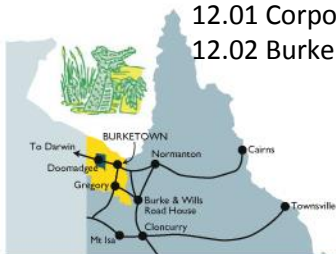




Confirmed Minutes Burke Shire Council Ordinary Meeting Tuesday 26 February 2019 9.00am Council Chambers

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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 (as indicated)
Cr John Clarke
Cr John Yanner
Cr Tonya Murray

Ray Burton; Acting Chief Executive Officer
Darren Thomson; Executive Manager Corporate & Community Services
Martin Blennerhassett; Acting Executive Manager Works and Infrastructure
Philip Keirle; Executive Manager Strategic Projects – via teleconference
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 Murray

Seconded: Cr Yanner

Carried 190226.01 4/0

03. Prayer

Cr Yanner led Council in prayer.

04. Consideration of applications for leave of absence

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

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 24 January 2019

That the Minutes of the Ordinary Meeting of Council held on Thursday 24 January 2019 as presented be confirmed by Council.

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 190226.02 4/0

06. Condolences

No condolences were noted for the meeting.

07. Declaration of Interests

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

08.01 Notices of Motion

08.02 Petitions

That Council notes that no notices of motion or petitions were received.

Attendance

Cr Poole entered the meeting at 9.09am.

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).
DATE REPORT PREPARED:	14 February 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014-19 Operational Plan 2018-19

1. DISASTER RELIEF FUNDING ARRANGEMENTS

Burke Shire Council was activated for assistance in consequence of the impacts of the monsoon trough and significant rainfall and flooding on North and Far North Queensland between 25 January – 14 February 2019 (see attachment for details of activation).

The Department of Transport and Main Roads (DTMR) has authorised Council to complete self-assessments on DTMR roads via the RADAR application.

Council will commence assessment of Council-controlled roads when possible, commencing with Floraville Road week beginning 18 February 2019.

2. PROJECTS

Capital Projects – 2018-19

Task Name	% Complete	Duration	Start	Finish
BSC Master Project Schedule	55%	321 days	Fri 6/04/18	Fri 28/06/19
2018-05_SES Building	90%	131 days	Mon 25/06/18	Mon 24/12/18
2018-06_Contractor Accommodation	11%	101 days	Fri 6/04/18	Thu 23/08/18
BSC 2018 Works Program	55%	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
Gregory Lawn Hill Road Sealing (TIDS)	0%	15 days	Mon 22/04/19	Fri 10/05/19

Doomadgee East Road Floodways (ATSI TIDS)	15%	5 days	Mon 13/05/19	Fri 17/05/19
2018-08_VIC	100%	50 days	Mon 4/06/18	Mon 13/08/18
W4Q-R2	34%	300 days?	Mon 7/05/18	Fri 28/06/19
Water treatment plant 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	50%	257 days	Mon 7/05/18	Tue 30/04/19
Waste management	20%	220 days	Mon 27/08/18	Fri 28/06/19
Gregory Airstrip Shed	95%	159 days	Mon 23/07/18	Thu 28/02/19
Solar lighting and CCTV	30%	228 days	Tue 17/07/18	Thu 30/05/19
Upgrade to Phillip Yanner Memorial Ground	20%	180 days	Mon 23/07/18	Fri 29/03/19

Capital Projects Roads 2018-19

Road Name	Funding Source	% Complete	Comment
<ul style="list-style-type: none"> Doomadgee West Road Nugaburra 	2018 NDRRA – Package 1	0%	Tender released 30 Jan 2019. Tender closes 20 Feb 2019.
<ul style="list-style-type: none"> Doomadgee to Lawn Hill Road Bowthorn Road 	2018 NDRRA – Package 2	0%	Tender released 30 Jan 2019. Tender closes 20 Feb 2019.
Gregory to Lawn Hill Road	2018 NDRRA – Package 3	0%	Tender released 30 Jan 2019. Tender closes 20 Feb 2019.
<ul style="list-style-type: none"> Lawn Hill Natl Park Road Riversleigh Road 	2018 NDRRA – Package 4	0%	Tender released 30 Jan 2019. Tender closes 20 Feb 2019.
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 to 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
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.
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.

3. 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
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	Rural	Recover	

		Urban Roads			
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	

4. AIRPORT/REX SERVICES

- Works on the main strip have commenced and are approximately 95% completed.
- The Airport Manual is being updated in line with recommendations from the Airport/Airport Operations inspection that was conducted November 2018.
- A range of minor maintenance items are also being followed up based on recommendations from the above inspection.
- The PAL system at the Burketown aerodrome has been impacted by lighting strikes, with runway lights running on manual at the moment. Clemments Electrical will be engaged to complete the repairs.

- New container at the Gregory Aerodrome. This will be secured (welded) by the Workshop department week beginning 11 February 2019.

