

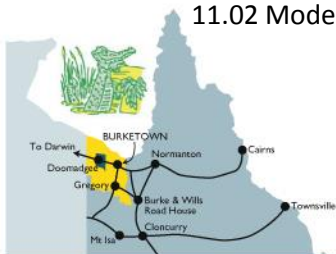


Phone: 07 4745 5100
Fax: 07 4745 5181
office@burke.qld.gov.au

Musgrave Street Burketown
PO Box 90
BURKETOWN QLD 4830

Confirmed Minutes Burke Shire Council Ordinary General Meeting Thursday 13 December 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 15 November 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
09.02.01 Finance Monthly Update Report	14
09.03.01 Strategic Projects Reports.....	29
09.03.02 Building Our Regions - categorisation.....	38
10. Closed Session Reports	43
10.01 Closed Session Report – Burketown Wharf Native Title Agreement.....	43
10.02 Closed Session Report – Acting Chief Executive Officer	44
10.03 Closed Session Report – Shared Services.....	44
11. Chief Executive Officer Reports	45
11.01 Chief Executive Officer Report.....	45
11.02 Model Meeting Procedures	50



12. Corporate and Community Services	51
12.01 Executive Manager Corporate and Community Services Report	51
12.02 Proposed Shed Development at Anthony Street, Burketown	54
13. Mayoral Report	56
14. Councillor Reports.....	56
13. Mayoral Report	56
13.02 LGR s213 Presentation of auditor-general's observation report.....	56
15. New business of an urgent nature admitted by Council	56
15.01 Gulf Savannah Development – Nomination for Chair	57
16. Deputations and presentation scheduled for meeting	57
17. Closure of meeting.....	57

01. Opening of Meeting

The Chair declared the meeting open at 9.12am.

02. Record of Attendance

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

Sharon Daishe; Chief Executive Officer
Peter West; Relief Executive Manager Works and Infrastructure
Philip Keirle; Executive Manager Strategic Projects
Madison Marshall; Executive Assistant (Minutes)

On Leave Simbarashe Chimpaka; Executive Manager Finance

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:

- **Philip Keirle, Executive Manager Strategic Projects (EMSP)**

Moved: Cr Camp

Seconded: Cr Yanner

Carried 181213.01 5/0

03. Prayer

Cr Murray led Council in prayer.

04. Consideration of applications for leave of absence

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

05. Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 15 November 2018

That the Minutes of the General Meeting of Council held on Thursday 15 November 2018 as presented be confirmed by Council.

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 181213.02 5/0

06. Condolences

Council notes the passing of Donald Macintyre and expresses their condolences to the family

07. Declaration of Interests

No declarations of interest 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 noted for the meeting.

09. Works, Services and Finance Reports

09.01.01 Works and Services Monthly Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Peter West; Relief EMWI
DATE REPORT PREPARED:	06 December 2018
LINK TO COUNCIL PLAN/S:	Works Program 5 Year Road Program

1. PROJECTS

Capital Projects Roads

Road Name	Funding Source	% Complete	Comment
Various Roads	2018 NDRRA - Submission 1	0%	Compliance and VfM queries have been finalised with QRA throughout November. Anticipate final formal approval mid-December which will allow the construction packages to be finalised and audited for tenders to be released mid-Jan 2019.
Various Roads	2018 NDRRA - Submission 2	0%	Compliance and VfM queries have been finalised with QRA throughout November. Anticipate final formal approval mid-December which will allow the construction packages to be finalised and audited for tenders to be released mid-Jan 2019.
Various Roads	2018 NDRRA - Submission 3	0%	Awaiting final comments from QRA.
Nugaburra Road	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019.
Morella Road	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019.
Floraville Road	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019. Scope includes two sites which require concrete works and will be completed under a RFQ.
Doomadgee East Road	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019.

Road Name	Funding Source	% Complete	Comment
Doomadgee East Road	2018/19 ATSI TIDS	0%	Procurement of rock supply has commenced with a quote supplied by QCrush. Scheduled for completion prior to 30 June 2019.
Five Mile Road	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019.
Escott Road	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019.
Firefly Street	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019.
Burke Street	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019.
Gregory Lawn Hill Road	2018/19 TIDS	0%	Sealing works scheduled for completion prior to 30 June 2019. Possible option to change scope to base layer preparation to work with sealing funding in 2019/20 FY to allow sealing works to be completed later in the year under a single mobilisation.
Gregory Lawn Hill Road	2019/20 TIDS & R2R	0%	Sealing works scheduled for completion during the 2019 construction season in conjunction with other works on Gregory Lawn Hill Road.
Gregory Lawn Hill Road	2019/20 TIDS & R2R	0%	Resheeting works scheduled for completion during the 2019 construction season in conjunction with other works on Gregory Lawn Hill Road.
Gregory Lawn Hill Road	2019/20 TIDS & R2R	0%	Archie/Dinner Creek floodway improvements. Design to be completed early 2019 pending survey availability and construction completed during the 2019 construction season.
Various Roads (TBC)	2019/20 TIDS	0%	Sight distance improvements. Investigation for improvement locations currently underway. This work will be scheduled to coincide with dozer mobilisation for gravel stockpiling.

Road Name	Funding Source	% Complete	Comment
Doomadgee West Road	2017 NDRRA	75%	Scope at the southern end of the road to be completed in 2019 packaged with the 2018 NDRRA approved scope once received with separable portions to ensure the 2017 scope is completed by the June 2019 deadline.
Gregory Downs Camooweal Road	2018 RMPC	75%	Heavy formation grade has been completed on 5km of the works and 2km (out of 5km) gravel has been placed, compacted and trimmed. If weather permits the works crew to continue up to the Christmas break, the full 5km section of gravel should be placed. RMPC table drain works are now schedule for the beginning of 2019 on Wills Developmental Road.
Gregory Lawn Hill Road	2017 NDRRA	98%	Road works complete. One site remaining as part of the upcoming concreting RFQ to be completed prior to 30 June 2019.
Lawn Hill National Park Road	2017 NDRRA	98%	Road works complete. One site remaining as part of the upcoming concreting RFQ to be completed prior to 30 June 2019.
Doomadgee West Road	2018/19 TIDS & R2R	98%	Resheeting works scheduled for completion by 6th December 2018.
Bowthorn Road	2017 NDRRA	100%	
Riversleigh Road	2017 NDRRA	100%	
Doomadgee Lawn Hill Road	2017 NDRRA	100%	

2. CAPITAL PROJECTS MISCELLANEOUS

Project	Comment
Water Treatment Plant Upgrades Burketown	<p>Site visit from MBS Water – chemical dosing upgrades – Report to follow.</p> <p>QEE site visit for filter installation and SCADA assessment. currently building new filter skids. QEE will be back on site February 2019 to complete works.</p>

Project	Comment
Water Treatment Plant Upgrades Gregory	Site visit from MBS Water – chemical dosing upgrades – Report to follow. QEE site visit for filter media replacement and SCADA, back in February 2019.
Bunded Fuel Storage – Burketown and Gregory	Awaiting upgrade on computer recording system
Laydown Yard Burketown, Wills Development Road	
Waste Management Burketown and Gregory	Green Tec on site Monday 10 December 2018.
Gregory Airstrip	New container to be installed
Solar Lighting and CCTV Burketown Wharf	Assessment in progress
Waterwise reticulation and Burketown Oval	Total Eden are drawing up plans for the systems
Gregory Showgrounds Spectator Facility	Site visit with Councillor John Clarke and Engineering Staff on Monday

3. AIRPORT/REX SERVICES

- Gables onsite awaiting installation.
- Passed Airport Inspection.
- New container at Gregory Airport to be secured by Workshop staff.
- REX have forwarded Current list of BSC Staff qualified to maintain the services. We will be able to meet the service demands over the Christmas/New Year Period. Further training of staff has been identified and will be addressed in the coming year.

4. WORKSHOP AND FLEET

Scheduled Maintenance

Plant #	Description	Service x 1,000	Manhours
553	2wd	55	2
566	Ranger Landcruiser	110	2
567	WHOS Hilux	50K	2
584	Landcruiser Dual Cab	150	2

Plant #	Description	Service x 1,000	Manhours
586	Office Hilux	65 + new battery	2
587	Pad Foot Rolle4r	55 Hour	2
589	RMPC Truck	65+70 + fuel Filter	4
592	Water Truck	60	2
598	WM Hilux	60	2
599	EMWI Hilux	35 + battery	2
600	Workshop Truck	20	2
606	CEO Prado	5 + clean	2

Unscheduled Maintenance

Plant #	Description	Service	Manhours
469	Multi Tyred Roller	A/C Fan	4
480	Prime Mover	Multiple faults	16
522	140M Grader	A/c and faults	8
529	Ride on mower	Battery	2
554	Roadtrain	Hydraulic hoses, tyres	8
560	Pump Stand	Hoses and foot valves	4
583	950 K Loader	Fuel fault and greased	12
591	Gregory Hilux	Handbrake, door, brakes	3

Other

Description	Maintenance	Manhours	Comments
Hells Gate Camp	Demobilise	6	Start retrieval
Box culverts	paint	8	Ready to fit
Gregory Camp Upgrade	Help with labour	16	Assist with staff
River cameras	Get back online	8	Flood preparation
Whippers and mowers	Keep operational	10	Ongoing

Tender Updates

- Office Hiace bus – quotes received
- Sale of Rosa Bus – pending

Monthly Fuel Burn for Yellow Fleet

- 8,046 L

Plant Running Costs

- Revenue v Expenditure - 306.33% year to date
- Life Revenue v Life Expenditure - 24.03%

5. TOWN AND RURAL SERVICES

- Mowing - Morning Glory Park, Depot, Cemetery, Town streets, School Oval, Airport, Mougibi Oval, Rodeo Grounds. Council Units, CEO House, Vacant council houses, Durlga,
- Cleaning of all council buildings, public facilities and unoccupied council units and houses
- Cleaning position has been advertised).
- Daily pool cleaning
- Assisting with Rex when required.
- Morning Glory Park watering schedule is being monitored to optimise watering schedule
- Reintroduced 6.00am starts to avoid the afternoon heat.

