



Confirmed Minutes Burke Shire Council Ordinary General Meeting Thursday 24 January 2019 9.00am Council Chambers

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01. Opening of Meeting

The Chair declared the meeting open at 9.02am.

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
Ray Burton; Incoming Acting Chief Executive Officer
Darren Thomson; Executive Manager Corporate & Community Services
Martin Blennerhassett ; Acting Executive Manager Works and Infrastructure
Simbarashe Chimpaka; Executive Manager Finance
Philip Keirle; Executive Manager Strategic Projects – via teleconference
Madison Marshall; Executive Assistant (Minutes)**

02.01 LGR 2012 Section 276 – Attendance by teleconferencing

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

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

Moved: Cr Murray

Seconded: Cr Poole

Carried 190124.01 5/0

03. Prayer

Cr Camp led Council in prayer.

04. Consideration of applications for leave of absence

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

05. Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 13 December 2018

That the Minutes of the General Meeting of Council held on Thursday 13 December 2018 as presented be confirmed by Council.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 190124.02 5/0

06. Condolences

Council notes the passing of Marcus Dibble, Eva Gilbert, Gerald Wollogorang and Kathleen Shadforth and expresses their condolences to the family.

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

Council notes that no notices of motions or petitions were received.

09. Works, Services and Finance Reports

09.01.01 Works and Services Report

DEPARTMENT:	Works & Services
RESPONSIBLE OFFICER:	Martin Blennerhassett, Acting EMWI
PREPARED BY:	Philip Keirle (EMSP), Brett Harris (Workshop & Fleet Manager); Dave Marshall (Water & Sewer Officer); Heath Jones (Erscon consulting engineer).
DATE REPORT PREPARED:	15 January 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014-19 Operational Plan 2018-19

1. PROJECTS

Capital Projects – 2018-19

Task Name	% Complete	Duration	Start	Finish
BSC Master Project Schedule	46%	321 days	Fri 6/04/18	Fri 28/06/19
2018-05_SES Building	55%	131 days	Mon 25/06/18	Mon 24/12/18
2018-06_Contractor Accommodation	30%	100.5 days	Fri 6/04/18	Thu 23/08/18
BSC 2018 Works Program	44%	285 days	Mon 7/05/18	Fri 28/06/19
Boat Ramp Carpark	100%	45 days	Mon 14/05/18	Fri 13/07/18
2017 NDRRA REPA	59%	99 days	Mon 16/07/18	Thu 29/11/18
Area 1 - North West	72%	90 days	Mon 16/07/18	Fri 16/11/18
Area 2 - South West	18%	90 days	Fri 27/07/18	Thu 29/11/18
Area 3 - South East	94%	62 days	Mon 6/08/18	Tue 30/10/18
Area 4 - North East + Town	18%	45 days	Tue 14/08/18	Mon 15/10/18
RMPC	100%	23 days	Mon 19/11/18	Wed 9/01/19
2018/19 - TIDS/ATSI TIDS/R2R/ BSC	4%	20 days	Mon 22/04/19	Fri 17/05/19
2018-08_VIC	100%	50 days	Mon 4/06/18	Mon 13/08/18
W4Q-R2	7%	300 days	Mon 7/05/18	Fri 28/06/19
WTP upgrades	12%	167 days	Mon 16/07/18	Tue 5/03/19
Gregory	16%	156 days	Tue 31/07/18	Tue 5/03/19
Burketown	10%	167 days	Mon 16/07/18	Tue 5/03/19
Bunded fuel storage	19%	300 days	Mon 7/05/18	Fri 28/06/19
Laydown yard	0%	170 days	Mon 5/11/18	Fri 28/06/19
Waste management	2%	220 days	Mon 27/08/18	Fri 28/06/19
Gregory Airstrip	3%	245 days	Mon 23/07/18	Fri 28/06/19
Solar lighting and CCTV	4%	249 days	Tue 17/07/18	Fri 28/06/19
Water wise reticulation and Burketown Oval	7%	245 days	Mon 23/07/18	Fri 28/06/19
Gregory showgrounds spectator facility	4%	245 days	Mon 23/07/18	Fri 28/06/19
Treated water pipeline	3%	240 days	Mon 30/07/18	Fri 28/06/19

Capital Projects Roads 2018-19

Road Name	Funding Source	% Complete	Comment
Various Roads	2018 NDRRA - Submission 1 – 32.18	0%	Approval letter for NDRRA Submission Number BrkSC.32.18 received on 19 December 2018
Various Roads	2018 NDRRA - Submission 2 – 28.18	0%	Approval letter for NDRRA Submission Number BrkSC.28.18 received on 19 December 2018
Various Roads	2018 NDRRA - Submission 3 – 29.18	0%	Approval letter for NDRRA Submission Number BrkSC.29.18 received on 19 December 2018
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.
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.

Road Name	Funding Source	% Complete	Comment
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.
Doomadgee West Road	2017 NDRRA	70%	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	100%	Re-sheet completed in December 2018
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	100%	Resheeting works completed in Dec 2018.
Bowthorn Road	2017 NDRRA	100%	Work completed
Riversleigh Road	2017 NDRRA	100%	Work completed
Doomadgee Lawn Hill Road	2017 NDRRA	100%	Work completed

2. FIVE YEAR ROAD PROGRAM

Year	Project No	Road	Cat	Type	Distance (km)
2018-19	DW 32.0-45.0 New formation	Doomadgee West	LRRS	Formation	13.0

Year	Project No	Road	Cat	Type	Distance (km)
2018-19	DW 65.0 - 92.5 New formation	Doomadgee West	LRRS	Resheet	27.5
2018-19	GrgLH 46.0 - 50 New Seal	Gregory Lawn Hill	LRRS	Seal	1.6
2018-19	TG 0-2 Reseal	Truganini	LRRS	Reseal	
2018-19	Doomadgee East	Doomadgee East	LRRS	Drainage	1.0
2018-19	Rural Roads Maint	All Council roads	Various	Maintain	
2018-19	Town Streets	Town Streets	Urban	Maintain	
2018-19	NDRRA 2017 events	NDRRA Rural and some Urban Roads	Rural	Recover	
2019-20	GrgLH X-X Reseal	Gregory Lawn Hill	LRRS	New Seal	4.6
2019-20	DW 45.3 - 51.4 Reseal	Doomadgee West	LRRS	Reseal	6.1
2019-20	DW 93.2 - 101.2 Reseal	Doomadgee West	LRRS	Reseal	8.0
2019-20	DW 102.2 - 104.5 Reseal	Doomadgee West	LRRS	Reseal	2.3
2019-20	DW 61.5 - 69.2 Resheet	Doomadgee West	LRRS	Resheet	7.7
2019-20	GrgLH X-X Resheet	Gregory Lawn Hill	LRRS	Resheet	8.3
2019-20	GrgLH Sight distance improvement	Gregory Lawn Hill	LRRS	Safety	0.0
2019-20	Doomadgee East	Doomadgee East	LRRS	Resheet	2.0
2019-20	GrgLH 54.5 - 54.9 Drainage	Gregory Lawn Hill - Archie/Dinner Creek	LRRS	Betterment	0.4
2019-20	Rural Roads Maint	All Council roads	Various	Maintain	
2019-20	Town Streets	Town Streets	Urban	Maintain	
2019-20	NDRRA 2018 Restoration	Submission 1 (28.18)			
2019-20	NDRRA 2018 Restoration	Submission 2 (29.18)			
2019-20	NDRRA 2018 Restoration	Submission 3 (31.18)			
2020-21	FV 71.5-72 Bridge	Floraville Road - Leichardt Crossing	LRRS	Betterment	0.5
2020-21	GrgLH 60 - 72 Resheet	Gregory Lawn Hill	LRRS	Resheet	9.0
2020-21	DW 61.5 - 70 Resheet	Doomadgee West	LRRS	Resheet	4.1
2020-21	Doomadgee East	Doomadgee East	LRRS	Resheet	2.0
2020-21	Rural Roads Maint	All Council roads	Various	Maintain	
2020-21	Town Streets	Town Streets	Urban	Maintain	
2021-22	DW 101.4 - 101.7 Drainage	Doomadgee West - Branch Creek	LRRS	Betterment	0.3
2021-22	TG 2.9 & 5.5 Drainage	Truganini Floodways	LRRS	Betterment	0.1
2021-22	DW Resheet	Doomadgee West	LRRS	Resheet	6.4
2021-22	GrgLH Resheet	Gregory Lawn Hill	LRRS	Resheet	8.3
2021-22	Rural Roads Maint	All Council roads	Various	Maintain	
2021-22	Town Streets	Town Streets	Urban	Maintain	
2022-23	FV Stabilise and reseal	Floraville Road	LRRS	Reseal	
2022-23	Various drainage	Doomadgee West	LRRS	Betterment	
2022-23	Rural Roads Maint	All Council roads	Various	Maintain	
2022-23	Town Streets	Town Streets	Urban	Maintain	