5. WORKSHOP & FLEET

General servicing and maintenance being the main work carried out

Plant #	Description	Maintenance	Scheduled	Cost	Comment
456	Skid Steer Broom	Broom, cutting edges	No	4 hrs	Wear
474	Rosa Bus	Prepare for sale	Yes	1 hr	Sold
480	Prime Mover	375k service, hub seals etc	Yes	12 hrs	Scheduled
504	Skiddy Trailer	Leg and check over	Yes	8 hrs	Scheduled
519	Jet Patcher	55k service, conveyor	Yes	6 hrs	Scheduled
522	140M Grader	Injectors, radiator, faults	Yes	10 hrs	Repairs
529	John Deere Ride On	A/C, fan, alternator, blades	No	6 hrs	Lots of use
539	TRSS Hilux	90k service	Yes	2 hrs	Scheduled
540	USM Hilux	60k service	Yes	2 hrs	Scheduled
546	Kubota Tractor	Broom and blades	No	4 hrs	Lots of use
551	Prime Mover	165k service, batteries, tyre	Yes	8 hrs	Scheduled
563	Septic Pump Unit	Replaced motor	No	4 hrs	Motor dusted
568	Kioti Mower	Seat and battery	No	2 hrs	Weak
583	950K Loader	Fuel, battery, crack	No	4 hrs	Drained fuel
584	Landcruiser Dual Cab	Replaced tyres	No	2 hrs	Wear
591	Gregory Hilux	95k service, Windscreen	Yes & No	4 hrs	Scheduled & turkey
592	Water Truck	65k service, water pump	Yes	6 hrs	Scheduled
593	Job Truck	105k service	Yes	2 hrs	Scheduled
601	Haulmark Low Loader	Check over	Yes	3 hrs	Annual checks
602	Plumbers Truck	Fit compressor	Yes	2 hrs	Necessary
604	Kubota Ride on	50 hr service	Yes	2 hrs	Scheduled
	Fuel gensets	Cyclone prep	Yes	3 hrs	Check over
	SES Flood Boat	Replace steering ram	Yes	2 hrs	Assist to get working
	Registrations	Deregistration	No	3 hrs	Excess plant
	Whippers and Mowers	Keep operational	Yes	10 hrs	Ongoing

Tender Update

- 2017-1018 Budget
 - Office Hiace Bus: purchase to be reviewed.
 - Sale of Rosa Bus: sold

- Monthly fuel burn for yellow fleet:
 - Dec 2018: 3,716L
 - Jan 2109: 605L

Plant Running Costs

Revenue verses expenditure: 288.32% year to date

Life revenue verses life expenditure: 25.23%

TOWN & RURAL SERVICES

Parks

Automated water system installed in the Morning Glory Park is now operational. 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 completed a preliminary Action Plan to improve waste management practices in the Burke Shire going forward. This is now under review by Council Officers.

6. HOUSING/BUILDING MAINTENANCE

New quotes being sourced for maintenance works to be completed in FY 2018-19. Maintenance budget under revision for FY 2019-20.

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
Dec 2018: 13,609kL	Jan 2019: 12,827kLkl	-781kL
	Daily Usage (Kilo litres)	Outflow To Town (Litres/Second)
Highest Daily Usage	882 kl	11 l/s
Lowest Daily Usage	157 kl	2.7 l/s

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
Dec 2018: 8,5483kL	Jan 2019: not available	-
	Daily Usage (Kilolitres)	Outflow To Town (Litres/Second)

Highest Daily Usage	kL	l/s
Lowest Daily Usage	kL	l/s

Treatment Plant Operation Summary

GREGORY

- The follow up samples to the water sample failure have all passed and this incident has now been closed with the Water Regulators.
- We are slowly working through the operations at GWTP.
 - NOV 2018: Mark Samblebe on site to design the chemical dosing for the plant.
- Still waiting on a few upgrades to take place in regards to dosing of chemicals sites.
- Gregory staff had training in jar testing for chemical dosing.
- We have had a few major issues with the Gregory SCADA...
 - The network issue was due to the mobile 4G coverage dropping in and out to 3G. We have now set the Scada settings to the 3G. System operating with no faults for 2-3 weeks now.
- A BIG THANKS TO JAMES FOR HIS EFFORTS IN MANAGING THE GWTP DURING THESE TECHNICAL ISSUES.

BURKETOWN

- Plant operating well.
- Mark Samblebe from MBS Water Solutions was onsite to design the chemical dosing for the plant. He also is designing the filter project which should be installed in March 2019 by QEE. We are still waiting on confirmation on the install due to the recent flooding in North Queensland.

Water Reticulation Summary

GREGORY

- Now that it is getting hotter we are expecting to use more water around town. This has drastically slowed due to rain throughout January.
- The system is operating well.

BURKETOWN

- Park sprinklers. P&G should be online to manage the operations shortly.
- 4 water leaks have been found around town and repairing as we go. All water leaks are on the service to houses and this is the old poly which was installed in the 80s.
- Water consumption was high at the beginning of the month and drastically slowed from the middle to the end of the month.

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

Performance Indicator	Performance Measure	Yearly Target	Nov 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

9. SEWERAGE (AWAITING DATA)

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.
- Sewer pumps have been installed in the sewer stations 2 & 3.

