



## Confirmed Minutes Burke Shire Council Ordinary General Meeting Thursday 15 November 2018 9.00am Council Chambers

01. Opening of Meeting .....	3
02. Record of Attendance .....	3
02.01 LGR 2012 Section 276 – Attendance by teleconferencing.....	3
03. Prayer .....	3
04. Consideration of applications for leave of absence .....	3
05. Confirmation of minutes of previous meeting(s) .....	4
05.01 General Meeting Thursday 18 October 2018 .....	4
06. Condolences.....	4
07. Declaration of Interests .....	4
08. Consideration of Notice(s) of Motion and Petitions.....	4
08.01 Notices of Motion .....	4
08.02 Petitions .....	4
09. Works, Services and Finance Reports .....	5
09.01.01 Works and Services Monthly Report .....	5
09.01.02 Works for Queensland (Round 2) Variations .....	15
09.02.01 Finance Monthly Update Report .....	18
09.03.01 Strategic Projects Reports.....	31
16. Deputations and presentation scheduled for meeting .....	39
16.01 Allen & Unwin Book Publishers.....	39
11. Chief Executive Officer Reports .....	39
11.03 History Book – recognition of Council .....	39
09. Works, Services and Finance Reports .....	43
09.03.02 Building Our Regions - categorisation.....	43



10. Closed Session Reports .....	48
10.01 Closed Session Report - Konka & Pendine Native Title Claims .....	48
10.02 Closed Session Report – Burketown Wharf Native Title Agreement.....	49
10.03 Closed Session – Burketown STP Upgrade Project .....	49
11. Chief Executive Officer Reports .....	50
11.01 Chief Executive Officer Report.....	50
11.02 Adoption of Burke Shire Council Annual Report 2017-18 .....	53
12. Corporate and Community Services .....	56
12.01 Proposed Shed Development at Anthony Street, Burketown .....	56
12.02 Proposed Commercial Development, corner of Beames and Gregory Street Burketown, Being Lot 307 B1361 .....	60
13. Mayoral Report .....	62
15. New business of an urgent nature admitted by Council .....	62
15.01 Disposal of Mitsubishi Rosa Bus.....	62
14. Councillor Reports.....	63
17. Closure of meeting.....	63

## 01. Opening of Meeting

**The Chair declared the meeting open at 9.25am.**

## 02. Record of Attendance

**Cr Ernie Camp; Mayor – Chair**

**Cr Paul Poole; Deputy Mayor – via teleconference for part of meeting**

**Cr John Clarke**

**Cr John Yanner**

**Sharon Daishe; Chief Executive Officer**

**Mark Poynter; Executive Manager Works and Infrastructure**

**Simbarashe Chimpaka; Executive Manager Finance – via teleconference**

**Philip Keirle; Executive Manager Strategic Projects – via teleconference**

**Madison Marshall; Executive Assistant (Minutes)**

**On Leave      Cr Tonya Murray**

### 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:**

- **Cr Paul Poole**
- **Simbarashe Chimpaka, Executive Manager Finance (EMF)**
- **Philip Keirle, Executive Manager Strategic Projects (EMSP)**
- **Elizabeth Weiss (Allen & Unwin)**

**Moved:              Cr Clarke**

**Seconded:        Cr Yanner**

**Carried 181115.01      3/0**

## 03. Prayer

**Cr Yanner 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 18 October 2018

**That the Minutes of the General Meeting of Council held on Thursday 18 October 2018 as presented be confirmed by Council.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 181115.02 3/0**

## 06. Condolences

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

## 07. Declaration of Interests

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

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

### 08.01 Notices of Motion

### 08.02 Petitions

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

## Attendance

Ross Higgins entered the meeting from 10.02am to 10.05am.

## 09. Works, Services and Finance Reports

### 09.01.01 Works and Services Monthly Report

---

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Mark Poynter
DATE REPORT PREPARED:	11 November 2018
LINK TO COUNCIL PLAN/S:	Works Program

---

#### 1. PROJECTS

Project progress for FY18/19 Capital projects:

Task Name	% Complete	Duration (days)	Start	Finish
BSC Master Project Schedule	40%	291	Fri 6/04/18 8:00 AM	Fri 17/05/19 5:00 PM
2018-05_SES Building	55%	131	Mon 25/06/18 8:00 AM	Mon 24/12/18 5:00 PM
2018-06_Contractor Accommodation	5%	100.5	Fri 6/04/18 8:00 AM	Thu 23/08/18 12:00 PM
BSC 2018 Works Program	46%	255	Mon 7/05/18 8:00 AM	Fri 17/05/19 5:00 PM
Boat Ramp Carpark	100%	45	Mon 14/05/18 8:00 AM	Fri 13/07/18 5:00 PM
2017 NDRRA REPA	59%	99	Mon 16/07/18 8:00 AM	Thu 29/11/18 5:00 PM
Area 1 - North West	72%	90	Mon 16/07/18 8:00 AM	Fri 16/11/18 5:00 PM
Area 2 - South West	18%	90	Fri 27/07/18 8:00 AM	Thu 29/11/18 5:00 PM
Area 3 - South East	94%	62	Mon 6/08/18 8:00 AM	Tue 30/10/18 5:00 PM
Area 4 - North East + Town	18%	45	Tue 14/08/18 8:00 AM	Mon 15/10/18 5:00 PM
RMPC	20%	23	Mon 19/11/18 8:00 AM	Wed 9/01/19 5:00 PM
2018/19 - TIDS/ATSI TIDS/R2R/BSC	4%	20	Mon 22/04/19 8:00 AM	Fri 17/05/19 5:00 PM
2018-08_VIC	100%	50	Mon 4/06/18 8:00 AM	Mon 13/08/18 8:00 AM
W4Q-R2	13%	250	Mon 7/05/18 8:00 AM	Fri 19/04/19 5:00 PM

Task Name	% Complete	Duration (days)	Start	Finish
Water treatment plant upgrades	12%	167	Mon 16/07/18 8:00 AM	Tue 5/03/19 5:00 PM
Gregory	16%	156	Tue 31/07/18 8:00 AM	Tue 5/03/19 5:00 PM
Burketown	10%	167	Mon 16/07/18 8:00 AM	Tue 5/03/19 5:00 PM
Bunded fuel storage	95%	60	Mon 7/05/18 8:00 AM	Fri 27/07/18 5:00 PM
Laydown yard	0%	120	Mon 5/11/18 8:00 AM	Fri 19/04/19 5:00 PM
Waste management	5%	90	Mon 27/08/18 8:00 AM	Fri 28/12/18 5:00 PM
Gregory Airstrip	25%	30	Mon 23/07/18 8:00 AM	Fri 31/08/18 5:00 PM
Solar lighting and CCTV	10%	90	Tue 17/07/18 8:00 AM	Mon 19/11/18 5:00 PM
Water wise reticulation and Burketown Oval	10%	180	Mon 23/07/18 8:00 AM	Fri 29/03/19 5:00 PM
Gregory showgrounds spectator facility	5%	180	Mon 23/07/18 8:00 AM	Fri 29/03/19 5:00 PM
Treated water pipeline	5%	120	Mon 30/07/18 8:00 AM	Fri 11/01/19 5:00 PM

## 2. ROADS

### RMPC

Fourth claim submitted. Expenditure slightly behind plan but will meet TMR requirements by end of year.

### NDRRA

Restoration of Essential Public Asset (REPA) underway:

- Doomadgee West Road approximately 70% complete as well as TIDS components.
- Lawn Hill / Riversleigh roads complete.
- Gregory – Lawn Hill Road complete.
- Work commenced on the Bowthorn Road and will continue as long as weather allows. However, in general, road works will be wrapped up in the last weeks of November and any remaining scope carried over until 2019.
- Weekly project status reports are provided weekly to Councillors and Executive for information.

## 3. AIRPORTS/REX Services

- New Gables have been ordered to replace the damaged ones.

- Annual airport inspection completed last month. The airport has passed but the airport manual needs to be updated and the live exercise needs to be completed ASAP for compliance.
- Recent staff changes has undermined the ability to deliver effective REX services. New strategies are under review to better provide effective services.

#### 4. WORKSHOP AND FLEET

##### Tender/procurement items

- Office Hiace Van: Quotes sourced – response required
- Sale of Rosa Bus: Decision pending

##### Cost KPIs

- Monthly fuel consumption for the yellow fleet was 8,046 litres.
- Financial year to date revenue vs. expenditure: 324.93%
- Lifetime revenue vs. life expenditure is 23.83% 24.68%. A -0.85% change on last month.

##### Repairs

Plant #	Description	Maintenance	Scheduled	Comment
158	3 kva Genset	Install for water pumping	No	Pump all night
480	Prime Mover	370k service, guard, tie rod	Yes	Wear
522	140M Grader	Part 6,000 hr service, fault	Yes	Finish in wet season
523	140M Grader	5,000 hr service	Yes	Ready for Gregory
528	Gregory Genset	Alternator, radiator	No	Over heat
529	Ride on	Window, A/C	No	Dusty with out A/C
543	Camp Genset	Move to Depot, service	Yes	#574 failed
551	Prime Mover	160k service, tie rods	Yes	Scheduled
554	Roadtrain	Brakes, brgs, boosters	No	Ready for Gregory
560	Pump Stand	Mobilise another	No	Needed at Hells Gate
583	950K Loader	250 hr service	Yes	Scheduled
584	Landcruiser Dual Cab	140k and 145k service, fuel	Yes	Scheduled
585	Job Truck	115k service, gearbox	Yes	Scheduled
587	Pad foot Roller	Went for joyride	No	No damage done
591	Gregory Hilux	90k service, tyres, tyres	Yes	Scheduled
593	Job Truck	100k service, belts, Navman	Yes	Scheduled
598	WM Hilux	55k service	Yes	Scheduled
606	CEO Prado	5k service, clean	Yes	Scheduled
	Westmoreland bore pump	Try to fit in bore	No	Bore drama
	Aquatic centre pumps	Rebuild x 3	No	Keep operational
	Whippers and Mowers	Keep operational	No	Ongoing

#### 5. TOWN AND RURAL SERVICES

##### Parks

- Automated water system installed in the Morning Glory Park is now in control of works department supervisors. The installation company is providing support including an app to set timing and undertake testing. The same system is planned for other installation funded by Works for Queensland.

- Watering regime change from 40mins/3days a week to 20mins/7days a week to reduce saturation and overflow into the roadway. All watering now programmed during night time hours to increase effectiveness.
- Park still has a few dry areas in it. Testing and adjusting of sprinklers need to be undertaken by operators regularly to identify issues and breakages.

#### Waste

- Consultant has been engaged to assist Council with responding to EHP warning letter regarding waste management practices. The consultant plans to visit Burke Shire and has been invited to meet with Councillors to discuss current statutory obligations and discuss potential solutions.

#### 6. HOUSING/BUILDING MAINTENANCE

- Jay's Real Estate in Mt Isa has been engaged to assist with property management and rental agreement preparation. Awaiting letter distribution from Council to tenants updating them of this arrangement.

#### 7. BIOSECURITY

- The draft biosecurity plan has stalled and will recommence when resources allow.

#### 8. SEWERAGE

##### Collection

- Upon inspections and maintenance of the sewer pump station pumps we have found 3 pumps that have issues with damages to their housing. Quotes and orders will be finalised with pumps to be installed prior to wet season.
- Modifications to Gregory's ezy-dump will be made as part of the contractor accommodation septic installation planned for the coming weeks.

##### Treatment Plant

- No major issues with the Blivet.

#### 9. WATER

##### Treatment Plant Operations

##### Burketown

- RFQ for the replacement of filters has been awarded with work expected to be completed prior to Christmas.

