is below pro rata estimates due to timing differences however Council is on track to meet annual estimates as works are completed and claims are lodged.

### Grants, Subsidies, Contributions and Donations

Recurrent grants are below annual estimates primarily due to timing differences relating to NDRRA grants. NDRRA works for the 2016-17 flood event are likely to be rolled over into the 18-19 financial year, consequently currently budgeted related revenues will only be recognised in the following year.

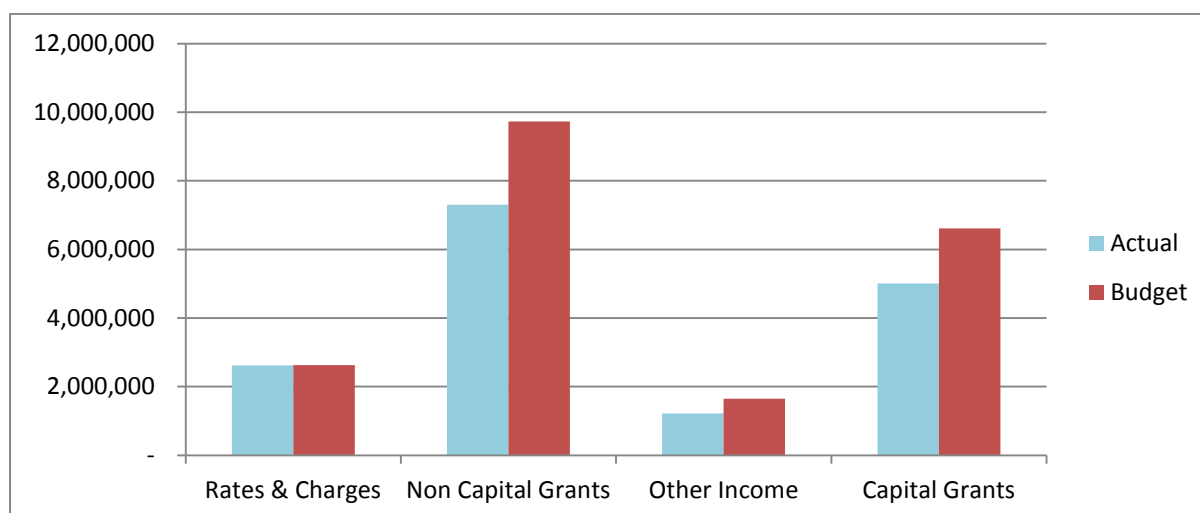
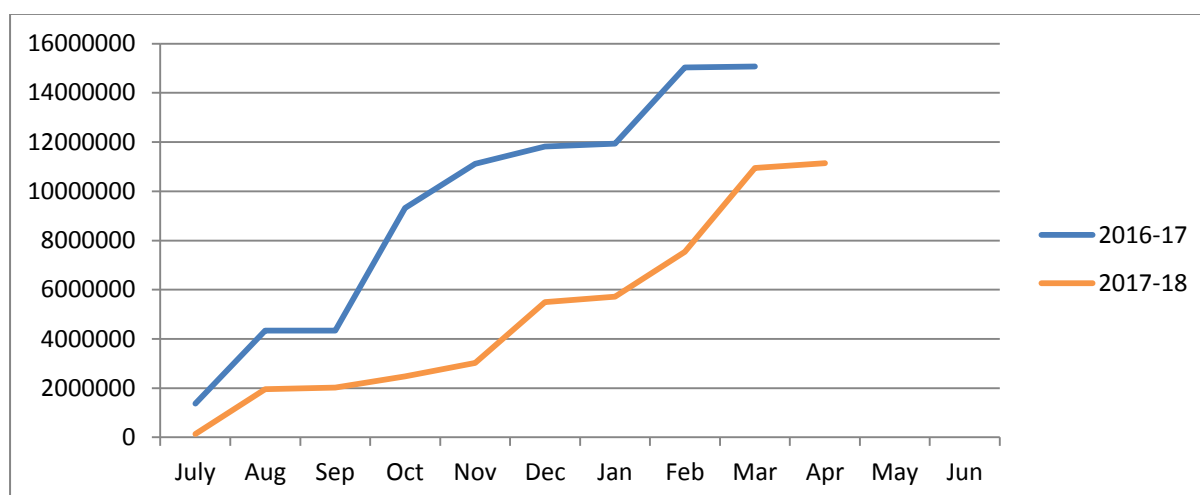
Significant timing variances are as follows:

Description	Actual	Budget	Outstanding	Comments
NDRRA (Flood Damage) 15-16 Event	\$4050,888	\$4300,000	\$249,112	Due on submission close
NDRRA (Flood Damage) 16-17 Event	\$1,667,704	\$3,800,000	\$2,132,296	Claim progressively
FAG General Purpose Grant	\$943,383	\$1,257,000	\$313,617	Final quarter payment due
FAG Road Component Grant	\$155,400	\$194,000	\$38,600	Final quarter payment due
Plant Fuel Tax Credits	\$22,537	\$60,000	\$37,463	Claims to be lodged

### Capital revenue

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

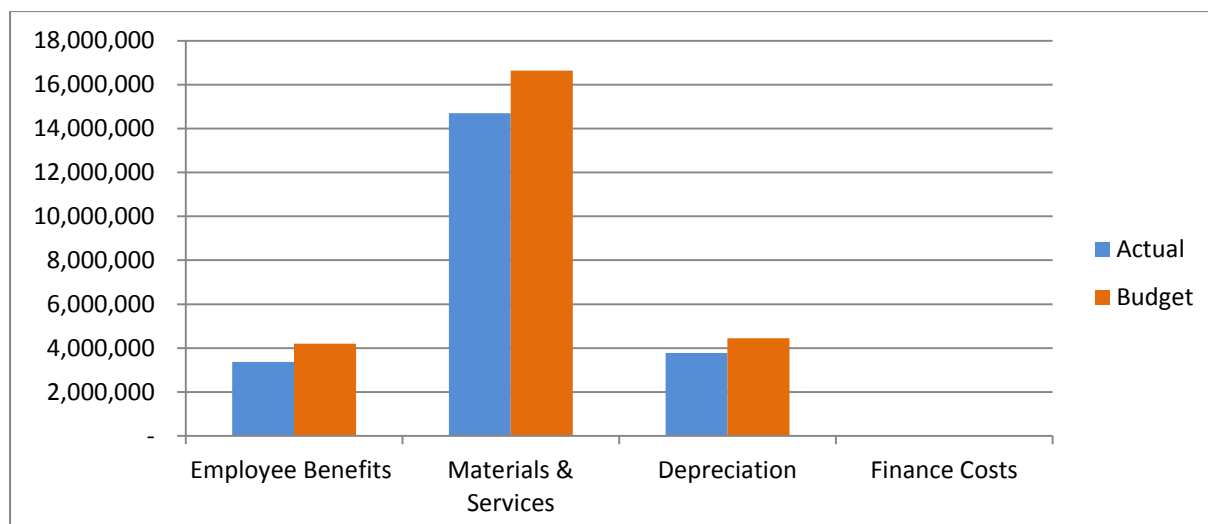
Description	Actual	Budget	Outstanding	Comments
TIDS	\$400,500	\$457,000	\$57,000	Due on completion of works
TTC (Boat Ramp Project)	\$0	\$200,000	\$200,000	Pending receipt
DILGP (Boat Ramp Project)	\$259,098	\$316,000	\$56,902	Pending receipt on milestone
NSRF (Boat Ramp Grant)	\$596,770	\$994,000	\$397,230	Pending receipt on milestone completion
Visitor Information Centre Grant	\$12,318	\$100,000	\$87,682	
Building Our Regions (Solar Project)	\$255,720	\$455,000	\$194,280	Pending receipt

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

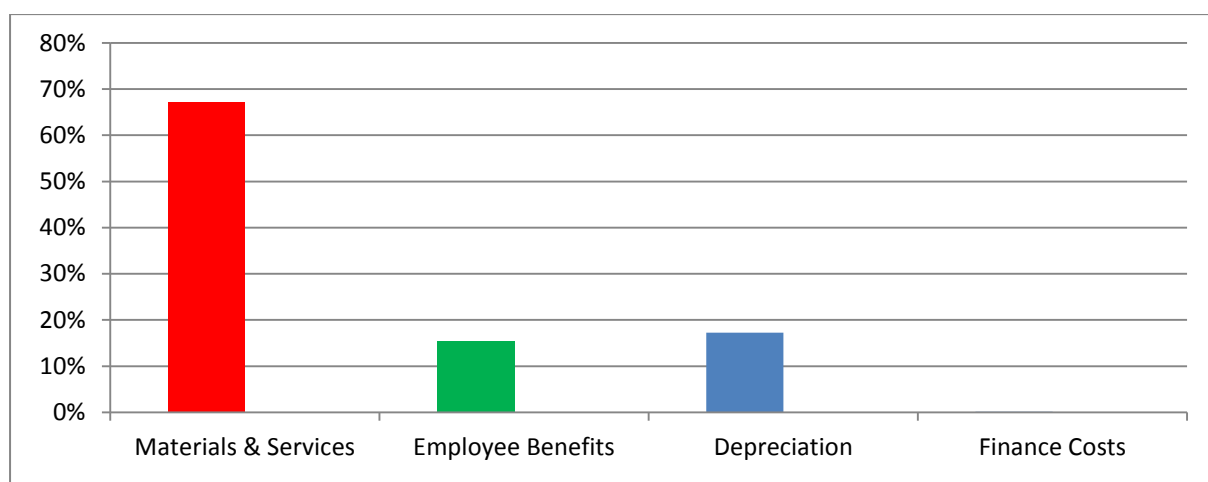
## 3. EXPENDITURE

Operating Costs by Type

Type	Budget	Budget
Materials & Services	\$14,704,738	\$16,634,000
Employee Benefits (Employee Wages & Entitlements)	\$ 3,368,585	\$4,200,000
Depreciation Costs	\$ 3,779,908	\$4,452,825
Finance Costs	\$ 20,332	\$17,000
<b>Total Expenditure</b>	<b>\$21,873,563</b>	<b>\$25,303,825</b>