3. AIRPORT/REX SERVICES

- Gables have arrived and waiting on staff to install on site. Works are currently working at the airport to install these Gables and filling in holes in the clearway zone.
- Airport Inspection successfully completed in November 2018 with a live exercise completed in December 2018 as per CASA requirements.
- The Airport manual needs to be updated with new contacts and the live Exercise needs to be completed ASAP for compliance.
- REX Airlines are back to normal with only Monday / Wednesday and Friday flights. Bob and JJ are currently servicing these flights with the help of Jordan who is training Bob on the Check in side.
- New container at the Gregory Aerodrome. This will be secured by the Workshop department.

4. WORKSHOP & FLEET

General servicing and maintenance being the main work carried out

Plant #	Description	Maintenance	Scheduled	Cost	Comment
469	Multi Tyred Roller	A/C fan and punctures	No	8 hrs	Blew fan
480	Prime Mover	Belt tensioner and A/C	No	3 hrs	Wear
522	140M Grader	6,000 hr service, tandem	Yes	24 hrs	Wet season check over
525	Tandem Trailer	New jockey wheel	No	2 hrs	Collapsed
528	Gregory Depot Genset	5,250 hr service	Yes	3 hrs	Wet season check over
533	Kubota Ride On	Repair canopy	No	2 hrs	Hit too many trees
542	Camp Genset	1,000 hr service	Yes	4 hrs	Wet season check over
554	Roadtrain	Tyres, tyres, tyres	No	8 hrs	Rough haul roads
563	Septic Pump Unit	Motor dusted	No	4 hrs	Needs to be covered
572	Town Job Truck	80k service	Yes	2 hrs	Scheduled
583	950K Loader	Fuel fault	No	4 hrs	Fuel tank rust treated
584	Landcruiser Dual Cab	155k service, battery	Yes	2 hrs	Scheduled
588	10 Tonner	50k service	Yes	4 hrs	Scheduled
589	RMPC Truck	PTO	No	4 hrs	Sensors
592	Water Truck	Tyres	No	2 hr	Rough roads
597	Cat Backhoe	Fork tines, console strut	No	3 hrs	Wear
598	WM Hilux	65k service, clean	Yes	3 hrs	Scheduled
600	Workshop Truck	Battery	No	1 hr	Crane left on
602	Plumbers Truck	10k service	Yes	2 hrs	Scheduled
608	GWTP genset	1,000hr service	Yes	3 hrs	Solar was off
	Fuel gensets	Cyclone prep	Yes	3 hrs	Check over
	BOM site	AWIB	No	2 hrs	Assist to get working
	Navman	Get back on line	No	3 hrs	Needed reset
	Whippers and Mowers	Keep operational	Yes	10 hrs	Ongoing

Tender Update

- 2017-2018 Budget
 - Office Hiace Bus: Quotes sourced: response required.
 - Sale of Rosa Bus: to finalise.
- Monthly fuel burn for yellow fleet: 3,761L

Plant Running Costs

- Revenue verses expenditure: 288.32% year to date
- Life revenue verses life expenditure: 25.23%

5. TOWN & 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.

Testing and adjusting of sprinklers need to be undertaken by operators regularly to identify issues and breakages.

Waste

Green Tec consulting has been engaged to assist Council with responding to a DES warning letter regarding waste management practices. An action plan is currently under development and due to be delivered in late January, early February 2019.

6. HOUSING/BUILDING MAINTENANCE

Council entered into an agreement with Jays Real Estate in Mt Isa to provide property management and rental agreement services to Council. However, Jays advised just before Christmas that they would not be able to provide this service.

7. BIOSECURITY

The drafting of Burke's biosecurity plan will recommence when resources allow.

8. WATER AND WASTEWATER

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
November: 13609kl	December: 12109 kl	-1500 kL
	Daily Usage (Kilo litres)	Outflow To Town (Litres/Second)
Highest Daily Usage	679 kl	6.6 l/s
Lowest Daily Usage	187 kl	3.64 l/s

Average Australian daily water consumption is **340 litres** per person or up to 800 litres in dry areas.¹

Average Burketown daily water consumption is **2,511 litres** per person.

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
November 3,596 kL	December: 8548 kL	+4,952 kL

Average Gregory daily water consumption in December was 9,497 **litres** per person²

Treatment Plant Operation Summary

GREGORY

- Currently working through opportunities to improve operations at GWTP. MBS Water Solutions have been on site to design improved chemical storage and processing.
- Still waiting on a few upgrades to take place in regards to dosing of chemicals on site.
- One major water leak in Gregory in January 2019.

BURKETOWN

- Plant operating well.
- Mark Samblebe from MBS water was onsite to design the chemical dosing for the plant. MBS is also superintending the filter replacement project which should be installed in February 2019 by QEE.
- The chlorin-situ (Chlorine Generator) has a faulty float tree that we are currently ordering from Prominent Fluid Control to replace. We are using the backup system at the moment.

Water Reticulation Summary

GREGORY

- Now that it is getting hotter we are expecting to use more water around town.
- We have 1 major water leak that has been repaired as of this time.
- Water temperature has been quite warm in the river and the reservoir and this is more or less passed on to the town reticulation, hence the warm temperature when showering at night.

BURKETOWN

- All water samples passed.
- Park sprinklers are all operating with a few sprinklers to be adjusted. Total Eden still has not completed the change for the Parks and Gardens.
- We have a few water leaks that have been repaired. All were on Sloman Street.
- Now that it is getting hotter we are expecting to use more water around town. The water temperature has been quite warm at the NRPS and WTP and this is more or less passed on to the town reticulation, hence the warm temperature when showering at night.
- I am currently monitoring the NRPS levels to see how much water is being used. Please note that the water level at the NRPS causeway is 350 mm below causeway, and the causeway only stopped running approximately 6 weeks ago.

¹ <https://www.rwcc.nsw.gov.au/save-water/average-water-use>

² True population guesstimated.

Gregory Contractor Camp Upgrade and Sewerage Installation

Gregory contractor camp has been experiencing issues with it filling too quickly. We have isolated a few toilets with water issues. We have pumped out the Septic tanks 3 times since it has been installed. We currently are looking at options to rectify the issues.