6. WASTE MANAGEMENT

Green Tec will be in Burketown and Gregory on Monday 10 December 2018 to meet with Councillor John Clarke and Engineering staff to inspect Gregory and Burketown tips, Report to follow site visits.

7. WATER AND WASTE WATER

Burketown

- Monthly Reading

Previous Month	Current Month	Difference
October 14374 kl	13609 kl	-765 kl

- Daily Usage

	Daily Usage (Kilolitres)	Outflow To Town (Litres/Second)
Highest Daily Usage	643 kl	Avg 7.8 l/s
Lowest Daily Usage	190 kl	Avg 2.7 /s

Gregory

- Monthly Reading

Previous Month	Current Month	Difference
October 4172 kl	November 3596 kl	-576 kl

- Daily Usage

Note - Due to Scada not operating properly no daily usage figures available.

Water Treatment Plant Operation Summary

GREGORY

- We have had a Water Sample Failure at Gregory .This had to be reported to DNRME as it was an E-coli failure at one of the testing sites. We flushed the reticulation mains and tested for chlorine residual.
- Investigations into the incident found it to be a sampling error. Sample was contaminated at the sampling point.
- We resampled the water and tests proved clear. This Incident is still open as DNRME are waiting on December's water results to close the Incident. Further samples to be sent next week starting 10 December 2018 for analysis.
- MSB were on site to design the chemical dosing for the plant.
- Gregory staff had training in Jar testing for chemical dosing.

BURKETOWN

- Plant operating well.
- MBS water was onsite to design the chemical dosing for the plant. He also is designing the filter project which should be installed in February 2019 by QEE.
- The chlorine-generator system is operating efficiently.

Water Reticulation Summary

GREGORY

- We had an E-coli failure - see above
- Now that it is getting hotter we are expecting to use more water around town.

BURKETOWN

- Park sprinklers. P&G should be online to manage the operations shortly.

Gregory Contractor Camp Upgrade and Sewerage Installation

- Removal of the old Green toilets which included the Septic tanks- Concrete Slab – Water – Electricity and any other infrastructure inside and outside of buildings.
- Removed old tank stands and pipework.
- Re-established new water connection to Depot Toilets.
- Excavated new site for 2 x 10000ltr Septic holding tanks.
- Re-established new water line to public toilets as this was located in the middle of the excavation site.
- Installed new Tanks.

- Disconnected and removed old sewer line.
- Installed new sewer pipes from Holding Tanks to existing Public toilets and connected the toilets.

State-wide Water Information Management (SWIM)

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

Collection

- All Dump-ezy sites are being pumped when necessary as the tourist season has slowed down.

Treatment Plant

- Blivet operating well with no major issues.
- Upon inspections and maintenance of the sewer pump station pumps we have found 3 pumps that have issues with damages to their housing. Seeking quotes for various size pumps. Next financial year. New pumps have been ordered awaiting arrival.

8. OFFICER'S RECOMMENDATION

That Council note the contents of the works and services monthly report.

09.01.01 Works and Services Monthly Report

That Council note the contents of the works and services monthly report.

Moved: Cr Camp

Seconded: Cr Poole

Carried 181213.03 5/0

Attendance










Peter West left the meeting at 9.46am.

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	11 December 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	2,814,084	12,248,000	- 9,433,916	 23%
Total Operating Expenditure	7,065,236	18,912,000	- 11,846,764	 37%
Profit/Loss	- 4,251,152	- 6,664,000	- 10,915,152	 64%
Capital Income	446,024	3,241,000	- 2,794,976	 14%
Capital Expenditure	1,316,479	4,287,000	- 2,970,521	 31%
Cash & Cash Equivalents	6,625,275	6,828,215	- 202,940	 97%
Other Current Assets	1,073,118	1,796,374	- 723,256	 60%
Liabilities (Current)	2,278,518	821,989	1,456,529	 277%
Liabilities (Non Current)	643,996	661,379	- 17,383	 97%
Current Assets to Liabilities Ratio	3	6		

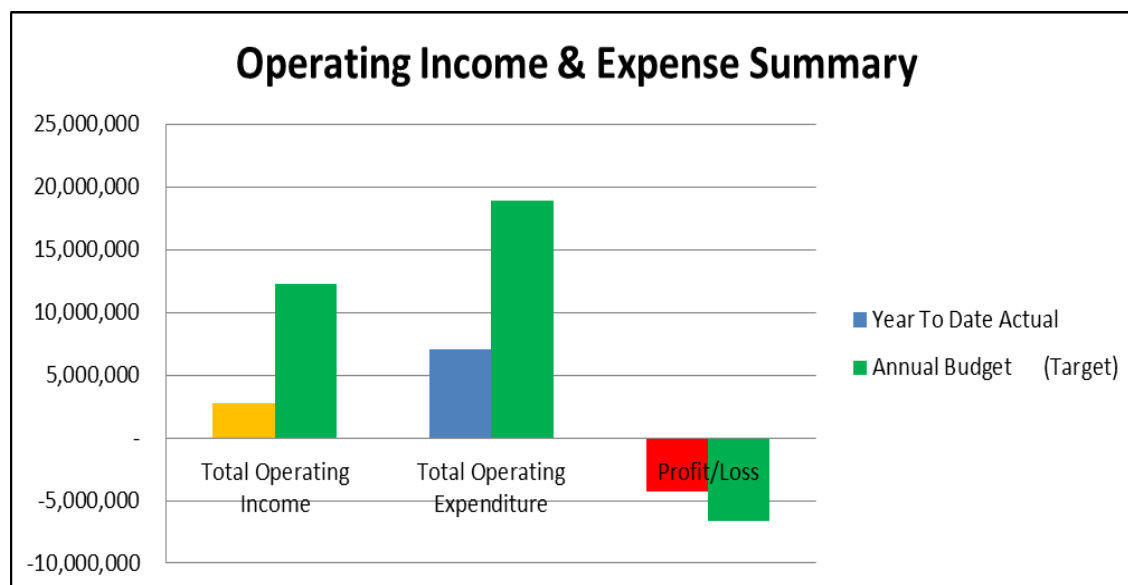
Council reported an operating loss of \$4, 2 million at the end of the reporting period (30 November 2018). Council's financial performance is in line with annual forecasts with the year to date operating deficit of \$4, 2 million sitting at 64% of the annual forecasted operating loss of \$6, 6 million.

Overall Operating income is below forecast sitting at 23% of total annual target/budget. Overall Operating expenditure is within budget sitting at 37% of annual target/budget.

Cash balances at the end of November sat at \$6,6 million dollars which is 97% of annual forecasted cash balance.

Current liabilities at the end of November were higher than annual forecast sitting at \$2million dollars, however this is a timing variance and not a permanent variance. Non current liabilities are on track with annual forecasts at \$634k or 97% of annual budget.

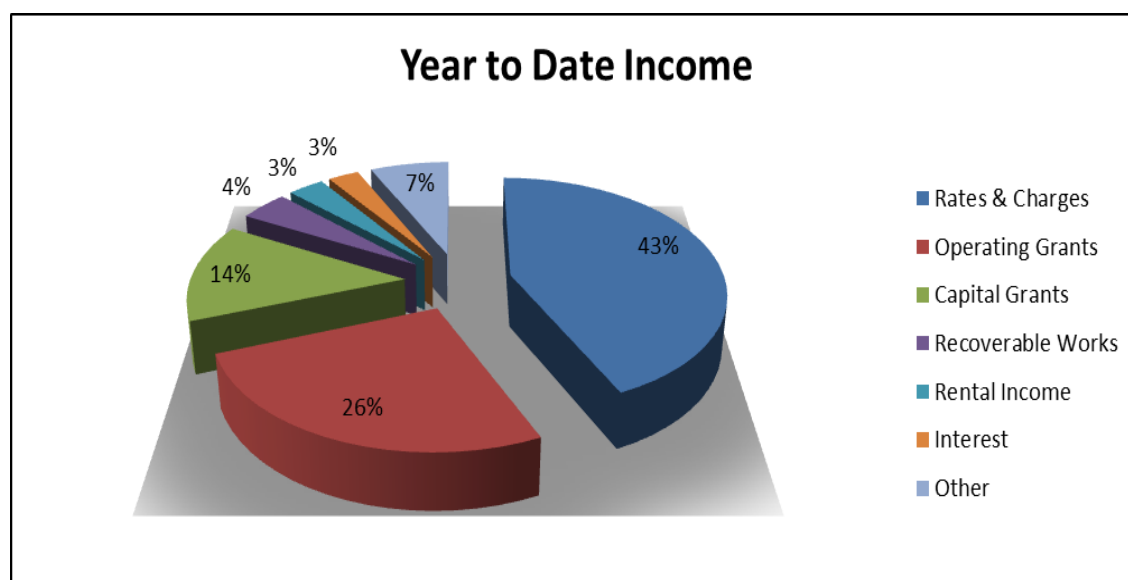
Overall cash and cash equivalents exceed current and non current liabilities reflecting sufficient capacity to offset short term obligations to employees and suppliers.