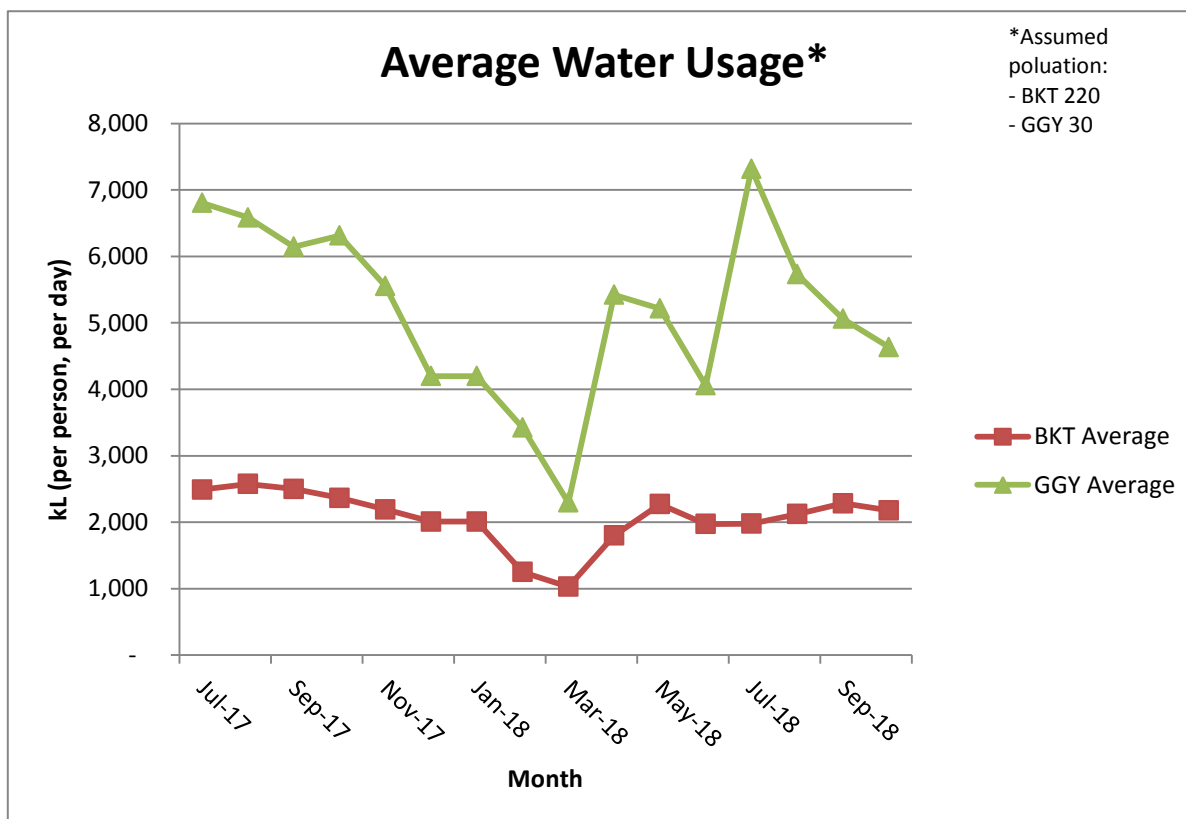
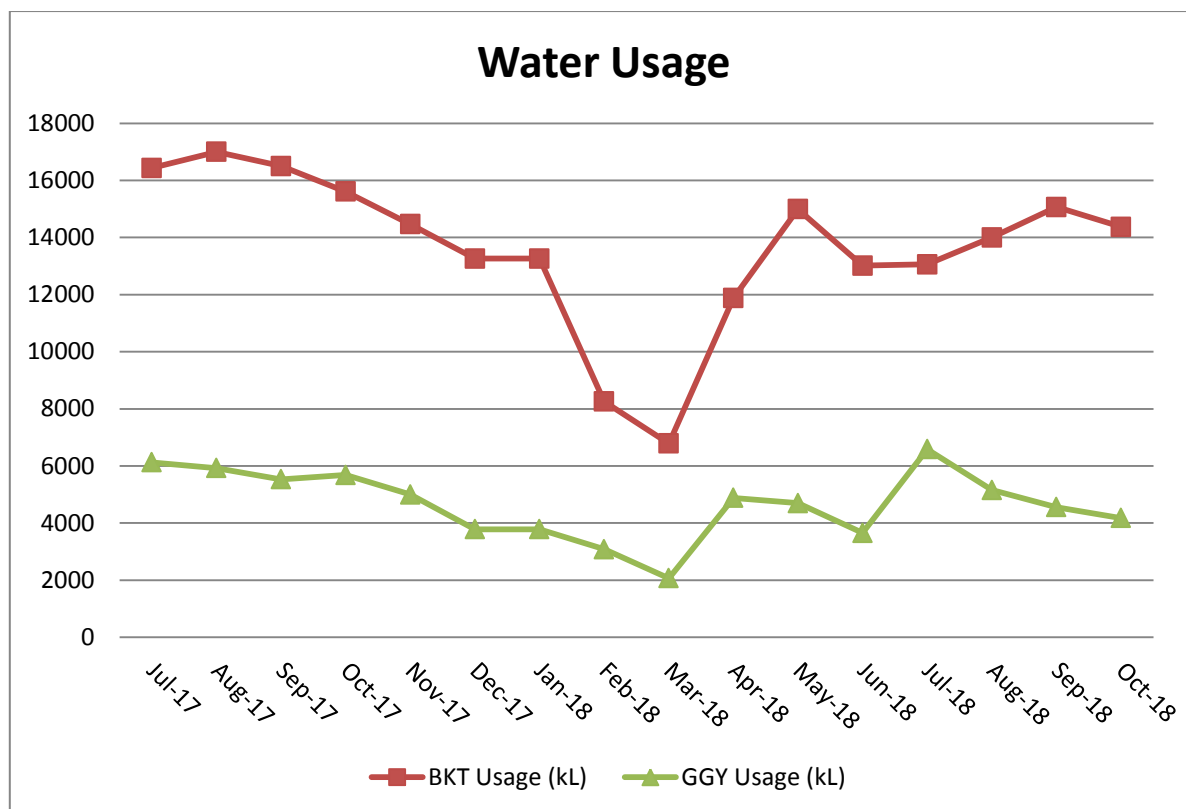
##### Gregory

- New tanks and pumps working well.
- A New river bore pump has been installed. We have identified that the Pump-2 cable from the control box to the river is faulty and needs replacing.
- Chemical dosing system in urgent need to upgrade and will be the next project via Works for Queensland Funding.

##### Water Reticulation

Water meter readings completed will be completed on a quarterly basis going forwards.





#### 10. RECRUITMENT

The following two positions have been recently filled.

- **Procurement Officer:** The Procurement Officer provides procurement expertise and assists stakeholders to plan, develop, source and manage procurement arrangements to effectively meet organisational and business objectives. They Validate stakeholder business needs, compile and source market information, and assist in analysing markets and assessing risk to inform procurement planning and sourcing decisions. Conduct sourcing activities in accordance with established policies and procedures to meet business needs and participate in negotiations to establish and review supply arrangements that will deliver value for money procurement outcomes. Implement and contribute to the development of contract management plans, resolve issues, monitor performance and negotiate contract variation through effective supplier relationships to enhance business outcomes. Provide advice, information and guidance on procurement related matters to staff across the organisation to provide governance and support good practice in procurement. Identify, mitigate and escalate procurement risks to enable the organisation to meet its obligations and maximise business opportunities. Maintain and update procurement records and generate reports on procurement and contract activity to meet organisational compliance requirements and provide access to procurement information.
- **Technical Officer:** The Technical Officer is primarily be responsible for providing technical support to the works department for both capital and operational works. Duties include producing technical specifications and other technical documentation; preparing technical drawings, including engineering designs and calculations; assisting in the preparation of estimates and schedules; entering data into MS Project, project registers and other established systems; and providing assistance to the workforce and members of project teams as required

## 11. COMPLIANCE ISSUES

### Airport

Operations manual and emergency procedures need to be reviewed.

### Water Treatment Plants

Nil

### Sewer Treatment Plants

All samples passed.

### Rubbish Dumps

A fire in the pit of the Burketown dump was not reported to the authorities as per established

State-wide Water Information Management (SWIM) results

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

**12. FIVE YEAR ROAD PROGRAM**

Minor and ongoing modifications are required to the 5yr Road Program on a regular basis to ensure it is a true reflection of current operations and planned works. With this in mind, modifications will be recorded below for immediate review and approval.

Note that FY2022-2023 are new projects to be proposed to NWQRRGTG for TIDS funding. Exact locations to be confirmed prior to the next meeting and modifications below to be provided for NWQRRGTG support.

Year	Project No	Road	Total Est. Cost	TIDS	Comment
2018-19	<del>DW 32.0 - 45.0</del> New formation	Doomadgee West	364,000		Productivity not achieved. Budget combined with DW 65.0 - 92.5 line item below.
2018-19	DW 65.0 - 92.5 New formation	Doomadgee West	1,647,683	534,000	Chainages updated.
2018-19	GrgLH 46.0 - 50 New Seal	Gregory Lawn Hill	132,000	66,000	Budget increased reflective of current sealing rates.

Year	Project No	Road	Total Est. Cost	TIDS	Comment
2018-19	<del>TG-0-2 Reseal</del>	Truganini	44,000	22,000	Budget added to line item above.
2018-19	Doomadgee East	Doomadgee East	70,000		ATSI TIDS - unchanged
2018-19	Rural Roads Maint	All Council roads	300,000		Unchanged
2018-19	Town Streets	Town Streets	100,000		Unchanged
2018-19	NDRRA 2017 events	NDRRA	4,592,037		Unchanged
2019-20	GrgLH X-X Reseal	Gregory Lawn Hill	387,500	193,750	Unchanged
2019-20	<del>DW 45.3 – 51.4 Reseal</del>	<del>Doomadgee West</del>	152,500	76,250	Budget added to GrgLH X-X Resheet below.
2019-20	<del>DW 93.2 – 101.2 Reseal</del>	<del>Doomadgee West</del>	200,000	100,000	Budget added to GrgLH X-X Resheet below.
2019-20	<del>DW 102.2 – 104.5 Reseal</del>	<del>Doomadgee West</del>	57,500	28,750	Budget added to GrgLH X-X Resheet below.
2019-20	<del>DW 61.5 – 69.2 Resheet</del>	<del>Doomadgee West</del>	344,500	55,750	Budget added to GrgLH X-X Resheet below.
2019-20	GrgLH X-X Resheet	Gregory Lawn Hill	500,000	163,750	New proposed project taking advantage of NDRRA works.
2019-20	GrgLH Sight distance improvement	Gregory Lawn Hill	100,000	19,750	New proposed project taking advantage of NDRRA works.
2019-20	<i>Doomadgee East</i>	<i>Doomadgee East</i>	170,000		<i>Potential ATSI TIDS project</i>
2019-20	GrgLH 54.5 - 54.9 Drainage	Gregory Lawn Hill - Archie/Dinner Creek	379,500	189,750	Budget increased from other funding sources,
2019-20	Rural Roads Maint	All Council roads	300,000		Unchanged
2019-20	Town Streets	Town Streets	115,000		Unchanged

Year	Project No	Road	Total Est. Cost	TIDS	Comment
2020-21	FV 71.5-72 Bridge	Floraville Road - Leichardt Crossing	1,200,000	350,000	Unchanged
2020-21	GrgLH 60 - 72 Resheet	Gregory Lawn Hill	540,000	270,000	Unchanged
2020-21	DW 61.5 - 70 Resheet	Doomadgee West	246,000	116,000	Unchanged
2020-21	<i>Doomadgee East</i>	<i>Doomadgee East</i>	<i>170,000</i>		<i>Potential ATSI TIDS project</i>
2020-21	Rural Roads Maint	All Council roads	350,000		Unchanged
2020-21	Town Streets	Town Streets	115,000		Unchanged
2021-22	DW 101.4 - 101.7 Drainage	Doomadgee West - Branch Creek	400,000	200,000	Unchanged
2021-22	TG 2.9 & 5.5 Drainage	Truganini Floodways	200,000	100,000	Unchanged
2021-22	DW Resheet	Doomadgee West	382,500	191,250	Unchanged
2021-22	GrgLH Resheet	Gregory Lawn Hill	495,000	244,750	Unchanged
2021-22	Rural Roads Maint	All Council roads	360,250		Unchanged
2021-22	Town Streets	Town Streets	115,000		Unchanged
2022-23	FV Stabilise and reseal	Floraville Road	800,000	400,000	New proposed project for NWQRRTG endorsement
2022-23	Various drainage	Doomadgee West	500,000	250,000	New proposed project for NWQRRTG endorsement
2022-23	Rural Roads Maint	All Council roads	300,000		New proposed project
2022-23	Town Streets	Town Streets	115,000		New proposed project

## 13. OFFICER'S RECOMMENDATION

1. That Council notes the content of the Executive Manager Works and Infrastructure report.
2. That Council adopts the modifications to RTA TIDS and other road, as summarised above, for submission to the NWQRRTG.

**09.01.01 Works and Services Monthly Report**

- 1. That Council notes the content of the Executive Manager Works and Infrastructure report.**
- 2. That Council adopts the modifications to RTA TIDS and other road, as summarised above, for submission to the NWQRRTG.**

**Moved: Cr Yanner****Seconded: Cr Clarke****Carried 181115.03 3/0**

## 09.01.02 Works for Queensland (Round 2) Variations

---

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Mark Poynter
DATE REPORT PREPARED:	13 November 2018
LINK TO COUNCIL PLAN/S:	Operational Plan, Forward Capital Works Plan

---

## 1. PURPOSE

To seek approval to modify the current proposed Works for Queensland projects..

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Council has previously approved the following projects which are now funded through the Works for Queensland (Round 2) initiative.

Title	Scope	Value (\$)
Water treatment plant upgrades Gregory and Burketown	Various improvements to WTPs in particular pump and filter replacement.	400,000
Laydown yard	Development of a new laydown yard for council equipment and materials.	50,000
Waste management	Various improvements to waste management facilities	50,000
Gregory Airstrip - storage shed	Installation of storage structure at Gregory Airport	40,000
Burketown boat ramp - solar lighting and CCTV	Installation of solar lighting and CCTV	100,000
Waterwise reticulation and Burketown oval upgrade project	Installation for irrigation infrastructure that will provide increase water and operational efficiencies.	140,000
Gregory showgrounds - spectator facility	Redevelopment of Gregory Racecourse spectator facilities.	250,000
Bunded fuel storage	Installation of fuel storage facilities within council depots.	60,000
Treated water pipeline - extension to service tourism facilities	Extension of potable water pipeline to boat ramp.	90,000

## 3. PROPOSAL

To take advantage of identified savings and ultimately seek the best value project outcomes, the following modifications are recommended.

Title	Scope	Value (\$)	Status	Revised Scope	Justification	Revised Value (\$)
<i>Water treatment plant upgrades Gregory and Burketown</i>	<i>Various improvements to WTPs in particular pump and filter replacement.</i>	<i>400,000</i>	Construction	-	Budget increase. Implement additional automation features that will potentially reduce future labour costs.	466,000
<i>Laydown yard</i>	<i>Development of a new laydown yard for council equipment and materials.</i>	<i>50,000</i>	Planning	Planning/project management for future implementation.	Budget decrease. Insufficient funds to complete and low NPV.	4,000
<i>Waste management</i>	<i>Various improvements to waste management facilities</i>	<i>50,000</i>	Planning	-	Budget increase. Additional improvements to meet current statutory obligations.	70,000
<i>Gregory Airstrip - storage shed</i>	<i>Installation of storage structure at Gregory Airport</i>	<i>40,000</i>	Construction	-	Budget decrease. Savings achieved. Distributed to other projects	25,000
<i>Burketown boat ramp - solar lighting and CCTV</i>	<i>Installation of solar lighting and CCTV</i>	<i>100,000</i>	Procurement	-	-	100,000
<i>Waterwise reticulation and Burketown oval upgrade project</i>	<i>Installation for irrigation infrastructure that will provide increase water and operational efficiencies.</i>	<i>140,000</i>	Procurement	-	-	140,000
<i>Gregory showgrounds - spectator facility</i>	<i>Redevelopment of Gregory Racecourse spectator facilities.</i>	<i>250,000</i>	Planning	-	Budget decrease. Assistance to complete Gregory War Memorial.	235,000
<i>Bunded fuel storage</i>	<i>Installation of fuel storage facilities within council depots.</i>	<i>60,000</i>	Construction	Installation of tanks and modern IoT fuel management system.	Budget increase. Additional remote monitoring functionality required to prevent fuel fraud.	95,000
<i>Treated water pipeline - extension to service tourism facilities</i>	<i>Extension of potable water pipeline to boat ramp.</i>	<i>90,000</i>	Planning	Installation of tankage at boat ramp to provide non-potable water supply at tourist facility.	Budget decrease. Insufficient funds to complete taking into consideration limitations such as cultural heritage and drinking water quality guidelines.	30,000
			NEW	Gregory War Memorial	Additional funding to complement existing externally funded project.	15,000
<b>Total</b>		<b>1,180,000</b>			<b>Total</b>	<b>1,180,000</b>



## 4. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Summary/ Comments
<i>Local Government Regulation 2012</i>	Section 170 makes provision for amendment of the adopted budget, however such amendment must be in accordance with s169 – ie: this relates to the full budget not individual items of expenditure.

## 5. CRITICAL DATES &amp; IMPLICATIONS

The November 2018 Ordinary Council meeting provides sufficient time to plan for the proposed works to be planned and completed prior to the June 30 2019 funding deadline.