State-wide Water Information Management (SWIM) (CHECK TARGET AND DATA)

Performance Indicator	Performance Measure	Yearly Target	DEC 18	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

9. OFFICER'S RECOMMENDATION

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

09.01.01 Works and Services Report

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

Moved: Cr Yanner

Seconded: Cr Clarke










Carried 190124.03 5/0

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	20 January 2019
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	5,483,785	12,248,000	- 6,764,215	 45%
Total Operating Expenditure	8,674,662	18,912,000	- 10,237,338	 46%
Profit/Loss	- 3,190,877	- 6,664,000	- 9,854,877	 48%
Capital Income	462,767	3,241,000	- 2,778,233	 14%
Capital Expenditure	1,316,479	4,287,000	- 2,970,521	 31%
Cash & Cash Equivalents	7,364,074	6,828,215	535,859	 108%
Other Current Assets	813,566	1,796,374	- 982,808	 45%
Liabilities (Current)	2,278,518	810,083	1,468,435	 281%
Liabilities (Non Current)	643,996	664,658	- 20,662	 97%
Current Assets to Liabilities Ratio	3	6		

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

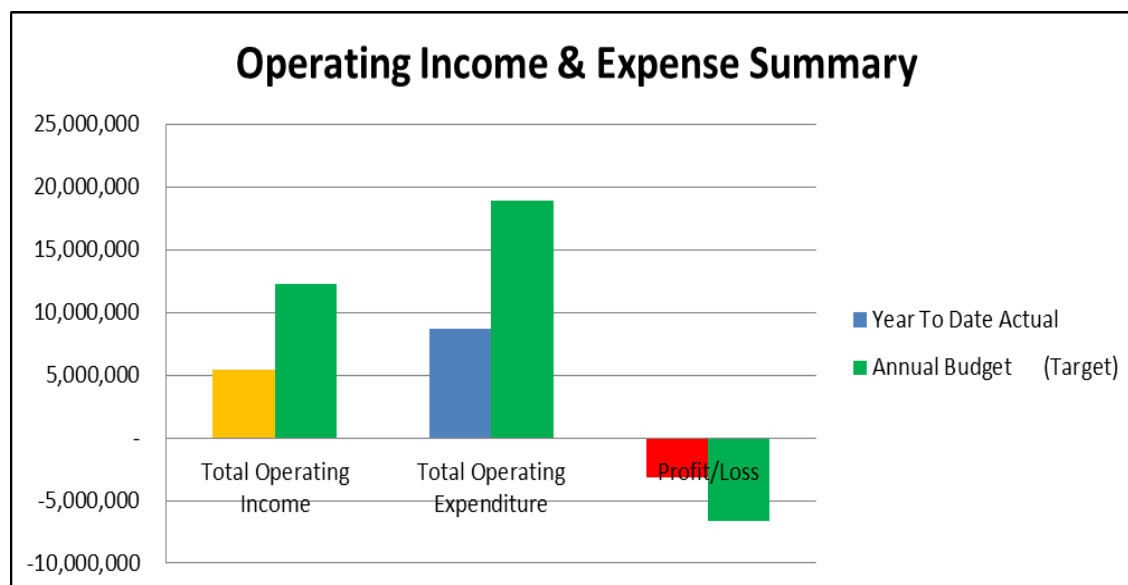
Council's half yearly financial performance is in line with half yearly forecasts with a year to date operating deficit of \$3, 2 million or 48% of the annual forecasted operating loss of \$6, 6 million.

Overall year to date operating income is close to half yearly forecast sitting at 45% of total annual target/budget. Overall operating expenditure is within budget sitting at 46% of annual target.

Cash balances at the end of December sat at \$7,3 million dollars which is slightly above the annual forecasted cash balance of \$6.8million. This balance is set to decline as various projects, works and services are completed.

Current liabilities at the end of December 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.



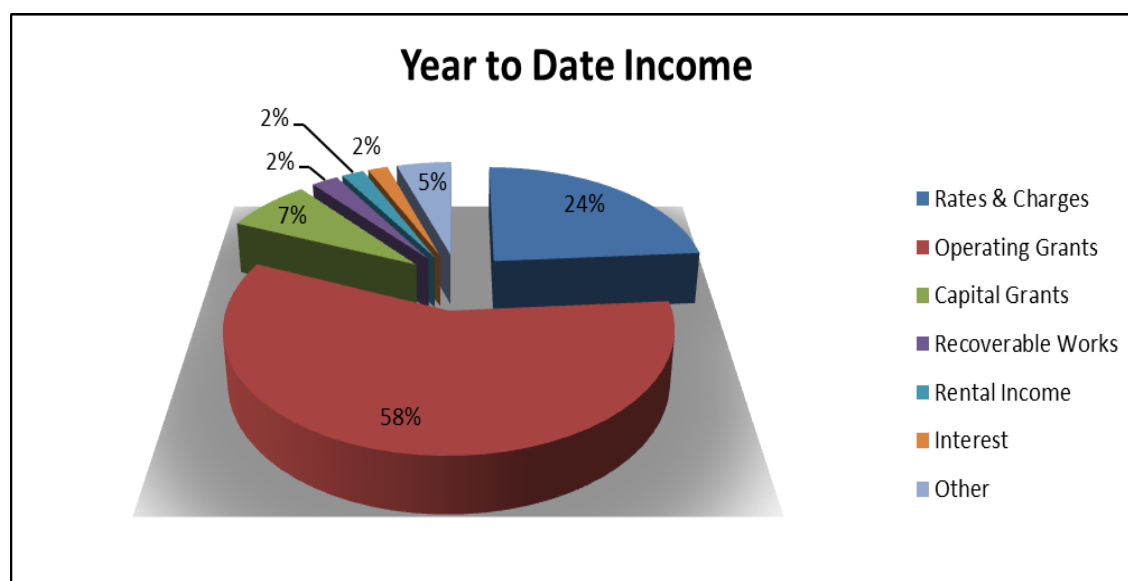
Overall capital income remained largely unchanged from the previous month (November) sitting at 7% of total revenue at the end of December.

Approximately \$2, 8 million in outstanding capital revenue is to be received prior to the end of the financial year. Capital grants will be remitted to Council in instalments as specific milestones are met and projects are closed out.

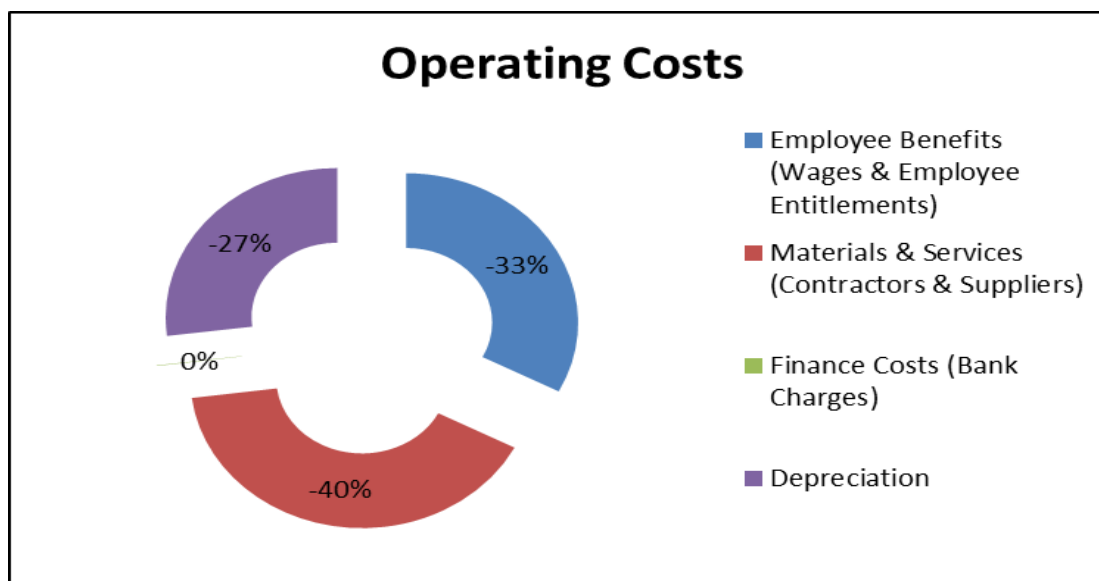
Half yearly results show operating grants as the largest income stream in line with budget forecasts. Operating grants sat at 58% of half yearly income, with the largest contributor to this income pool being flood damage related funds.