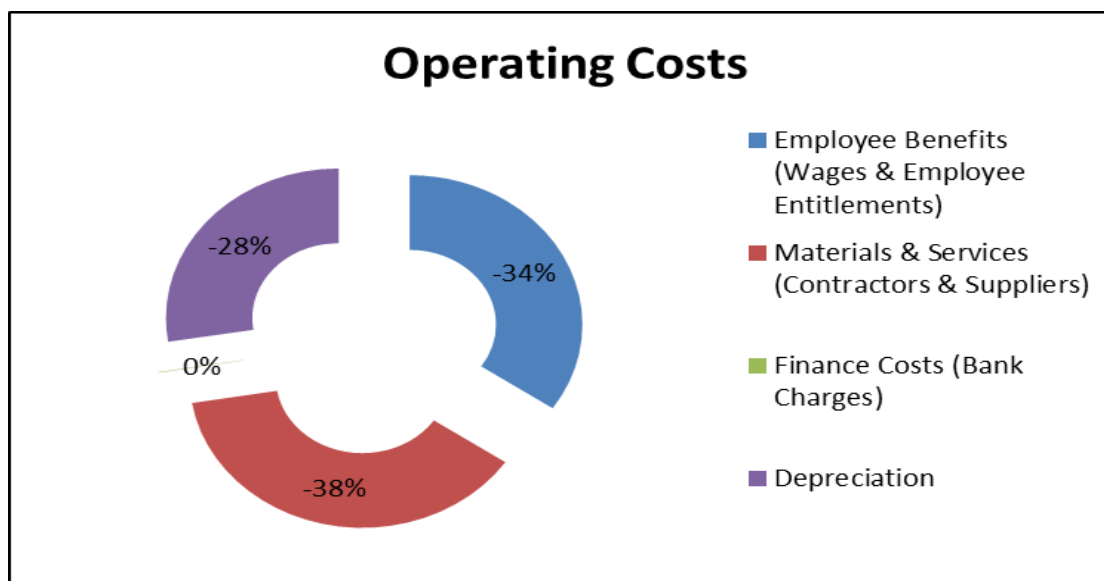
Overall capital Income increased from the previous month as council received its annual allocation under the roads to recovery program, visitor information center renewal and MIPP grants. Total capital income is below forecast sitting at 14% of annual target/budget. Overall capital expenditure is within budget sitting at 21% of annual target/budget.

Cash balances decreased to \$6.2 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.

43% 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 November sitting at 38% of total operating expenditure. This trend is consistent with budgetary assumptions.



Quarterly projections continue to 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.

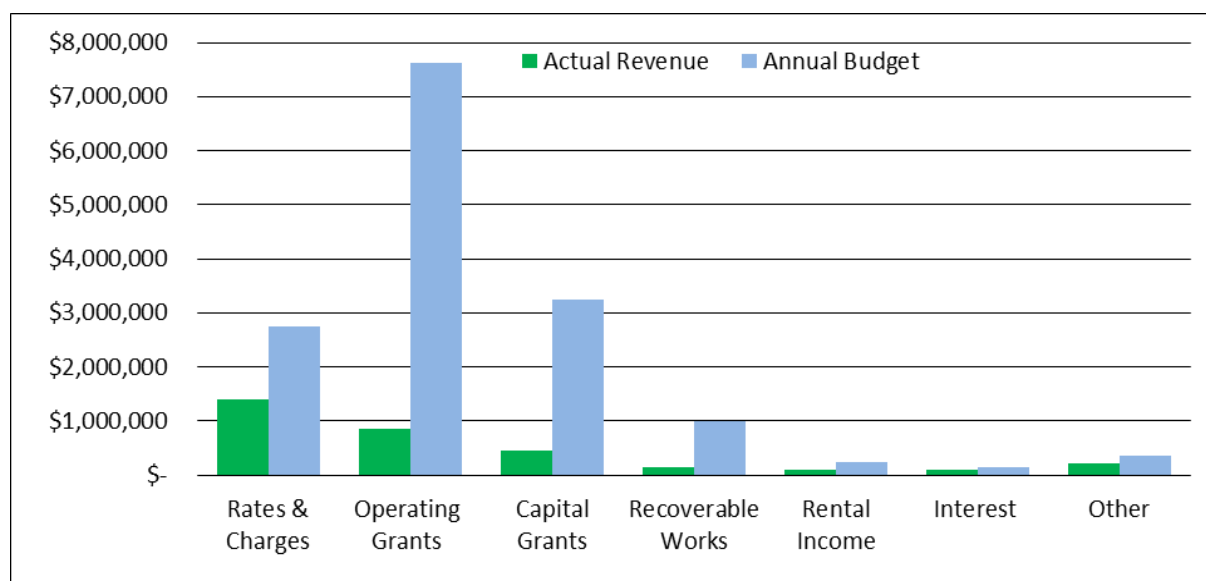
2. SUSTAINABILITY OUTLOOK

Financial Sustainability Ratios and Measures of Sustainability	Status Achieved Not Achieved	ANNUAL BUDGET	YTD ACTUAL	TARGET
Operating Surplus Ratio (%)	✗	-54%	40%	Between 0% and 10% (over the long term)
Asset Sustainability Ratio (%)	✗	130%	14%	Greater than 90% (over the long term)
Current Ratio	✓	10	9	Greater than '1:1 (over the long term)
Net Financial Liabilities Ratio	✓	-58%	-244%	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.

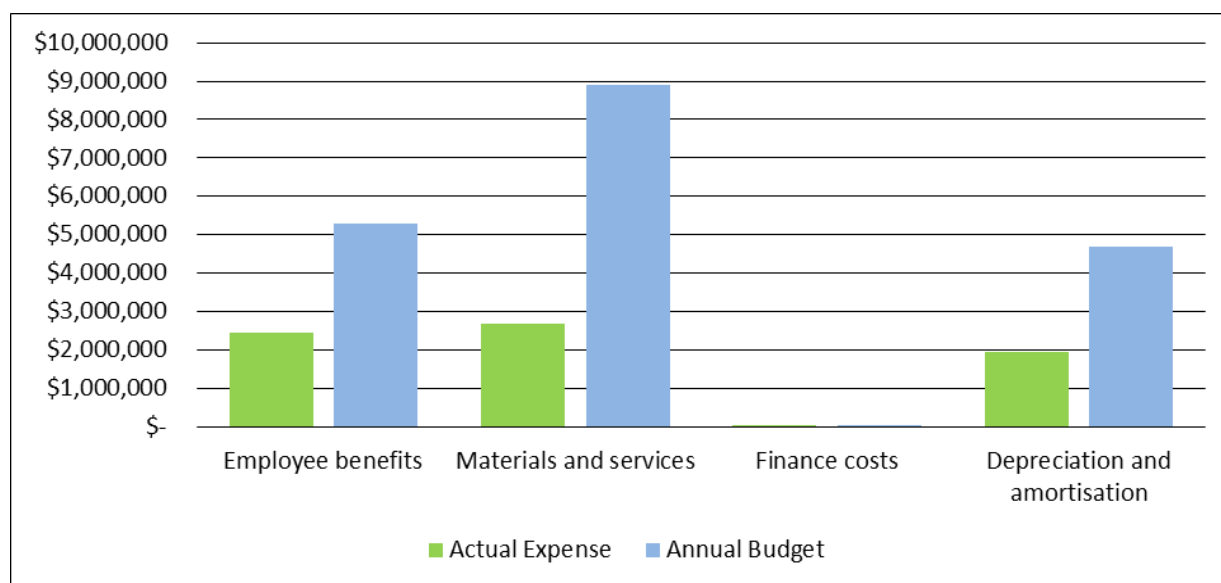
3. STATEMENT OF INCOME AND EXPENDITURE

STATEMENT OF INCOME AND EXPENDITURE				
	Annual	YTD	YTD	YTD
	Budget	Pro rata Budget	Actual	Variance
Recurrent Revenue				
Rates levies and Charges	2,761,000	690,250	1,408,426	718,176
Fees & Charges	93,000	23,250	39,462	16,212
Rental Income	247,000	61,750	103,519	41,769
Interest	154,000	38,500	88,506	50,006
Recoverable Works Revenue	993,000	248,250	138,406	- 109,844
Other Income	357,000	89,250	186,618	97,368
Donations	24,000	6,000	-	- 6,000
Developer Contributions	-	-	-	-
Subsidies and Grants	7,619,000	1,904,750	849,147	- 1,055,603
Total Recurrent Revenue	12,248,000	3,062,000	2,814,084	- 247,916
Capital Revenue				
Sale of non-current assets	-	-	-	-
Contributions	-	-	-	-
Subsidies and Grants	3,241,000	810,250	446,024	- 364,226
Total Capital Revenue	3,241,000	810,250	446,024	- 364,226
TOTAL INCOME	15,489,000	3,872,250	3,260,108	- 612,142
Recurrent Expenses				
Employee benefits	- 5,302,000	- 1,325,500	- 2,435,647	- 1,110,147
Materials and services	- 8,914,000	- 2,228,500	- 2,677,446	- 448,946
Finance costs	- 23,000	- 5,750	- 4,723	1,027
Depreciation and amortisation	- 4,673,000	- 1,168,250	- 1,947,420	- 779,170
TOTAL RECURRENT EXPENSES	- 18,912,000	- 4,728,000	- 7,065,236	- 2,337,236
NET RESULT	- 3,423,000	- 855,750	- 3,805,128	- 2,949,378