## 6. CONSULTATION

Internal – CEO, EMSP

## 7. CONCLUSION

These changes refocus effort on projects that will provide the most amenity to the community, highest savings to the Council and provide the best value for money.

## 8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council endorse:
  - a. Application to the funding authority for the variation of existing projects
  - b. Application to the funding authority for the nomination of a new project

**09.01.02 Works for Queensland (Round 2) Variations**

- 1. That Council note the contents of the report; and**
- 2. That Council endorse:**
  - a. Application to the funding authority for the variation of existing projects**
  - b. Application to the funding authority for the nomination of a new project**

**Moved: Cr Camp**

**Seconded: Cr Clarke**










**Carried 181115.04 3/0**

## 09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	6 November 2018
LINK TO COUNCIL PLAN/S:	Operational Plan   Budget

## 1. FINANCIAL SUMMARY (SNAPSHOT)

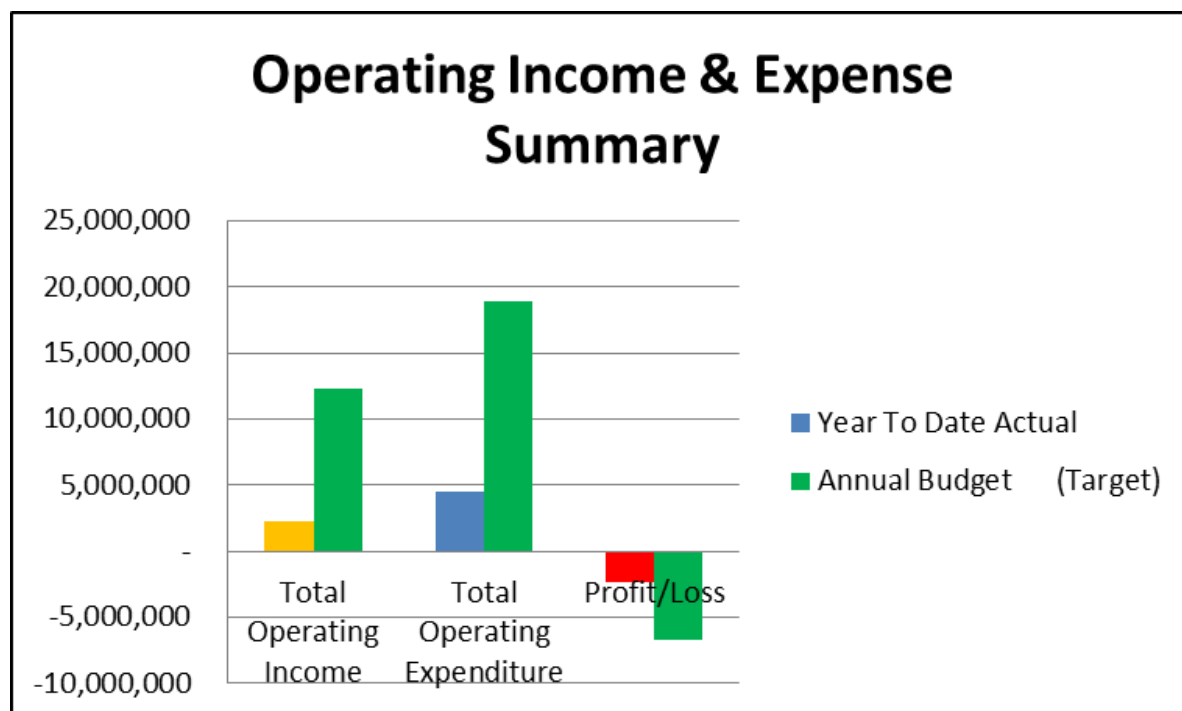
This monthly report illustrates the financial performance and position of Burke Shire Council compared to its adopted budget.

	Year To Date Actual	Annual Budget (Target)	Actual: Budget Variance	Actual as a % of Annual Budget
Total Operating Income	2,271,661	12,248,000	- 9,976,339	 19%
Total Operating Expenditure	4,570,011	18,912,000	- 14,341,989	 24%
<b>Profit/Loss</b>	<b>- 2,298,350</b>	<b>- 6,664,000</b>	<b>- 8,962,350</b>	 34%
Capital Income	108,182	3,241,000	- 3,132,818	 3%
Capital Expenditure	735,587	4,287,000	- 3,551,413	 17%
Cash & Cash Equivalents	7,283,311	6,828,215	455,096	 107%
Other Current Assets	1,196,081	1,796,374		 67%
Liabilities (Current)	- 1,469,029	2,278,518	- 3,747,547	 -64%
Liabilities (Non Current)	14,224	643,996	- 629,772	 2%
Current Assets to Liabilities Ratio	- 6	3		

Council reported an operating loss of \$2,3million at the end of the reporting period (31 October 2018).

Overall Operating income is below forecast sitting at 19% of total annual target/budget.

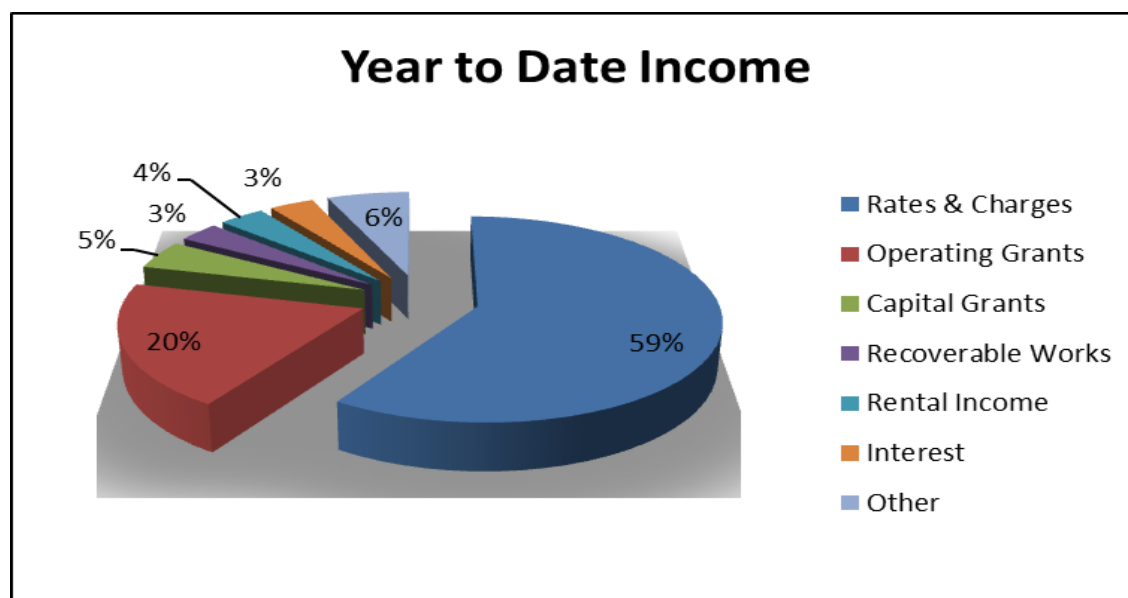
Overall Operating expenditure is within budget sitting at 24% of annual target/budget.



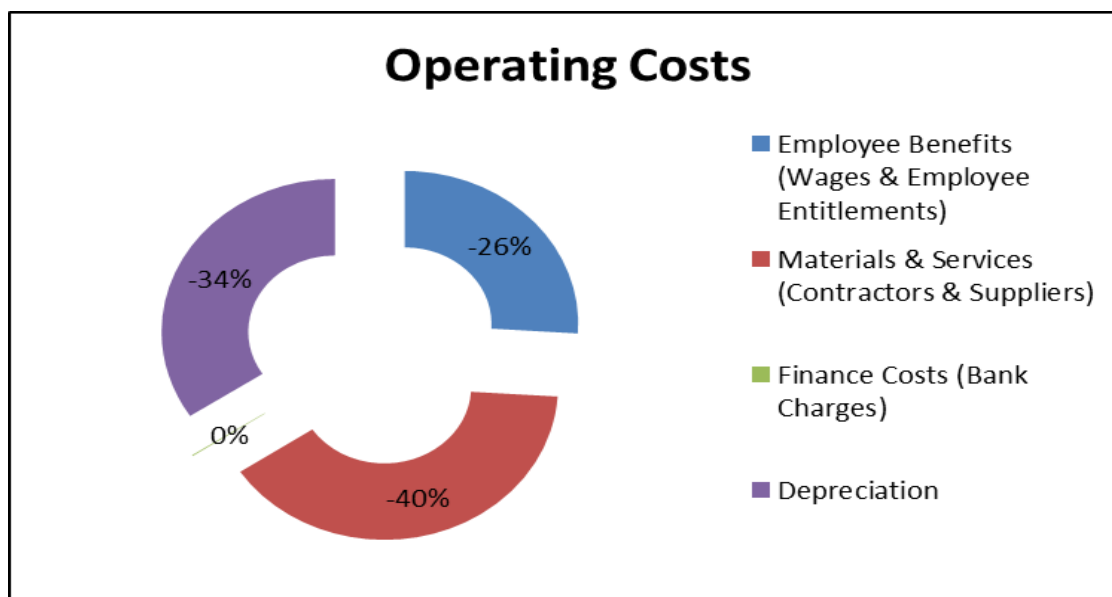
Overall Capital Income is below forecast sitting at 3% of annual target/budget. Overall Capital expenditure is within budget sitting at 17% of annual target/budget.

Cash balances decreased from \$8.4million to \$7.2 million, decreases in cash balances are as expected in line with the cash flow forecast reduction in cash to ~\$6 million at the end of the financial year as cash received in advance for various projects and works is expended.

59% of total operating revenue is currently funded through rates and charges. Annual forecasts reflect that operating income will be primarily based on operating grants at the end of the financial year as recurrent financial assistance grants are received and flood damage works income is earned.



Materials and services costs constitute the largest portion of council expenditure at the end of October sitting at 40% of total operating expenditure. This trend is consistent with budgetary assumptions.



Quarterly projections reflect that employee benefits are slightly below estimate as the first quarter has seen more reliance on external staff, payments for external staff would be allocated to the materials and services budget lines. Budget adjustments will be required to offset the unanticipated expenditure relating to backfilling roles through external staff. This is likely to be slightly offset by the lower internal staff costs.

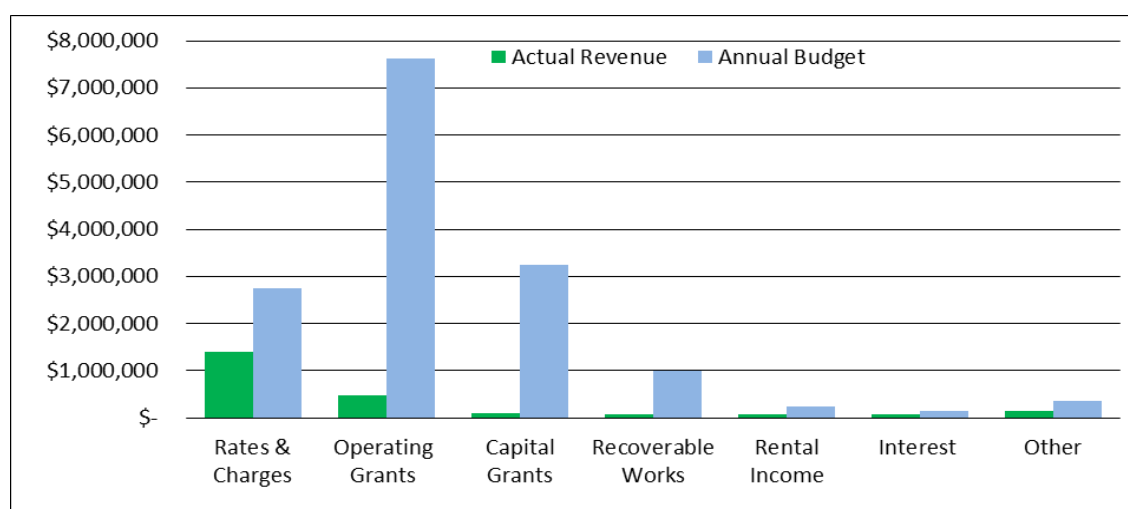
## 2. SUSTAINABILITY OUTLOOK

Financial Sustainability Ratios and Measures of Sustainability	Status Achieved Not Achieved	ANNUAL BUDGET	YTD ACTUAL	TARGET
Operating Surplus Ratio (%)	✗	-54%	43%	Between 0% and 10% (over the long term)
Asset Sustainability Ratio (%)	✗	130%	9%	Greater than 90% (over the long term)
Current Ratio	✓	10	10	Greater than '1:1 (over the long term)
Net Financial Liabilities Ratio	✓	-58%	-338%	Less than 60% (over the long term)

Sustainability ratios are a reasonable measure of council's financial performance and financial position. Year to date current ratio and net financial liabilities ratio indicates sufficient capacity to offset short term obligations. The operating surplus ratio indicates limited capacity to cover operational expenditures through operating revenue. The asset sustainability ratio is still low reflecting the infancy of council's capital asset renewal expenditure to date, this should improve and steer closer to forecast as capital works progress.