The 2015-16 flood submission has been fully closed out and council has subsequently received all outstanding flood damage funding relating to the 2015-16 financial year. A 30% advance payment of \$2, 5 million was received in December relating to the 2017-18 financial year flood events.

Rates and utility charges are on track with half yearly estimates. Second half rates and utility charges will be raised in February as scheduled; the second half levy will bring actual rates and utility charges in line with annual budget estimates



Materials and services costs constitute the largest portion of council expenditure at the end of December sitting at 40% of total operating expenditure.



Half yearly projections continue to reflect that employee benefits are slightly below estimate as the first half 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	YTD ACTUAL	ANNUAL BUDGET	TARGET
Operating Surplus Ratio (%)	✗	63%	-54%	Between 0% and 10% (over the long term)
Asset Sustainability Ratio (%)	✗	14%	130%	Greater than 90% (over the long term)
Current Ratio	✓	10	10	Greater than '1:1 (over the long term)
Net Financial Liabilities Ratio	✓	-134%	-58%	Less than 60% (over the long term)

Sustainability ratios are a reasonable measure of council's financial performance and financial position.

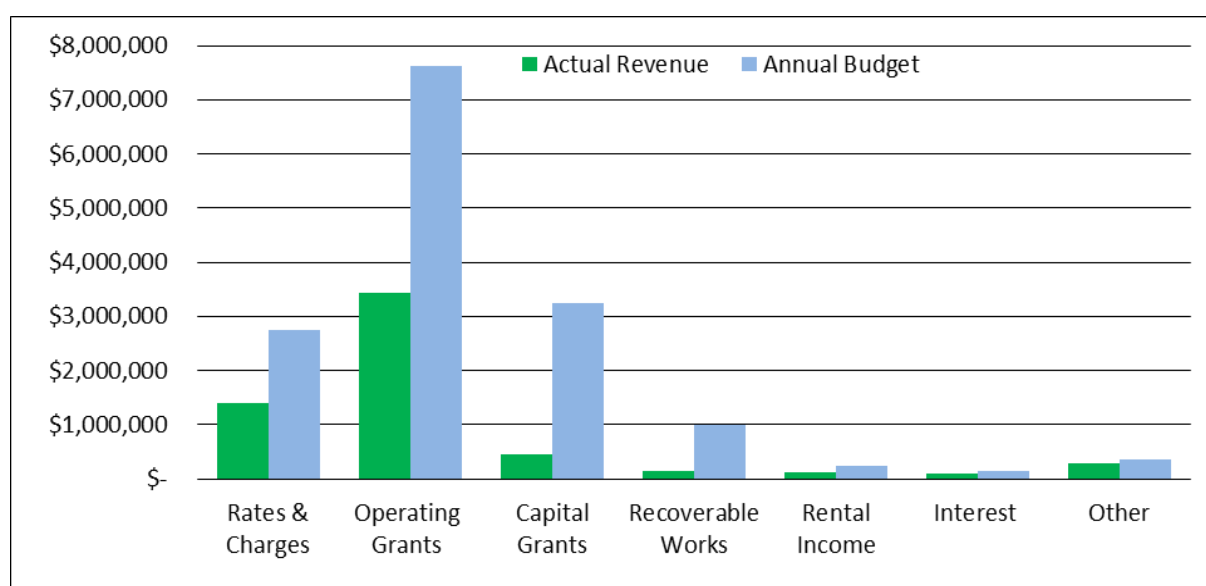
The current ration measures council's ability to offset short term obligations with current assets. The year to date current ratio indicates sufficient capacity to offset short term obligations at a ratio of 10:1 (current assets to current liabilities)

The net financial liabilities ratio measures council's ability to increase borrowings where necessary; council has no borrowings to date as reflected in the high year to date percentage at the end of December at 134% versus a benchmark target of greater than 60%

The operating surplus ratio measures council's ability to cover operational costs through operational revenues. Councils operating surplus ratio at the half year mark is outside the benchmark range of between 0%-10% indicating limited capacity to cover operational expenditures through operating revenue as reflected by the operating deficit of \$3,2 million at the end of December.

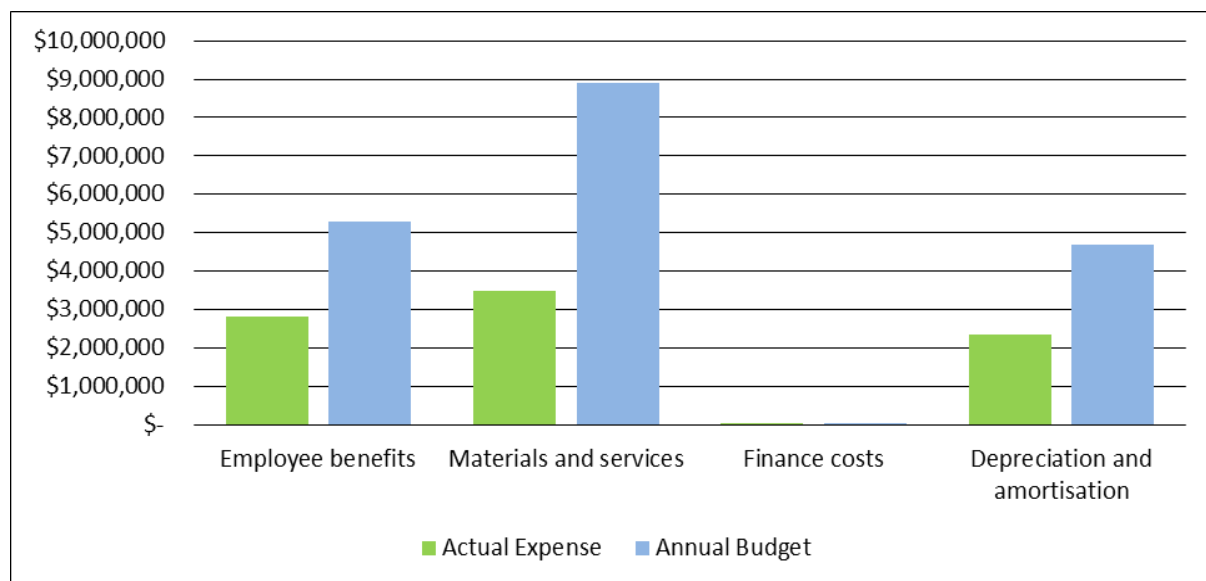
3. STATEMENT OF INCOME AND EXPENDITURE

STATEMENT OF INCOME AND EXPENDITURE				
	Annual	YTD	YTD	YTD
	Budget	Actual	Pro rata Budget	Variance
Recurrent Revenue				
Rates levies and Charges	2,761,000	1,408,426	1,380,500	27,926
Fees & Charges	93,000	46,996	46,500	496
Rental Income	247,000	116,180	123,500	- 7,320
Interest	154,000	103,925	77,000	26,925
Recoverable Works Revenue	993,000	138,406	496,500	- 358,094
Other Income	357,000	240,762	178,500	62,262
Donations	24,000	-	12,000	- 12,000
Developer Contributions	-	-	-	-
Subsidies and Grants	7,619,000	3,429,090	3,809,500	- 380,410
Total Recurrent Revenue	12,248,000	5,483,785	6,124,000	- 640,215
Capital Revenue				
Sale of non-current assets	-	16,743	-	16,743
Contributions	-	-	-	-
Subsidies and Grants	3,241,000	446,024	1,620,500	- 1,174,476
Total Capital Revenue	3,241,000	462,767	1,620,500	- 1,157,733
TOTAL INCOME	15,489,000	5,946,552	7,744,500	- 1,797,948
Recurrent Expenses				
Employee benefits	- 5,302,000	- 2,829,935	- 2,651,000	- 178,935
Materials and services	- 8,914,000	- 3,497,639	- 4,457,000	959,361
Finance costs	- 23,000	- 5,655	- 11,500	5,845
Depreciation and amortisation	- 4,673,000	- 2,341,433	- 2,336,500	4,933
TOTAL RECURRENT EXPENSES	- 18,912,000	- 8,674,662	- 9,456,000	781,338
NET RESULT	- 3,423,000	- 2,728,110	- 1,711,500	- 1,016,610