4. NORMALISED OPERATING RESULTS

NORMALISED OPERATING STATEMENT				
	Annual	YTD	YTD	YTD
	Budget	Pro rata Budget	Actual	Variance
Recurrent Revenue				
Rates levies and Charges	2,761,000	690,250	1,408,426	718,176
Fees & Charges	93,000	23,250	39,462	16,212
Rental Income	247,000	61,750	103,519	41,769
Interest	154,000	38,500	88,506	50,006
Recoverable Works Revenue	993,000	248,250	138,406	- 109,844
Other Income	357,000	89,250	186,618	97,368
Donations	24,000	6,000	-	- 6,000
Developer Contributions	-	-	-	-
Subsidies and Grants	3,276,000	819,000	- 221,323	- 1,040,323
TOTAL RECURRENT REVENUE (Excl flood damage)	7,905,000	1,976,250	1,743,614	- 232,636
Recurrent Expenses				
Corporate Governance Costs	926,000	231,500	481,636	250,136
Administration Costs	3,050,000	762,500	1,851,168	1,088,668
Recoverable Works Expenses	910,000	227,500	334,110	106,610
Engineering Services	1,519,000	379,750	772,439	392,689
Utility Services Costs	688,000	172,000	257,050	85,050
Net Plant Operating Costs	- 1,073,000	- 268,250	- 627,311	- 359,061
Planning and Environmental Expenses	139,000	34,750	22,805	- 11,945
Community Services Costs	1,257,000	314,250	538,080	223,830
Finance Costs	23,000	5,750	4,723	- 1,027
Depreciation	4,673,000	1,168,250	1,947,420	779,170
Other Expenses	-	-	-	-
TOTAL RECURRENT EXPENSES (Excl Flood damage)	12,112,000	3,028,000	5,582,120	2,554,120
NET RESULT	- 4,207,000	- 1,051,750	- 3,838,506	- 2,786,756



*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	78,231	- 79,769	✓
Waste Management Charges	105,000	52,407	- 52,593	✓
Water Supply Charges	372,000	187,992	- 184,008	✓
Water Excess Consumption Charge	37,000	51,190	14,190	✓
Total Rates, Levies & Charges	2,808,000	1,434,704	- 1,373,296	✓

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	645,535	- 645,465	✓
Financial Assistance Grant (Road Component)	210,000	105,067	- 104,933	✓
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	✗
Total Operating Grants	7,619,000	831,073	- 6,787,927	✗

Operating grants are below pro rata estimates; variances primarily relate to timing differences, there are no permanent variances to report. Annual Financial Assistance Grants are now on track with half yearly estimates. 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	242,926	926	✓
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	74,416	- 13,584	✗
Grant - SES Shed	90,000	-	- 90,000	✗
Grant - Sewerage Passive Lagoon	950,000	-	- 950,000	✗
Grant - Building Our Regions (Solar)	199,000	-	- 199,000	✗
Total Capital Grants	3,241,000	425,523	- 2,815,477	✗

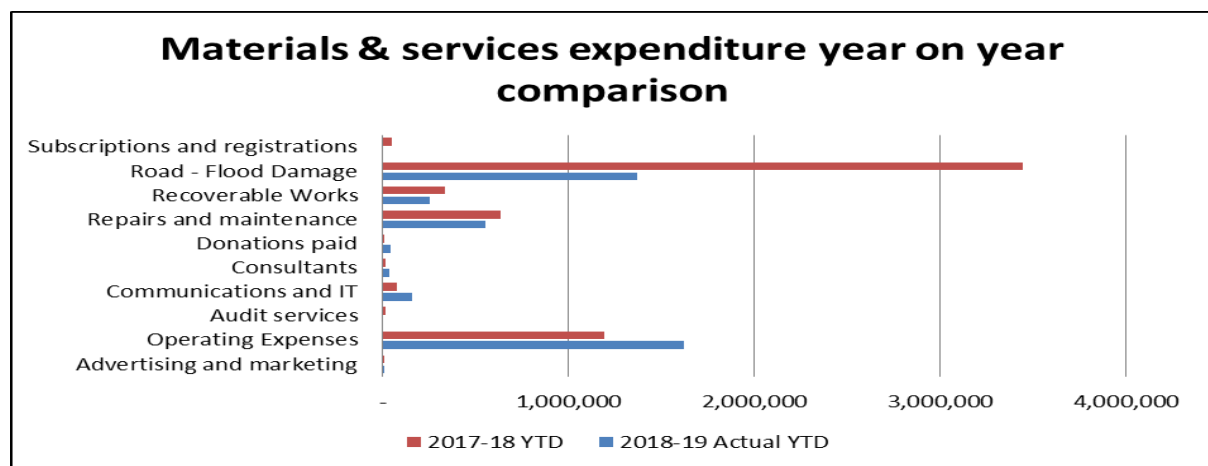
6. DETAILED OPERATING EXPENDITURE

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)							
	FTE (Council Employees & Councillors)	Total Staff Wages & Salaries Incl Councillors	Annual Leave Long Service Leave & Entitlements	Sick Leave	Superannuation Incl Councillors	Other Employee Related Costs	Total Employee Benefits
Month							
July	52	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
Total Benefits		1,408,065	202,593	32,779	141,253	117,000	1,901,691

Over the month of November 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			
	2018-19 Actual \	2017-18 YTD	Variance
Advertising and marketing	1,414	1,856	- 442
Operating Expenses	1,619,743	1,190,397	429,346
Audit services	-	12,849	- 12,849
Communications and IT	158,944	73,680	85,264
Consultants	32,347	13,976	18,371
Donations paid	40,880	6,409	34,471
Repairs and maintenance	549,351	636,148	- 86,797
Recoverable Works	253,271	331,746	- 78,475
Road - Flood Damage	1,371,074	3,446,925	- 2,075,851
Subscriptions and registrations	-	47,271	- 47,271
Other material and services	- 1,349,578	- 898,691	- 450,887
Total Materials & Services	2,677,446	4,862,566	- 2,185,120