Burke Shire – Treated Effluent – 16 January 2019 – Sample No. 651727					
Analysis	Result Name	Limit of Reporting	Guideline	Result	Unit
NUTRIENTS_TOTAL	TP	<0.1	<= 30 mg/ L P	4	mg/ L P
NUTRIENTS_TOTAL	TN	<0.2	<= 40 mg/L N	11	mg/L N
SOLIDS_VSS_TSS	Total Suspended Solids	<1	<= 30 mg/L	5.4	mg/L
PH_EC_ALK_TURB	Electrical Conductance	<1	<= 1600 µS/cm	680	µS/cm
PH_EC_ALK_TURB	pH	<0.1	6.5 - 8.5 .	8.1	.
BOD_CHLORINATED	BOD	<2	<= 20 mg/L	5.7	mg/L
CHLOR_TOT_LAB	Total Chlorine	<0.02		0.57	mg/L
CHLOR_FREE_LAB	Free Chlorine	<0.02	<= 1 mg/L	0.08	mg/L
ECOLI-TOTAL_COLIFORM	E coli	<10	<= 1000CFU/100mL	<10	CFU/100mL

10. 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 Camp

Seconded: Cr Clarke










Carried 190226.03 5/0

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	5 February 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	7,052,989	12,248,000	- 5,195,011	 58%
Total Operating Expenditure	9,960,255	18,912,000	- 8,951,745	 53%
Profit/Loss	- 2,907,266	- 6,664,000	3,756,734	 44%
Capital Income	1,140,479	3,241,000	- 2,100,521	 35%
Capital Expenditure	2,515,736	4,287,000	- 1,771,264	 59%
Cash & Cash Equivalents	7,691,143	6,866,722	824,421	 112%
Other Current Assets	1,759,281	1,928,399	- 169,118	 91%
Liabilities (Current)	2,278,518	789,639	- 1,488,879	 289%
Liabilities (Non Current)	643,996	667,931	23,935	 96%
Current Assets to Liabilities Ratio	3	6		

Council reported an operating loss of \$2.9 million at the end of the reporting period (31 January 2019).

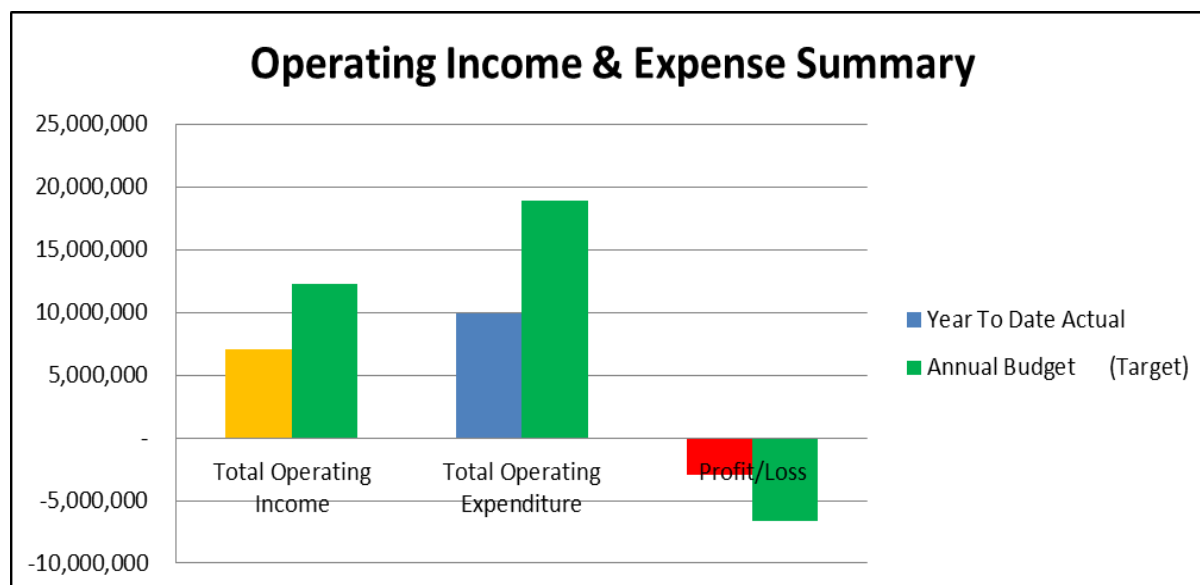
Council's financial performance is in line with forecasts with a year to date operating deficit of \$2.9 million or 44% of the annual forecasted operating loss of \$6.6 million.

Overall year to date operating income sat at 58% of total annual target/budget. Overall operating expenditure is within budget sitting at 53% of annual target.

Cash balances at the end of January sat at \$7.6 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 January were higher than annual forecast sitting at \$2 million dollars, however this is a timing variance and not a permanent variance. Non current liabilities are on track with annual forecasts at \$634k or 96% 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.