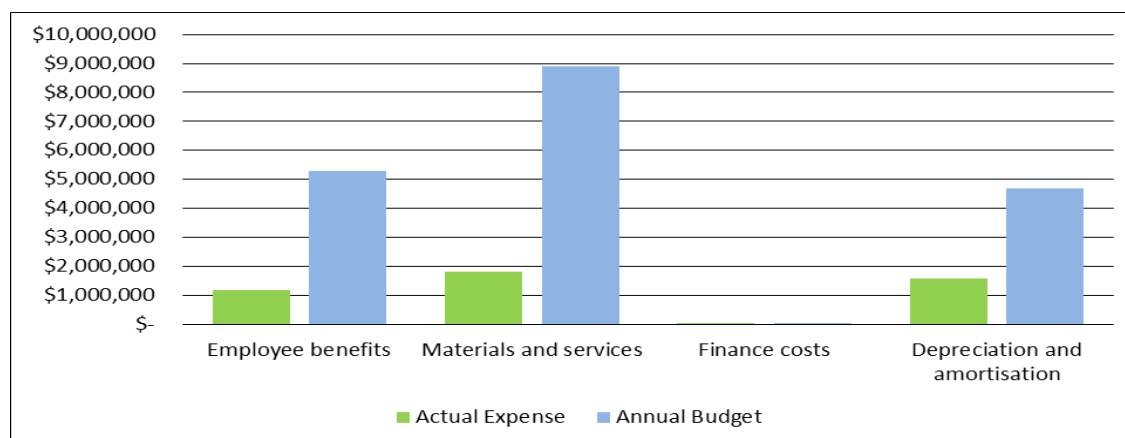
## 3. STATEMENT OF INCOME AND EXPENDITURE

STATEMENT OF INCOME AND EXPENDITURE				
	Annual	YTD	YTD	YTD
	Budget	Pro rata Budget	Actual	Variance
<b>Recurrent Revenue</b>				
Rates levies and Charges	2,761,000	690,250	1,407,995	717,745
Fees & Charges	93,000	23,250	30,581	7,331
Rental Income	247,000	61,750	84,320	22,570
Interest	154,000	38,500	81,882	43,382
Recoverable Works Revenue	993,000	248,250	75,378	- 172,872
Other Income	357,000	89,250	120,733	31,483
Donations	24,000	6,000	-	- 6,000
Developer Contributions	-	-	-	-
Subsidies and Grants	7,619,000	1,904,750	470,772	- 1,433,978
<b>Total Recurrent Revenue</b>	<b>12,248,000</b>	<b>3,062,000</b>	<b>2,271,661</b>	<b>- 790,339</b>
<b>Capital Revenue</b>				
Sale of non-current assets	-	-	-	-
Contributions	-	-	-	-
Subsidies and Grants	3,241,000	810,250	108,182	- 702,068
<b>Total Capital Revenue</b>	<b>3,241,000</b>	<b>810,250</b>	<b>108,182</b>	<b>- 702,068</b>
<b>TOTAL INCOME</b>	<b>15,489,000</b>	<b>3,872,250</b>	<b>2,379,843</b>	<b>- 1,492,407</b>
<b>Recurrent Expenses</b>				
Employee benefits	- 5,302,000	- 1,325,500	- 1,188,237	137,263
Materials and services	- 8,914,000	- 2,228,500	- 1,811,329	417,171
Finance costs	- 23,000	- 5,750	- 4,723	1,027
Depreciation and amortisation	- 4,673,000	- 1,168,250	- 1,565,722	- 397,472
<b>TOTAL RECURRENT EXPENSES</b>	<b>- 18,912,000</b>	<b>- 4,728,000</b>	<b>- 4,570,011</b>	<b>157,989</b>
<b>NET RESULT</b>	<b>- 3,423,000</b>	<b>- 855,750</b>	<b>- 2,190,168</b>	<b>- 1,334,418</b>



## 4. NORMALISED OPERATING RESULTS

NORMALISED OPERATING STATEMENT				
	Annual	YTD	YTD	YTD
	Budget	Pro rata Budget	Actual	Variance
<b>Recurrent Revenue</b>				
Rates levies and Charges	2,761,000	690,250	1,407,995	717,745
Fees & Charges	93,000	23,250	30,581	7,331
Rental Income	247,000	61,750	84,320	22,570
Interest	154,000	38,500	81,882	43,382
Recoverable Works Revenue	993,000	248,250	75,378	- 172,872
Other Income	357,000	89,250	120,733	31,483
Donations	24,000	6,000	-	- 6,000
Developer Contributions	-	-	-	-
Subsidies and Grants	3,276,000	819,000	390,302	- 428,698
<b>TOTAL RECURRENT REVENUE (Excl flood damage)</b>	<b>7,905,000</b>	<b>1,976,250</b>	<b>2,191,191</b>	<b>214,941</b>
<b>Recurrent Expenses</b>				
Corporate Governance Costs	926,000	231,500	345,826	114,326
Administration Costs	3,050,000	762,500	1,330,151	567,651
Recoverable Works Expenses	910,000	227,500	116,273	- 111,227
Engineering Services	1,519,000	379,750	550,611	170,861
Utility Services Costs	688,000	172,000	199,455	27,455
Net Plant Operating Costs	- 1,073,000	- 268,250	- 502,608	- 234,358
Planning and Environmental Expenses	139,000	34,750	14,285	- 20,465
Community Services Costs	1,257,000	314,250	445,555	131,305
Finance Costs	23,000	5,750	4,723	- 1,027
Depreciation	4,673,000	1,168,250	1,565,722	397,472
Other Expenses	-	-	-	-
<b>TOTAL RECURRENT EXPENSES (Excl Flood damage)</b>	<b>12,112,000</b>	<b>3,028,000</b>	<b>4,069,993</b>	<b>1,041,993</b>
<b>NET RESULT</b>	<b>- 4,207,000</b>	<b>- 1,051,750</b>	<b>- 1,878,802</b>	<b>- 827,052</b>



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

## 5. DETAILED OPERATING REVENUE ANALYSIS

RATES, LEVIES & CHARGES				
	Annual	YTD	Annual	
	Budget	Actual	Variance	Status
General Rates	2,136,000	1,064,884	- 1,071,116	✓
Sewerage Charges	158,000	77,982	- 80,018	✓
Waste Management Charges	105,000	52,224	- 52,776	✓
Water Supply Charges	372,000	187,992	- 184,008	✓
Water Excess Consumption Charge	37,000	51,190	14,190	✓
<b>Total Rates, Levies &amp; Charges</b>	<b>2,808,000</b>	<b>1,434,273</b>	<b>- 1,373,727</b>	<b>✓</b>

All general rates, levies and utility charges are on track with half yearly pro rata estimates. There are nil significant rates and utility charge adjustments to report following the first half levy. Second half levies will be raised around February 2019, this will bring annual actuals in line with annual budget estimates.

OPERATING GRANTS				
	Annual	YTD	Annual	
	Budget	Actual	Variance	Status
Financial Assistance Grant (General Purpose)	1,291,000	322,768	- 968,233	✗
Financial Assistance Grant (Road Component)	210,000	52,534	- 157,467	✗
Flood Damage 2015 - 2016 Event Claims	400,000	80,471	- 319,529	✗
Flood Damage 2016 - 2017 Event Claims	2,500,000	-	- 2,500,000	✗
Flood Damage 2017 - 2018 Event Claims	3,000,000	-	- 3,000,000	✗
Other Operating Grants	218,000	-	- 218,000	✗
<b>Total Operating Grants</b>	<b>7,619,000</b>	<b>455,772</b>	<b>- 7,163,228</b>	<b>✗</b>

Operating grants are below pro rata estimates; variances primarily relate to timing differences, there are no permanent variances to report.

Overall capital grants are still significantly lower than pro rata and annual estimates primarily due to timing differences, nil permanent variances to report.

CAPITAL GRANTS				
	Annual	YTD	Annual	
	Budget	Actual	Variance	Status
Roads To Recovery Grant	242,000	-	- 242,000	✗
TIDS Grant	600,000	-	- 600,000	✗
ATSI TIDS	70,000	-	- 70,000	✗
Workks for Queensland Grant	600,000	108,181	- 491,819	✗
Main Roads (Wharf Project) Grant	397,000	-	- 397,000	✗
Grant - Stronger Communities	5,000	-	- 5,000	✗
Grant - Visitor Information Centre	88,000	-	- 88,000	✗
Grant - SES Shed	90,000	-	- 90,000	✗
Grant - Sewerage Passive Lagoon	950,000	-	- 950,000	✗
Grant - Building Our Regions (Solar)	199,000	-	- 199,000	✗
<b>Total Capital Grants</b>	<b>3,241,000</b>	<b>108,181</b>	<b>- 3,132,819</b>	<b>✗</b>

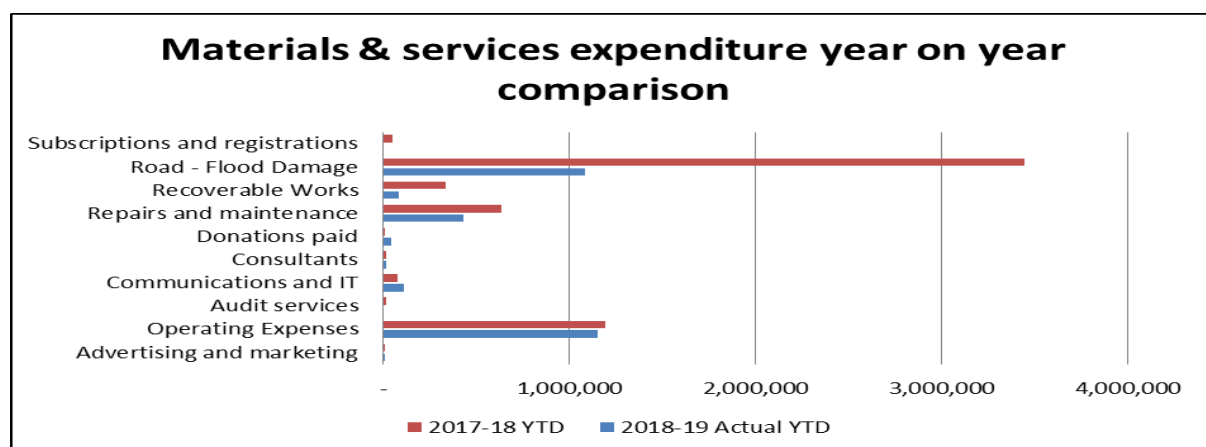
## 6. DETAILED OPERATING EXPENDITURE

Overall operating costs are within budget estimates however there are some budget overspends on a line by line basis. Adjustments to budget allocations will be required.

EMPLOYEE BENEFITS & FULL TIME EQUIVALENTS (FTE)							
Month	FTE (Council Employees & Councillors)	Total Staff Wages & Salaries Incl Councillors	Annual Leave Long Service Leave & Entitlements	Sick Leave	Superannuation Incl Councillors	Other Employee Related Costs	Total Employee Benefits
July	52	303,290	31,969	8,699	30,047	15,440	389,445
Aug	51	318,221	32,616	6,935	32,701	14,328	404,802
Sept	53	291,479	56,244	6,204	28,479	29,303	411,709
Oct		495,075	81,763	10,942	50,026	57,929	695,735
<b>Total Benefits</b>		<b>1,408,065</b>	<b>202,593</b>	<b>32,779</b>	<b>141,253</b>	<b>117,000</b>	<b>1,901,691</b>

Over the month of October productive hours (wages paid for actual hours worked) expenditure constitutes 84% of total employee benefits, annual leave and long service leave accruals constitute 14% of employee benefits and sick leave constitutes 2% of employee benefits

MATERIALS AND SERVICES ANALYSIS			
	Actual YTD	Previous YTD	Variance
Advertising and marketing	300	1,856	- 1,556
Operating Expenses	1,150,053	1,190,397	- 40,344
Audit services	-	12,849	- 12,849
Communications and IT	106,817	73,680	33,137
Consultants	11,958	13,976	- 2,018
Donations paid	41,075	6,409	34,666
Repairs and maintenance	432,391	636,148	- 203,757
Recoverable Works	83,959	331,746	- 247,787
Road - Flood Damage	1,085,440	3,446,925	- 2,361,485
Subscriptions and registrations	-	47,271	- 47,271
Other material and services	- 1,100,666	- 898,691	- 201,975
<b>Total Materials &amp; Services</b>	<b>1,811,327</b>	<b>4,862,566</b>	<b>- 3,051,239</b>





## 7. STATEMENT OF FINANCIAL POSITION

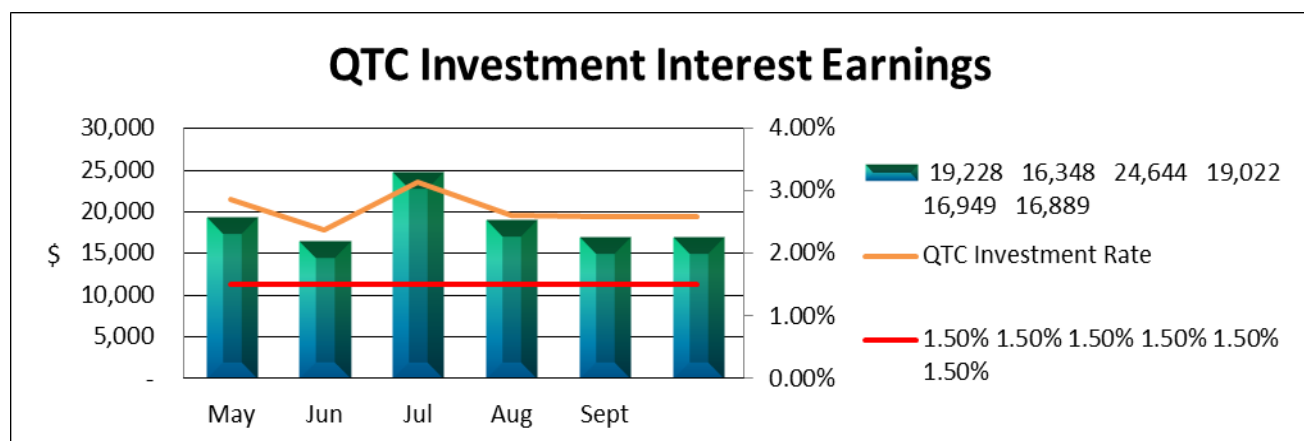
STATEMENT OF FINANCIAL POSITION				
	Opening Balance	YTD	YTD	Annual Forecast
	As at 1 July 2018	Actual	Movement	Budgeted
<b>Current Assets</b>				
Cash and cash equivalents	9,898,722	<b>7,283,311</b>	- 2,615,411	6,828,215
Trade and other receivables	1,583,470	<b>542,366</b>	- 1,041,104	1,496,014
Inventories	242,401	<b>271,193</b>	28,792	242,401
Other financial assets	102,528	<b>382,522</b>	279,994	57,959
Non-current assets classified as held for sale	-	-	-	-
<b>Total current assets</b>	<b>11,827,121</b>	<b>8,479,392</b>	- 3,347,729	<b>8,624,589</b>
<b>Non-current Assets</b>				
Receivables	-	-	-	-
Property, plant and equipment	204,264,969	<b>204,264,969</b>	-	203,639,070
Accumulated Depreciation	- 60,144,445	- <b>61,710,167</b>	- 1,565,722	- 66,548,946
Capital works in progress	2,423,691	<b>2,992,169</b>	568,478	4,458,918
Intangible assets	-	-	-	-
<b>Total non-current assets</b>	<b>146,544,215</b>	<b>145,546,971</b>	- 997,244	<b>141,549,042</b>
<b>TOTAL ASSETS</b>	<b>158,371,336</b>	<b>154,026,363</b>	- 4,344,973	<b>150,173,631</b>
<b>Current Liabilities</b>				
Trade and other payables	2,160,712	<b>702,867</b>	- 1,457,845	790,228
Borrowings	-	-	-	-
Provisions	117,806	<b>106,622</b>	- 11,184	33,618
Other	-	-	-	-
<b>Total current liabilities</b>	<b>2,278,518</b>	<b>809,489</b>	- 1,469,029	<b>823,846</b>
<b>Non-current Liabilities</b>				
Trade and other payables	-	-	-	-
Interest bearing liabilities	-	-	-	-
Provisions	643,996	<b>658,220</b>	14,224	654,908
Other	-	-	-	-
<b>Total non-current liabilities</b>	<b>643,996</b>	<b>658,220</b>	<b>14,224</b>	<b>654,908</b>
<b>TOTAL LIABILITIES</b>	<b>2,922,514</b>	<b>1,467,709</b>	- 1,454,805	<b>1,478,754</b>
<b>NET COMMUNITY ASSETS</b>	<b>155,448,822</b>	<b>152,558,655</b>	- 2,890,167	<b>148,694,877</b>
<b>Community Equity</b>				
Shire capital	39,529,889	<b>39,529,889</b>	-	39,529,889
Asset revaluation reserve	86,418,457	<b>86,418,456</b>	- 1	82,474,980
Retained surplus/(deficiency)	29,500,476	<b>26,610,309</b>	- 2,890,167	26,690,008
Other reserves	-	-	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>155,448,822</b>	<b>152,558,654</b>	- 2,890,168	<b>148,694,877</b>

Council's unadjusted financial position declined slightly from the previous month in line with a decrease in cash balances at the end of October. Cash balances declined by \$100k as outflows exceeded inflows; the annual forecast reflects a decline in cash balances at the end of the financial year.