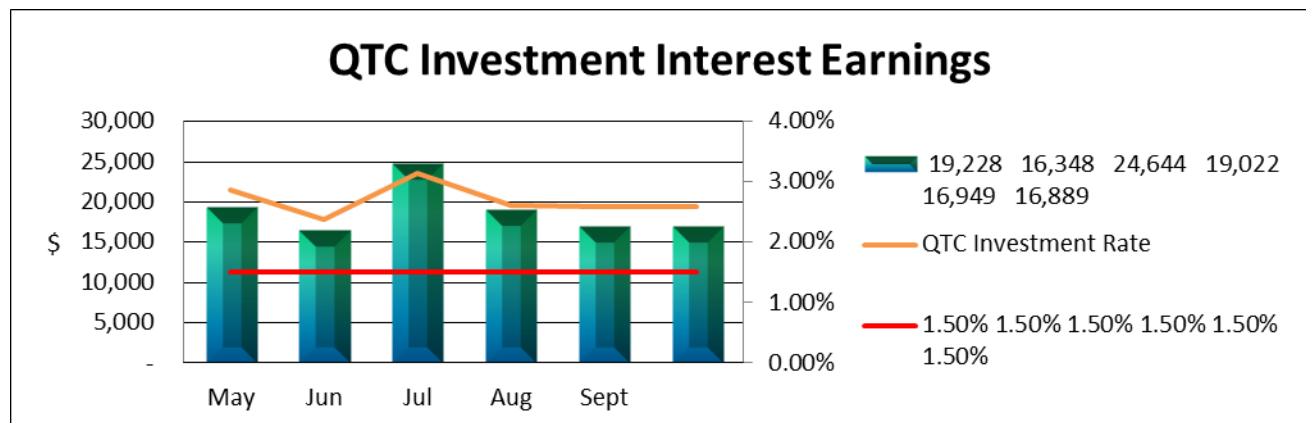
7. STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION				
	Opening Balance	YTD	YTD	Annual Forecast
	As at 1 July 2018	Actual	Movement	Budgeted
Current Assets				
Cash and cash equivalents	9,898,722	6,625,275	- 3,273,447	6,828,215
Trade and other receivables	1,583,470	580,969	- 1,002,501	1,496,014
Inventories	242,401	306,568	64,167	242,401
Other financial assets	102,528	185,581	83,053	57,959
Non-current assets classified as held for sale	-	-	-	-
Total current assets	11,827,121	7,698,393	- 4,128,728	8,624,589
Non-current Assets				
Receivables	-	-	-	-
Property, plant and equipment	204,264,969	204,264,969	-	203,639,070
Accumulated Depreciation	- 60,144,445	- 62,091,866	- 1,947,421	- 66,548,946
Capital works in progress	2,423,691	3,255,564	831,873	4,458,918
Intangible assets	-	-	-	-
Total non-current assets	146,544,215	145,428,667	- 1,115,548	141,549,042
TOTAL ASSETS	158,371,336	153,127,060	- 5,244,276	150,173,631
Current Liabilities				
Trade and other payables	2,160,712	715,367	- 1,445,345	790,228
Borrowings	-	-	-	-
Provisions	117,806	106,622	- 11,184	33,618
Other	-	-	-	-
Total current liabilities	2,278,518	821,989	- 1,456,529	823,846
Non-current Liabilities				
Trade and other payables	-	-	-	-
Interest bearing liabilities	-	-	-	-
Provisions	643,996	661,379	17,383	654,908
Other	-	-	-	-
Total non-current liabilities	643,996	661,379	17,383	654,908
TOTAL LIABILITIES	2,922,514	1,483,368	- 1,439,146	1,478,754
NET COMMUNITY ASSETS	155,448,822	151,643,693	- 3,805,129	148,694,877
Community Equity				
Shire capital	39,529,889	39,529,889	-	39,529,889
Asset revaluation reserve	86,418,457	86,418,456	- 1	82,474,980
Retained surplus/(deficiency)	29,500,476	25,695,346	- 3,805,130	26,690,008
Other reserves	-	-	-	-
TOTAL COMMUNITY EQUITY	155,448,822	151,643,691	- 3,805,131	148,694,877

Council's adjusted financial position declined slightly from the previous month in line with a decrease in cash balances at the end of November. Cash balances continued to decline as outflows exceeded inflows; the annual forecast reflects a decline in cash balances at the end of the financial year.

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%	\$ 77,506	\$ 6,170,474
Westpac General Fund	1.50%	0.00%	\$ 0	\$ 454,317
Cash Floats	1.50%	0.00%	\$ -	\$ 483
Total			\$ 77,506	\$ 6,625,274



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	21,804	38,566	47,808	986	109,164
SEWERAGE CHARGES	1,638	673	1,020	27	3,358
GARBAGE CHARGES	1,769	533	1,683	32	4,017
WATER ACCESS CHARGES	37,391	8,797	13,321	478	59,986
WATER - EXCESS CONSUMPTION	28,633	-	14,252	-	42,885
STATE GOVT EMERGENCY SVCE LEVY	1,222	633	1,430	27	3,312
TOTAL	92,458	49,202	79,513	1,550	222,722

Outstanding Charge	Total Amount \$	Percentage of total outstanding charges
General Rates	\$ 109,164	20%
Sewer Charges	\$ 3,358	1%
Waste Management Charges	\$ 4,017	1%
Water Charges	\$ 102,872	19%
Sundry Debtors	\$ 318,470	

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
Cash flows from operating activities		
Receipts from customers	2,692,361	4,204,000
Payments to suppliers & employees	- 6,621,129	- 14,272,582
	- 3,928,768	- 10,068,582
Interest received	88,506	154,000
Rental income	103,519	247,000
Non capital grants and subsidies	849,147	7,643,000
Net cash inflow (outflow) from operating activities	- 2,887,596	- 2,024,582
Cash flows from investing activities		
Payments for property plant & equipment	- 831,964	- 4,287,000
Proceeds from sale of property plant & equipment	91	-
Capital grants, subsidies, contributions and donations	446,024	3,241,000
Net cash inflow (outflows) from investing activities	- 385,849	- 1,046,000
Cash flows from financing activities		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
Depreciation	-	-
Net cash inflow (outflow) from financing activities	-	-
Net cash increase (decrease) in cash held	- 3,273,445	- 3,070,582
Cash at beginning of the reporting period	9,898,722	9,898,797
Cash at end of the reporting period	6,625,277	6,828,215

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

CONSTRAINED CASH RESERVES					
SOURCE	BALANCE BORUGHT FORWARD	COUNCIL CO- CONTRIBUTIONS	RECEIPTS IN CURRENT YEAR	EXPENDED IN CURRENT YEAR	CLOSING BALANCE (RESTRAINED CASH)
* FAG ROADS	215,410	-	105,067	108,926	211,551
ROAD PROJECTS (CAPITAL)	-	400,000	-	29,157	370,843
SEWER UPGRADE PROJECT	-	650,000	-	48,579	601,421
NDRRA ADVANCE PAYMENT 2016-17 FLOOD EVENT	861,000	-	-	1,504,548	- 643,548
WORKS FOR QLD ROUND 2	440,000	-	-	100,000	340,000
TOTAL CONSTRAINED CASH	1,516,410	1,050,000	105,067	1,791,210	880,267

**** 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	1,070,470	- 4,829,530	✗
Total Expenditure	6,400,000	1,504,548	- 4,895,452	✓
Operating Surplus/Deficit	- 500,000	- 434,078	65,922	✓

RMPC				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	969,000	123,048	- 845,952	✗
Total Expenditure	890,000	318,054	- 571,946	✓
Operating Surplus/Deficit	79,000	- 195,006	- 274,006	✓

Utilities

WATER UTILITY				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	409,000	239,182	- 169,818	✓
Total Expenditure	480,000	182,351	- 297,649	✓
<i>Earnings before interest and depreciation (EBITD)</i>	<i>- 71,000</i>	<i>56,831</i>		
Depreciation Expense	269,000	114,261	- 154,739	✓
Operating Surplus/Deficit	- 340,000	- 57,430		✓

SEWER UTILITY				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	158,000	78,230	- 79,770	✓
Total Expenditure	112,000	26,928	- 85,072	✓
<i>Earnings before interest and depreciation (EBITD)</i>	<i>46,000</i>	<i>51,302</i>		
Depreciation Expense	54,000	21,426	- 32,574	✓
Operating Surplus/Deficit	- 8,000	29,876		✓

WASTE MANAGEMENT UTILITY				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	105,000	52,406	- 52,594	✓
Total Expenditure	96,000	36,350	- 59,650	✓
<i>Earnings before interest and depreciation (EBITD)</i>	<i>9,000</i>	<i>16,056</i>		✓
Depreciation Expense	10,000	2,199	- 7,801	✓
Operating Surplus/Deficit	- 1,000	13,857		✓

11. OTHER BUSINESS UNITS

HOUSING				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	247,000	103,518	143,482	✗
Total Expenditure	300,000	118,589	181,411	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 53,000	- 15,071		
Depreciation Expense	316,000	135,330	180,670	✓
Operating Surplus/Deficit	- 369,000	- 150,401		✓

PUBLIC HALLS				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	5,000	1,949	3,051	✗
Total Expenditure	96,000	43,161	52,839	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 91,000	- 41,212		
Depreciation Expense	89,000	38,350	50,650	✓
Operating Surplus/Deficit	- 180,000	- 79,562		✓

AIRPORT OPERATIONS				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	69,000	30,721	38,279	✗
Total Expenditure	127,000	57,712	69,288	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 58,000	- 26,991		
Depreciation Expense	45,000	18,743	26,257	✓
Operating Surplus/Deficit	- 103,000	- 45,734		✓

SHARED SERVICES				
	Annual	YTD		YTD
	Budget	Actual	Variance	On Target
Total Revenue	350,000	182,000	168,000	
Total Expenditure (Wages & Other Costs)		145,818		
<i>Profit/loss</i>		36,182		
Add cumulative audit project costs incurred but not yet billed (To be billed)		-		
Operating Surplus/Deficit	-	36,182	-	

12. 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	108,000	-
TIDS (Roads Funding)	600,000	-	600,000
Roads to Recovery (Roads Funding)	242,000	242,000	-
ATSI TIDS (Roads Funding)	70,000	-	-
Sewer Upgrade Grant	950,000	-	650,000
Visitor Information Centre Grant	88,000	74,416	
MIPP		20,000	
TOTAL	2,550,000	444,416	1,250,000

CAPITAL WORKS EXPENDITURE				
FOR THE YEAR ENDED 30 JUNE 2019				
PROJECT	YTD	Annual Forecast	Annual	Status
	Incl committed costs	Budgeted	Variance	Within budget
SES Shed	167,825	60,000	- 107,825	✗
Visitor Information Centre	85,916			
Donga Accommodation Units	131,925			
Gregory Solar	67,108	58,000	- 9,108	✓
Wharf Car Park Construction	196,856			
Wharf Project (Line Marking, Entertainment Area)	59,016	109,000	49,984	✓
War memorial construction	24,860	15,000	- 9,860	✓
W4Q-R2 water treatment plant upgrade Burke & Gregory	180,713	337,000	156,287	✓
W4Q -R2 Laydown yard	-	49,000	49,000	✓
W4Q -R2 Waste management	3,900	50,000	46,100	✓
W4Q -R2 Gregory Airstrip storage shed	7,170	35,000	27,830	✓
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	✓
Toyota Prado	54,894			
Doomadgee West Road Formation	262,144	704,000	441,856	✓
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	20,441			
Firefly Street Water Infrastructure Upgrade	3,060			
Sewer Treatment Plant Upgrade	36,445	1,600,000	1,563,555	✓
Firefly Street Sewerage Infrastructure Upgrade	2,782			
Total Capital Works	1,316,479	4,287,000	3,471,760	

13. 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

14. 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 Yanner

Seconded: Cr Poole

Carried 181213.04 5/0

Attendance

Cr Clarke left the meeting from 10.46am to 10.49am.