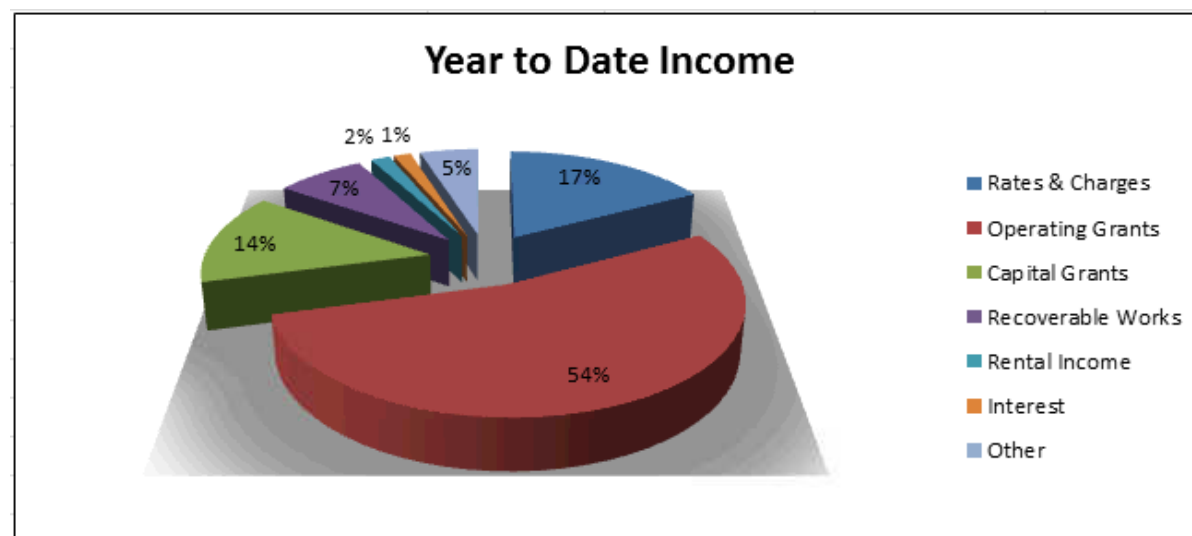
Overall capital income increased significantly from the previous month (up from \$446K to \$1.1 million) largely due to the recognition of approximately \$534K in TIDS income for works completed on Doomadgee West Road and \$164K in funding for the Leichardt River project.

Unadjusted budget estimates reflect that \$2.1 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.

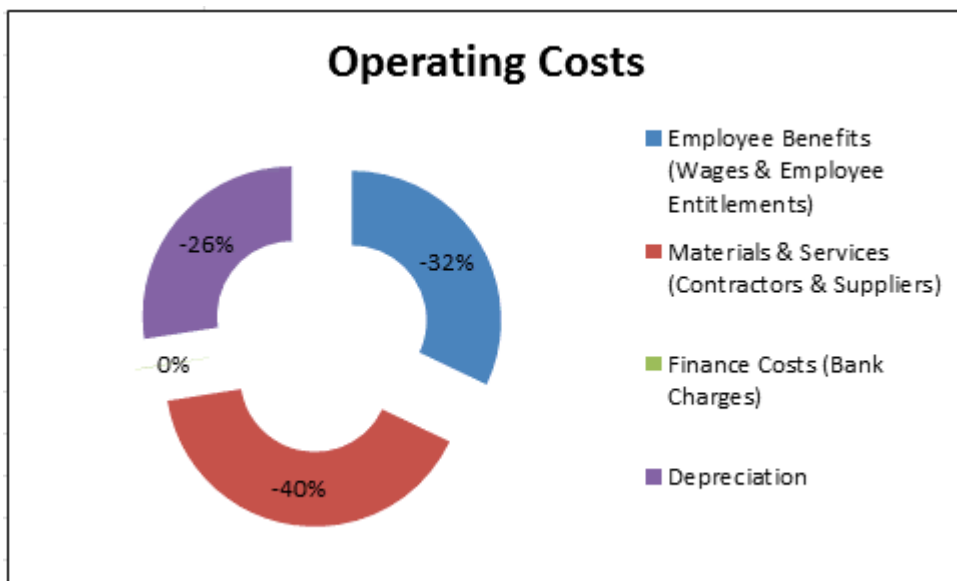
January results show operating grants as the largest income stream in line with budget forecasts. Operating grants sat at 54% of year to date income, with the largest contributor to this income pool being flood damage related funds.

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 January sitting at 40% of total operating expenditure.



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.