Liabilities remain largely unchanged from the previous month.

## 8. CASH AND CASH EQUIVALENTS

Cash & Cash Equivalents	Reserve Bank Cash Rate	QTC Investment Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	1.50%	2.60%	\$ 76,965	\$ 7,254,527
Westpac General Fund	1.50%	0.00%	\$ 0	\$ 28,300
Cash Floats	1.50%	0.00%	\$ -	\$ 483
<b>Total</b>			<b>\$ 76,965</b>	<b>\$ 7,283,310</b>



## Outstanding Levies and Charges

OUTSTANDING LEVIES & CHARGES					
LEVY/CHARGE	366+ DAYS ARREARS	181-365 DAYS ARREARS	31-180 DAYS ARREARS	1-30 DAYS ARREARS	Total Outstanding
GENERAL RATES	21,737	38,839	121,062	2,123	<b>183,762</b>
SEWERAGE CHARGES	1,625	665	4,015	62	<b>6,367</b>
GARBAGE CHARGES	1,754	528	4,310	63	<b>6,655</b>
WATER ACCESS CHARGES	37,354	8,751	24,271	629	<b>71,004</b>
WATER - EXCESS CONSUMPTION	32,081	1,635	16,271	440	<b>50,427</b>
STATE GOVT EMERGENCY SVCE LEVY	1,226	642	1,682	40	<b>3,589</b>
<b>TOTAL</b>	<b>95,777</b>	<b>51,061</b>	<b>171,611</b>	<b>3,355</b>	<b>321,804</b>

Outstanding Charge	Total Amount \$	Percentage of total outstanding charges
General Rates	\$ 183,762	37%
Sewer Charges	\$ 6,367	1%
Waste Management Charges	\$ 6,655	1%
Water Charges	\$ 121,431	25%
Sundry Debtors	\$ 175,176	

Closing cash balances at the end of the month and the balance of cash equivalents ((inventory, cash receivables (outstanding rates, levies and charges and general debtors)) exceed current or short term liabilities reflecting Councils ability to offset current obligations and longer term liabilities from cash and cash equivalents, this position is in line with councils forecasted current ratio for the 2018-19 financial year.

## 9. STATEMENT OF CASH FLOWS

STATEMENT OF CASH FLOWS		
	YTD	Annual Forecast
	Actual	Budgeted
<b>Cash flows from operating activities</b>		
Receipts from customers	2,395,798	4,204,000
Payments to suppliers & employees	- 5,187,886	- 14,272,582
	- <b>2,792,088</b>	- <b>10,068,582</b>
Interest received	81,882	154,000
Rental income	84,320	247,000
Non capital grants and subsidies	470,772	7,643,000
<b>Net cash inflow (outflow) from operating activities</b>	- <b>2,155,114</b>	- <b>2,024,582</b>
<b>Cash flows from investing activities</b>		
Payments for property plant & equipment	- 568,478	- 4,287,000
Proceeds from sale of property plant & equipment	-	-
Capital grants, subsidies, contributions and donations	108,182	3,241,000
<b>Net cash inflow (outflows) from investing activities</b>	- <b>460,296</b>	- <b>1,046,000</b>
<b>Cash flows from financing activities</b>		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
Depreciation	-	-
<b>Net cash inflow (outflow) from financing activities</b>	-	-
<b>Net cash increase (decrease) in cash held</b>	- <b>2,615,410</b>	- <b>3,070,582</b>
Cash at beginning of the reporting period	9,898,722	9,898,797
<b>Cash at end of the reporting period</b>	<b>7,283,312</b>	<b>6,828,215</b>

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

CONSTRAINED CASH RESERVES					
SOURCE	BALANCE BORUGHT FORWARD	COUNCIL CO- CONTRIBUTIONS	RECEIPTS IN CURRENT YEAR	EXPENDED IN CURRENT YEAR	CLOSING BALANCE (RESTRAINED CASH)
* FAG ROADS	215,410	-	52,534	82,661	185,283
ROAD PROJECTS (CAPITAL)	-	400,000	-	24,519	375,481
SEWER UPGRADE PROJECT	-	650,000	-	7,767	642,233
NDRRA ADVANCE PAYMENT 2016-17 FLOOD EVENT	861,000	-	-	1,218,182	- 357,182
WORKS FOR QLD ROUND 2	440,000	-	-	81,318	358,682
<b>TOTAL CONSTRAINED CASH</b>	<b>1,516,410</b>	<b>1,050,000</b>	<b>52,534</b>	<b>1,414,447</b>	<b>1,204,497</b>

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

## 10. MAIN BUSINESS UNITS

## Roads Programs (Operating)

FLOOD DAMAGE PROGRAM				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	5,900,000	80,470	- 5,819,530	✗
Total Expenditure	6,400,000	1,218,182	- 5,181,818	✓
<b>Operating Surplus/Deficit</b>	<b>- 500,000</b>	<b>- 1,137,712</b>	<b>- 637,712</b>	✓

RMPC				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	969,000	62,066	- 906,934	✗
Total Expenditure	890,000	100,657	- 789,343	✓
<b>Operating Surplus/Deficit</b>	<b>79,000</b>	<b>- 38,591</b>	<b>- 117,591</b>	✓

## Utilities

WATER UTILITY				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	409,000	239,182	- 169,818	✓
Total Expenditure	480,000	145,133	- 334,867	✓
<i>Earnings before interest and depreciation (EBITD)</i>	<i>- 71,000</i>	<i>94,049</i>		
Depreciation Expense	269,000	91,857	- 177,143	✓
<b>Operating Surplus/Deficit</b>	<b>- 340,000</b>	<b>2,192</b>		✓

SEWER UTILITY				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	158,000	77,982	- 80,018	✓
Total Expenditure	112,000	16,334	- 95,666	✓
<i>Earnings before interest and depreciation (EBITD)</i>	<i>46,000</i>	<i>61,648</i>		
Depreciation Expense	54,000	17,225	- 36,775	✓
<b>Operating Surplus/Deficit</b>	<b>- 8,000</b>	<b>44,423</b>		✓

WASTE MANAGEMENT UTILITY				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	105,000	52,223	- 52,777	✓
Total Expenditure	96,000	37,987	- 58,013	✓
<i>Earnings before interest and depreciation (EBITD)</i>	<i>9,000</i>	<i>14,236</i>		✓
Depreciation Expense	10,000	1,768	- 8,232	✓
<b>Operating Surplus/Deficit</b>	<b>- 1,000</b>	<b>12,468</b>		✓

## 11. CAPITAL WORKS

CAPITAL WORKS FUNDING STATEMENT			
	BUDGETED	RECEIVED	COUNCIL
PROJECTS - COUNCIL AND EXTERNALY FUNDED	EXTERNAL FUNDING	TO DATE	CO - CONTRIBUTION
Works for QLD Round 2 Projects	600,000	108,182	-
TIDS (Roads Funding)	600,000	-	600,000
Roads to Recovery (Roads Funding)	242,000	-	-
ATSI TIDS (Roads Funding)	70,000	-	-
Sewer Upgrade Grant	950,000	-	650,000
<b>TOTAL</b>	<b>2,462,000</b>	<b>108,182</b>	<b>1,250,000</b>

CAPITAL WORKS EXPENDITURE				
FOR THE YEAR ENDED 30 JUNE 2019				
PROJECT	YTD	Annual Forecast	Annual	Status
	Incl committed costs	Budgeted	Variance	Within budget
SES Shed	167,626	60,000	- 107,626	✗
Visitor Information Centre	85,916			
Donga Accomodation Units	70,000			
Gregory Solar	9,400	58,000	48,600	✓
Wharf Car Park Construction	196,856			
Wharf Project (Line Marking, Entertainment Area)	60,270	109,000	48,730	✓
War memorial construction	-	15,000	15,000	✓
W4Q-R2 water treatment plant upgrade Burke & Gregory	75,250	337,000	261,750	✓
W4Q -R2 Laydown yard	-	49,000	49,000	✓
W4Q -R2 Waste management	-	50,000	50,000	✓
W4Q -R2 Gregory Airstrip storage shed	-	35,000	35,000	✓
W4Q -R2 Burke boat ramp solar & CCTV	-	109,000	109,000	✓
W4Q -R2 Reticulation & Burke Oval upgrade	6,058	120,000	113,942	✓
W4Q -R2 Gregory shwgrd spectator facility	-	250,000	250,000	✓
W4Q -R2 Bunded fuel storage	5,366			
W4Q -R2 Treated water pipeline ext	-	90,000	90,000	✓
Boom slasher	-	45,000	45,000	✓
Hiace van	-	60,000	60,000	✓
Traffic Management & Vehicle Modiifcations	-	30,000	30,000	✓
Doomadgee West Road Formation	-	704,000	704,000	✓
Gregory Lawn Hill Road Seal	-	88,000	88,000	✓
Truganini Road Reseal	-	44,000	44,000	✓
Doomadgee West Road Formation	-	364,000	364,000	✓
Doomadgee East Road	-	70,000	70,000	✓
Burke /Gregory Intersection	19,618			
Firefly Street Water Infrastructure Upgrade	2,782			
Sewer Treatment Plant Upgrade	36,445	1,600,000	1,563,555	✓
Firefly Street Sewerage Infrastructure Upgrade	2,782			
<b>Total Capital Works</b>	<b>738,369</b>	<b>4,287,000</b>	<b>3,931,951</b>	

**12. EXERCISE OF DELEGATIONS**

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

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

**13. 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 Clarke**

**Seconded: Cr Camp**

**Carried 181115.05 3/0**

**Attendance**

Cr Poole phoned into the meeting at 11.29am.

## 09.03.01 Strategic Projects Reports

---

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	08 November 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

---

## 1. BKT WHARF UPGRADE PROJECT &amp; 70 BAY CAR-PARK – BURKETOWN

Project Status Report	
Project Name	Burketown Wharf Upgrade Project
Project Manager	Philip Keirle, Burke Shire Council
Project Superintendent	Heath Jones, Erscon Consulting
Contractor(s)	Ausnorth Consulting, Lodewyk (Survey); FSG (Geotechnical); CivilPlus Construction (Civil); Erscon Consulting; True Blue (tipplers), Qcrush (material supply); Royal Wolf; Artcraft; Gangalidda & Garawa Services.
Status Update Provided	7 November 2018
Original completion date	Barge Ramp: 30 November 2017 Car-park and entertainment area: 30 June 2018
Revised completion date	Barge Ramp: 5 December 2017 Car-park: 31 Jul 2018 Entertainment area: 31 Sep 2018
Project Scope	Replace single-lane recreational boat ramp with a barge-capable ramp with concrete hardstand; Installation of 70 all-weather CTU (car trailer unit) parking bays Installation of 2 x 4x4m shade shelters and BBQs
Work completed last week	<ul style="list-style-type: none"> <li>▪ Additional surface roughening</li> <li>▪ Wharf master-planning document</li> </ul>
Forthcoming work	<ul style="list-style-type: none"> <li>▪ Joint media release in relation to opening</li> <li>▪ Acquittal of NSRF R3 funding (all other funding acquitted)</li> <li>▪ Reinstate all signage and install new signage</li> <li>▪ Temporary siting of shelter/kiosk</li> </ul>

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

## 2. BURKETOWN SEWERAGE TREATMENT PLANT UPGRADE PROJECT

Project Status Report	
Project Name	Burketown Sewerage Treatment Plant Upgrade Project
Project Manager	Philip Keirle, BSC
Project Superintendent	Mark Poynter, BSC
Contractor(s)	Simmonds & Bristow; Austek Communications Pty Ltd; ARUP Pty Ltd; Erscon Consulting.
Status Update Provided	7 November 2018
Original completion date	30 May 2019
Revised completion date	NA



Project Status Report	
Project Scope	<ul style="list-style-type: none"> <li>▪ Replace existing packaged treatment plant (at end of asset life) with upgraded model.</li> <li>▪ Complete earthworks and commissioning of a new wet-weather storage lagoon/treated effluent lagoon (to address compliance)</li> <li>▪ Complete trenching and pipework required to enable re-use/recycling of treated effluent on parks, gardens and recreational areas (to offset whole-of-life costs while increasing service levels to recreational areas).</li> </ul>
Work recently completed	<ul style="list-style-type: none"> <li>▪ Council representatives met with the Minister for Local Government and the Director General of the Department of Local Government, Racing and Multicultural Affairs to discuss:               <ul style="list-style-type: none"> <li>○ Proposed change of scope to project</li> <li>○ Proposed change of timeframe to project</li> <li>○ Proposed change of funding proportion between Council and Department</li> </ul> </li> </ul>
Forthcoming work	<ul style="list-style-type: none"> <li>▪ Confirm new scope, process and associated costings.</li> </ul>

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

Key Parameters	Status	Comments
Budget	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>Burke was unsuccessful in securing BBRF funding to offset Council's contribution to this project. Accordingly, it may be necessary to revise the scope of this project as outlined above.</li> </ul>
Reporting	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>Monthly reporting to Dept. Local Government               <ul style="list-style-type: none"> <li>Feb 2018 report submitted 02.02.2018</li> <li>Mar 2018 report submitted 03.04.2018</li> <li>Apr 2018 report submitted 10.05.2018</li> <li>May 2018 report submitted 11.06.2018</li> <li>Jun 2018 report submitted 11.07.2018</li> <li>July 2018 report submitted 11.08.2018</li> <li>Aug 2018 report submitted 04.09.2018</li> <li>Sep 2018 report submitted 11.10.2018</li> <li>Oct 2018 report submitted 08.11.2018</li> </ul> </li> </ul>