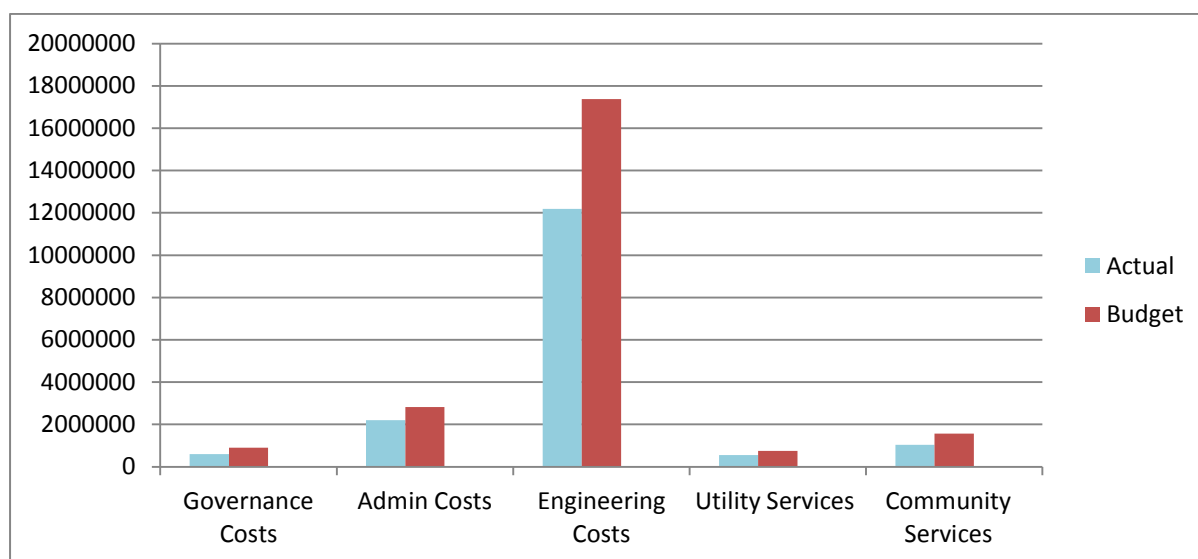
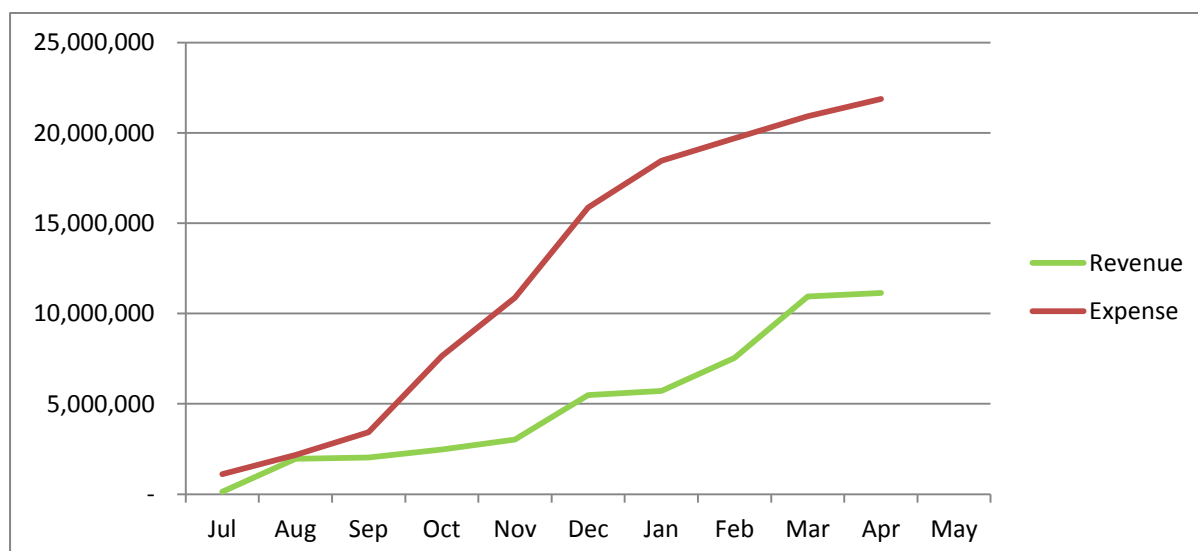
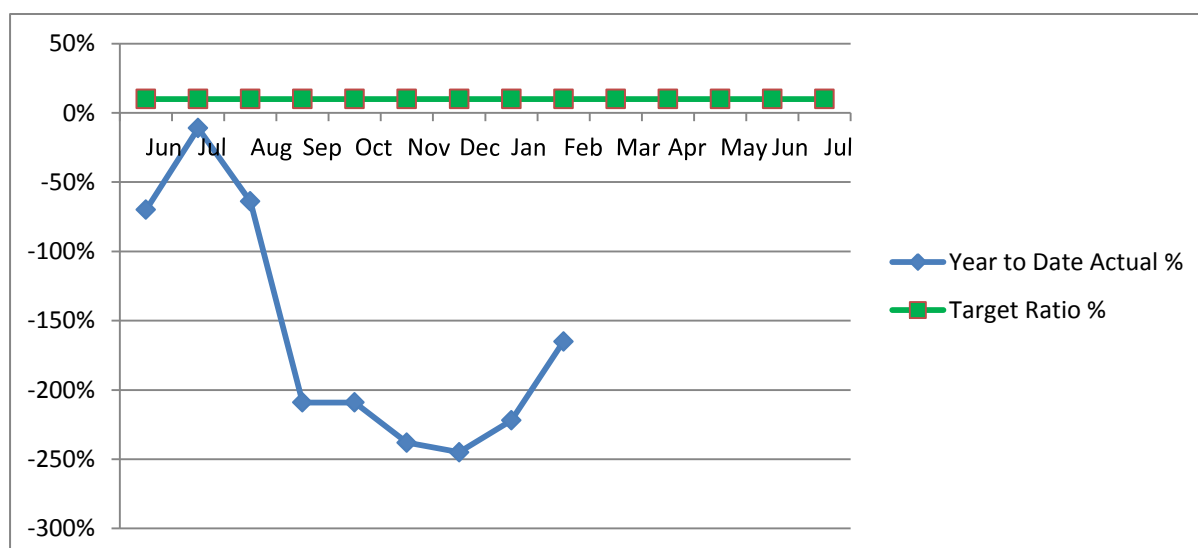
#### Expenditure Ratio



Overall year to date expenditure is within budget, there are some variances in terms of individual budget line items however overall expenditure by category and function is within budget. Inter budget transfers and adjustments will be processed to reallocate budgets from line items with a significant “underspend” to line items where actual expenditure has exceeded budget, such transfers will not have any impact on the bottom line.

#### Significant variances (Greater than \$10K)

- Training Budget (Admin & Finance) - negative variance of \$10,350 offset by underspend in Depot Training of ~\$40K.
- Plant Hire Recoveries – negative variance of \$540K - internal plant usage has been lower than anticipated.
- TV & Telecommunications Operations – negative variance of \$20,407 due to additional maintenance requirements stemming from new infrastructure installation.

2017-18 Operating costs vs budget2017-18 monthly operating ResultOperating Surplus Ratio

## 4. BUSINESS UNITS

		Financial Performance						
Period End	30/04/2018	Water Utility						
Month	10	Pro rata			Year to Date			
		Actual	Forecast	Variance	Actual	Forecast	Variance	
<b>Operating Revenue</b>								
Water Access Fees		359,499	300,000	59,499	359,499	360,000	-	501
Water Consumption Charges		40,246	32,500	7,746	40,246	39,000	-	1,246
Water Connection Fees		-	-	-	-	-	-	-
<b>Total Revenue</b>		<b>399,745</b>	<b>332,500</b>	<b>67,245</b>	<b>399,745</b>	<b>399,000</b>	<b>745</b>	
<b>Operating Expenditure</b>								
Repairs & Maintenance		410,534	416,667	- 6,133	410,534	500,000	- 89,466	
Operating Costs		3,247	-	3,247	3,247	-	3,247	
Depreciation Costs		211,409	211,525	- 116	211,409	253,830	- 42,421	
<b>Total Operating Costs</b>		<b>625,190</b>	<b>628,192</b>	<b>- 3,002</b>	<b>625,190</b>	<b>753,830</b>	<b>- 128,640</b>	
<b>Net Result</b>		<b>- 225,445</b>	<b>- 295,692</b>	<b>70,247</b>	<b>- 225,445</b>	<b>- 354,830</b>	<b>129,385</b>	
<b>Gross Profit Margin</b>		<b>-56%</b>	<b>-89%</b>	<b>104%</b>	<b>-56%</b>	<b>-89%</b>	<b>17367%</b>	
		Financial Performance						
Period End	30/04/2018	Sewer Utility						
Month	10	Pro rata			Year to Date			
		Actual	Forecast	Variance	Actual	Forecast	Variance	
<b>Operating Revenue</b>								
Sewerage Fees		147,137	123,333	23,803	147,137	148,000	- 864	
Sewer Connection Fees		-	-	-	-	-	-	
<b>Total Revenue</b>		<b>147,137</b>	<b>123,333</b>	<b>23,803</b>	<b>147,137</b>	<b>148,000</b>	<b>- 864</b>	
<b>Operating Expenditure</b>								
Repairs & Maintenance		92,059	93,333	- 1,274	92,059	112,000	- 19,941	
Operating Costs		3,247	5,833	- 2,586	3,247	7,000	- 3,753	
Depreciation Costs		41,091	41,114	- 23	41,091	49,337	- 8,246	
<b>Total Operating Costs</b>		<b>136,398</b>	<b>140,281</b>	<b>- 3,883</b>	<b>136,398</b>	<b>168,337</b>	<b>- 31,939</b>	
<b>Net Result</b>		<b>10,739</b>	<b>- 16,948</b>	<b>27,686</b>	<b>10,739</b>	<b>- 20,337</b>	<b>31,076</b>	
<b>Gross Profit Margin</b>		<b>7%</b>	<b>-14%</b>	<b>116%</b>	<b>7%</b>	<b>-14%</b>	<b>-3599%</b>	
		Financial Performance						
Period End	30/04/2018	Waste Management						
Month	10	Pro rata			Year to Date			
		Actual	Forecast	Variance	Actual	Forecast	Variance	
<b>Operating Revenue</b>								
Garbage Collection Fees		99,630	83,333	16,297	99,630	100,000	- 370	
<b>Total Revenue</b>		<b>99,630</b>	<b>83,333</b>	<b>16,297</b>	<b>99,630</b>	<b>100,000</b>	<b>- 370</b>	
<b>Operating Expenditure</b>								
Tip Repairs & Maintenance		32,400	33,333	- 933	32,400	40,000	- 7,600	
Waste Collection Costs		52,443	75,000	- 22,557	52,443	90,000	- 37,557	
Depreciation Costs		418	418	- 0	418	502	- 84	
<b>Total Operating Costs</b>		<b>85,262</b>	<b>108,752</b>	<b>- 23,490</b>	<b>85,262</b>	<b>130,502</b>	<b>- 45,240</b>	
<b>Net Result</b>		<b>14,369</b>	<b>- 25,418</b>	<b>39,787</b>	<b>14,369</b>	<b>- 30,502</b>	<b>44,871</b>	
<b>Gross Profit Margin</b>		<b>14%</b>	<b>-31%</b>	<b>244%</b>	<b>14%</b>	<b>-31%</b>	<b>-12132%</b>	

Financial Performance								
Period End	30/04/2018	Housing						
Month	10	Pro rata			Year to Date			
		Actual	Forecast	Variance		Actual	Forecast	Variance
<b>Operating Revenue</b>								
Rental Income		182,199	187,500	- 5,301		182,199	225,000	- 42,801
<b>Total Revenue</b>		<b>182,199</b>	<b>187,500</b>	<b>- 5,301</b>		<b>182,199</b>	<b>225,000</b>	<b>- 42,801</b>
<b>Operating Expenditure</b>								
Repairs & Maintenance		196,006	335,000	- 138,994		196,006	402,000	- 205,994
Operating Costs		-	-	-		-	-	-
Depreciation Costs		263,287	263,431	- 144		263,287	316,117	- 52,830
<b>Total Operating Costs</b>		<b>459,292</b>	<b>598,431</b>	<b>- 139,139</b>		<b>459,292</b>	<b>718,117</b>	<b>- 258,825</b>
<b>Net Result</b>		<b>- 277,094</b>	<b>- 410,931</b>	<b>133,837</b>		<b>- 277,094</b>	<b>- 493,117</b>	<b>216,023</b>
<b>Gross Profit Margin</b>		<b>-152%</b>	<b>-219%</b>	<b>-2525%</b>		<b>-152%</b>	<b>-219%</b>	<b>-505%</b>