Cr Murray left the meeting from 10.50am to 10.52am.

09.03.01 Strategic Projects Reports

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

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

Project Status Report	
Project Name	Burketown Wharf Upgrade Project
Project Manager	Philip Keirle, Burke Shire Council
Project Superintendent	Heath Jones, Erscon Consulting
Contractor(s)	Ausnorth Consulting, Lodewyk (Survey); FSG (Geotechnical); CivilPlus Construction (Civil); Erscon Consulting; True Blue (tippers), Qcrush (material supply); 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"> Shelter structure completed
Forthcoming work	<ul style="list-style-type: none"> Joint media release in relation to opening Acquittal of NSRF R3 funding (all other funding acquitted) Reinstate all signage and install new signage Temporary siting of shelter/kiosk

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

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; MBS Water Solutions.
Status Update Provided	7 November 2018
Original completion date	30 May 2019
Revised completion date	31 October 2019 anticipated (not confirmed)
Project Scope	<ul style="list-style-type: none"> ▪ From: <ul style="list-style-type: none"> ○ Upgrade of existing system with a new packaged plant with tertiary treatment capabilities + lagoons ▪ To: <ul style="list-style-type: none"> ○ Installation of passive lagoon system and wet weather storage area;
Work recently completed	<ul style="list-style-type: none"> ▪ 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"> ○ Proposed change of scope to project ○ Proposed change of timeframe to project ○ Proposed change of funding proportion between Council and Department
Forthcoming work	<ul style="list-style-type: none"> ▪ Confirm new scope, process and associated costings.

Key Parameters	Status	Comments
Schedule	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Procurement: <ul style="list-style-type: none"> ○ 30.11.18 – 30.06.18 ▪ Packaged Treatment Plant <ul style="list-style-type: none"> ○ 01.07.18 – 31.03.19 ▪ Wet Weather Storage Lagoons <ul style="list-style-type: none"> ○ 01.07.18 – 07.12.18 ▪ Recycled Water component: <ul style="list-style-type: none"> ○ 01.04.19 – 01.06.19
Scope	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Install and commission packaged plant ▪ Construct effluent storage lagoons ▪ Construct sludge drying beds ▪ Install pipework, pumps, storage for recycling water to school oval, rodeo reserve and Phillip Yanner Memorial ground. <p>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"> ▪ Expression of Interest <ul style="list-style-type: none"> ○ Released: 17 Mar 2018 ○ Closed: 11 April 2018 ▪ Tender: <ul style="list-style-type: none"> ○ Released: 22 May 2018 ○ Closed: 22 June 2018
Town Planning	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Not applicable (previously completed)
Budget	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Burke was unsuccessful in securing BBRF funding to offset Council's contribution to this project. Accordingly, it may be necessary to revise the scope of this project as outlined above.

Key Parameters	Status	Comments
Reporting	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Monthly reporting to Dept. Local Government <ul style="list-style-type: none"> ○ Feb 2018 report submitted 02.02.2018 ○ Mar 2018 report submitted 03.04.2018 ○ Apr 2018 report submitted 10.05.2018 ○ May 2018 report submitted 11.06.2018 ○ Jun 2018 report submitted 11.07.2018 ○ July 2018 report submitted 11.08.2018 ○ Aug 2018 report submitted 04.09.2018 ○ Sep 2018 report submitted 11.10.2018 ○ Oct 2018 report submitted 08.11.2018 ○ Nov 2018 report submitted 10.12.2018

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"> ▪ Consultation session held with Burketown State School 6.12.18 ▪ Consultation session held in Burketown on 6.12.18 ▪ Survey documentation to be released in December 2018
Burke Shire Economic Development Strategy	Develop an Economic Development Strategy for the Burke Shire Council	<ul style="list-style-type: none"> ▪ Receipt of draft Economic Development Strategy; ▪ Requested revisions and edits sent through for incorporation; ▪ Draft collaboration agreement (generic) to feature as an attachment.
NWQ Quarry Management Strategy	Regional project designed to improve Council compliance in relation to Quarry/Gravel Pit operations and to generate a suite of materials and schedules to facilitate improve Quarry operations and stakeholder relations.	<ul style="list-style-type: none"> ▪ Cultural Heritage document suite completed. ▪ QMPs received from Burke, Cloncurry, Flinders, McKinlay, Mt Isa. Waiting on Carpentaria and Richmond. ▪ Project acquittal to be completed in the coming weeks pending receipt of final QMPs from participating Shires

Project	Description	Update/activity for reporting month
Register of Prequalified Suppliers (Plant Hire)	Extension of ROPS without re-refreshing ROPS via tender	<ul style="list-style-type: none"> Preparation of materials
Burke Shire Council GIS Project	Adoption of ArcGIS/ESRI platform for Burke's GIS and mapping	<ul style="list-style-type: none"> Majority of existing data send to Cardno for uploading onto Burke site.
Cultural Heritage Project: water access tracks, turnaround points and gravel pits	Progress completion of CH Surveys of key gravel pits, transport routes, water points and access tracks within the Burke Shire with Gangalidda, Garawa and Waanyi Traditional Owner groups	<ul style="list-style-type: none"> UQCHU survey reports completed and under final review (some updates may be required to account for relocated artefacts in Waanyi country).
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> Community consultation session held in Gregory on Wed 24 Oct 2018; Session with Paraway Pastoral held in Burketown on Thu 25 Oct 2018. Waanyi AGM held in late November 2018. Re-engage and progress from December 2018.
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	<ul style="list-style-type: none"> Parties approaching in-principle negotiator agreement. Refer separate report to Council for Dec 2018 Council meeting.
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"> BKT South concept endorsed; BKT Light Industrial first draft presented for consideration. HTW valuation received for BKT South and BKT light Industrial EMSP to meet with EDQ on 11.12.18 in Brisbane.

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.
Burke Shire Council Corporate Plan 2019-2024	Stakeholder engagement sessions arranged in Burketown and Gregory week beginning 22 October 2018. Subsequent sessions on Sport & Rec Strategy held week beginning 3 December 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 th November 2018

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

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

Gregory WTP Solar Power Project 1 Jan 2018 - 1 Nov 2018	Hours Total	Days (out of 304)	kWh	\$
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: <ul style="list-style-type: none"> ▪ Farm Stay Tourism Blueprint 	Provision of full “how to” guide to set-up different kinds of farm stay businesses	Project reviewed by GSD board for RAB funding.

Project	Description	Update for reporting month
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.	Project endorsed by GSD board for RAB funding.

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 Poole

Seconded: Cr Yanner

Carried 181213.05 5/0

Adjournment

Council adjourned the meeting from 10.53am to 1.33pm for a teleconference with Queensland Reconstruction Authority to discuss Counter Disaster Operations and Emergency Works under the Disaster Recovery Funding Arrangements (DRFA); all were present at resumption.

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:	7 December 2018
LINK TO COUNCIL PLAN/S:	NA

1. PURPOSE

Council is currently eligible under the “Royalties for Resource Producing Communities Fund” 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 Fund.”

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. Other 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	

Other 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

Remote and Aboriginal and Torres Strait Island Communities			
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

Council considered this paper at the November 2018 Council meeting and resolved as follows:

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.

The deferral was based on a desire to have more information regarding:

- The Department of State Development, Manufacturing, Infrastructure and Planning's position on the proposed category shift; and
- Types of projects previously funded.

3. PROPOSAL

That Council applies to DSDMIP requesting a change of BOR categorisation from Royalties for Resource Producing Communities (RRPC) to Remote and Aboriginal and Torres Strait Island Communities (RATSIC) 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 will be able to access through the BOR will 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).
 - o This has the benefit of making funding available for projects between \$50,000-\$250,000.
- Council's co-contribution requirements will change from the matched funding requirement of the RRPC category to the unmatched funding of the RATSIC category.
 - o This has the benefit of allowing Council to submit eligible applications with no funding co-contribution.

5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

Please refer to the BOR Program Guidelines for details of this funding program. As highlighted above, the key points are:

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.