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	158,166	- 241,834	✗
Flood Damage 2016 - 2017 Event Claims	2,500,000	-	- 2,500,000	✗
Flood Damage 2017 - 2018 Event Claims	3,000,000	2,502,247	- 497,753	✓
Other Operating Grants	218,000	-	- 218,000	✗
Total Operating Grants	7,619,000	3,411,015	- 4,207,985	✗

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	✗

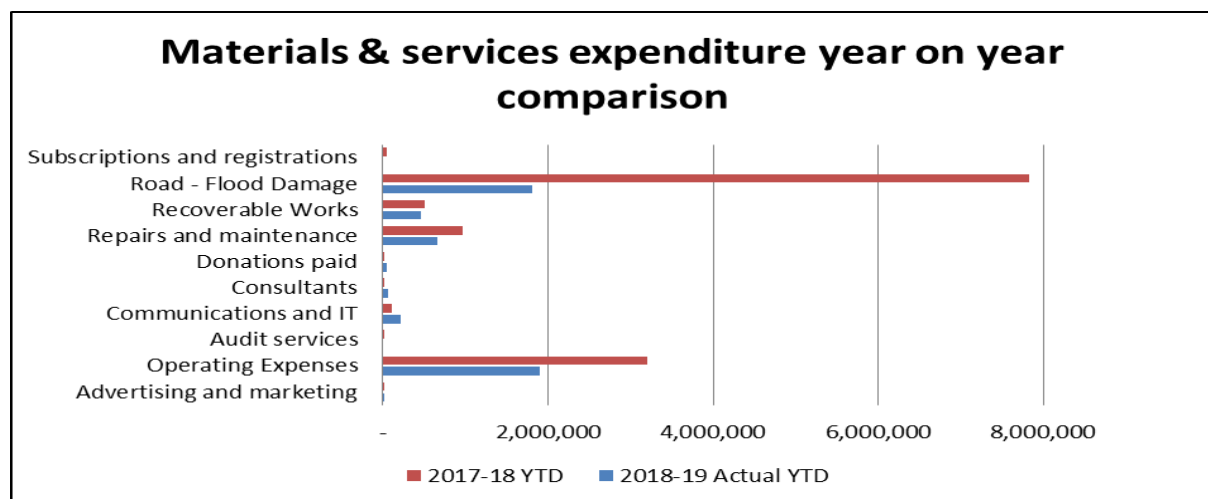
6. DETAILED OPERATING EXPENDITURE

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	2,149	2,835	- 686
Operating Expenses	1,905,058	3,201,600	- 1,296,542
Audit services	-	12,849	- 12,849
Communications and IT	213,029	108,365	104,664
Consultants	63,140	17,673	45,467
Donations paid	40,880	6,604	34,276
Repairs and maintenance	665,384	969,950	- 304,566
Recoverable Works	461,364	514,422	- 53,058
Road - Flood Damage	1,806,126	7,830,343	- 6,024,217
Subscriptions and registrations	-	49,771	- 49,771
Other material and services	- 1,659,492	- 1,086,730	- 572,762
Total Materials & Services	3,497,638	11,627,682	- 8,130,044



7. STATEMENT OF FINANCIAL POSITION

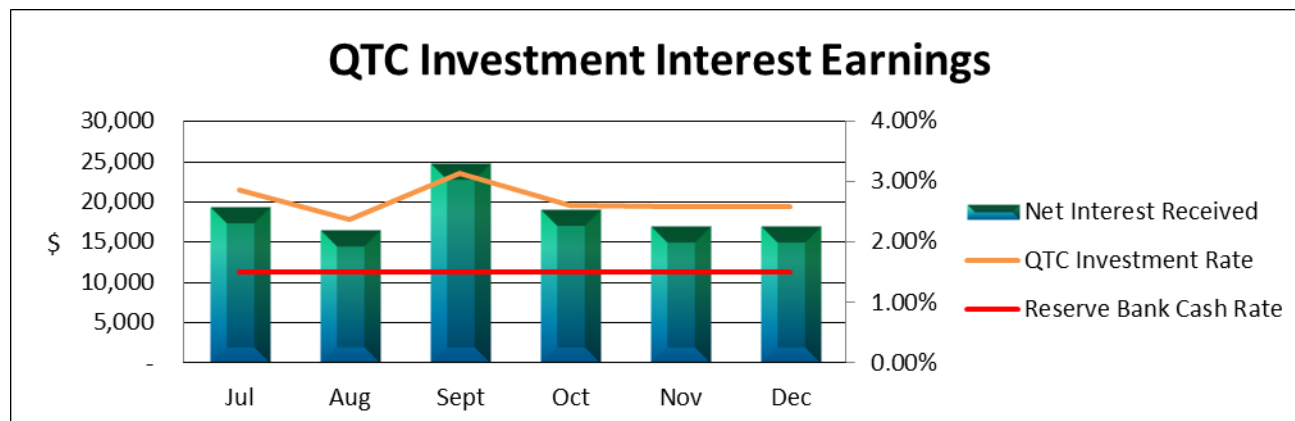
STATEMENT OF FINANCIAL POSITION				
	Opening Balance	YTD	YTD	Annual Forecast
	As at 1 July 2018	Actual	Movement	Budgeted
Current Assets				
Cash and cash equivalents	9,898,722	7,364,074	- 2,534,648	6,828,215
Trade and other receivables	1,583,470	423,882	- 1,159,588	1,496,014
Inventories	242,401	287,334	44,933	242,401
Other financial assets	102,528	102,350	- 178	57,959
Non-current assets classified as held for sale	-	-	-	-
Total current assets	11,827,121	8,177,640	- 3,649,481	8,624,589
Non-current Assets				
Receivables	-	-	-	-
Property, plant and equipment	204,264,969	208,362,504	4,097,535	203,639,070
Accumulated Depreciation	- 60,144,445	- 62,344,692	- 2,200,247	- 66,548,946
Capital works in progress	2,423,691	-	- 2,423,691	4,458,918
Intangible assets	-	-	-	-
Total non-current assets	146,544,215	146,017,812	- 526,403	141,549,042
TOTAL ASSETS	158,371,336	154,195,452	- 4,175,884	150,173,631
Current Liabilities				
Trade and other payables	2,160,712	703,461	- 1,457,251	790,228
Borrowings	-	-	-	-
Provisions	117,806	106,622	- 11,184	33,618
Other	-	-	-	-
Total current liabilities	2,278,518	810,083	- 1,468,435	823,846
Non-current Liabilities				
Trade and other payables	-	-	-	-
Interest bearing liabilities	-	-	-	-
Provisions	643,996	664,658	20,662	654,908
Other	-	-	-	-
Total non-current liabilities	643,996	664,658	20,662	654,908
TOTAL LIABILITIES	2,922,514	1,474,741	- 1,447,773	1,478,754
NET COMMUNITY ASSETS	155,448,822	152,720,712	- 2,728,110	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	26,772,365	- 2,728,111	26,690,008
Other reserves	-	-	-	-
TOTAL COMMUNITY EQUITY	155,448,822	152,720,710	- 2,728,112	148,694,877

Council's adjusted financial position improved slightly from the previous month in line with cash receipts (mainly relating to flood damage payments) from a balance of \$6, 6 million to \$7,3 million.

It should be noted that the slight increase in cash balances is only a timing variance rather than a permanent increase as cash balances are forecast to decline as outflows exceed inflows; the annual forecast reflects a decline in cash balances at the end of the financial year to a balance of ~\$6,8 million.