Financial Performance								
Period End	30/04/2018	Plant & Fleet Operations						
Month	10	Pro rata			Year to Date			
		Actual	Forecast	Variance		Actual	Forecast	Variance
<b>Operating Revenue</b>								
Plant Hire Recoveries		1,309,063	1,541,667	- 232,604		1,309,063	1,850,000	- 540,937
<b>Total Revenue</b>		<b>1,309,063</b>	<b>1,541,667</b>	<b>- 232,604</b>		<b>1,309,063</b>	<b>1,850,000</b>	<b>- 540,937</b>
<b>Operating Expenditure</b>								
Repairs & Maintenance		589,753	654,167	- 64,413		589,753	785,000	- 195,247
Operating Costs		-	-	-		-	-	-
Depreciation Costs		363,331	293,232	70,099		363,331	351,878	11,453
<b>Total Operating Costs</b>		<b>953,084</b>	<b>947,398</b>	<b>5,686</b>		<b>953,084</b>	<b>1,136,878</b>	<b>- 183,794</b>
<b>Net Result</b>		<b>355,979</b>	<b>594,268</b>	<b>- 238,290</b>		<b>355,979</b>	<b>713,122</b>	<b>- 357,143</b>
<b>Gross Profit Margin</b>		<b>27%</b>	<b>39%</b>	<b>102%</b>		<b>27%</b>	<b>39%</b>	<b>66%</b>

Financial Performance								
Period End	30/04/2018	Parks & Gardens						
Month	10	Pro rata			Year to Date			
		Actual	Forecast	Variance		Actual	Forecast	Variance
<b>Operating Revenue</b>								
		-	-	-		-	-	-
		-	-	-		-	-	-
		-	-	-		-	-	-
<b>Total Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Operating Expenditure</b>								
Repairs & Maintenance		291,066	288,333	2,732		291,066	346,000	- 54,934
Operating Costs		-	-	-		-	-	-
Depreciation Costs		105,294	105,352	- 58		105,294	126,422	- 21,128
<b>Total Operating Costs</b>		<b>396,360</b>	<b>393,685</b>	<b>2,675</b>		<b>396,360</b>	<b>472,422</b>	<b>- 76,062</b>
<b>Net Result</b>		<b>- 396,360</b>	<b>- 393,685</b>	<b>- 2,675</b>		<b>- 396,360</b>	<b>- 472,422</b>	<b>76,062</b>
<b>Gross Profit Margin</b>								

## 5. STATEMENT OF FINANCIAL POSITION

		STATEMENT OF FINANCIAL POSITION											
Period End	30/04/2018												
Month	10	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	June
<b>Current Assets</b>													
Cash & cash equivalents		16,600,773	17,073,863	17,081,515	13,762,271	9,191,873	6,097,176	4,803,274	4,140,200	7,720,009	8,969,279		
Trade & Other receivables		259,513	1,323,328	806,494	575,615	263,853	844,867	1,029,379	2,334,758	1,435,229	1,057,368		
Inventory		221,674	231,687	263,180	255,146	301,798	319,133	314,868	311,647	308,223	317,144		
Other Financial Assets		185,867	347,024	359,103	451,374	884,708	1,159,551	1,269,719	1,279,863	988,336	19,469		
<b>Total Current Assets</b>		<b>17,267,827</b>	<b>18,975,902</b>	<b>18,510,292</b>	<b>15,044,406</b>	<b>10,642,232</b>	<b>8,420,727</b>	<b>7,417,240</b>	<b>8,066,468</b>	<b>10,451,797</b>	<b>10,363,260</b>	-	-
<b>Non Current Assets</b>													
Receivables		-	-	-	-	-	-	-	-	-	-		
Property, plant and equipment		197,032,543	197,032,543	197,032,543	196,936,183	196,936,183	197,193,244	197,193,244	197,238,107	197,238,107	197,238,107		
Accumulated Depreciation		- 57,256,663	- 57,256,663	- 57,256,663	- 58,751,307	- 59,125,578	- 59,509,430	- 59,892,712	- 60,223,226	- 60,609,090	- 60,983,387		
Capital Works in Progress		860,948	1,226,058	1,576,395	2,536,371	4,644,867	5,327,218	5,428,791	5,606,542	5,594,917	5,700,929		
Intangible Assets		-	-	-	-	-	-	-	-	-	-		
<b>Total Non Current Assets</b>		<b>140,636,828</b>	<b>141,001,938</b>	<b>141,352,275</b>	<b>140,721,247</b>	<b>142,455,472</b>	<b>143,011,032</b>	<b>142,729,323</b>	<b>142,621,423</b>	<b>142,223,934</b>	<b>141,955,649</b>	-	-
<b>TOTAL ASSETS</b>		<b>157,904,655</b>	<b>159,977,840</b>	<b>159,862,567</b>	<b>155,765,653</b>	<b>153,097,704</b>	<b>151,431,759</b>	<b>150,146,563</b>	<b>150,687,891</b>	<b>152,675,731</b>	<b>152,318,909</b>	-	-
<b>Current Liabilities</b>													
Trade & Other Payables		1,041,708	717,383	560,705	1,205,369	1,029,833	709,417	1,385,039	969,642	601,366	702,956		
Borrowings		-	-	-	-	-	-	-	-	-	-		
Provisions		170,308	170,308	170,308	160,402	153,381	148,161	93,710	56,993	50,184	49,969		
Other		-	-	-	-	-	-	-	-	-	-		
<b>Total Current Liabilities</b>		<b>1,212,016</b>	<b>887,691</b>	<b>731,013</b>	<b>1,365,771</b>	<b>1,183,214</b>	<b>857,578</b>	<b>1,478,749</b>	<b>1,026,635</b>	<b>651,550</b>	<b>752,925</b>	-	-
<b>Non-Current Liabilities</b>													
Trade & Other Payables		-	-	-	-	-	-	-	-	-	-		
Interest bearing liabilities		-	-	-	-	-	-	-	-	-	-		
Provisions		610,268	613,744	617,241	622,618	626,442	629,561	632,401	635,413	638,836	643,553		
Other		-	-	-	-	-	-	-	-	-	-		
<b>Total non-current liabilities</b>		<b>610,268</b>	<b>613,744</b>	<b>617,241</b>	<b>622,618</b>	<b>626,442</b>	<b>629,561</b>	<b>632,401</b>	<b>635,413</b>	<b>638,836</b>	<b>643,553</b>	-	-
<b>TOTAL LIABILITIES</b>		<b>1,822,284</b>	<b>1,501,435</b>	<b>1,348,254</b>	<b>1,988,389</b>	<b>1,809,656</b>	<b>1,487,139</b>	<b>2,111,150</b>	<b>1,662,048</b>	<b>1,290,386</b>	<b>1,396,478</b>	-	-
<b>NET COMMUNITY ASSETS</b>		<b>156,082,371</b>	<b>158,476,405</b>	<b>158,514,313</b>	<b>153,777,264</b>	<b>151,288,048</b>	<b>149,944,620</b>	<b>148,035,413</b>	<b>149,025,843</b>	<b>151,385,345</b>	<b>150,922,431</b>	-	-
<b>Community Equity</b>													
Shire Capital		39,529,889	39,529,889	39,529,889	39,529,889	39,529,889	39,529,889	39,529,889	39,529,889	39,529,889	39,529,889		
Asset Revaluation Reserve		82,474,980	82,474,980	82,474,980	82,474,980	82,474,980	82,474,980	82,474,980	82,474,980	82,474,980	82,474,980		
Retained Surplus		34,077,501	36,471,536	36,509,444	31,772,395	29,283,179	27,939,751	26,030,544	27,020,974	29,380,476	28,917,562		
<b>TOTAL COMMUNITY EQUITY</b>		<b>156,082,370</b>	<b>158,476,405</b>	<b>158,514,313</b>	<b>153,777,264</b>	<b>151,288,048</b>	<b>149,944,620</b>	<b>148,035,413</b>	<b>149,025,843</b>	<b>151,385,345</b>	<b>150,922,431</b>	-	-



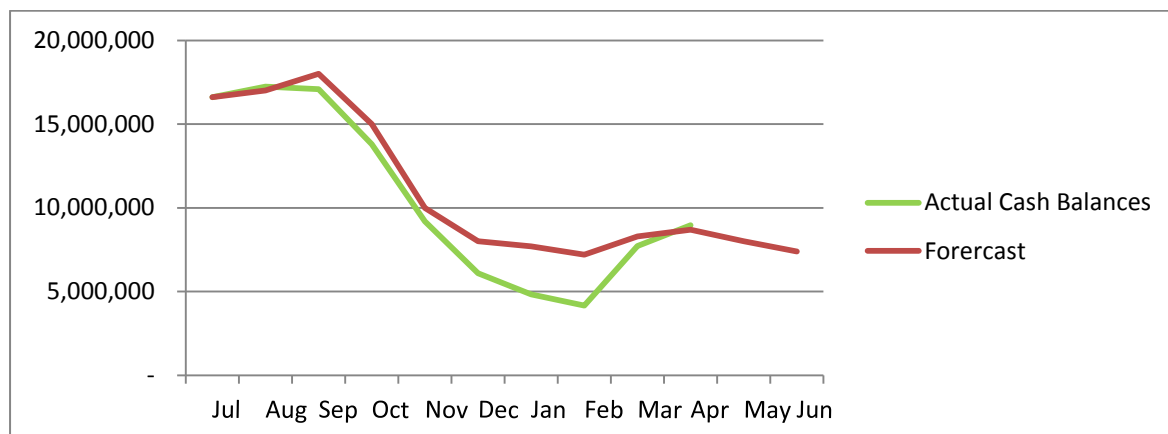
### Cash & Cash Equivalents

Cash balances at the end of April sat at \$8.9 million up from \$7.7 million at the close of the previous month. Increase in cash balances reflects significant but anticipated cash inflows. Amended Budget cash flow forecasts reflect that cash balances will decline progressively to a balance of ~\$7.4 million at the end of the financial year as Council progresses its operating and significant capital works projects.