8. CONSULTATION

Consultation has taken place with the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP):

- Darren Cleland, Executive Regional Director, Regional Economic Development:
 - Saw no issues with the proposal, but directed Burke to speak with Jae Lancaster (see below).

- Jae Lancaster, Executive Director, Regional Strategy & Programs, Regional Economic Development:
 - o Saw no issues with the proposal, which is not the first one they have seen;
 - o Provided links to relevant project information (see Attachment 1);
 - o Department would know in May 2019 if the program is to be funded again;
 - o The program guidelines may undergo some changes if the program is continued.

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 reviews program guidelines for any new version of Building Our Regions or equivalent; and
3. Where favourable to do so, that Council authorises the CEO to submit 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 (or equivalent) to a "Remote and Aboriginal and Torres Strait Island Communities Fund" Council (or equivalent).

09.03.02 Building Our Regions - categorisation

- 1. That Council note the contents of the report; and**
- 2. That Council reviews program guidelines for any new version of Building Our Regions or equivalent; and**
- 3. Where favourable to do so, that Council authorises the CEO to submit 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 (or equivalent) to a "Remote and Aboriginal and Torres Strait Island Communities Fund" Council (or equivalent).**

Moved: Cr Camp

Seconded: Cr Yanner

Carried 181213.06 4/1

10. Closed Session Reports

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

(a) the appointment, dismissal or discipline of employees; or

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

Council moved into closed session at 2.06pm.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 181213.07 5/0

Attendance

Philip Keirle left the meeting from 2.31pm to 2.38pm.

Move into Open Session

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

Council resumed open session at 2.45pm.

Moved: Cr Camp

Seconded: Cr Murray

Carried 181213.08 5/0

10.01 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) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council note the contents of the report and the terms of the draft Burketown Wharf ILUA;
3. The Mayor and Deputy Mayor/Chief Executive Officer be authorised to finalise the terms of the ILUA with the Gangalidda & Garawa Native Title Aboriginal Corporation;
4. That the Mayor and Deputy Mayor/Chief Executive Officer be authorised to execute the Burketown Wharf ILUA once the terms are finalized as between the parties.

Moved: Cr Poole

Seconded: Cr Camp

Carried 181213.09 5/0

10.02 Closed Session Report – Acting Chief Executive Officer

1. That Council note the contents of the report; and
2. That the report/attachment be deemed a confidential document and be treated as such, and remain confidential unless council decides otherwise by resolution, pursuant to the provisions of the Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1):
(a) the appointment, dismissal or discipline of employees; and
3. Pursuant with section 195 of the *Local Government Act 2009*, Council appoints Ray Burton, being a qualified person, to act as the chief executive officer during the vacancy in the position commencing on Monday 28 January 2019, with a handover period to commence on Monday 14 January 2019.

Moved: Cr Yanner

Seconded: Cr Murray

Carried 181213.10 5/0

10.03 Closed Session Report – Shared Services

1. That Council note the contents of the report; and
2. That the report and its attachment be deemed confidential documents and be treated as such, and remain confidential unless council decides otherwise by resolution, pursuant to the provisions of the Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1) (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; and
3. That Council acknowledges receipt of advice from Doomadgee Aboriginal Shire Council dated 22 November 2018 (DASC) regarding termination of the Service Agreement between DASC and Burke Shire Council (BSC) on 28 February 2019; and
4. That Council confirms that existing permanent staffing levels will be retained.

Moved: Cr Camp

Seconded: Cr Poole

Carried 181213.11 5/0

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

1. REPORT - CURRENT MONTH

Activity	Description	Report for November 2018
Annual report	Refer register of gov instruments	Adopted by Council
Conferences & strategic engagement	Attend key meetings, and submit agenda papers on regional issues	NWMP BNB (cancelled)
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 - drafted
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)
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	Process deferred. Refer EMSP
Local Disaster Management Plan	LDMG to meet at least twice per annum, and as required to respond to emergencies. Plan to be reviewed annually.	LDMG meeting and annual exercise - held Nov

Activity	Description	Report for November 2018
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 attended CEO forum Mt Isa - handed secretariat to Richmond Shire for 2019
Shared services	Monitor operation of shared services and seek new opportunities	Annual meeting Cairns - deferred to due to Doomadgee withdrawal

2. PLANNED – NEXT MONTH

Activity	Description	Planned for December 2018
Annual leave	Approved annual leave	Christmas break from 21 Dec
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 - if received (otherwise January)
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 has been delayed (CRRH) - nb: this is not a council matter
Executive performance review	Finalise project to harmonise executive performance review; participate in CEO annual performance review; conduct annual performance review with direct reports	CEO to advise Council if seeking contract extension (12/6/19) - NA resignation tendered 28 October 2018 (3 months notice)
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	Contacted internal auditor - arranged to meet new staff in January
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	Community meetings to recommence (sport & rec)

Activity	Description	Planned for December 2018
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 (apology on annual leave)
Shared services	Monitor operation of shared services and seek new opportunities	Report to Council re Doomadgee withdrawal

3. GRANTS REGISTER

Doc ID | 218540

The grants register is included in the attachments. The register is not a public document as it contains financial information that may compromise the integrity of tender processes. Due to staff turnover and vacancies, the register requires review.







4. REGISTER OF GOVERNANCE INSTRUMENTS

Doc ID | 197887

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

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

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

Governance Instrument	Lead		Compliant	Reason for non-compliance
Biosecurity Plan	EMWI		No	EMWI 08/05/18 Will engage assistance to commencing public consultation.
Environmental Authority ERA Permit EPPR00542713	EMSP/ EMWI		Partial	EMWI 08/04/18 EA application and compliance underway/ongoing.
Internal Audit Plan	CEO		Partial	CEO: 11/12/18 - internal audit plan to be amended for 18-19 to defer ERM (refer audit committee 25 June 18 recommendation). Defer to 2019 under new CEO and EMCCS
Pest Management Plan	EMWI		To be superseded	EMWI 10/03/18 to be rolled into the Biosecurity plan
Airport Reporting Manual	EMWI		to be	EMWI 08/04/18 New Airport

Governance Instrument	Lead	<div> <div></div> <div></div> <div></div> </div>	Compliant	Reason for non-compliance
			reviewed	manual to include requirements
Transport Security Program for Burke Shire Council	EMWI	<div> <div></div> </div>	to be reviewed	EMWI 08/04/18 New Airport manual to include requirements

5. DELEGATIONS CEO TO OFFICERS

Doc ID | 200935

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

Delegations from CEO to officers for heavy vehicle and rental tenancy legislation have been prepared however new staff need to be inducted before these delegations are implemented.

The report below summarises changes during the reporting month.

Delegation	Review (refer attached register for full details)
Financial	Remove delegations re staff vacancies (6) Add one delegation (acting EMWI) Update financial delegations to be GST inclusive

6. COMMUNICATION

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

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

7. SUBMISSIONS

Doc ID | 207920

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

Nil for reporting month.

8. MEETINGS/CONFERENCES/DEPUTATIONS

Doc ID | 196554

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

Date	Time	Meeting	Venue	Attendees
Fri, 2-Nov-18		ROC Teleconference	Teleconference	Mayor, Deputy Mayor and CEO
Thu, 8-Nov-18		RRTG Technical Group Meeting		CEO, EMWI & EMCCS

Date	Time	Meeting	Venue	Attendees
Fri, 9-Nov-18		RRTG Technical Group Meeting		CEO, EMWI & EMCCS
Fri, 9-Nov-18		NWQ CEO Forum		CEO & EMCCS
Wed, 14-Nov-18		LDMG		LDMG Members CEO, EMCCS, EMWI, Mayor, Dep Mayor
Thu, 15-Nov-18		Council Meeting	Nijinda Durlga	Councillors, Management and EA
Tue, 20-Nov-18	9.00am to 3.00pm	Shared Services Annual Review	Cairns	Mayor, Deputy Mayor, CEO and EMF
Thu, 22-Nov-18		North West Minerals Province	Brisbane - Hilton	
Thu, 22-Nov-18		LGMA CEO Forum	Brisbane	CEO
Fri, 23-Nov-18		LGMA CEO Forum	Brisbane	CEO
Fri, 23-Nov-18		North West Minerals Province	Brisbane - Hilton	
Mon, 26-Nov-18		Ministerial Meetings - ROC Delegations	Brisbane	Mayor
Mon, 26-Nov-18	11.00am	Joel Fitzgibbon	Brisbane	Mayor
Mon, 26-Nov-18	6.00am	Warren Entsch	Brisbane	Mayor
Tue, 27-Nov-18		Ministerial Meetings - ROC Delegations	Brisbane	Mayor
Tue, 27-Nov-18	5.30pm	Senator MacDonald and Senator Canavan	Brisbane	Mayor
Wed, 28-Nov-18	7.30am	Hon Bob Katter	Brisbane	Mayor
Fri, 30-Nov-18	8.30am - 9.30am	RRTG Meeting	Hughenden	Mayor, Deputy Mayor and CEO
Fri, 30-Nov-18	9.30am	ROC Meeting	Hughenden	Mayor, Deputy Mayor and CEO

9. OFFICER'S RECOMMENDATION

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

11.01 Chief Executive Officer Report

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

Moved: Cr Camp

Seconded: Cr Yanner

Carried 181213.12 5/0

11.02 Model Meeting Procedures

That Council notes the contents of the draft Model Meeting Procedures that were presented to Council during the pre-Council meeting briefing.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 181213.13 5/0

12. Corporate and Community Services

12.01 Executive Manager Corporate and Community Services Report

DEPARTMENT:	Office of Corporate & Community Services
RESPONSIBLE OFFICER:	Ross Higgins, A/ EMCCS
DATE REPORT PREPARED:	29 November 2018
LINK TO COUNCIL PLAN/S:	Operational Plan

1. GENERAL BUSINESS

Administration and Community Services (A&CS)

The Department is still under some pressure with a number of staff vacancies however current staff are working together to keep things rolling along. Further information is provided in the HR section of the report below.