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	\$ 7,183,483
Westpac General Fund	1.50%	0.00%	\$ 0	\$ 180,107
Cash Floats	1.50%	0.00%	\$ -	\$ 483
Total			\$ 77,506	\$ 7,364,073

Outstanding rates, 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	20,911	37,773	45,025	604	104,313
SEWERAGE CHARGES	1,652	644	1,036	19	3,352
GARBAGE CHARGES	1,784	539	1,705	23	4,051
WATER ACCESS CHARGES	36,653	8,370	12,569	340	57,931
WATER - EXCESS CONSUMPTION	28,633	-	14,252	-	42,885
STATE GOVT EMERGENCY SVCE LEVY	1,126	580	1,367	19	3,091
TOTAL	90,759	47,905	75,954	1,006	215,624

Outstanding receivables

Outstanding Charge	Total Amount \$	Percentage of total outstanding charges
General Rates	\$ 104,313	28%
Sewer Charges	\$ 3,352	1%
Waste Management Charges	\$ 4,051	1%
Water Charges	\$ 100,817	27%
Sundry Debtors	\$ 164,069	44%
Total Outstanding Receivables	376,602	

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	2,994,356	4,204,000
Payments to suppliers & employees	- 7,825,935	- 14,272,582
	- 4,831,579	- 10,068,582
Interest received	103,925	154,000
Rental income	116,180	247,000
Non capital grants and subsidies	3,429,090	7,643,000
Net cash inflow (outflow) from operating activities	- 1,182,384	- 2,024,582
Cash flows from investing activities		
Payments for property plant & equipment	- 1,832,924	- 4,287,000
Proceeds from sale of property plant & equipment	34,636	-
Capital grants, subsidies, contributions and donations	446,024	3,241,000
Net cash inflow (outflows) from investing activities	- 1,352,264	- 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	- 2,534,648	- 3,070,582
Cash at beginning of the reporting period	9,898,722	9,898,797
Cash at end of the reporting period	7,364,074	6,828,215

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	116,000	204,477
ROAD PROJECTS (CAPITAL)	-	400,000	919,926	1,041,000	278,926
SEWER UPGRADE PROJECT	-	650,000	-	51,400	598,600
NDRRA ADVANCE PAYMENT 2016-17 FLOOD EVENT	861,000	-	-	2,200,000	- 1,339,000
NDRRA ADVANCE PAYMENT 2017-18 FLOOD EVENT			2,502,000	21,000	2,481,000
WORKS FOR QLD ROUND 2	440,000	-	108,000	115,000	433,000
TOTAL CONSTRAINED CASH	1,516,410	1,050,000	3,634,993	3,544,400	2,657,003

**** 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	2,660,166	- 3,239,834	✗
Total Expenditure	6,400,000	2,216,000	- 4,184,000	✓
Operating Surplus/Deficit	- 500,000	444,166	944,166	✓

RMPC				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	969,000	123,048	- 845,952	✗
Total Expenditure	890,000	574,000	- 316,000	✓
Operating Surplus/Deficit	79,000	- 450,952	- 529,952	✓

Utilities

WATER UTILITY				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	409,000	239,182	- 169,818	✓
Total Expenditure	480,000	242,000	- 238,000	✓
<i>Earnings before interest and depreciation (EBITD)</i>	<i>- 71,000</i>	<i>- 2,818</i>		
Depreciation Expense	269,000	137,000	- 132,000	✓
Operating Surplus/Deficit	- 340,000	- 139,818		✓

SEWER UTILITY				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	158,000	78,230	- 79,770	✓
Total Expenditure	112,000	47,000	- 65,000	✓
<i>Earnings before interest and depreciation (EBITD)</i>	<i>46,000</i>	<i>31,230</i>		
Depreciation Expense	54,000	26,000	- 28,000	✓
Operating Surplus/Deficit	- 8,000	5,230		✓

WASTE MANAGEMENT UTILITY				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	105,000	52,406	- 52,594	✓
Total Expenditure	96,000	53,400	- 42,600	✓
<i>Earnings before interest and depreciation (EBITD)</i>	<i>9,000</i>	<i>- 994</i>		✓
Depreciation Expense	10,000	2,600	- 7,400	✓
Operating Surplus/Deficit	- 1,000	- 3,594		✓

11. OTHER BUSINESS UNITS

HOUSING				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	247,000	116,000	131,000	✗
Total Expenditure	300,000	162,000	138,000	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 53,000	- 46,000		
Depreciation Expense	316,000	135,330	180,670	✓
Operating Surplus/Deficit	- 369,000	- 181,330		✓

PUBLIC HALLS				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	5,000	1,949	3,051	✗
Total Expenditure	96,000	49,000	47,000	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 91,000	- 47,051		
Depreciation Expense	89,000	46,000	43,000	✓
Operating Surplus/Deficit	- 180,000	- 93,051		✓

AIRPORT OPERATIONS				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	69,000	44,571	24,429	✗
Total Expenditure	127,000	81,000	46,000	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 58,000	- 36,429		
Depreciation Expense	45,000	23,000	22,000	✓
Operating Surplus/Deficit	- 103,000	- 59,429		✓

SHARED SERVICES				
	Annual	YTD		YTD
	Budget	Actual	Variance	On Target
Total Revenue	350,000	215,083	134,917	
Total Expenditure (Wages & Other Costs)		184,283		
<i>Profit/loss</i>		30,800		
Add cumulative audit project costs incurred but not yet billed (To be billed)		-		
Operating Surplus/Deficit	-	30,800	-	

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	108,181	-
TIDS (Roads Funding)	600,000	-	600,000
MIPP (Roads & Bridges Funding)	-	20,500	-
Roads to Recovery (Roads Funding)	242,000	242,926	-
ATSI TIDS (Roads Funding)	70,000	-	-
Sewer Upgrade Grant	950,000	-	650,000
Visitor Information Centre Grant	88,000	74,416	-
TOTAL	2,550,000	446,023	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	141,959			✗
Gregory Solar	67,108	58,000	- 9,108	✓
Wharf Car Park Construction	197,514			
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	17,600	50,000	32,400	✓
W4Q -R2 Gregory Airstrip storage shed	7,448	35,000	27,552	✓
W4Q -R2 Burke boat ramp solar & CCTV	-	109,000	109,000	✓
W4Q -R2 Reticulation & Burke Oval upgrade	7,818	120,000	112,182	✓
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	-	- 54,894	✗
Doomadgee West Road Formation	700,000	704,000	4,000	✓
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	1,607	70,000	68,393	✓
Leichardt river crossing	195,000	-	- 195,000	✗
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	2,341,372	4,287,000	2,402,666	

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 Camp

Seconded: Cr Yanner

Carried 190124.04 5/0

09.03.01 Strategic Projects Reports

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	15 January 2019
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	15 January 2019
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 shelter
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

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	<p>Community Resilience Fund reports:</p> <ul style="list-style-type: none"> Acquitted <p>Marine Infrastructure Fund reporting:</p> <ul style="list-style-type: none"> Acquitted <p>Transport and Tourism Connections reports:</p> <ul style="list-style-type: none"> Acquitted <p>National Stronger Regions Fund reports:</p> <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	To be determined
Contractor(s)	Simmonds & Bristow; Austek Communications Pty Ltd; ARUP Pty Ltd; Erscon Consulting; MBS Water Solutions.
Status Update Provided	15 January 2019
Original completion date	30 May 2019
Revised completion date	31 October 2019 anticipated (under discussion with funding agency)

Project Status Report	
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 <p>Council elected not to proceed with any tenders received for the installation of packaged plant + wet weather storage etc.</p>
Town Planning	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Not applicable (previously completed)

Key Parameters	Status	Comments
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.
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 – Dec 2018 reports submitted

3. OTHER PROJECTS

Project	Description	Update/activity for reporting month
Works 4 Queensland Projects	Covered in separate report	<ul style="list-style-type: none"> Revision of all proposed projects; Development of risk-based process to deliver W4Q requirements.
Burke Shire Planning Scheme	Adopt new planning scheme	<ul style="list-style-type: none"> Revision of all draft Planning Scheme documentation with DSDMIP.
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 January 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"> Project acquittal to be completed week beginning 14 January 2019.
Register of Prequalified Suppliers (Plant Hire)	Extension of ROPS without re-refreshing ROPS via tender	<ul style="list-style-type: none"> Preparation of materials for extension of ROPS.
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.