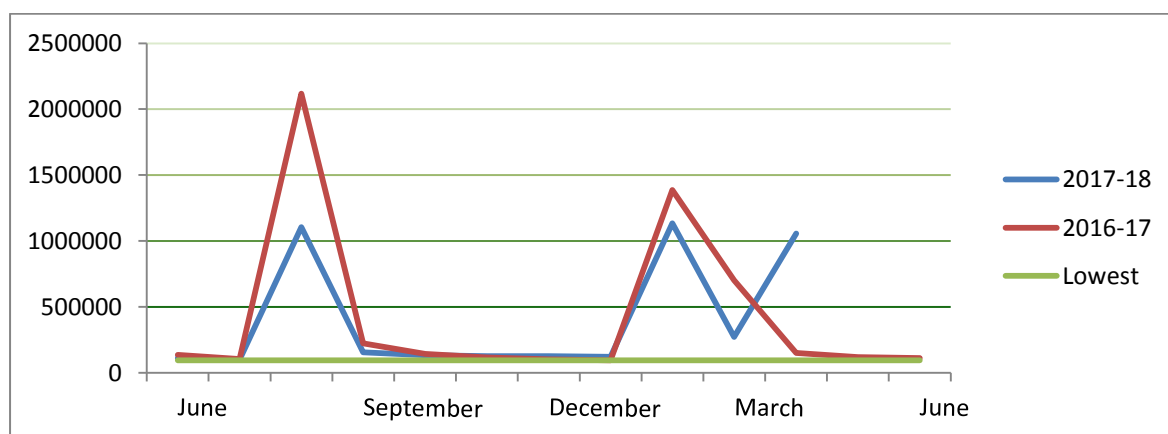
### Cash holdings

Oct-17	11,711,767	558	2,092,945	\$ 13,805,270
Nov-17	7,242,981	558	1,948,333	\$ 9,191,872
Dec-17	5,260,434	558	836,183	\$ 6,097,175
Jan-18	4,370,746	558	455,969	\$ 4,827,273
Feb-18	3,570,746	558	582,380	\$ 4,153,684
Mar-18	7,337,381	558	382,069	\$ 7,720,008
Apr-18	7,847,585	558	1,121,135	\$ 8,969,278

### Cash balance movement



### Trade and other receivables

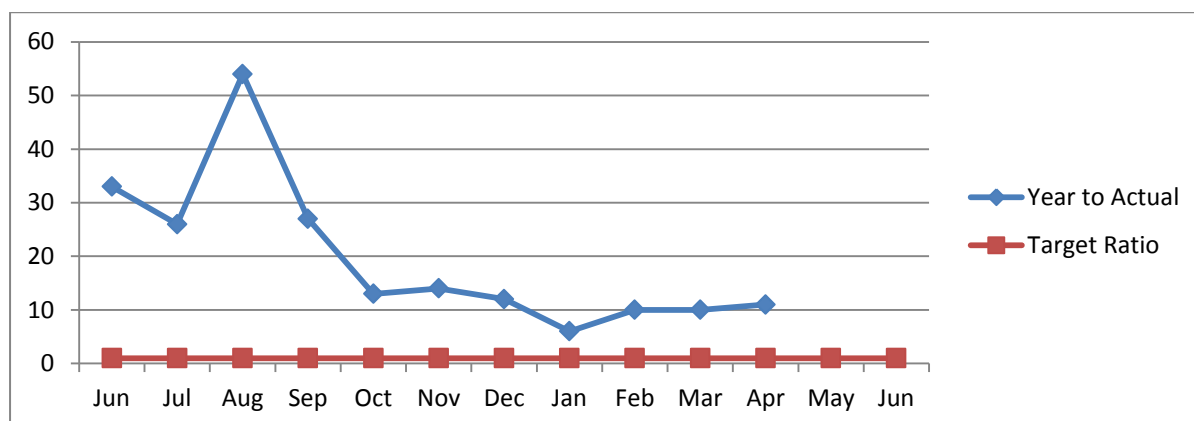


## 6. MEASURES OF FINANCIAL SUSTAINABILITY

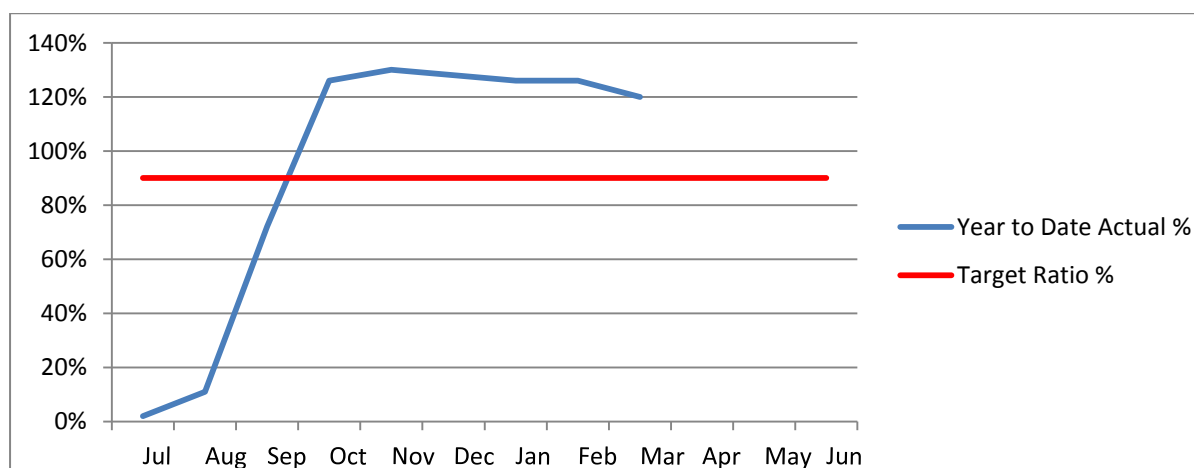
Financial ratios are indicative of effective financial management. Results within targets indicate that financial risks are being managed effectively.

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

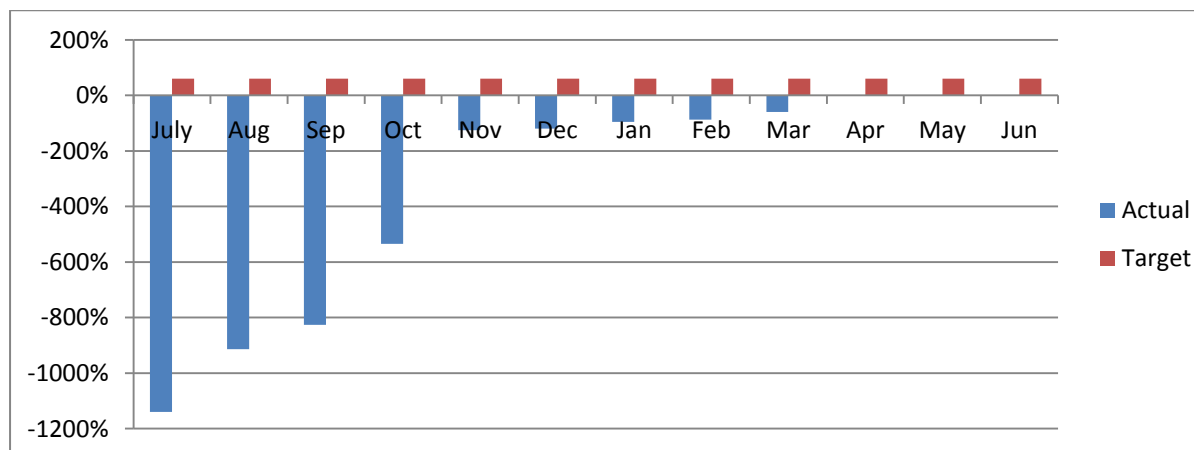
#### Current Ratio



#### Asset Sustainability Ratio



#### Net Financial Liabilities Ratio



## 7. STATEMENT OF CASH FLOW

		CASH FLOW STATEMENT											
Period End	30/04/2018												
Month	10	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	June
<b>Cash flows from operating activities</b>													
Receipts from customers		832,532	984,701	1,460,790	1,961,447	1,829,305	964,032	860,272	902,323	2,118,595	3,550,459		
Payments to suppliers and employees	-	661,507	- 1,754,092	- 2,997,049	- 5,999,988	- 8,853,259	- 13,876,249	- 15,562,400	- 16,823,195	- 17,952,121	- 18,419,623		
		<b>171,025</b>	<b>- 769,391</b>	<b>- 1,536,259</b>	<b>- 4,038,541</b>	<b>- 7,023,954</b>	<b>- 12,912,217</b>	<b>- 14,702,128</b>	<b>- 15,920,872</b>	<b>- 15,833,526</b>	<b>- 14,869,164</b>	-	-
Interest Received		27,001	61,075	94,772	128,010	161,939	181,657	193,691	205,852	214,343	227,836		
Rental Income		16,456	32,941	50,771	70,434	95,489	112,959	130,659	150,124	166,159	182,199		
Non-capital grants, subsidies and donations		85,926	464,048	479,373	530,395	982,603	3,398,805	3,412,548	3,784,810	7,237,558	7,300,562		
<b>Net cash inflow (outflow) from operating activities</b>		<b>300,408</b>	<b>- 211,327</b>	<b>- 911,343</b>	<b>- 3,309,702</b>	<b>- 5,783,923</b>	<b>- 9,218,796</b>	<b>- 10,965,230</b>	<b>- 11,780,086</b>	<b>- 8,215,466</b>	<b>- 7,158,567</b>	-	-
<b>Cash flows from investing activities</b>													
Payments for property, plant and equipment	-	288,739	- 653,849	- 1,004,186	- 1,964,162	- 4,106,749	- 5,303,222	- 5,482,976	- 5,846,298	- 5,856,490	- 5,962,503		
Proceeds from sale of property, plant and equipment		91,801	91,801	91,801	130,892	164,983	422,044	500,226	614,829	636,647	636,647		
Capital grants, subsidies and contributions		67,300	1,417,235	2,475,242	2,475,242	2,487,560	3,767,148	4,321,253	4,721,753	4,725,316	5,023,701		
<b>Net cash inflow (outflow) from investing activities</b>	<b>-</b>	<b>129,638</b>	<b>855,187</b>	<b>1,562,857</b>	<b>641,972</b>	<b>- 1,454,206</b>	<b>- 1,114,030</b>	<b>- 661,497</b>	<b>- 509,716</b>	<b>- 494,527</b>	<b>- 302,155</b>	-	-
<b>Cash flows from financing activities</b>													
Proceeds from borrowing		-	-	-	-	-	-	-	-	-	-		
Repayment of borrowings		-	-	-	-	-	-	-	-	-	-		
Depreciation		-	-	-	-	-	-	-	-	-	-		
Borrowings		-	-	-	-	-	-	-	-	-	-		
<b>Net cash inflow (outflow) from financing activities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	-	-
<b>Net increase (decrease) in cash held</b>		<b>170,770</b>	<b>643,860</b>	<b>651,514</b>	<b>- 2,667,730</b>	<b>- 7,238,129</b>	<b>- 10,332,826</b>	<b>- 11,626,727</b>	<b>- 12,289,802</b>	<b>- 8,709,993</b>	<b>- 7,460,722</b>	-	-
Cash at beginning of reporting period		16,430,002	16,430,002	16,430,002	16,430,002	16,430,002	16,430,002	16,430,002	16,430,002	16,430,002	16,430,002		
<b>Cash at end of reporting period</b>		<b>16,600,772</b>	<b>17,073,862</b>	<b>17,081,516</b>	<b>13,762,272</b>	<b>9,191,873</b>	<b>6,097,176</b>	<b>4,803,275</b>	<b>4,140,200</b>	<b>7,720,009</b>	<b>8,969,280</b>	-	-

Year to date payments to employees and suppliers exceed receipts from customers resulting in negative cash flows from operating activities.