### 3. OTHER PROJECTS

Project	Description	Update/activity for reporting month
Burke Shire Sport & Recreation Strategy	Develop a Sport and Recreation Strategy for the Burke Shire Council	<ul style="list-style-type: none"> <li>Ross Planning has been engaged to complete this Strategy and will be in Burketown in early December 2018 to progress.</li> <li>Will form part of the BSC Corporate Plan 2019-2024.</li> </ul>
Burke Shire Economic Development Strategy	Develop an Economic Development Strategy for the Burke Shire Council	<ul style="list-style-type: none"> <li>RFF to submit 31 October 2018</li> <li>Collaboration agreement between BSC and Gangalidda &amp; Garawa under consideration.</li> </ul>
NWQ Quarry Management Strategy	Regional project designed to improve Council compliance in relation to Quarry/Gravel Pit operations and to generate a suite of materials and schedules to facilitate improve Quarry operations and stakeholder relations.	<ul style="list-style-type: none"> <li>Cultural Heritage document suite completed.</li> <li>QMP workshop with all Councils completed.</li> <li>Majority of QMPs completed and ready for endorsement.</li> <li>Project acquittal to be completed in the coming weeks pending receipt of final QMPs from participating Shires</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ UQCHU survey reports completed and under final review (some updates may be required to account for relocated artefacts in Waanyi country).</li> </ul>
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRME and Paraway	<ul style="list-style-type: none"> <li>▪ Meeting with DNRME to confirm all required processes in Cairns on 10 Oct 2018.</li> <li>▪ Community consultation session held in Gregory on Wed 24 Oct 2018;</li> <li>▪ Session with Paraway Pastoral held in Burketown on Thu 25 Oct 2018.</li> </ul>
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	<ul style="list-style-type: none"> <li>▪ Parties approaching in-principle negotiator agreement.</li> <li>▪ Refer separate report to Council for Nov 2018 Council meeting.</li> </ul>
Burketown Mineral Baths	Installation of 3 x mineral baths (at 3 different temperatures) with associated infrastructure: decking, bird hides, barbeques etc.	Project on hold following inability to secure MIPP funding.
EDQ-BSC Development Management Agreement	Progression of BKT South and BKT Light Industrial developments. Progression of remote housing initiative	<ul style="list-style-type: none"> <li>▪ BKT South concept endorsed with final plans being drafted;</li> <li>▪ BKT Light Industrial first draft presented for consideration.</li> <li>▪ Awaiting Herron Todd White's valuation of BKT Light Industrial and revised pricing from Ergon in relation to staged-upgrade to the distribution network running east-west from the Utilities compound</li> </ul>

#### 4. PROJECTS UNDER DEVELOPMENT

Project	Description
Upgrade to the Phillip Yanner Memorial Ground	Funding application submitted to the <i>Get Playing Places and Spaces</i> funding round.

Project	Description
Burke Shire Council Corporate Plan 2019-2024	Stakeholder engagement sessions arranged in Burketown and Gregory week beginning 22 October 2018.

## 5. RECENTLY COMPLETED PROJECTS

Gregory Water Treatment Solar Power Project

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

Key Parameters	Status	Comments
Schedule	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Completed within funding Deed of Agreement timeframe but delivered outside of original timeframes.</li> </ul>
Scope	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<p>Variation approved for the following additional scope:</p> <p>Water Storage &amp; Treatment Optimisation</p> <ul style="list-style-type: none"> <li>Provision of blank-flanged inlet/outlet to each storage tank (to enable future retrofit of chlorine trim dosing system) and wider pipe support to accommodate future chlorine trim dosing pipework.</li> <li>Installation and commissioning of 3 No turbidity meters (supply of turbidity meters by Council)</li> </ul> <p>Solar Array and Energy Storage System</p> <ul style="list-style-type: none"> <li>Installation of additional posts</li> <li>Additional 2,500L of double-bunded fuel storage and fuel pump</li> <li>Change from 2 x 22kVa generators to 1 x 22kVa and 1 x 60kVa generator</li> <li>Removal of requirement to provide an EMP</li> <li>Additional QLeave</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>Fencing of solar array</li> <li>Survey and Geotechnical</li> <li>Additional CM and PM costs associated with Pructon's delay</li> </ul>
Procurement	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
Town Planning	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Fencing: on budget</li> <li>Solar array: on budget</li> <li>Water Treatment/Storage: on budget</li> <li>Project management: <b>over budget</b></li> <li>Overall Project Budget: will meet budgeted limits of funding Deed of Agreement between BSC and the Department of State Development. However, Council has had to allocate far more internal resources than initially anticipated.</li> </ul>
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<p>Milestone 1: 30 March 2017 (completed)</p> <p>Milestone 2: 31 July 2017 (completed)</p> <p>Milestone 3: 8 January 2018 (completed)</p> <p>Milestone 4: 1 March 2018 (completed)</p> <p>Final: 7 November 2018 (completed)</p>

Current savings generated by the Gregory WTP Solar Power Project to date (1 Jan – 1 Nov 2018):

<b>Gregory WTP Solar Power Project 1 Jan 2018 - 1 Nov 2018</b>	<b>Hours Total</b>	<b>Days (out of 304)</b>	<b>kWh</b>	<b>\$</b>
60kVa Generator	597	25		
24kVa Generator	459	19		
Solar production			19,216	
Battery energy			9,300	
Diesel savings: 37,440 @ \$1.60 p/L				\$59,904
Diesel savings per day				\$197.05
Projected Annual Savings				\$71,924.21

## 6. GULF SAVANNAH DEVELOPMENT PROJECTS

Project	Description	Update for reporting month
Remote Area Board: ▪ Farm Stay Tourism Blueprint	Provision of full “how to” guide to set-up different kinds of farm stay businesses	Project discussed with GSD MGMT Committee (endorsed).
BBRF Community Investment Stream: ▪ Regional Branding Strategy	Complete Regional Branding Strategy: literature review, regional audit, supply chain logistics, legal and financial dimensions, marketing and commercial, roll-out strategy.	Planning commenced.

## 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 Yanner**

**Seconded: Cr Camp**

**Carried 181115.06 3/0**

## Attendance

Elizabeth Weiss from Allen & Unwin phoned into the meeting from 11.31am to 12.03pm

Madison Marshall left the meeting from 11.38am to 11.40am.

Cr Poole left the meeting at 11.55am.

Mark Poynter left the meeting from 12.00pm to 12.03pm.

## 16. Deputations and presentation scheduled for meeting

### 16.01 Allen & Unwin Book Publishers

Elizabeth Weiss of Allen and Unwin joined the meeting by teleconference to provide advice and discuss publication of the history book commissioned by Council and authored by Richard Martin.

## 11. Chief Executive Officer Reports

### 11.03 History Book – recognition of Council

---

DEPARTMENT:	Office of the Chief Executive Officer (CEO)
RESPONSIBLE OFFICER:	Sharon Daishe, CEO
DATE REPORT PREPARED:	05 November 2018

---

#### 1. PURPOSE

To consider the way that Council is recognised in the history book that Council commissioned.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council engaged Dr Richard Martin who is the Research Fellow, School of Social Science at the University of Queensland to write a cultural history book on the Burke Shire. Previously, Council had received a quote from Allen and Unwin (U&A) for publication of the book. Resolution 161115.25 states that:

#### **12.02 History of the Burke Shire Project**

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

**2. That Council defers a decision regarding publication of the book until the following information is provided:**

- **Further quotes for publishing to meet Council's procurement obligations**
- **Update from Richard Martin regarding the feedback that was provided by Councillors**

**Moved: Cr Camp**

**Seconded: Cr Murray**

**Carried 161115.25 4/0**

Council allocated \$100,000 for the completion of this project in the budget amendment in January 2017 (Resolution 170119.17) for expenditure on publishing and printing.

At the March 2017 Ordinary Council Meeting, Council resolved to publish the book through Allen and Unwin:

- 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)(e) and that the document remain confidential unless council decides otherwise by resolution; and**
  - 2. That Council note the contents of the report; and**
  - 3. That Council requests a meeting with Dr Richard Martin to negotiate the scope of amendments/additions to the existing manuscript**
  - 4. Engages Allen and Unwin to publish the Cultural History of the Burke Shire book**
    - a. To be printed in Australia**
- Moved: Cr Poole**  
**Seconded: Cr Camp**  
**Carried 170323.22 4/0**

At the June 2017 Ordinary Council Meeting, Council resolved to delegate authority to the CEO or delegate to progress publication of the book. See resolution 170616.12:

#### 10.02 Closed Session - Cultural History Book Publishing Agreement

- 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)(e) and that the document remain confidential unless council decides otherwise by resolution; and**
  - 2. That Council note the contents of the report and attached documents; and**
  - 3. Delegates authority to the Chief Executive Officer or delegate to progress publication of the Burke Shire Cultural History Book with:**
    - a. Council to cede copyright of the completed book to the author; and**
    - b. Council to obtain written agreement from the author establishing Council's rights to utilise the content of the completed work.**
- Moved: Cr Yanner**  
**Seconded: Cr Clarke**  
**Carried 170616.12 3/0**

### 3. PROPOSAL

Allen and Unwin have written to advise Council that as per previous discussions with Nils Hay it was agreed there would be no formal acknowledgement of Council. As stated in the letter from Allen and Unwin (attached) their goal is to find as wide a readership as possible and putting "Burke Shire Council" on the cover would convey the impression that this is a government report of some kind.

If people believe the book is a government report they would be less likely to purchase the book and bookshops would be unlikely to display the books.

It is proposed that Council accept the recommendations of the publisher regarding acknowledgement of Council in the history book commissioned by Council and authored by Richard Martin being that:

- the words 'Burke Shire Council' will not appear on the front cover of the book.



- In addition to the author's acknowledgment of Council in the Preface, the following wording will appear on the first page of the open book, 'The author and the publisher acknowledge the support of Burke Shire Council in the publication of this book.'

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council has allocated a budget of \$20,000 to publish the history book.

#### 5. RISK

The publisher has warned that having Burke Shire Council listed on the cover of the book may restrict sales as it will be perceived to be a government report.

#### 6. POLICY & LEGAL IMPLICATIONS

Instrument	Details
<i>Local Government Act 2009</i>	<p>Sections 12 and 13 – responsibilities of councillors and employees</p> <p>Section 12 charges councillors with ensuring the local government achieves its corporate plan.</p> <p>Section 13 charges council employees with carrying out their duties in a way that ensures the local government achieves its corporate plan.</p>
Burke Shire Council Operational Plan 2018-19	4.1.4 Publication of the historical project: "Cultural History of the Burke Shire" takes place

#### 7. CRITICAL DATES & IMPLICATIONS

Prompt response from Council to this enquiry will enable publication to progress.

#### 8. CONSULTATION

Communication with the publisher and author.

#### 9. CONCLUSION

In closing, it is recommended that Council accept the publisher's advice.

#### 10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council resolves to accept the publisher's recommendation as follows regarding acknowledgement of Council in the history book commissioned by Council and authored by Richard Martin
  - a. The words 'Burke Shire Council' will not appear on the front cover of the book; and
  - b. In addition to the author's acknowledgment of Council in the Preface, the following wording will appear on the first page of the open book, 'The author

and the publisher acknowledge the support of Burke Shire Council in the publication of this book.'

### **11.03 History Book – recognition of Council**

- 1. That Council note the contents of the report; and**
- 2. That Council resolves to accept the publisher's recommendation as follows regarding acknowledgement of Council in the history book commissioned by Council and authored by Richard Martin**
  - a. The words 'Burke Shire Council' will not appear on the front cover of the book; and**
  - b. In addition to the author's acknowledgment of Council in the Preface, the following wording will appear on the first page of the open book, 'The author and the publisher acknowledge the support of Burke Shire Council in the publication of this book.'**

**Moved:** Cr Camp

**Seconded:** Cr Yanner

**Carried 181115.07 3/0**

## 09. Works, Services and Finance Reports

### 09.03.02 Building Our Regions - categorisation

---

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Sharon Daishe, CEO
PREPARED BY:	Philip Keirle, Executive Manager Strategic Projects
DATE REPORT PREPARED:	9 November 2018
LINK TO COUNCIL PLAN/S:	NA

---

#### 1. PURPOSE

Council is currently eligible for funding under the “Royalties for Resource Producing Communities” category of the Building Our Regions regional infrastructure program. The purpose of this report is to seek Council’s endorsement to make an application to the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) to transition out of this category and into the “Remote and Aboriginal and Torres Strait Islander Communities” category.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

Council is currently a member of the Royalties for Resource Producing Communities Fund. Councils in this category are:

Royalties for Resource Producing Communities		
Banana	Charters Towers	North Burnett
Barcaldine	Cloncurry	Quilpie
Bulloo	Isaac	Weipa Town Authority
Burke	Maranoa	Western Downs
Carpentaria	McKinlay	Whitsunday
Central Highlands	Mount Isa	

Councils in the Remote and Aboriginal and Torres Strait Islander Communities Fund are:

Remote and Aboriginal and Torres Strait Island Communities			
Aurukun	Diamantina	Mapoon	Richmond
Balonne	Doomadgee	Mornington	Torres
Barcoo	Etheridge	Murweh	Torres Strait Island
Blackall-Tambo	Flinders	Napranum	Winton
Boulia	Hope Vale	Northern Peninsula	Woorabinda
Cherbourg	Kowanyama	Palm Island	Wujal Wujal
Cook	Lockhart River	Paroo	Yarrabah
Croydon	Longreach	Pormpuraaw	

Council has received funding through Building Our Regions for the following projects:

- Burketown Wharf Pontoon Project
- Doomadgee to Burketown Fibre Optic Project
- Gregory Water Treatment Plant Solar Power Project

### 3. PROPOSAL

That Council applies to DSDMIP requesting a change of BOR categorisation from the Royalties for Resource Producing Communities (RRPC) category to the Remote and Aboriginal and Torres Strait Island Communities (RATSIC) category on the basis that:

- The co-contribution requirements under the RATSIC categorisation better reflect Council's short- to medium-term financial position;
- With continued categorisation as an RRPC Council, Burke will not be in a position to submit funding applications without depleting diminishing reserves, effectively denying Council access to a funding stream it might otherwise access;
- Infrastructure projects on Council's horizon fall comfortably within the quantum of funding available to RATSIC Councils (\$50,000 to \$1,000,000).

### 4. FINANCIAL & RESOURCE IMPLICATIONS

In the event that Council is able to transition from an RRPC Council to an RATSIC Council under the BOR program, then:

- The level of funding that Council would be able to access through the BOR would change from a range of \$250,000 (min) to \$5,000,000 (max) to a range of \$50,000 (min) to \$1,000,000 (max).
- Council's co-contribution requirements will change from the matched funding requirement of the RRPC category (50:50) to the unmatched funding of the RATSIC category.