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"> 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"> Agreement ready to sign.
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.
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial developments.	<ul style="list-style-type: none"> BKT South concept plans endorsed. Development application and sales process to progress. BKT Light Industrial concept plans to be endorsed. Final scope of works to be endorsed in relation to water, sewer, power.

4. PROJECTS UNDER DEVELOPMENT

Project	Description
Burke Shire Council Corporate Plan 2019-2024	<p>Stakeholder engagement sessions arranged in Burketown and Gregory week beginning 22 October 2018.</p> <p>Subsequent sessions on Sport & Rec Strategy held week beginning 3 December 2018.</p> <p>Methodology adopted and major strategic priorities endorsed.</p>

5. 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 reviewed by GSD board for RAB funding.
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.

6. 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 Camp

Seconded: Cr Poole

Carried 190124.05 5/0

Attendance

Sharon Daishe left the meeting from 9.57am to 10.00am.

Madison Marshall left the meeting from 10.01am to 10.05am.

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) (f)*.

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

Council moved into closed session at 10.19am.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 190124.06 5/0

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 10.27am.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 190124.07 5/0

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 resolves to agree to the terms of the Section 87 Agreement for QUD660/2017 and the draft Determination (Pendine Claim) and instruct Preston Law to sign the Section 87 Agreement on Council's behalf.**
- 3. That Council resolves to agree to the terms of the Section 87 Agreement for QUD659/2017 and the draft Determination (Konka Claim) and instruct Preston Law to sign the Section 87 Agreement on Council's behalf.**

Moved: Cr Camp

Seconded: Cr Poole

Carried 190124.08 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:	17 January 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. REPORT - CURRENT MONTH

Activity	Description	Report for December 2019
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
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 consultation held for sport & rec, and civil contractors
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

2. PLANNED – NEXT MONTH

Activity	Description	Planned for January 2019
CRRH Student Nurse accommodation	Finalise lease of land on Firefly St to James Cook University for student nurse accommodation to enable construction to commence	A/CEO to follow up with JCU/CCRH (Vijay Thummala)
Delegations CEO to officers	Requires major review - begin with focus areas	A/CEO Finalise rental tenancy delegs (Ross Higgins)
Executive performance review	Finalise project to harmonise executive performance review; participate in CEO annual performance review; conduct annual performance review with direct reports	A/CEO seek fixed cost from LGAQ to finalise project
ICT - major project oversight	Monitor and guide project under auspice of EMCCS to review and replace ICT architecture	Brief new EMCCS and A/CEO on CouncilWise (connect with Ben Dornier)
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	EMT to meet 18 Jan to finalise plans for internal audits (action items and future plan)
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	A/CEO & EMSP to finalise plans for consultation and adoption of plan
IPR: Operational Plan	18-19: monitor progress and report quarterly 19-20: consult and develop for adoption at Council's budget meeting (July)	18-19: Q2 Report
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)	A/CEO attend Hughenden ROC & RRTG
Shared services	Monitor operation of shared services and seek new opportunities	A/CEO to monitor progress of shared services

3. GRANTS REGISTER

Doc ID | 218540

The grant register requires auditing to ensure that information is current and complete.

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
Asset & Services Management Plans	EMWI		Partial	EMWI: 15/02/18 To be reviewed Oct 2018 CEO: 17/01/19: due for review however this can be deferred until EMWI role is filled if necessary
Biosecurity Plan	EMWI		No	EMWI 08/05/18 Will engage assistance to commencing public consultation. CEO 17/01/19: Will be further delay while recruiting for EMWI
Corporate Risk Register	EMCCS		Partial	DCEO 07/06/18 Given scale of review required, DCEO will not complete before finishing up CEO 17/01/19: Major project for 2019
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 reviewed	EMWI 08/04/18 New Airport manual to include requirements
Transport Security Program for Burke Shire Council	EMWI		to be reviewed	EMWI 08/04/18 New Airport manual to include requirements

5. DELEGATIONS CEO TO OFFICERS

Doc ID | 200935

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

officers is included in the attachments. The report below summarises changes during the reporting month.

Delegation	Review (refer attached register for full details)
Financial	Update to reflect staff changeover

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
Thu, 6-Dec-18	4.00pm to 5.30pm	Civil Contractor Session	Boardroom	Councillors, CEO and EMSP
Thu, 6-Dec-18	6.00pm to 7.30pm	Sport and Recreation Strategy Session	Hall	Councillors, CEO and EMSP
Thu, 13-Dec-18		Council Meeting	Nijinda Durlga	Councillors, Management and EA
Fri, 14-Dec-18	1.00pm to 3.30pm	Christmas Party	Burketown Pub	
Mon, 17-Dec-18	4.30pm to 5.30pm	Briefing session with John Carr	Boardroom	Councillors and CEO
Tue, 18-Dec-18	8.00am to 1.00pm	Sessions with Staff	Hall	Councillors and all Staff
Fri, 21-Dec-18		ROC Teleconference	Teleconference	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 December 2018.

11.01 Chief Executive Officer Report

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

Moved: Cr Poole

Seconded: Cr Clarke

Carried 190124.09 5/0

Adjournment

That Council adjourned the meeting for morning tea from 10.46am to 11.31am; all were present at resumption.

Attendance

Martin Blennerhassett left the meeting from 11.35am to 11.39am.

11.02 Operational Plan 2018-19 | Report 2nd quarter | 01 October to 31 December 2018

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer
DATE REPORT PREPARED:	17 January 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014-19

1. PURPOSE

- 1) To present the chief executive officer's written assessment of the local government's progress towards implementing the 2018-19 annual operational plan, for the three month period 01 October to 31 December 2018, in compliance with section 174 (3) of the Local Government Regulation 2012; and
- 2) To recommend amendments to the annual operational plan 2018-19 under the provisions of s174 (4) of the Local Government Regulation 2012.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Item	Date/ Decision no.	Comment
Annual operational plan – LGR s174 (1)	26 Jul 2018 180726.02	Adopted at Special meeting in conjunction with annual budget
Q1 report Jul-Sep	18 Oct 2018 181018.15	Adopted October 2018
Q2 report Oct-Dec	24 Jan 2019 1801xx.xx	To be presented January 2019
Q3 report Jan-Mar	17 Apr 2019 1804xx.xx	To be presented April 2019
Q4 report Apr-Jun	19 Jul 2018 1907xx.xx	To be presented July 2020

3. PROPOSAL

Report: It is proposed that Council receives and publishes the report of progress towards implementing the 2018-19 annual operational plan, for the three month period 01 October to 31 December 2018, as attached.

Amendments: It is proposed that Council amends the annual operational plan as per the attachment and as documented below:

Item	Change	Rationale
Various	Timing changes	Items not completed in Q2 due to excessive staff turnover in executive and key positions during the quarter.

4. FINANCIAL & RESOURCE IMPLICATIONS

The annual operational plan is aligned to the annual budget in accordance with the principles of integrated planning, and the provisions of s104 of the *Local Government Act 2009* Financial Management Systems.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	S104 Financial management systems	<p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually</p>
Local Government Regulation 2012	Division 4 Annual operational plan	<p>S 174 Preparation and adoption of the annual operational plan</p> <p>(1) A local government must prepare and adopt an annual operational plan for each financial year.</p> <p>(2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.</p> <p>(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.</p> <p>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</p> <p>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</p> <p>S 175 Annual operational plan contents</p>
Corporate Plan	2014-2019	

6. CRITICAL DATES & IMPLICATIONS

The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.