Year to date capital expenditure (cash disbursed) exceeds capital revenues (cash receipts) at the end of the month resulting in negative cash flows from investing activities.

Overall year to date cash outlays continue to exceed cash receipts resulting in an overall net decrease in cash from \$16, 4 million at the beginning of the financial year to \$8, 9 million. This decline trend is consistent with the annual budget cash flow forecast.

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

Clause 9 of Council's Rate Debt Recovery Policy determines how debtors can enter into a plan to pay their outstanding debts (rates and charges and other receivables) to Council. Clause 11 delegate's authority to negotiate payment plans to the CEO and Executive Manager Finance. Clause 13 requires an exercise of delegation in relation to writing of bad debts and negotiation of payment plans to be reported to Council at the next meeting following exercise of such delegation.

The following delegations were exercised in the reporting month:

Amount of debt	1. Repayment term (NB: only CEO can approve if debt will not be repaid in financial year that debt was accrued). 2. Debt Write off (Amount written off)	Authorising officer (FM or CEO)
Nil	Nil	N/A

#### 9. OFFICER'S RECOMMENDATION

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

##### **09.02.01 Finance Monthly Update Report**

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

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 180517.04 5/0**

#### Attendance

Cr Poole left the meeting from 10.30am to 10.34am.

Jordan Marshall left the meeting from 10.35am to 10.36am.

## 09.03.01 Strategic Projects Reports

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DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	10 May 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

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## 1. BOAT RAMP WIDENING AND 70 BAY CAR PARK – BURKETOWN

Project Status Report	
Project Name	Burketown Wharf Upgrade Project
Project Manager	Philip Keirle, Burke Shire Council
Project Superintendent	Heath Jones, Erscon Consulting
Contractor(s)	Ausnorth Consulting (Survey) FSG (Geotechnical) CivilPlus Construction (Civil) Erscon Consulting Car-park and shelter (TBD)
Status Update Provided	10 May 2018
Original completion date	Barge Ramp: 30 November 2017 Car-park and entertainment area: 30 June 2018
Revised completion date	Barge Ramp: 5 December 2017 Car-park and entertainment area: 30 June 2018
Project Scope	Replace single-lane recreational boat ramp with a barge-capable ramp with concrete hardstand; Installation of 70 all-weather CTU (car trailer unit) parking bays Installation of 2 x 4x4m shade shelters and BBQs
Work completed last week	Traffic Management Plan RFQs for supply and delivery of material
Forthcoming work	Sub-grade Order signage Implementation of TMP

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

Key Parameters	Status	Comments
Reporting	<b>On-Track</b>   At-Risk   Off-Track	<p>Community Resilience Fund reports:</p> <ul style="list-style-type: none"> <li>• Acquitted</li> </ul> <p>National Stronger Regions Fund reports:</p> <ul style="list-style-type: none"> <li>• 4 Aug 2017 (submitted)</li> <li>• 8 Jan 2018 (submitted)</li> <li>• 28 Feb 2018 (submitted)</li> <li>• 31 July 2018 (pending)</li> </ul> <p>Marine Infrastructure Fund reporting:</p> <ul style="list-style-type: none"> <li>• Final acquittal in progress</li> </ul> <p>Transport and Tourism Connections reports:</p> <ul style="list-style-type: none"> <li>• “monthly measure-up” required once car-park component of project commences</li> <li>• 30 Jun 2018: Acquittal Report</li> </ul>

## 2. SOLAR ARRAY AND TREATED WATER OPTIMISATION - GREGORY

Project Status Report	
Project Name	Gregory Water Treatment Solar Power Project
Project Manager	Philip Keirle, BSC
Project Superintendent	Joseph Estrada, GHD
Contractor(s)	Pructon Engineering Pty Ltd (Water Storage and Treatment) Q Energy Solutions (Solar Array) Austek Communications Pty Ltd (SCADA & Telemetry) FSG (Geotechnical) PH Davie Pty Ltd (Fencing)
Status Update Provided	10 May 2018
Original completion date	14 Oct 2017
Revised completion date	#1: 31 Jan 2018 #2: 09 Feb 2018 #3: May 2018 Funding Agreement End Date: 30 Jun 2018

Project Status Report	
Project Scope	<p>To improve existing operations at the Gregory Water Treatment Plant through provision of a renewable power generation source and installation of improved water storage and treatment infrastructure.</p> <ul style="list-style-type: none"> <li>• Replace existing 8 x 44kL water tanks with 2 x 225kL treated water storage tanks establishing new foundations and installation and commissioning of associated pipework;</li> <li>• Repair clarifier and install clarifier platform;</li> <li>• Installation of additional monitoring capability, including 3 x turbidity meters; tank modifications to enable future trim dosing upgrade.</li> <li>• Replacement of existing generators (x2);</li> <li>• Installation of fencing for Gregory Solar Array;</li> <li>• Installation of 50kW solar array and 75kWh energy storage system.</li> </ul>
Work recently completed	<p>Solar Array/Storage: Completed</p> <p>Water Treatment: Concrete strength re-tested and met specified requirements</p>
Forthcoming work	<p>Final commissioning</p> <p>SCADA and telemetry</p>

Key Parameters	Status	Comments
Schedule	On-Track   At-Risk   Off-Track	Revised Project Schedule and cashflow endorsed by funding agency (Department of State Development). Project to be completed by end of March 2018.



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

Key Parameters	Status	Comments
Budget	<b>On-Track</b>   At-Risk   Off-Track	<p>Fencing</p> <p>On budget</p> <p>Solar array</p> <p>On budget. Variations for additional array mounting posts, increase in generator rating based on reviewed load profile and additional fuel storage</p> <p>Water Treatment/Storage</p> <p>On budget. Part variation approved for trim-dosing. Full variation approved for supply of 4 x turbidity meters and associated installation/calibration equipment.</p> <p>Project will meet budgeted limits of funding Deed of Agreement between BSC and the Department of State Development</p>
Reporting	<b>On-Track</b>   At-Risk   Off-Track	<p>Milestone 1: 30 March 2017 (completed)</p> <p>Milestone 2: 31 July 2017 (completed)</p> <p>Milestone 3: 8 January 2018 (completed)</p> <p>Milestone 4: 1 March 2018 (completed)</p> <p>Milestone 5 (added) to take account of project delay.</p>

### 3. BURKETOWN SEWERAGE TREATMENT PLANT UPGRADE PROJECT

Project Status Report	
Project Name	Burketown Sewerage Treatment Plant Upgrade Project
Project Manager	Philip Keirle, BSC
Project Superintendent	Mark Poynter, BSC
Contractor(s)	Simmonds & Bristow Austek Communications Pty Ltd
Status Update Provided	10 April 2018
Original completion date	01.06.2019
Revised completion date	NA

Project Status Report	
Project Scope	<p>Replace existing packaged treatment plant (at end of asset life) with upgraded model</p> <p>Complete earthworks and commissioning of a new wet-weather storage lagoon/treated effluent lagoon</p> <p>Complete trenching and pipework required to enable re-use/recycling of treated effluent on parks, gardens and recreational areas</p>
Work recently completed	<p>Release of Expression of Interest via online tender portal</p> <p>Adjudication of Expression of Interest submissions</p> <p>Short listing of submissions for progression to the EOI stage</p>
Forthcoming work	Release of RFT documentation for the BKT STP Upgrade Project

Key Parameters	Status	Comments
Schedule	<b>On-Track</b>   At-Risk   Off-Track	<p>Procurement:</p> <ul style="list-style-type: none"> <li>30.11.18 – 30.06.18</li> </ul> <p>Packaged Treatment Plant:</p> <ul style="list-style-type: none"> <li>01.07.18 – 31.03.19</li> </ul> <p>Wet Weather Storage Lagoons:</p> <ul style="list-style-type: none"> <li>01.07.18 – 07.12.18</li> </ul> <p>Recycled Water component:</p> <ul style="list-style-type: none"> <li>01.04.19 – 01.06.19</li> </ul>
Scope	<b>On-Track</b>   At-Risk   Off-Track	<p>Install and commission packaged plant</p> <p>Construct effluent storage lagoons</p> <p>Construct sludge drying beds</p> <p>Install pipework, pumps, and storage for recycling water to school oval, rodeo reserve and Phillip Yanner Memorial ground</p>
Procurement	<b>On-Track</b>   At-Risk   Off-Track	<p>Expression of Interest:</p> <ul style="list-style-type: none"> <li>To be released Mar 2018</li> <li>Closed 11 April 2018</li> </ul> <p>Tender:</p> <ul style="list-style-type: none"> <li>To be released April 2018. Pushed back to May 2018</li> </ul> <p>Council/Local contractors to complete earthworks, recycled water component</p>
Town Planning	<b>On-Track</b>   At-Risk   Off-Track	Not applicable

Key Parameters	Status	Comments
Budget	<b>On-Track</b>   At-Risk   Off-Track	To revise if Burke secures Building Better Regions Fund R2 funding
Reporting	<b>On-Track</b>   At-Risk   Off-Track	Monthly reporting to Dept. Local Government <ul style="list-style-type: none"> <li>Feb 2018 report submitted 02.02.2018</li> <li>Mar 2018 report submitted 03.04.2018</li> <li>Apr 2018 report submitted 10.05.2018</li> </ul>

The results of the EOI adjudication were as follows:

Supplier	No. submissions	Conforming	Progress to RFT
ABCO Water Systems	1	Y	N
Chalice PM Solutions	1	Y	N
CNF Associates	1	Y	N
CRS Water Pty Ltd	2	Y	Y
Hydroflux Epco Pty Ltd	1	Y	Y
Laurie Curran Water Pty Ltd	1	Y	N
True Water Australia	2	Y	Y
VoR Environmental	2	Y	N
Xylem Water Solutions	1	Y	Y

#### 4. OTHER PROJECTS

Project	Description	Update/activity for reporting month
NWQ Quarry Management Strategy	Regional project designed to improve Council compliance in relation to Quarry/Gravel Pit operations and to generate a suite of materials and schedules to facilitate improve Quarry operations and stakeholder relations.	Released audit tool to RRTG member Councils  Submission of pre-lodgement materials to EHP in relation to <5,000t per annum sites.  Discussions with DAF ILUA specialist.  DAF has provided 'best practice' site plan for adoption into Quarry Management Plans;  Cultural Heritage document suite nearing completion.