## 5. RISK

Risk Type	What could happen	Possible consequence
Financial	<ul style="list-style-type: none"> <li>RRPC applications successful</li> </ul>	<ul style="list-style-type: none"> <li>Declining budgetary position due to co-contribution requirements</li> </ul>
Reputation	<ul style="list-style-type: none"> <li>Non-lodgment of applications by Council</li> </ul>	<ul style="list-style-type: none"> <li>Reputation with DSDMIP diminishes</li> </ul>
Economic Development & Liveability	<ul style="list-style-type: none"> <li>Non-lodgment of applications due to financial considerations</li> </ul>	<ul style="list-style-type: none"> <li>No or lesser investment in economic development / liveability projects</li> </ul>

## 6. POLICY &amp; LEGAL IMPLICATIONS

Please refer to the BOR Program Guidelines for full details of this funding program. Highlights include:

**Funding per category per round:**

1. Regional Capital Fund (\$34 million available in Round 4)
2. Royalties for Resource Producing Communities Fund (\$26 million available in Round 4)
3. Remote and Aboriginal and Torres Strait Islander Communities Fund (\$10 million available in Round 4).

**Funding guidelines for RRPC Councils:**

- How much: under the Royalties for Resource Producing Communities Fund, eligible local governments can apply for funding of \$250,000 up to a maximum of \$5 million per project.
- Co-contribution: LG + partners must come up with 50% of project costs

**Funding guidelines for RATSIC Councils**

- How much: under the Remote and Aboriginal and Torres Strait Islander Communities Fund, eligible local governments can apply for funding of \$50,000 up to a maximum of \$1 million per project.
- Co-contribution: While financial co-contributions are not mandatory under the Remote and Aboriginal and Torres Strait Islander Communities Fund, project applications that include evidence of confirmed financial co-contributions will be assessed more favourably.

**Examples of eligible projects**

- commercial / industrial precincts
- infrastructure supporting tourism development
- water, sewage/wastewater, and waste infrastructure projects where there is a direct economic benefit to an industrial, commercial or tourism development
- alternative / renewable energy
- airports
- logistics / transportation hubs
- marine infrastructure.

**Ineligible projects:**

- projects (including pre-construction activities) that are intended to commence prior to official notification of funding approval
- road and bridge projects (including causeways and floodways)
- water treatment plants for general community needs
- water reservoirs for general community needs
- sewage/wastewater treatment plants for general community needs
- landfill facilities for general community needs
- water pumping stations and pipelines for general community needs
- sewage or wastewater pumping stations and pipelines for general community needs
- feasibility and planning studies
- mapping
- projects that will primarily benefit a single private sector commercial operator
- projects that are intended to enable the local government to operate a business in competition with the private sector in that local government area
- state infrastructure projects that would usually be funded through the normal business of Queensland Government agencies
- multiple projects that are not interdependent but have been submitted in a single application e.g. upgrading airports in two separate communities. [Note: the entire application will be deemed ineligible.]
- projects that have approved funding from an earlier round of Building our Regions or Royalties for the Regions. [Note: applications for subsequent stages of a previously funded project would potentially be eligible.]

**7. CRITICAL DATES & IMPLICATIONS**

Any application to transition from one category to another should be made prior to the release of BOR Round 5. Accordingly, now would be an appropriate time to make an application to the Department.

**8. CONSULTATION**

Consultation has taken place:

- Internally: EMT
- Externally: DSDMIP

**9. CONCLUSION**

Given the nature of infrastructure projects on Council's horizon, along with Council's current budgetary position and mining-based rates revenue, it would be more appropriate for Council to sit within the Remote and Aboriginal and Torres Strait Island Communities Fund category for the purposes of the Building Our Regions program.

**10. OFFICER'S RECOMMENDATION**

1. That Council note the contents of the report; and
2. That Council submits a request to the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) to change Council's existing categorisation under the Building our Regions program from a "Royalties for Resource Producing Communities Fund" Council to a "Remote and Aboriginal and Torres Strait Island Communities Fund" Council.

**09.03.02 Building Our Regions - categorisation**

1. That Council note the contents of the report; and
2. That Council defer the matter to the December 2018 Council meeting.

**Moved:** Cr Camp

**Seconded:** Cr Clarke

**Carried 181115.08 3/0**

**Attendance**

Mark Poynter left the meeting at 12.06pm.

## 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) (e, f and h)*.**

**(e) contracts proposed to be made by it;**

**(f) starting or defending legal proceedings involving the local government;**

**(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 12.07pm.**

**Moved: Cr Yanner**

**Seconded: Cr Clarke**

**Carried 181115.09 3/0**

### Attendance

Mark Poynter entered the meeting at 12.08pm.

Sharon Daishe left the meeting from 12.08pm to 12.11pm.

### 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 12.23pm.**

**Moved: Cr Yanner**

**Seconded: Cr Clarke**

**Carried 181115.10 3/0**

### 10.01 Closed Session Report - Konka & Pendine Native Title Claims

- 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)(f) (legal proceedings) and that the document remain confidential unless council decides otherwise by resolution; and**
- 2. That Council note the contents of the report; and**
- 3. That Council, in accordance with Item 35 of the agreed timetable, resolves to advise the State of Queensland that the terms of the Section 87 Agreement and draft Determination are agreed in principle by Burke Shire Council.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 181115.11 3/0**



## 10.02 Closed Session Report – Burketown Wharf Native Title Agreement

- 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)(f) and (h) and that the document remain confidential unless council decides otherwise by resolution; and;**
- 2. That Council notes the contents of the report;**
- 3. That Council repeals resolution 181018.09 and determines not to progress the proposed Native Title Agreement and continues to address the impact of the Burketown Wharf Upgrade on Native Title rights and interests by way of an Indigenous Land Use Agreement (ILUA), as per resolution 170119.12.**

**Moved: Cr Clarke**

**Seconded: Cr Yanner**

**Carried 181115.12 3/0**

## 10.03 Closed Session – Burketown STP Upgrade Project

- 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)(e) – “contracts proposed to be made” – and that the document remain confidential unless council decides otherwise by resolution; and**
- 2. That Council note the contents of the report; and**
- 3. That Council determines not to progress with any of the tenders submitted pursuant to RFT 2018-05 BKT STP Upgrade Project and notifies each tenderer of this decision.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 181115.13 3/0**

## Adjournment

That Council adjourned the meeting for lunch from 12.27pm to 1.26pm; all were present at resumption except Simbarashe Chimpaka.

## Attendance

Ross Higgins entered from 1.40pm to 1.45pm.

## 11. Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, CEO
DATE REPORT PREPARED:	14 November 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

---

#### 1. REPORT - CURRENT MONTH

Between October and November a number of key staff have either departed or given notice including works manager, executive manager works and infrastructure, executive manager corporate and community services, human resource and workforce development coordinator, and CEO.

The CEO has subsequently concentrated on recruitment activity. Work is necessarily limited to dealing with immediate priorities. We anticipate re-stabilising with new personnel arriving in the lead up to the Christmas break and early January.

Recruitment updates have been provided in real time to councilors.

A shortened version of the CEO report is provided.

Activity	Description	Report for October 2018
Annual report	Refer register of gov instruments	Provided to Auditor for review
Conferences & strategic engagement	Attend key meetings, and submit agenda papers on regional issues	LGAQ – last minute withdrawal due to need for presence in Burketown
CRRH Student Nurse accommodation	Finalise lease of land on Firefly St to James Cook University for student nurse accommodation to enable construction to commence	Lease (signed at Preston Law Fri 05 October) - sent for registration
Delegations CEO to officers	Requires major review - begin with focus areas	Rental tenancies & NHVL - defer
Executive performance review	Finalise project to harmonise executive performance review; participate in CEO annual performance review; conduct annual performance review with direct reports	LGAQ - consultant attended Burketown to commence project

Activity	Description	Report for October 2018
Internal Audit Plan	17-18: finalise and develop implementation plan with relevant staff 18-19: update 3-year plan (determine focus for 18-19 as risk is to be deferred) and present to council	Internal audit will be deferred due to executive staff turnover. Need to implement 16-17 recos; finalise 17-18 report; and select 18-19 focus
IPR: Corporate Plan 2019-24	Council's corporate plan is in the last year of its operation. Next 5 year plan to developed in consultation with community to be effective 01 July 2019	Consultation workshops scheduled however focus was diverted
IPR: Operational Plan	18-19: monitor progress and report quarterly	18-19: Q1 Report presented to Council
Local Disaster Management Plan	LDMG to meet at least twice per annum, and as required to respond to emergencies. Plan to be reviewed annually.	LDMG meeting and annual exercise - deferred to 14 Nov at request of QFES
NWQ ROC, RRTG & CEO Forum	ROC & RRTG: submit papers on regional matters; attend monthly teleconference and quarterly meetings. NWQ CEO Forum: provide secretariat and attend quarterly meetings (handover 2019 to Richmond)	ROC TC
Shared services	Monitor operation of shared services and seek new opportunities	Meetings not held due to change of CEO at Doomadgee
Training & development	Participate in leadership development	Council & EMT leadership program

## 2. PLANNED – NEXT MONTH

Activity	Description	Planned for November 2018
Annual report	Refer register of gov instruments	Present to council for adoption
Auditor General's observation report	Mayor to table report at the next ordinary meeting after receipt (usually Nov meeting) LGR s213	Mayor table AG report with Mayoral report
Conferences & strategic engagement	Attend key meetings, and submit agenda papers on regional issues	<del>NWMP BNB</del> (cancelled)

Activity	Description	Planned for November 2018
CRRH Student Nurse accommodation	Finalise lease of land on Firefly St to James Cook University for student nurse accommodation to enable construction to commence	Construction due to commence - delayed (CRRH)
Delegations CEO to officers	Requires major review - begin with focus areas	Rental tenancies & NHVL
Internal Audit Plan	17-18: finalise and develop implementation plan with relevant staff 18-19: update 3-year plan (determine focus for 18-19 as risk is to be deferred) and present to council	18-19 audit: update internal audit plan and present to council (defer due to staffing)
IPR: Corporate Plan 2019-24	Council's corporate plan is in the last year of its operation. Next 5 year plan to developed in consultation with community to be effective 01 July 2019	2nd community consultation (focus on community issues)
Local Disaster Management Plan	LDMG to meet at least twice per annum, and as required to respond to emergencies. Plan to be reviewed annually.	LDMG meeting and annual exercise - scheduled for 14 Nov
NWQ ROC, RRTG & CEO Forum	ROC & RRTG: submit papers on regional matters; attend monthly teleconference and quarterly meetings. NWQ CEO Forum: provide secretariat and attend quarterly meetings (handover 2019 to Richmond)	CEO Form Mt Isa ROC & RRTG Brisbane (not attending)
Shared services	Monitor operation of shared services and seek new opportunities	Annual meeting Cairns – deferred

### 3. OFFICER'S RECOMMENDATION

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

#### 11.01 Chief Executive Officer Report

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

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 181115.14 3/0**

## 11.02 Adoption of Burke Shire Council Annual Report 2017-18

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, CEO
DATE REPORT PREPARED:	03 November 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan – Corporate Planning Framework

---

### 1. PURPOSE

To adopt Burke Shire Council's annual report for the financial year ended 30 June 2018.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The annual report for the financial year has been prepared for consideration in accordance with the relevant legislative provisions. The report documents Council's financial performance and operational progress for the financial year, presents reports from the Mayor and CEO, and includes background information about Burke Shire and its councillors.

Overall, the annual report for 2017-18 presents an unqualified audit result along with operational progress and success despite an environment of constrained resources.

### 3. PROPOSAL

It is proposed that Council adopts the Burke Shire Council annual report as prepared in accordance with Division 3 of the Local Government Regulation 2012 and section 201 of the *Local Government Act 2009*, for the financial year ended 30 June 2018.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council prepares the annual financial report internally. There is no budget allocation for printing as the report is publicly available for viewing on the website after adoption.

### 5. POLICY & LEGAL IMPLICATIONS

Instrument	Detail	Comment
Corporate Plan 2014-2019 Operational Plan for reporting year	Corporate Planning Framework	The annual report is a key record of Council's performance for the year against the operational plan and the budget.

Instrument	Detail	Comment
Local Government Regulation 2012 Division 3 Annual Report	<p>182 Preparation of annual report</p> <p>(1) A local government must prepare an annual report for each financial year.</p> <p>(2) The local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.</p> <p>(3) However, the Minister may, by notice to the local government, extend the time by which the annual report must be adopted.</p> <p>(4) The local government must publish its annual report on its website within 2 weeks of adopting the annual report.</p>	<p>Division 3 explains what an annual report for a local government must contain including particulars relating to:</p> <ul style="list-style-type: none"> <li>▪ Financial statements (s183)</li> <li>▪ Community financial report (s184)</li> <li>▪ Particular resolutions (s185)</li> <li>▪ Councillor information (s186)</li> <li>▪ Administrative action complaints (s187)</li> <li>▪ Overseas travel (s188)</li> <li>▪ Expenditure on grants to community orgs (s189)</li> <li>▪ Other contents eg: progress towards the outcomes of the corporate and operational plans; internal audit report; registers; concessions for rates and charges; invitations to change tenders etc. (s190)</li> </ul>
<i>Local Government Act 2009</i>	Section 201 requires that the annual report of a local government must also detail certain particulars relating to remuneration of senior management.	Remuneration must be detailed in incremental bands; and the exact salary of any employee is not separately stated.
Australian Accounting Standard ASA 720 'Other information'	Annual report finalisation and auditing standard – auditor to consider the final version of the annual report before it is tabled.	The aim is to avoid misalignment between the annual report prepared by management and the audited financial report in order to avoid material inconsistencies that could reduce reader confidence, and affect credibility of management and auditor.

## 6. CRITICAL DATES & IMPLICATIONS

The local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.

- The auditor general gave this report on 16 October 2018

- Council must adopt the annual report no later than 15 November 2018

7. CONSULTATION

- The chief executive officer and executive manager finance prepared the annual report with input from the Mayor and other executives.
- The auditor reviewed the final version in accordance with the revised provisions of Australian Accounting Standard (ASA) 720 Other Information.

8. CONCLUSION

The annual report is presented for adoption by Council, including an unqualified audit opinion.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That in accordance with section 182 (1) and (2) of the Local Government Regulation, Council adopts the Burke Shire Council annual report as presented for the financial year ended 30 June 2018; and
3. That the annual report so adopted will be published on Council's website within 2 weeks of this decision, in accordance with section 182 (4) of the Local Government Regulation 2012.