Paul Chambel has commenced duty as Administration and Community Services Coordinator and will bring a lot of experience to the organization especially in the areas of customer service and ICT. Paul is now on some pre-approved leave and will return on 8 January.

Shannon Moren has accepted the new position of Team Leader, Community Services and Compliance where she will provide supervision of the administration team and focus on compliance functions supporting local laws, environmental health and development planning. There will also be a focus moving forward on improvement of customer service and business improvement projects within the Administration and Community Services Department.

A handover paper is being put together for new EMCCS (Darren Thomson) to ensure that (on his arrival) he is aware of activities currently being undertaken as well as issues that he will need to commence work on.

2018 Council Run Events Schedule

- 14 December – Council Christmas Party

Human Resources

Departures

- Ferne Clarke
- Andrew McKenzie
- Mark Poynter
- Claude Cooling

Arrivals

- Darren Thomson as Executive Manager, Corporate and Community Services
- Paul Chambel as Administration and Community Services Coordinator – to commence duties on 8 January.

- Shannon Moren as Team Leader, Community Services and Compliance
- Peter West as Acting Executive Manager, Works & Infrastructure
- Dennis McLeod as Acting Human Resource and Workforce Development Coordinator
- Narelle Poole as temporary Events Coordinator

Recruitment

- Works Manager position currently advertised
- Two (2) Administration Officer positions have been advertised and interviews undertaken on Tuesday 4 December.
- Permanent Cleaner position advertised with only 1 applicant.

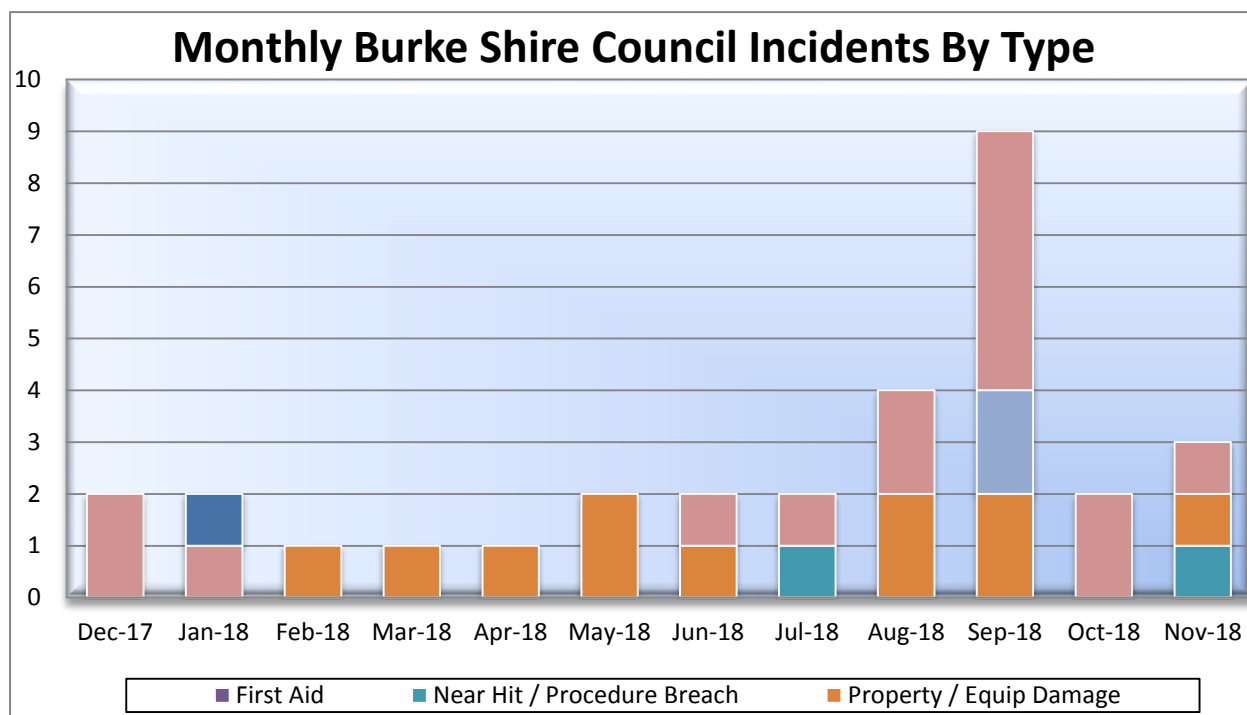
Training

- The following training courses were conducted during the month:
 - WHS Officer undertook Lead Investigation training course which dealt with investigating WHS incidents
 - Some staff attended Mental Health First Aid Workshop held at Durlga

Burke Shire Council has been successful in gaining funds through the First Start funding program to engage 2 trainees. It is proposed that the trainees be selected to work in the Water/Utilities area (to replace Claude Cooling) and Administration. The funding focus is on young people and disadvantaged job seekers.

Work Health and Safety

There were 3 minor incidents reported in November 2018.



2. LOCAL LAWS

Local Law No2 (Animal Management)

Activity	Mth	Canis	Feline	Total
Impoundments	November	1		1

3. RECOMMENDATION

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

12.01 Executive Manager Corporate and Community Services Report

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

Moved: Cr Camp

Seconded: Cr Murray

Carried 181213.14 5/0

12.02 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:	29 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 where the applicant has requested a site dispensation to allow the future construction of a house on the allotment.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The attached paper was presented to the November Council meeting which resulted in a resolution that the matter be deferred pending presentation of a scaled drawing of the site as well as advice on compliance with the building code relating to fire separation between the proposed shed and proposed house. The distance proposed between both buildings was 800mm.

3. PROPOSAL

A revised site plan has now been provided and is attached.

In relation to the fire separation, **section 3.7.1.3** of the Building Code of Australia addresses external walls of Class 1 buildings and when they are required to be fire resisting and the requirement states:

An external wall of a class 1 building, and any openings in that wall must comply with 3.7.1.5 if the wall is less than –

- a. 900mm from an allotment boundary other than the boundary adjoining a road alignment or other public space; or
- b. 1.8m from another building on the same allotment other than an appurtenant Class 10 building or a detached part of the same class 1 building.

Being that the proposed Class 10 shed is appurtenant to the proposed Class 1 dwelling there is no requirement for fire separation between the buildings.

The requirements for a Class 10 external wall to be fire separated are addressed in **Part 3.7.1.6** and are only required when the Class 10 building is less than 900mm from the allotment boundary.

Therefore, the current siting of the proposed class 1 dwelling and class 10a shed at lot 190 Anthony Street, Burketown, complies with the Building Code of Australia. A copy of the relevant sections of the Building Code is attached.

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

Review of the Building Code of Australia

Previous consultation with Council Town Planner Liz Taylor who has also been in consultation with GMA Certification and previous Executive Manager, Corporate and Community Services

9. CONCLUSION

This is an operational 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 revised site plan.

12.02 Proposed Shed Development at Anthony Street, Burketown

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 revised site plan.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 181213.15 5/0

13. Mayoral Report

That Council notes the verbal report provided by Councillor Camp.

Moved: Cr Murray

Seconded: Cr Clarke

Carried 181213.16 5/0

14. Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Yanner

Carried 181213.17 5/0

13. Mayoral Report

13.02 LGR s213 Presentation of auditor-general's observation report

That Council notes that pursuant to section 213 (3) of the Local Government Regulation 2012, the Mayor presented a copy of the auditor-general's observation report, as provided by the auditor to the Mayor on 29 October 2018.

Moved: Cr Murray

Seconded: Cr Clarke

Carried 181213.18 5/0

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:

- **Gulf Savannah Development – Nomination for Chair**

Moved: Cr Camp

Seconded: Cr Yanner

Carried 181213.19 5/0

15.01 Gulf Savannah Development – Nomination for Chair

That Council nominates Cr Ernie Camp as a candidate for the position of Chair of Gulf Savannah Development.

Moved: Cr Poole

Seconded: Cr Clarke

Carried 181213.20 5/0

16. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled for the meeting.

17. Closure of meeting

The Chair declared the meeting close at 3.13pm.

I hereby certify that these pages numbered 1 to 57 – constitute
the Confirmed minutes of the Ordinary Council Meeting of Burke
Shire Council held on Thursday 13 December 2018.

Mayor Cr Ernie Camp