Project	Description	Update/activity for reporting month
Cultural Heritage Project: water access tracks, turnaround points and gravel pits	Progress completion of CH Surveys of key gravel pits, transport routes, water points and access tracks within the Burke Shire with Gangalidda, Garawa and Waanyi Traditional Owner groups	All survey work completed  Final documentation to send through 25-28 May 2018.
Gregory ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	Concept for land exchange ILUA developed and to be progressed with Waanyi and Paraway in the near future: dates TBD.  Site/Concept Plans and Feasibility Studies forwarded to Waanyi to assist with progression of concept plan.  Planning & Design services awarded; Flood mapping of area secured; Valuation RFQs released.
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	Parties approaching in-principle negotiator agreement.  Most recent meeting in Cairns on Wednesday 6 <sup>th</sup> December 2017: <ul style="list-style-type: none"> <li>Action items from this meeting progressing.</li> </ul>

Project	Description	Update/activity for reporting month
Burketown Mineral Baths	Installation of 3 x mineral baths (at 3 different temperatures) with associated infrastructure: decking, bird hides, barbeques etc.	<p>Draft concept designs completed;</p> <p>Pre-lodgement advice received from DILGP;</p> <p>The next steps in this project include:</p> <ul style="list-style-type: none"> <li>• Complete additional design work;</li> <li>• Complete additional survey and geotech as required;</li> <li>• Complete Detailed Design in a way that enables Council to satisfy town planning requirements received through the pre-lodgement process.</li> <li>• Lodge application for MIP (Maturing the Infrastructure Pipeline) funding for this project.</li> </ul>
Refresh of the Register of Prequalified Suppliers (ROPS) for Plant Hire (Wet and Dry)	Extension of existing ROPS and release of Request for Tender to have new operators bid for inclusion on the ROPS and for existing suppliers to add additional plant to the various ROPS categories.	<p>ROPS RFT released on 17 March 2018 and closed on 10 April 2018.</p> <p>All Wet Hire arrangements completed. Awaiting return of signed contracts.</p>
EDQ-BSC Development Management Agreement	Progression of BKT South and BKT Light Industrial developments. Progression of remote housing initiative	<p>BKT South concept endorsed with final plans being drafted;</p> <p>BKT Light Industrial first draft presented for consideration.</p>

## 5. COMPLETED PROJECTS

Project	Description	Completed	Acquitted
Drought Communities Project: installation of gating and perimeter fencing at the BKT landfill site	Installation of perimeter fencing/gating at the Burketown Landfill	Yes	Yes
Drought Communities Project: re-sheeting of Lawn Hill National Park Road	150mm re-sheeting of Lawn Hill National Park Road between Ch2892 and CH21184	Yes	Yes

Project	Description	Completed	Acquitted
Burketown SCADA and Telemetry Project	To design, install and commission new control, telemetry and SCADA (Supervisory Control and Data Acquisition) systems for the Burketown water and wastewater infrastructure allowing for real-time remote monitoring and re-setting of systems and system components.	Yes	Yes
Gregory ILUA #1	ILUA between Waanyi-BSC-QLD to regularize tenure over the Gregory landfill site and to acquire Council freehold over Lot 11 on SP287787 (land adjacent to the GRG WTP)	Yes	NA

## 6. GULF SAVANNAH DEVELOPMENT PROJECTS

Project	Description	Update for reporting month
Digital Resilience & Capability Project	<p>Complete Feasibility Studies for the following Fibre Optic Projects:</p> <ul style="list-style-type: none"> <li>• BKT-NMT Fibre</li> <li>• NMT-KMB Fibre</li> </ul> <p>Complete Detailed Design for the following Fibre Optic Project:</p> <ul style="list-style-type: none"> <li>• BKT-NMT Fibre</li> </ul>	Completed
Digital Townships, Digital Tourism	GSD to produce report into prospects and approaches to coordinate the whole-of-Gulf in a digital data acquisition program, focusing on tourism and digital infrastructure.	Completed
Gulf Savannah Tourism Survey	GSD to replicate and broaden the 2013 Gulf Savannah Tourism Survey to provide LGs and key stakeholders an in insight into tourism patterns & developments between 2013-2017.	Completed
Lower Gulf Marine & Riverine Infrastructure & Economic Development Project	<p>GSD to explore options and provide economic modelling around marine and riverine-based economic development opportunities in the Lower Gulf.</p> <p>Discussions have been wide-ranging to date.</p>	First draft complete

## 7. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

**09.03.01 Strategic Projects Reports**

**That Council receives the Strategic Projects Report.**

**Moved: Cr Murray**

**Seconded: Cr Yanner**

**Carried 180517.05 5/0**

**Attendance**

Cr Murray left the meeting at 10.38am.

**Adjournment**

That Council adjourned the meeting for morning tea from 10.39am to 10.59am; all were present at resumption including Cr Murray and with the exception of Mark Poynter.

**Attendance**

Mark Poynter entered the meeting at 11.00am.

Sharon Daishe entered the meeting at 11.08am.



## 12. Corporate Services

### 12.01 Deputy Chief Executive Officer Report

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DEPARTMENT:	Office of the Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Ross Higgins; A/Deputy CEO
DATE REPORT PREPARED:	9 May 2018
LINK TO COUNCIL PLAN/S:	Operational Plan

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#### 1. PROGRESS AGAINST OPERATIONAL PLAN

The complete DCEO Project Timing spreadsheet is attached; monthly update below:

Project	Description	April Action	Status Update
Planning & Development - governance review	Develop and implement governance framework for planning & development function of council	Test	Review process has commenced; Jordan Marshall now appointed and will recommence
Tourism & Economic Development Strategy	If funded (application to BBRF)	Review	Right Foot Forward now scheduled for visit commencing 11 June
Customer Service Charter	Development and implementation of Customer Service Charter	Monitor	On-going review
Order of the Outback Ball	Delivery of 2018 OotOB	Nil	Committee meetings occurring fortnightly
Community Satisfaction Survey	Delivery of 2017 CSS	Nil	Completed and publicised
Planning Scheme	Completion and adoption of Burke Shire Town Planning Scheme	Was due to be adopted in Aug/Sep	DILGP feedback received; comments by DCEO sent to Liz Taylor for further review and comment.
WHS Audit	WHS External Audit	Deliver	WHS officer commenced duties and will review once settled into role
Induction Process	Development and implementation of staff induction process and documentation	Trial	Under development. To be further elaborated through the coming months; opportunity to further develop with engagement of new WHSC
Training and Development Plan	Development of training and development plan for all staff	Costings	Development commenced on back of performance review process; ongoing as part of 2018-18 budget development

Project	Description	April Action	Status Update
LGMA Rural Management Challenge	BSC Participation in LGMA Rural Management Challenge	Team selection methodology	Budget to be developed for 2018 participation, as part of ongoing 2018-19 budget planning
Council Document Template Harmonisation	Development and adoption of templates for Council documents/corro	Implement	Initial consultation yet to take place; has been delayed by numerous other priorities
Housing Management Framework	Completion and adoption of documentation/processes associated with property management	Adopt (February)	In process of preparing new leases to issue to all tenants and addressing breaches from last round of inspections
Financial Sustainability Measures	Develop plan around Council's list of financial sustainability measures	Present for review/ adoption	Plan to be developed by DCEO; has been sidelined by other commitments
Burketown History Book	Publication of Burke Shire Cultural History	Publication process as per Agreement	Review materials returned; publication H1 2019; date/event to be planned; CDTO working on this
Donations Packs	Distribution of donation request information packs to community groups	Deliver	Overview of submissions presented to April meeting
Certified Agreement	Negotiation of BSC Certified Agreement	Adoption (October)	Adopted 30 January; back-payment and payroll amendments completed
Website Upgrade	Overhaul of the BSC website	Training, if needed (October)	Completed. Looks good.
Ongoing Process Improvement	Ongoing series of process improvements	Map Storage Improvement	New Admin Officer working on this task
Local Law No 2 (Animal Control) Review	Conduct a review of Council's Local and Subordinate Local Law No. 2 (Animal Control)	Postponed	Postponed; other Local Laws taking precedence.
Sport & Recreation Strategy	Develop recreation strategy for Burketown; incorporating new/existing infrastructure and services	Plan public consultation	CSS completed; DCEO submitted application to BBRF Round 2 Community Investment Stream in December 2017 to fund project. A separate application submitted through QLD Department of Sport & Rec's Get Planning Spaces program

## 2. ACTIVITIES

### *Frontier Festival Days Program*

The MOU was amended and agreed to with both parties and signed on 30 April. The next steps are to receive an Event Plan as well as ascertain what equipment Council might be able to assist with. This will then lead to a Venue Agreement Plan and a Sponsorship Plan.

### *Authorised Persons*

Currently reviewing training requirements for Authorised Persons through LGAQ to enable Council officers to be appointed as Authorised Officers especially in the area of Animal Management.

## 3. INFRASTRUCTURE PROJECTS

### *Visitor Information Centre*

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

### *Replacement of VMR Shed with new SES Buildings*

Council secured \$50,000 of funding through the SES Non-recurrent grants program to provide improved facilities for the Burketown SES unit at the SES shed. Final designs/quotes for crib room and ablutions blocks have been received and are being assessed. Current program sees demolition of old VMR shed and installation of new facilities occurring after the wet season. The 2017-18 funding must be completed by 30 June 2018.

Council was successful in its application for additional funding through the 2018-19 Non-Recurrent Subsidy Program to place a roof structure over the new buildings to provide additional shade and weather protection, waiting on feedback to application. Council have engaged Frank Plozza through LoGo appointments to assist with NDRRA projects and delivery of some building projects (including this project); it is progressing through RFQ stage. The new funding received must be acquitted by 30 June 2019.

## 4. ADMINISTRATION AND COMMUNITY SERVICES

### *General Projects and Activities*

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

Projects underway currently are:	
ICT Business Architecture Review	OotOB
Digitisation Destruction	Customer Service Charter
Donations annual requests 2018-2019	Archive Room Refurbishment

### *Records Management*

Numbers continue to climb of ongoing documents being classified into the BCS. The majority of documents being classified relates to the paper-based accounts payable process. On site storage of hard copy documents is reaching its limitations.

See April CorpMem report attached.

### *Information Technology*

The IT business architecture review continues, staff has completed their feedback and councillors are currently responding to an ICT review survey.

See April WiFi and Civica reports attached.

#### *Library*

See April Library Report attached.

#### *Community Development and Tourism Report*

Of note in the CDTO report: Mayor has requested 2 tickets to be provided to North West Star Reporter Melissa North & Cloncurry Mayor Greg Campbell.

See April CDTO, Donation and Facebook Reports attached. The Donation Report provides an up-date of funds provided to date.

#### *2017-2018 Upcoming Council Run Events*

Dates 2017-18		Activity
Mid	May	Tidy Yard Competition (exact date TBA)
30	Jun	Order of the Outback Ball

### 5. HUMAN RESOURCES

#### *Departures*

Nil for the month.

#### *Appointments*

- Messrs Zac Cadogan, Noel Campbell, Shaun Gallagher, Trent Lyons and Kenny Page have been appointed to casual labouring positions until 21<sup>st</sup> December 2018.
- Mr John Juniper has accepted Council's offer of employment, and will commence as Council's Workplace Health & Safety Coordinator on 8<sup>th</sup> May 2018.
- Mrs Karen McGrath has been appointed as Council's casual on-call administration officer, and is currently assisting the Depot Office.