Sustainability outlook

Financial Sustainability Ratios and Measures of Sustainability	Status Achieved Not Achieved	YTD ACTUAL	ANNUAL BUDGET	TARGET
Operating Surplus Ratio (%)	✗	-41%	-54%	Between 0% and 10% (over the long term)
Asset Sustainability Ratio (%)	✗	34%	130%	Greater than 90% (over the long term)
Current Ratio	✓	12	10	Greater than '1:1 (over the long term)
Net Financial Liabilities Ratio	✓	-123%	-58%	Less than 60% (over the long term)

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

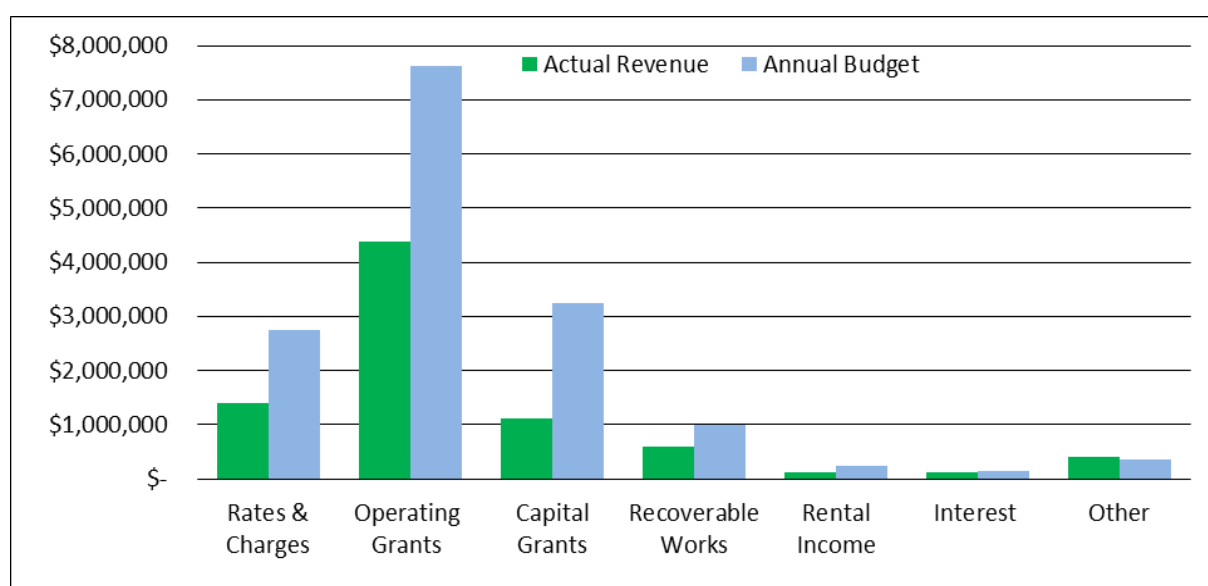
The current ratio measures council's ability to offset short term obligations with current assets. The year to date current ratio indicates sufficient capacity to offset short term obligations at a ratio of 12:1 (current assets to current liabilities)

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 -123% versus a benchmark target of less than 60%.

The operating surplus ratio measures council's ability to cover operational costs through operational revenues. Council's operating surplus ratio at the end of January is outside the benchmark range of between 0%-10% indicating limited capacity to cover operational expenditures through operating revenue.