7. CONSULTATION

Executive management team; elected members via CEO reports

8. CONCLUSION

A number of non-critical items have been deferred due to excessive turnover of key personnel in the quarter Oct-Dec 2018. With a full executive team at the beginning of January 2019, a plan will be made to deliver these items. Despite the challenges of high turnover the organisation has been generally able to respond with agility and deliver core priorities.

9. OFFICER'S RECOMMENDATION

4. That Council notes the content of this report and its attachments; and
5. That Council adopts the chief executive officer's written assessment of the local government's progress towards implementing the 2018-19 annual operational plan, for the three month period 01 October to 31 December 2018, in accordance with section 174 (3) of the Local Government Regulation 2012; and
6. That Council amends its annual operational plan 2018-19, in accordance with s174 (4) of the Local Government Regulation 2012, as per the attachment and recommendation provided with the following changes:

Item	Change
Various as per attachment	Timing of delivery

11.02 Operational Plan 2018-19 | Report 2nd quarter | 01 October to 31 December 2018

1. That Council notes the content of this report and its attachments; and
2. That Council adopts the chief executive officer's written assessment of the local government's progress towards implementing the 2018-19 annual operational plan, for the three month period 01 October to 31 December 2018, in accordance with section 174 (3) of the Local Government Regulation 2012; and
3. That Council amends its annual operational plan 2018-19, in accordance with s174 (4) of the Local Government Regulation 2012, as per the attachment and recommendation provided with the following changes:

Item	Change
Various as per attachment	Timing of delivery

Moved: Cr Yanner

Seconded: Cr Poole

Carried 190124.10 5/0

12. Corporate and Community Services

12.01 Model Meeting Procedures

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson; Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	16 January 2019
LINK TO COUNCIL PLAN/S:	

1. PURPOSE

The purpose of this report is to seek Council's endorsement of the Burke Shire Council Model Meeting Procedure, a draft of which was presented to Council at the 13 December 2018 Council Meeting for initial consideration.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018 was passed on 21 May 2018. The passing of this Act imposes a mandatory Code of Conduct for Councillors.

On 7 September 2018, a draft Code of Conduct, which sets out the principles and standards of behaviour expected of Councillors and Mayors was released to Local Governments by the Department of Local Government, Racing and Multicultural Affairs for consultation. Following this period of consultation, a finalised Code of Conduct commenced on 3 December 2018.

In November 2018, the Department of Local Government, Racing and Multicultural Affairs released a series of documents to support Council's with regard to the new legislation. This included *Model Meeting Procedures* and *Standing Orders for Council Meetings including Standing Committees 'Best Practice Guide'*. These documents, and the accompanying letter from the Director-General of the Department of Local Government, Racing and Multicultural Affairs, are attached to this report for reference.

All Queensland Councils must either adopt the Department of Local Government, Racing and Multicultural Affairs *Model Meeting Procedures* or prepare and adopt their own procedures that are consistent with the Model Meeting Procedures. Similarly, if a Local Government chooses to continue using their existing standing orders, the Council must review the existing standing orders to ensure that they are consistent with the requirements of the Model Meeting Procedures. To assist Local Governments, the Department has also provided best practice standing orders that Councils can choose to adopt.

At the 13 December 2019 Council Meeting, a draft Burke Shire Council Model Meeting Procedure was presented for consideration. The final Burke Shire Council Model Meeting Procedure is presented at this time for adoption.

If Council does not adopt the Burke Shire Council Model Meeting Procedure, then as per the legislation, Council will be taken to have adopted the Department of Local Government, Racing and Multicultural Affairs Model Meeting Procedures.

3. PROPOSAL

That Council adopt the Burke Shire Council Model Meeting Procedure.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications directly associated with the adoption of the Burke Shire Council Model Meeting Procedure.

5. RISK

There are no risks associated with the adoption of the Burke Shire Council Model Meeting Procedure. Adoption of the Burke Shire Council Model Meeting Procedure would comply with legislation, and reduce Council's reputation and effective governance risks by introducing a rigorous and appropriate Model Meeting Procedure.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Section 150G Adopting meeting procedures	Section 150G charges Council with either adopting the Department's model procedures or preparing and adopting other procedures that are not inconsistent with the Department's model procedures.
Corporate Plan 2014-19	1.1	Council provides effective oversight of key governance frameworks
Burke Shire Council Operational Plan 2017-18	1.5.2	Council policies and procedures are compliant with local government legislation and regulation.

7. CRITICAL DATES & IMPLICATIONS

There are no critical dates associated with the implementation of this procedure. If Council does not adopt the Burke Shire Council Model Meeting Procedure, then as per the legislation, Council will be taken to have adopted the Department of Local Government, Racing and Multicultural Affairs Model Meeting Procedures.

8. CONSULTATION

At the 13 December 2019 Council Meeting, a draft Burke Shire Council Model Meeting Procedure was presented to Council for consideration.

9. CONCLUSION

In closing, it is recommended that Council adopt the Burke Shire Council Model Meeting Procedure.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopt the Burke Shire Council Model Meeting Procedure.

12.01 Model Meeting Procedures

- 1. That Council note the contents of the report; and**
- 2. That Council defer consideration of the Model Meeting Procedures to the February 2019 Council meeting.**

Moved: Cr Camp

Seconded: Cr Clarke

Carried 190124.11 5/0

Adjournment

That Council adjourned the meeting from 11.49am to 11.55am; all were present at resumption except Ray Burton.

13. Mayoral Report

I attended the following:

- GSD Meet and Greet in Cairns – with Cr Poole, EMSP,
- Meetings with EMT – liaising with incoming staff members, consolidating information with exiting CEO, discussions re projects
- Meetings with relevant staff, Councillors and Employment Office – recruitment of staff
- Meeting with Staff – with Cr Poole
- Meeting with Surepact – Surepact reps, BSC staff and Cr Poole, Clarke
- Meeting Internal Audit – with Audit Committee Members
- Frontier Festival Teleconferences – discuss 2019 event with FF reps, BSC staff, Cr Poole, Clarke
- Meet and Greet with Darren Thomson (EMCCS) @ Depot Breakfast BBQ
- BSC Staff Christmas Party
- LDMG Meetings – Cyclone Preparedness – with LDMG committee members and relevant Government Departmental Reps
- John Carr – Briefing Session with Councillors
- Staff Professional Development Day – with John Carr facilitating
- Meet and Greet Ray Burton
- Dinner with EMT members and introducing Martin Blennerhassett (A/EMWI) to other EMT members – Cr Poole
- Meeting with Cloncurry Shire Council – discussion around regional collaborations

GSD

- End of Year Meet and Greet in Cairns
- AGM delayed – to be held 4 Feb in Cairns
- ASBAS NATI – finishes end of June – working with other providers and lobbying MP's for extension of programme – proving invaluable in providers' footprint areas and many projects just starting to come to fruition – seeking extension to continue

Farewell to Sharon Daishe who leaves after 2 ½ years of service to Burke Shire. We wish you well with your future endeavours. Welcome to Ray Burton, Darren Thomson, Martin Blennerhassett, Paul Chambel and Chontelle George.

That Council notes the verbal report provided by Cr Camp.

Moved: Cr Poole

Seconded: Cr Clarke

Carried 190124.12 5/0

Attendance

Sharon Daishe left the meeting from 12.02pm to 12.12pm.

14. Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Poole

Carried 190124.13 5/0

Adjournment

That Council adjourned the meeting for lunch from 12.21pm to 1.10pm; all were present at resumption.

15. New business of an urgent nature admitted by Council

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

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 1.11pm.

I hereby certify that these pages numbered 1 to 48 – constitute
the Confirmed minutes of the Ordinary Council Meeting of Burke
Shire Council held on Thursday 24 January 2019.

Mayor Cr Ernie Camp