#### *Recruitment*

Council is currently advertising for the following positions:

- Senior Accountant
- Accountant

Future recruitment actions include:

- Advertising commencing approx. 11-14 May for a replacement for the Deputy CEO position.
- Contracts and Procurement Officer
- Technical Officer

#### *Training*

The following training courses were conducted during the month:

- Rex Airside Training for Claude Cooling, Sage Marshall and Schynayne Portch (Please note that at the conclusion of the training, REX representatives contacted Council to compliment our staff on their performance at the training course. The positive feedback has been relayed to the team)
- Neil Welsh completed an online ACDC (Chemical handling course) and 1080 baiting course.

- Claude Cooling completed the first training block for his Cert III in Water Operations.

Training planned for the month includes:

- Airport Reporting Officer Training for John Juniper 9-10 May 2018;
- Airport Safety Officer Training for John Juniper and Mark Poynter 11<sup>th</sup> May 2018.

Work continues in delivering plant operator training to depot staff. Request for quotes have been issued to training providers in Mount Isa.

#### *Other Matters*

Nil

#### 6. WORKPLACE HEALTH AND SAFETY

There were no incidents reported during April 2018. The WHSO position was vacant for this period but, as noted above, new WHSO John Juniper commenced duties on Tuesday 8 May.

This will now allow the full comprehensive WHS report to be submitted at the June meeting.

#### 7. POLICY/PROCEDURE REGISTER

A copy of Council's Policy Register, showing overdue items and those coming up for review is attached.

#### 8. OFFICER'S RECOMMENDATION

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

#### **12.01 Deputy Chief Executive Officer Report**

**That Council notes the contents of the Acting Deputy CEO's report for the month of May 2018.**

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 180517.06 5/0**

## 12.02 Building Our Regions Round 4 Project Selection

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DEPARTMENT:	Projects
RESPONSIBLE OFFICER:	Ross Higgins; A/Deputy CEO
DATE REPORT PREPARED:	15 May 2018
LINK TO COUNCIL PLAN/S:	Operational Plan, Corporate Plan s5

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### 1. PURPOSE

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

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

At the Council meeting held on 19 April, 2018 Council passed the following resolution.

#### **12.06 Building Our Regions Round 4 Project Selection**

##### **1. That Council note the contents of the report; and**

##### **2. That Council:**

- a. Resolves to submit an expression of interest for Burketown Housing Construction to Round 4 of Building our Regions with the co-contribution to be derived from the Building Better Regions Fund Round 2 providing that BBRF is determined before the due date; and**
- b. If Council's application to the Building Better Regions Fund Round 2 is either unsuccessful, or not determined by the date of the May Council meeting, this item will be represented to Council before the submission due date in May for a determination regarding co-contribution.**

**Moved: Cr Murray**

**Seconded: Cr Poole**

**Carried 180419.25 5/0**

At the time of writing this report, there has been no advice from the Building Better Regions Fund (BBRF) relating to Council's application for funding to construct 2 houses in Burketown.

Within the Building our Regions BoR funding program and under the Royalties for Resource Producing Communities Fund component, eligible local governments can apply for funding of \$250,000 up to a maximum of \$5 million per project

- This requires a minimum confirmed financial co-contribution of 50 per cent from other contributors, which can include local governments, industry, the Australian Government and others (e.g. community groups)
- Queensland Government contributions (including from Building our Regions) may not exceed 75 per cent of total project costs
  - This means that Works for Queensland (W4Q) funding could potentially be utilised as part of the State's 75% contribution

- There is a two-stage selection process incorporating an initial Expression of Interest (Eoi) stage and subsequent Business Case stage for selected projects

### 3. PROPOSAL

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

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

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

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

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

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

### 4. FINANCIAL & RESOURCE IMPLICATIONS

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

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

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

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

	FUNDING SOURCE			
	BBRF	BoR	W4Q	BSC
<b>Option 1</b>	\$400,000	\$400,000	\$0	\$0

	FUNDING SOURCE			
	BBRF	BoR	W4Q	BSC
<b>Option 2</b>	\$0	\$400,000	\$0	\$400,000
<b>Option 3</b>	\$0	\$400,000	\$200,000	\$200,000

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

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

	FUNDING SOURCE		
	BoR	W4Q	BSC
<b>Option 4</b>	\$200,000	\$0	\$200,000
<b>Option 5</b>	\$200,000	\$100,000	\$100,000

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

*Financial Implications provided by the Executive Manager, Finance.*

Initial Capital Outlay to match any external Co-Contributions from state or federal Government (The actual amount will depend on the funding guidelines e.g. 50% co-contribution from Burke and External Funding Body) e.g. Burke \$200K and other \$200K. The initial capital outlay would be pulled out of Burkes reserves.

Increase in Depreciation cost - approximately \$6,700 per annum in additional depreciation costs (assuming the average useful life of the asset is about 60 years).

Increase in operating costs - annual costs related to maintenance and repairs would increase - the costs would not be as significant in the first few years of the assets life however as the asset deteriorates the costs to maintain and repair increase.

Costs to replace and renew assets - Assets would need to be renewed or replaced as they reach the end of their useful life.

Loss of revenue – All land owned by a Local Government is exempt from General Rates, by constructing or purchasing housing Council effectively loses the ability to levy General rates

## 5. POLICY & LEGAL IMPLICATIONS

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

## 6. CRITICAL DATES & IMPLICATIONS

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

As of 15 May 2018, there has been no announcement of BBRF funding for any projects.



## 7. CONSULTATION

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

## 8. CONCLUSION

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

## 9. OFFICER'S RECOMMENDATION

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

### 12.02 Building Our Regions Round 4 Project Selection

1. That Council note the contents of the report; and
2. That Council endorses the submission of Burketown Housing Construction for Round 4 of Building our Regions and makes no budget allocation, with any co-contribution to be derived from the Building Better Regions Fund Round 2. If the Building Better Regions Fund Round 2 is unsuccessful, Council withdraws its Expression of Interest under the Building our Regions Fund.

Moved: Cr Poole

Seconded: Cr Camp

Carried 180517.07 5/0

## 10. Closed Session Reports

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

(c) the local government's budget;

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

Council moved into closed session at 11.34am.

Moved: Cr Camp

Seconded: Cr Poole

Carried 180517.08 5/0

### Attendance

Cr Murray left the meeting from 11.54am to 11.56am.

### Move into Open Session

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

Council resumed open session at 11.57am.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 180517.09 5/0

### 10.01 Closed Session – 5 Year Road Programme

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(c and h) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council notes the contents of this report and its attachments;
3. That Council adopts the RTA TIDS projects (as amended) for the 2017/18 to 2021/22 financial years, as detailed in the attached schedule and summarised below, for submission to the NWQRRTG;

Year	Road	Type	Distance (km)	Total Est. Cost	TIDS	BSC + Funding
2017-18	Floraville Road	Rehab	2.40	360,000		360,000
2017-18	Floraville Road	Reseal	19.4	388,000	60,500	388,000
2017-18	Floraville Road	Reseal	12	202,000		202,000
2017-18	Gregory Airport	Reseal	46,000	186,000	62,000	186,000
2017-18	Doomadgee East	Reseal	16.9	338,000	169,000	338,000
2017-18	Doomadgee East	Reseal	22.0	305,000	109,000	305,000
2017-18	Little Woodies Creek	Betterment		35,000	17,500	35,000
2017-19	Floraville Road	Rehab		9,000	4,500	9,000
2017-18	Intersection - Burke and Gregory Street	Rehab		10,000	5,000	10,000
2017-19	Truganini Road	Rehab		59,326	29,663	59,326
2017-18	All Council roads	Maintain		300,000		300,000
2017-18	Town Streets	Maintain		115,000		115,000
2017-18	NDRRA Rural and some Urban Roads	Recover		10,150,000		10,150,000
2017-18	Budget				457,163	12,457,326
2018-19	Doomadgee West	Formation	13.0	364,000	182,000	364,000
2018-19	Doomadgee West	Formation	25.1	704,000	352,000	704,000
2018-19	Gregory Lawn Hill	Reseal	4.0	88,000	44,000	88,000
2018-19	Truganini	Reseal	2.0	44,000	22,000	44,000
2018-19	All Council roads	Maintain		300,000		300,000
2018-19	Town Streets	Maintain		100,000		100,000
2018-19	NDRRA Rural and some Urban Roads	Recover		4,592,037		4,592,037
2018-19	Budget				600,000	6,192,037
2019-20	Gregory Lawn Hill	Reseal	15.5	387,500	193,750	387,500
2019-20	Doomadgee West	Reseal	6.1	152,500	76,250	152,500
2019-20	Doomadgee West	Reseal	8.0	200,000	100,000	200,000
2019-20	Doomadgee West	Reseal	2.3	57,500	28,750	57,500
2019-20	Doomadgee West	Resheet	7.7	344,500	55,750	344,500
2019-20	Gregory Lawn Hill - Archie/Dinner Creek	Betterment	0.4	225,000	112,500	225,000
2019-20	All Council roads	Maintain		300,000		300,000
2019-20	Town Streets	Maintain		115,000		115,000
2019-20	Budget				567,000	1,782,000
2020-21	Floraville Road - Leichardt Crossing	Betterment	0.5	1,200,000	350,000	1,200,000
2020-21	Gregory Lawn Hill	Resheet	12.0	540,000	270,000	540,000
2020-21	Doomadgee West	Resheet	5.5	246,000	116,000	246,000
2020-21	All Council roads	Maintain		350,000		350,000
2020-21	Town Streets	Maintain		115,000		115,000
2020-21	Budget				736,000	2,451,000
2020-21	Doomadgee West - Branch Creek	Betterment	0.3	400,000	200,000	400,000
2021-22	Truganini Floodways	Betterment	0.1	200,000	100,000	200,000
2021-22	Doomadgee West	Resheet	8.5	382,500	191,250	382,500
2021-22	Gregory Lawn Hill	Resheet	11.0	495,000	244,750	493,250
2021-22	All Council roads	Maintain		360,250		360,250
2021-22	Town Streets	Maintain		115,000		115,000
2021-22	Budget				736,000	1,951,000
					3,096,163	24,833,363

**4. That Council adopts the amended 5 year road program as attached for the financial years 2017-18 to 2021-22.**

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 180517.10 5/0**

10.02 Closed Session – Dedication of (Recreation) Reserve over non-tidal watercourse land  
(Gregory River)

- 1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(h) and that the document remain confidential unless council decides otherwise by resolution; and**
- 2. That Council note the contents of the report; and**
  - a. That Council, pursuant to s257 of the Local Government Act 2009, delegates authority to the Chief Executive Officer to apply to the Minister to have part of the Gregory River (non-tidal watercourse land) as outlined in Attachment 1 dedicated as a Recreation Reserve pursuant to section 31C of the Land Act 1994.**

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 180517.11 5/0**

Attendance

Cr Murray left the meeting from 12.07pm to 12.15pm.

Mark Poynter left the meeting at 12.14pm.

## 11. Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe; CEO
DATE REPORT PREPARED:	15 May 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

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#### 1. COMMUNICATION

**Councillor updates:** for the reporting month (as emailed on an ‘as happened’ basis during the month) are included in the attachment. Councillors who would like a printed copy can arrange through the Executive Assistant.

**Council snapshot:** this communication initiative, which highlights topics from a council meeting, was introduced in April 2017. It is now prepared and publicly released after each council meeting.