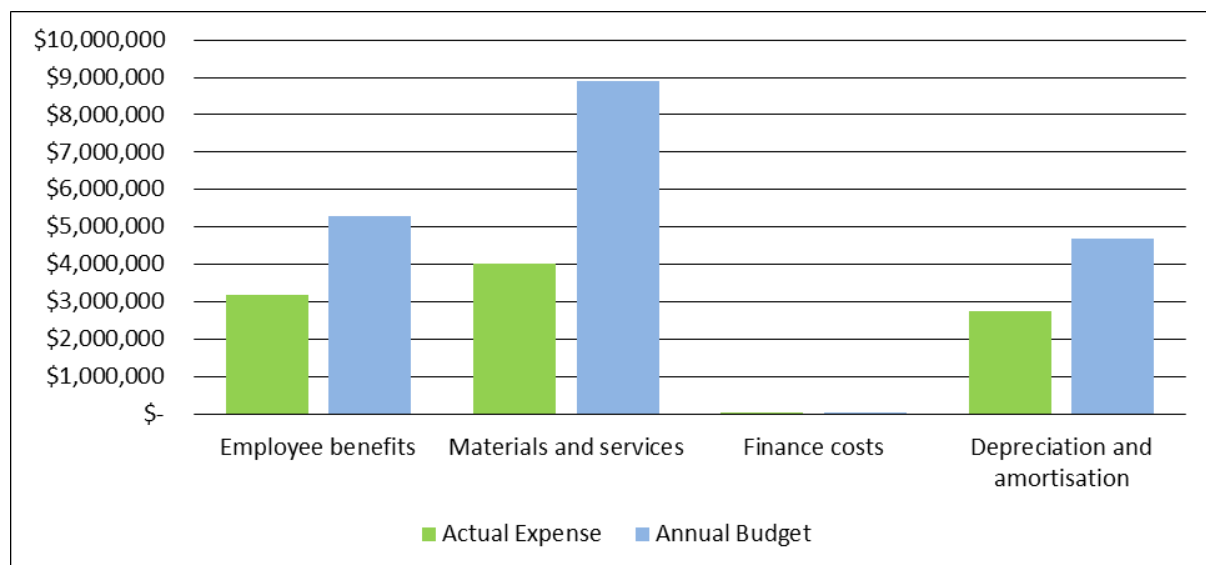
2. STATEMENT OF INCOME AND EXPENDITURE

STATEMENT OF INCOME AND EXPENDITURE				
	Annual	YTD	YTD	YTD
	Budget	Actual	Pro rata Budget	Variance
Recurrent Revenue				
Rates levies and Charges	2,761,000	1,408,526	1,610,583	- 202,057
Fees & Charges	93,000	56,192	54,250	1,942
Rental Income	247,000	131,401	144,083	- 12,682
Interest	154,000	118,119	89,833	28,286
Recoverable Works Revenue	993,000	606,958	579,250	27,708
Other Income	357,000	345,276	208,250	137,026
Donations	24,000	-	14,000	- 14,000
Developer Contributions	-	-	-	-
Subsidies and Grants	7,619,000	4,386,517	4,444,417	- 57,900
Total Recurrent Revenue	12,248,000	7,052,989	7,144,667	- 91,678
Capital Revenue				
Sale of non-current assets	-	16,743	-	16,743
Contributions	-	-	-	-
Subsidies and Grants	3,241,000	1,123,736	1,890,583	- 766,847
Total Capital Revenue	3,241,000	1,140,479	1,890,583	- 750,104
TOTAL INCOME	15,489,000	8,193,468	9,035,250	- 841,782
Recurrent Expenses				
Employee benefits	- 5,302,000	- 3,196,189	- 3,092,833	- 103,356
Materials and services	- 8,914,000	- 4,022,323	- 5,199,833	1,177,510
Finance costs	- 23,000	- 6,652	- 13,417	6,765
Depreciation and amortisation	- 4,673,000	- 2,735,091	- 2,725,917	9,174
TOTAL RECURRENT EXPENSES	- 18,912,000	- 9,960,255	- 11,032,000	1,071,745
NET RESULT	- 3,423,000	- 1,766,787	- 1,996,750	229,963



3. 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	1,610,583	1,408,526	- 202,057
Fees & Charges	93,000	54,250	56,192	1,942
Rental Income	247,000	144,083	131,401	- 12,682
Interest	154,000	89,833	118,119	28,286
Recoverable Works Revenue	993,000	579,250	606,958	27,708
Other Income	357,000	208,250	345,276	137,026
Donations	24,000	14,000	-	- 14,000
Developer Contributions	-	-	-	-
Subsidies and Grants	3,276,000	1,911,000	768,677	- 1,142,323
TOTAL RECURRENT REVENUE (Excl flood damage)	7,905,000	4,611,250	3,435,149	- 1,176,101
Recurrent Expenses				
Corporate Governance Costs	940,000	548,333	637,278	88,945
Administration Costs	3,050,000	1,779,167	2,336,492	557,325
Recoverable Works Expenses	910,000	530,833	614,618	83,785
Engineering Services	1,519,000	886,083	1,014,597	128,514
Utility Services Costs	688,000	401,333	344,554	- 56,779
Net Plant Operating Costs	- 1,073,000	- 625,917	- 717,180	- 91,263
Planning and Environmental Expenses	139,000	81,083	40,119	- 40,964
Community Services Costs	1,243,000	725,083	710,372	- 14,711
Finance Costs	23,000	13,417	15,180	1,763
Depreciation	4,673,000	2,725,917	2,735,091	9,174
Other Expenses	-	-	-	-
TOTAL RECURRENT EXPENSES (Excl Flood damage)	12,112,000	7,065,333	7,731,121	665,788
NET RESULT	- 4,207,000	- 2,454,083	- 4,295,972	- 1,841,889



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

4. 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	90,000	52,407	- 37,593	✓
Water Supply Charges	372,000	187,992	- 184,008	✓
Water Excess Consumption Charge	37,000	51,190	14,190	✓
Total Rates, Levies & Charges	2,793,000	1,434,703	- 1,358,297	✓

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	1,020,416	620,416	✓
Flood Damage 2016 - 2017 Event Claims	2,500,000	-	- 2,500,000	✗
Flood Damage 2017 - 2018 Event Claims	3,000,000	2,597,424	- 402,576	✗
Other Operating Grants	218,000	18,074	- 199,926	✗
Total Operating Grants	7,619,000	4,386,516	- 3,232,484	✗

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 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	534,000	- 66,000	✗
ATSI TIDS	70,000	-	- 70,000	✗
Works for Queensland Grant	600,000	108,182	- 491,818	✗
NSRF Grant	397,000	-	- 397,000	✗
Grant - Stronger Communities	5,000	-	- 5,000	✗
Grant - Visitor Information Centre	88,000	74,416	- 13,584	✗
Grant - Building Our Regions	199,000	-	- 199,000	✗
Grant - Sewerage Passive Lagoon	950,000	-	- 950,000	✗
Grant - Sewerage Telemetry System	90,000	-	- 90,000	✗
Grant - Building Our Regions (Solar)	-	-	-	✗
Grant - MIPP	-	164,212		✗
Total Capital Grants	3,241,000	1,123,736	- 2,281,476	✗