**11.02 Adoption of Burke Shire Council Annual Report 2017-18**

- 1. That Council note the contents of the report; and**
- 2. That in accordance with section 182 (1) and (2) of the Local Government Regulation, Council adopts the Burke Shire Council annual report as presented for the financial year ended 30 June 2018; and**
- 3. That the annual report so adopted will be published on Council's website within 2 weeks of this decision, in accordance with section 182 (4) of the Local Government Regulation 2012.**

**Moved: Cr Yanner**

**Seconded: Cr Clarke**

**Carried 181115.15 3/0**

Adjournment

Council adjourned the meeting for Marjun Gamueda's Australian Citizenship Ceremony from 1.51pm to 2.33pm; all were present at resumption including Ross Higgins and with the exception of Mark Poynter.

Attendance

Madison Marshall left the meeting from 3.01pm to 3.04pm.

Cr Yanner left the meeting from 3.07pm to 3.13pm.

Adjournment

Council adjourned the meeting from 3.07pm to 3.13pm due to not having a quorum.

## Attendance

Cr Clarke left the meeting from 3.14pm to 3.25pm.

## Adjournment

Council adjourned the meeting from 3.14pm to 3.25pm due to not having a quorum.

## 12. Corporate and Community Services

### 12.01 Proposed Shed Development at Anthony Street, Burketown

---

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Ross Higgins, Acting Executive Manager, Corporate and Community Services
DATE REPORT PREPARED:	14 November 2018
LINK TO COUNCIL PLAN/S:	Planning Scheme and Operational Plan

---

#### 1. PURPOSE

The purpose of this report is to advise Council on the background of the proposed shed development in Anthony Street Burketown.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The original intent by the owner was to build this shed on an allotment at 52 Musgrave Street (Lot 180/B1364) believing that the allotment was only 1 allotment. However the allotment was in fact 2 allotments with the one at the rear actually fronting Anthony Street (Lot 190/B1364). Therefore a change was requested to build the shed and a future residential house on the Anthony Street Allotment.

A report has been provided by Council's Town Planner Liz Taylor which provides the background and chronology on this matter. Her report is as follows:

*The background and chronology to the Musgrave St, now Anthony Street, shed is as follows:*

- *Wednesday 10 October 2018 -GMA Certification (Dan Hegemann) approached Council about wanting to issue a Building Permit for a proposed shed at 52 Musgrave St Burketown and issues with the Planning Scheme (Table of assessment made it Code assessable). He was referred to me and I advised him a shed could not establish on a lot in the Town Zone if there was no house on the lot, as a shed is ancillary to a dwelling house and if it is a stand- alone shed it is not residential it is a storage shed (industrial).*
- *Thursday 11 October 2018 – GMA Certification (Rebekah Mulligan) emailed justification to Council for approval of the shed. I rang and explained to Rebekah that Council has ongoing problems with people living in sheds and converting sheds to houses, what was the shed to be used for and when was a house to be built? I stated Council would probably be prepared*



*to look at a way forward without a planning approval but it required further consideration as Council cannot be exposed to liability or non-compliance with its own Planning Scheme.*

- Monday 15 October 2018 – GMA Certification (Patrick Clifton) rang me to discuss the shed and suggested a way forward that would allow GMA to lawfully approve the shed. I agreed with his proposal and asked him to put it in an email and I would discuss it with Council (Ferne Clarke) and get a response back ASAP.*
- Monday 22 October 2018 – Patrick Clifton rang chasing a reply. I rang Council and spoke to Ferne Clarke and she replied with confirmation.*
- Friday 26 October 2018 – GMA Certification (Rebekah Mulligan) emailed myself and Ferne to say the lot had changed and providing a site plan for an adjoining lot in Anthony Street. I emailed Ferne and said the site plan was no good and asked her to leave it with me to sort out. I rang Rebekah Mulligan and stated the house has to address the street and be setback 6 metres and the shed had to be set back from the front alignment of the house. Rebekah further advised that the lot had another street frontage and that resulted in a 6 metre setback to both streets required under the Planning Scheme, which was problematic. I stated that I was sure Council would accept a 3 metre setback from the other street and a siting dispensation could/would be given. Once the site plan and siting are sorted we would proceed in accordance with the agreed way forward Clifton/Taylor/Clarke 22 October 2018.*
- A new site plan for the Anthony Street site (Lot 190 B1364) was provided by GMA certification by email dated 7 November 2018;*
- A request for a siting dispensation for the Anthony Street lot was lodged by GMA Certification email with Council on 6 November 2018 and provided to me on 12 November 2018. I replied to that email on 12 November 2018 and provided Ross Higgins with a recommended Council resolution approving the siting dispensation for the Anthony Street lot.*
- Once the siting dispensation is approved by Council (or senior Council officer under delegation) GMA certification can issue a preliminary approval for the future dwelling house and a building permit for the shed.*

#### **EA TAYLOR**

#### **TOWN PLANNER**

The proposal put forward by GMA (as noted in the third dot point), recommended by Liz Taylor and approved by the EMCCS at the time was as follows:

**Email from Patrick Clifton, Town Planning Manager, GMA Certification Group dated 15 October 2018.**

*Dear Liz,*

*Further to our conversation earlier today please find attached plans of the proposed shed at Musgrave Street, Burketown.*

*It is understood that the applicants are in the process of obtaining approval for the development of a dwelling house on another residential allotment in Burketown. However, that parcel of land is not large enough for them to also construct a shed to store their caravan and other effects in. Consequently, they are proposing to build a shed on this site for the purpose of storing their caravan and other personal effects.*

*Under the Burke Shire Planning Scheme, where a shed is constructed as a residential outbuilding, ancillary to a dwelling house, the shed is accepted development and does not require planning approval. However, the development of a shed on the site, as a standalone development, requires the approval of an application for material change of use of premises, subject to code assessment, for the purpose of a storage use.*

*In order to provide for the grant of a Development Permit for building works to provide for the proposed shed, it is proposed to take a stage approach and provide a preliminary approval for a dwelling house and a development permit for the construction of the shed. It is our view that this provides for the lawful issue of a building approval for the proposed shed.*

*In the event that a dwelling house is not constructed, the structure would remain lawful; however, the shed would not have any lawful use rights post the end of the currency period of the preliminary approval. Council could then chose to take enforcement action if considered appropriate. I understand that the erection of sheds is not a concern for council but the concept of 'living in a shed' without the appropriate certificate of classification is a concern. On that basis the Council are unlikely to take enforcement action for as long as the shed remains uninhabited. Should the shed be occupied for residential purposes without the appropriate certificate of classification for a dwelling, the Council are likely to take enforcement action.*

*As discussed, Council are the authority for the issue of plumbing approvals. Any applications for plumbing works would need to be approved by Council and, in such an event, the Council would be made aware that improvements were being made that could make the shed habitable. In such an instance Council would be able to inspect the premises and form a view to take enforcement action or not.*

*In this instance, we are advised that there is no intention to live in the shed or make it habitable and the applicant is aware that should they decide not proceed with the construction of a house that a material change of use would be necessary to retain the lawful use of the shed for storage.*

*I trust that this is an acceptable approach and if could provide confirmation that you agree it would be greatly appreciated.*

*Kind regards*

### 3. PROPOSAL

All official contact with Council on this matter has been by GMA Certification (on behalf of owners) to allow them to issue a building certification to enable the shed to be constructed. With the latest changes proposed and as per the attached site plan, there is a requirement for Council to approve a siting dispensation for the proposed future dwelling on the allotment.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications relating to this proposal.

### 5. RISK

The risk with this matter is that the applicants might endeavour to reside in the shed in contravention of Council's Planning Scheme however there are sufficient factors in place for this to be checked by Council.

### 6. POLICY & LEGAL IMPLICATIONS

Burke Shire Council Planning Scheme

### 7. CRITICAL DATES & IMPLICATIONS

There are no critical dates however the approval is required by the certifier to allow the construction of the shed to commence as soon as possible.

**8. CONSULTATION**

Consultation with Council Town Planner Liz Taylor

Liz Taylor has also been in consultation with GMA Certification and previous Executive Manager, Corporate and Community Services

**9. CONCLUSION**

This is an operation Council Planning Scheme matter that is requiring a siting dispensation to allow future buildings on Lot 190/B1364 in Anthony Street, Burketown

**10. OFFICER'S RECOMMENDATION**

1. That Council note the contents of the report; and
2. That Council resolve to approve the requested siting dispensation lodged by GMA Certification for Lot 190 B1364, located at Anthony Street Burketown, to allow a future dwelling house (Class 1- 75m2) to be setback a minimum of 3 metres from the unnamed road frontage and 6 metres from the Anthony Street frontage and the shed (Class 10- 82m2) to be sited 7 metres from the Anthony Street frontage and 1.5 metres from the side boundary, in accordance with the submitted site plan.

**12.01 Proposed Shed Development at Anthony Street, Burketown**

1. That Council note the contents of the report; and
2. That Council defer the matter to the December 2018 Council meeting.

Moved: Cr Camp

Seconded: Cr Clarke

Carried 181115.16 3/0

## 12.02 Proposed Commercial Development, corner of Beames and Gregory Street Burketown, Being Lot 307 B1361

---

DEPARTMENT:	Office of Corporate & Community Services
RESPONSIBLE OFFICER:	Ross Higgins, Acting EMCCS
DATE REPORT PREPARED:	13 November 2018
LINK TO COUNCIL PLAN/S:	Operational Plan

---

### 1. PURPOSE

The following information report from Town Planner Liz Taylor is provided to up-date Council on where this proposed commercial development is at.

### 2. BACKGROUND

By email dated 13 May 2018 building designer Gary Jeffries lodged with Council a cover letter and associated drawings on behalf of Geoff Darrach and Leah Mitchell, relating to a proposed commercial development on the corner of Beames Street and Gregory Street Burketown.

Gary Jeffries email was forwarded to me on 26 June 2018, seeking my advice regarding the proposed Building application. I responded to Council by email dated 26 June 2018 advising the planning issues associated with the proposed development which basically required a code assessable planning application to be made before a Building permit could be issued. I also outlined car parking and landscaping requirements and the need for cars to exit the site in forward gear, in compliance with the Planning Scheme.

Council emailed Gary Jeffries extracts from my email outlining the town planning advice on 29 June 2018 and advised Gary to contact me if further clarification or information was required. Gary Jeffries has not contacted me about this matter.

The land owner, Geoff Darrach, contacted me by telephone on or about 26 October 2018 and I explained the current planning requirements but suggested to him that Council can consider minimal car parking requirements on the basis of encouraging development in the town. In that regard I said he should lodge his planning application and make a case for minimal car parking but provide as many car parking spaces on the site that he could, perhaps two or three, that could be used by the caretaker and staff of the shops. I also advised him that he could offer to line mark car parking to the frontage of the new shops and suggested that Council may consider compacted hard stand and coppers logs to delineate the car parking on site, to reduced cost of the development. I advised him that Council could do nothing until an application was lodged and that as Councils planner I could and would recommend minimal car parking but it was up to Council to make the final determination.

By email dated 8 November 2018 a further request from a different building certifier was lodged with Council regarding Lot 307 asking if a house was self-assessable development. By email dated 09 November 2018 I replied to that email advising that a Code assessable planning application was required and that any questions regarding State mapping overlays needed to be directed to the State.

### 3. TOWN PLANNING ISSUES

Under the Planning Scheme and the Town zone- Business preferred use area, a Business land-use (Shop) with an ancillary Caretaker's residence is code assessable development, if involving a new building.

The proposed development provides for a Caretaker's residence (area 120m<sup>2</sup>) and Shops -bakery, butchery and tackle and bait (area 270m<sup>2</sup> of shops and 75m<sup>2</sup> of outdoor seating area – total = 345m<sup>2</sup>) on the site but made no provision for any car parking or landscaping on the site, required under Section 4.11 of the Town Zone Code.

### 4. IN SUMMARY

If a Code assessable Planning Application had been lodged with Council shortly after the 29 June 2018 advice had been provided to Gary Jefferies and the land owner the Application would have been tabled at the 19 July 2018 Council meeting and the Building Permit could have been issued and the development commenced.

If a Code assessable Planning Application is lodged with Council shortly it can be tabled at the December 2018 Council meeting.

Liz Taylor  
Town Planner  
12 November, 2018

Therefore from a Council perspective, it should be noted that all that is required is for Geoff Darrach and Leah Mitchell to actually submit a Code Assessable Planning Application with the suggestions made by Liz Taylor. This can then be assessed by Liz Taylor who will provide a recommendation for consideration at the next Council meeting.

### 5. RECOMMENDATION

Council notes the information report on the proposed commercial development at the corner of Beames and Gregory Streets Burketown.

#### **12.02 Proposed Commercial Development, corner of Beames and Gregory Street Burketown, Being Lot 307 B1361**

**Council notes the information report on the proposed commercial development at the corner of Beames and Gregory Streets Burketown.**

**Moved: Cr Yanner**

**Seconded: Cr Camp**

**Carried 181115.17 3/0**

### 13. Mayoral Report

I attended the following:

- LGAQ Conference in Brisbane with Philip Keirle and Cr Poole. We also met with Minister Hinchliffe to discuss remote area home ownership and housing in general.
- LDMG meeting and training exercise with LDMG group members
- Corporate Planning Meetings – Burketown and Gregory
- Meeting with EMT and Councillors – Corporate Plan Workshops
- NWROC Teleconference – whilst travelling back from LGAQ conference with Cr Poole – discussing upcoming meetings and lobbying trip to Canberra to present election platform document

GSD

- Management committee meetings

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

**Moved: Cr Clarke**

**Seconded: Cr Yanner**

**Carried 181115.18 3/0**

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

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

- **Disposal of Mitsubishi Rosa Bus**

**Moved: Cr Camp**

**Seconded: Cr Clarke**

**Carried 181115.19 3/0**

#### 15.01 Disposal of Mitsubishi Rosa Bus

- 1. That Council note the contents of the report; and**
- 2. That Council resolve to accept the tender of \$100.00 provided by Mougibi Housing Co-operative Society Pty Ltd for the purchase of the Mitsubishi Rosa Bus 917 IOF and the bus be made available to them on an “as is where is” basis following payment being received by Council.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 181115.20 3/0**

## 14. Councillor Reports

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

**Moved: Cr Camp**

**Seconded: Cr Clarke**

**Carried 181115.21 3/0**

## 17. Closure of meeting

**The Chair declared the meeting closed at 3.57pm.**

I hereby certify that these pages numbered 1 to 63 – constitute  
the Confirmed minutes of the Ordinary Council Meeting of Burke  
Shire Council held on Thursday 15 November 2018.

Mayor Cr Ernie Camp .....