#### 2. GENERAL ITEMS

Topic	Report
Future Leaders Forum 2018	CEO will be attending Longreach in the week of 16 May to participate on the CEO panel for the LGMA Young Leaders forum
Peer mentoring program	CEO will be attending seven local governments over a two week period from 28 May on the LGMA peer mentoring program.
Shared services	Burke and Doomadgee signed the Services Agreement in the presence of Minister Hinchliffe on 01 May. Burke commenced service provision on 08 May.
Recruitment	Burke congratulations Deputy CEO Nils Hay who is moving on to take up a CEO role in local government in Western Australia. Nils has worked with a high level of diligence and energy in his time with Burke.  Recruitment has commenced for the role of Executive Manager Corporate and Community Services to replace Nils’ role.

#### 3. SUBMISSIONS

Doc ID | 207920

The following list records submissions and surveys lodged during the reporting month. This may not be a complete list.

Nil for reporting month.

## 4. GRANTS REGISTER

Doc ID|218540

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

Grant	Project	Status	Comment
Non-Recurrent Subsidy Program 2018-19	New SES Roof Structure	Pending	
Building Better Regions Fund - Infrastructure Stream - Round 2	Sewerage Treatment Plant redesign Burketown	Pending	No decision on funding announced at this stage.
Building Better Regions Fund - Infrastructure Stream - Round 2	Staff housing Burketown	Pending	
Building Better Regions Fund - Community Investment Stream - Round 2	Sport & Recreation Strategy	Pending	
Gambling Community Benefit Fund	Order of the Outback Ball (OOTOB) 2018	Pending	
Get Planning Spaces Program	Sport & Recreation Strategy	Pending	
Maturing the Infrastructure Pipeline 2 - MIPP2	To determine and analyse options to improve causeways at the Gregory and Nicholson Rivers on the Savannah Way	Pending	
Maturing the Infrastructure Pipeline 2 - MIPP2	To develop Council's artesian bore and associated wetlands into a unique regional tourism product: the Burketown Mineral Baths	Pending	
Maturing the Infrastructure Pipeline 2 - MIPP2	Proposal to undertake the detailed design of the realignment and raising of the Leichardt River crossing	Pending	








## 5. REGISTER OF GOVERNANCE INSTRUMENTS

Doc ID | 197887

Council is accountable for more than 35 plans and authorities that govern or authorise its operations. These are generally required by law and are subject to regular compliance activities such as reporting, reviewing and auditing. A detailed compliance report is included in the attachments. An exception summary is provided below.

The traffic light column relates to the *possible consequences* of non-compliance:

- Red– serious detriment to operations, or individuals
- Orange– consequences are important but less detrimental
- Green– non compliance would not cause serious detriment

Governance Instrument	Lead		Compliant	Reason for non-compliance
Biosecurity Plan	EMWI		No	EMWI 08/05/18   Will engage assistance to commencing public consultation.
Environmental Authority ERA Permit EPPR00542713	EMSP/ EMWI		Partial	EMWI 08/04/18   EA application and compliance underway/ongoing.
Pest Management Plan	EMWI		To be superseded	EMWI 10/03/18   to be rolled into the Biosecurity plan
Quarry management plan	EMSP/ EMWI		In process	EMWI 08/04/18   Ongoing development through support of NWQ QMS
Airport Reporting Manual	EMWI		to be reviewed	EMWI 08/04/18   New Airport manual to include requirements
Transport Security Program for Burke Shire Council	EMWI		to be reviewed	EMWI 08/04/18   New Airport manual to include requirements

## 6. DELEGATIONS CEO TO OFFICERS

Doc ID | 200935

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

## 7. MEETINGS/CONFERENCES/DEPUTATIONS

Doc ID | 196554

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







Date	Time	Meeting	Venue	Attendees
Wed, 4-Apr-18	2.00pm to 4.00pm	Meeting with King & Company Solicitors, Tim Fynes-Clinton	Brisbane	CEO and EMF

Date	Time	Meeting	Venue	Attendees
Thu, 5-Apr-18	7.30am to 8.30am	Meeting with Queensland Treasury Corporation - Brendan Colley and Jan Xanthopoulos	Brisbane	CEO and EMF
Thu, 5-Apr-18	10.00am to 1.00pm	Rating Masterclass - hosted by LGAQ	Brisbane	CEO, EMF and EMSP
Fri, 13-Apr-18	2.00pm to 4.00pm	DATSIP Shared Services Hub – Stakeholder Reference Group Meeting	Teleconference	CEO and EMWI
Mon, 16-Apr-18 – Fri, 20-Apr-18		Internal Audit	Cairns	EMF and Tom Ortiz
Thu, 19-Apr-18		Council Meeting	Nijinda Durlga	Councillors, Management and EA

#### 8. OFFICER'S RECOMMENDATION

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

#### ATTACHMENTS

Item	Attachment	Link
1. Communications	a) Councillor updates – as emailed for the reporting month	 01 Councillor updates.docx
	b) Councillor snapshot – as distributed after the previous ordinary meeting of council	Nil
2. General Items	Nil	
3. Submissions	c) Submission Register: Doc ID 207920	 Submissions Register.xlsx
	d) Grants Register: Doc ID 218540	 Grants Register.xlsx
5. Governance	e) Register of Governance Instruments: Doc ID 197887	 0 Governance Instruments Register
6. Delegations	f) Register of delegations from CEO to officers   Doc ID 200935	 Burke Shire Council - Register of Delegations
7. Meetings etc	g) Governance calendar – future meetings	 Governance Calendar- Meetings, (



**11.01 Chief Executive Officer Report**

**That Council notes the contents of the Chief Executive Officer's monthly report.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 180517.12 5/0**

## 13. Late Reports

**No late reports were received for the meeting.**

### Attendance

Simbarashe Chimpaka and Philip Keirle left the meeting at 12.40pm.

## 14. Mayoral Report

I attended the following meetings:

- NWROC Meeting in Brisbane
  - Attended with Deputy Mayor. Ministers Hinchliffe, Bailey and Lynham, Shadow Ministers Leahy, Powell as well as local MP Robbie Katter. Dinner was also hosted at Parliament House by Robbie and fellow KAP MP's Shane Knuth and Nick Dametto.
  - Min Bailey – discussed matters raised at NWQRRTG meeting as he was unable to attend, portfolio matters – DG Neil Scales, Regional Directors Kristy Hows and Sanjay Ram and Michelle Connolly Director Government Partnerships also attended with the Minister
  - Min Lynham – discussed ongoing funding of sewerage and water for LG, the future of NRM groups, infrastructure in the NWMP, general portfolio matters.
  - Min Hinchliffe – discussed Belcara reforms, progress on new funding process, new councillor complaint process, general portfolio matters. Greg Chemello ADG also attended with the Minister.
  - Shadow Minister Leahy (LG) – general portfolio matters
  - Shadow Minister Powell (State Development, Manufacturing, Infrastructure and Planning) – discussed opposition policies in relation to essential economic infrastructure in regional communities eg roads, water, sewerage, general portfolio matters
  - The next face to face NWROC meeting is scheduled to be held in Karumba on 1-2 August with teleconferences scheduled for June and July. A two day format is being trialled to allow for greater engagement, discussion and interaction between Councillors and corporate/government department stakeholders.
- NWQRRTG Meeting in Brisbane – with Deputy Mayor. Variation to BSC funded projects considered. Quarry management, transport and tourism connections progress report, ongoing progress review of TIDS programme.
  - Next meeting to be held in Karumba in conjunction with ROC meetings
- Meeting with Prof Sabina Knight – with DM – to discuss housing for nursing students in Burke Shire
- Meeting with Minister Hinchliffe – in conjunction with Doomadgee Aboriginal Shire Council representatives: CEO Lothar Siebert and Cr Dean Jupiter. Shared Services and DASC CEO and myself signed agreement in front of Minister. Also discussed Surepact Contract Risk Pilot Project and JCU/MICRRH housing project
- Meeting with Philip Keirle – with DM to discuss various matters and current projects. Also planning meeting with DASC reps in preparation for meeting with Minister

- Interviews in Cairns for Senior Accountant Position – with DM, EMF and Brendan Macrae Chair of Audit Committee) – M, DM – observers only
- Frontier Days Festival meeting – discussing MOU
- Meeting with Alec Doomadgee – DM, GPM – in Burketown
- Building inspections Cairns – with CEO, DM
- Meeting with Simba (EMF) – re shared services, transition to Cairns
- Isa Superbasin User Panel – inaugural meeting with Fed Government and industry reps in Mt Isa. Cr Poole attended as an observer. Phil Keirle is on the panel as a GSD representative.
- EDQ Meetings – via teleconference – discussing ongoing development of Burketown lots
- Lee Lorraine – One Road – discussing potential inclusion of Gulf into a Australian Road trip television series
- Presented trophy to winner of Burke Shire Council Cup at Gregory Races, May Day weekend
- Letters have gone out to VIP's inviting them to official openings in June to coincide with OTOB.

#### GSD

- Sent letters to Ministers, Senators, local MP's etc inviting them to attend SBW events in Burketown. Unfortunately, at this stage, none have been able to accept due to parliamentary commitments.
- Have received Nils Hay's resignation at CEO and Company secretary. We will be discussing path forward at upcoming meetings.
- As Chair and on behalf of fellow Board members, we thank Nils for his commitment to GSD and his keenness to work with us to progress positive regional development.

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

**Moved: Cr Poole**

**Seconded: Cr Yanner**

**Carried 180517.13 5/0**

## 15. Councillor Reports

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

**Moved: Cr Camp**

**Seconded: Cr Clarke**

**Carried 180517.14 5/0**

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

**No new business of an urgent nature was admitted by Council.**

17. Deputations and presentation scheduled for meeting

17.01 Shane Goodwin - New Century Resources

18. Closure of meeting

**The Chair declared the meeting close at 12.57pm.**

## Dictionary of Acronyms

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

Acronym	
EDQ	Economic Development Queensland
EMF	Executive Manager Finance
EMSP	Executive Manager Strategic Projects
EMT	Executive Management Team
EMWI	Executive Manager Works and Infrastructure
GBA	George Bourne and Associates
GSD	Gulf Savannah Development
HRWDC	Human Resources and Workforce Development Coordinator
ILUA	Indigenous Land Use Agreement
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LGAQ	Local Government Association of Queensland
LGGC	Local Government Grants Commission
LGGSP	Local Government Grants and Subsidies Program
LGMA	Local Government Manager's Association
LRRS	Local Roads of Regional Significance
NDRP	Natural Disaster Resilience Program
NGA	National General Assembly
NDRRA	Natural Disaster Relief and Recovery Arrangements
NQLGA	North Queensland Local Government Association
NSRF	National Stronger Regions Funding
NWQROC	North West Queensland Regional Organisations of Council
NWQRRTG	North West Queensland Regional Roads Transport Group
QIRC	Queensland Industrial Relations Commission
QMP	Quarry Management Plan
QRA	Queensland Reconstruction Authority

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

I hereby certify that these pages numbered 1 to 55 – constitute  
the Confirmed minutes of the Ordinary Council Meeting of Burke  
Shire Council held on Thursday 17 May 2018.

Mayor Cr Ernie Camp .....