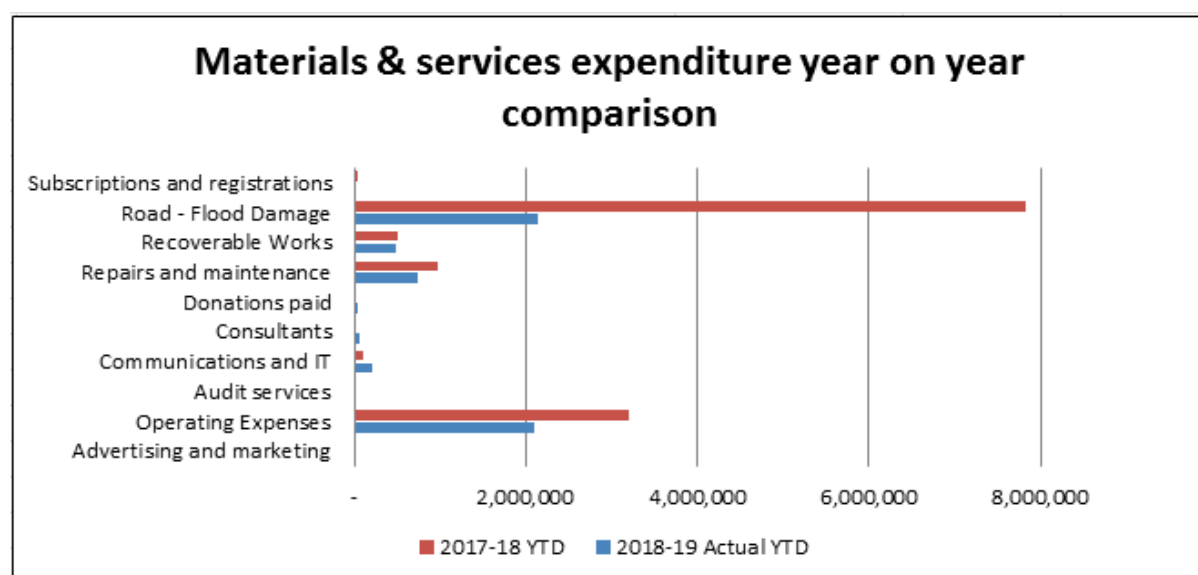
5. DETAILED OPERATING EXPENDITURE

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	291,185	56,244	6,204	28,479	29,303	411,415
Oct		495,075	81,763	10,942	50,026	71,391	709,197
Nov		398,803	69,326	5,920	35,176	31,500	540,725
Dec		290,299	56,300	4,359	28,067	37,160	416,185
Jan		273,297	72,773	4,940	29,019	51,835	431,864
Total Benefits		2,370,170	400,992	47,998	233,515	250,957	3,303,633

Over the month of January productive hours (wages paid for actual hours worked) expenditure constitutes 78% of total employee benefits, annual leave and long service leave accruals constitute 21% of employee benefits and sick leave constitutes 1% of employee benefits

MATERIALS AND SERVICES ANALYSIS			
	2018-19 Actual YTD	2017-18 YTD	Variance
Advertising and marketing	2,149	2,835	- 686
Operating Expenses	2,109,352	3,201,600	- 1,092,248
Audit services	-	12,849	- 12,849
Communications and IT	213,796	108,365	105,431
Consultants	63,678	17,673	46,005
Donations paid	40,880	6,604	34,276
Repairs and maintenance	735,184	969,950	- 234,766
Recoverable Works	481,685	514,422	- 32,737
Road - Flood Damage	2,143,731	7,830,343	- 5,686,612
Subscriptions and registrations	-	49,771	- 49,771
Other material and services	- 1,768,131	- 1,086,730	- 681,401
Total Materials & Services	4,022,324	11,627,682	- 7,605,358



6. STATEMENT OF FINANCIAL POSITION

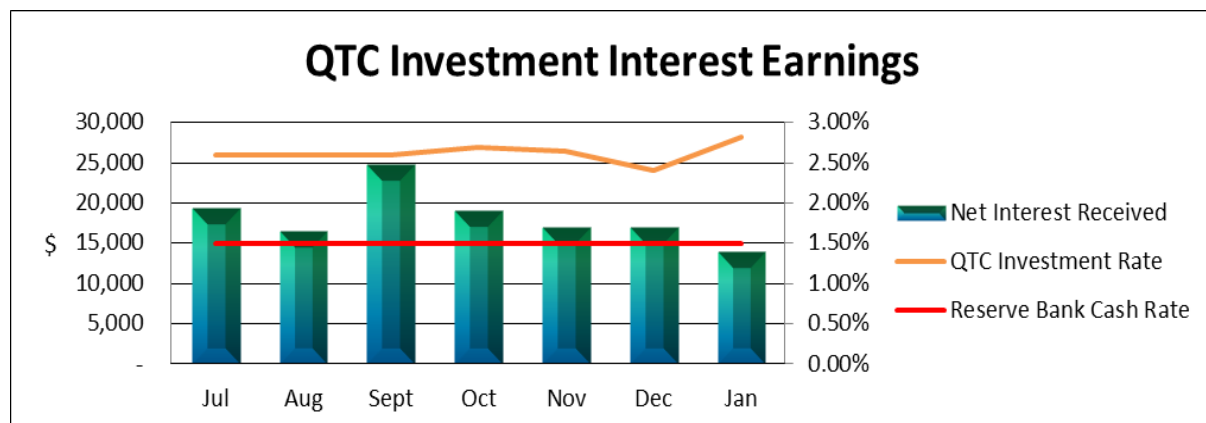
STATEMENT OF FINANCIAL POSITION				
	Opening Balance	YTD	YTD	Annual Forecast
	As at 1 July 2018	Actual	Movement	Budgeted
Current Assets				
Cash and cash equivalents	9,898,722	7,691,143	- 2,207,579	6,866,722
Trade and other receivables	1,583,470	1,532,404	- 51,066	1,602,018
Inventories	242,401	286,300	43,899	242,401
Other financial assets	102,528	- 59,423	- 161,951	83,980
Non-current assets classified as held for sale	-	-	-	-
Total current assets	11,827,121	9,450,424	- 2,376,697	8,795,121
Non-current Assets				
Receivables	-	-	-	-
Property, plant and equipment	204,264,969	208,427,528	4,162,559	210,975,660
Accumulated Depreciation	- 60,144,445	- 62,738,350	- 2,593,905	- 64,817,445
Capital works in progress	2,423,691	-	- 2,423,691	-
Intangible assets	-	-	-	-
Total non-current assets	146,544,215	145,689,178	- 855,037	146,158,215
TOTAL ASSETS	158,371,336	155,139,602	- 3,231,734	154,953,336
Current Liabilities				
Trade and other payables	2,160,712	683,017	- 1,477,695	2,160,711
Borrowings	-	-	-	-
Provisions	117,806	106,622	- 11,184	117,806
Other	-	-	-	-
Total current liabilities	2,278,518	789,639	- 1,488,879	2,278,517
Non-current Liabilities				
Trade and other payables	-	-	-	-
Interest bearing liabilities	-	-	-	-
Provisions	643,996	667,931	23,935	648,996
Other	-	-	-	-
Total non-current liabilities	643,996	667,931	23,935	648,996
TOTAL LIABILITIES	2,922,514	1,457,570	- 1,464,944	2,927,513
NET COMMUNITY ASSETS	155,448,822	153,682,033	- 1,766,789	152,025,823
Community Equity				
Shire capital	39,529,889	39,529,889	-	39,529,891
Asset revaluation reserve	86,418,457	86,418,456	- 1	86,418,456
Retained surplus/(deficiency)	29,500,476	27,733,688	- 1,766,788	26,077,476
Other reserves	-	-	-	-
TOTAL COMMUNITY EQUITY	155,448,822	153,682,033	- 1,766,789	152,025,823

Council's adjusted financial position improved slightly from the previous month in line with cash receipts from a balance of \$7.3 million to \$7.6 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.

Cash and Cash Equivalents

Cash & Cash Equivalents	Reserve Bank Cash Rate	QTC Investment Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	1.50%	2.82%	\$ 104,204	\$ 6,695,581
Westpac General Fund	1.50%	0.00%	\$ 0	\$ 995,079
Cash Floats	1.50%	0.00%	\$ -	\$ 483
Total			\$ 104,204	\$ 7,691,143

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	21,095	37,981	44,507	1,501	105,084
SEWERAGE CHARGES	1,666	550	1,016	48	3,280
GARBAGE CHARGES	1,799	544	1,685	58	4,086
WATER ACCESS CHARGES	36,642	8,451	12,173	841	58,106
WATER - EXCESS CONSUMPTION	32,900	1,681	15,830	723	51,134
STATE GOVT EMERGENCY SVCE LEVY	1,135	586	1,351	46	3,118
TOTAL	95,238	49,792	76,563	3,216	224,809

Outstanding receivables

Outstanding Charge	Total Amount \$	Percentage of total outstanding charges
General Rates	\$ 105,084	7%
Sewer Charges	\$ 3,280	0%
Waste Management Charges	\$ 4,086	0%
Water Charges	\$ 109,240	7%
Sundry Debtors	\$ 1,279,290	85%
Total Outstanding Receivables	1,500,980	

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 consistent with councils forecasted current ratio for the 2018-19 financial year.

7. STATEMENT OF CASH FLOWS

STATEMENT OF CASH FLOWS		
	YTD	Annual Forecast
	Actual	Budgeted
Cash flows from operating activities		
Receipts from customers	2,629,968	4,228,000
Payments to suppliers & employees	- 8,734,007	- 14,234,000
	- 6,104,039	- 10,006,000
Interest received	118,119	154,000
Rental income	131,401	247,000
Non capital grants and subsidies	4,386,517	7,619,000
Net cash inflow (outflow) from operating activities	- 1,468,003	- 1,986,000
Cash flows from investing activities		
Payments for property plant & equipment	- 1,897,948	- 4,287,000
Proceeds from sale of property plant & equipment	34,636	-
Capital grants, subsidies, contributions and donations	1,123,736	3,241,000
Net cash inflow (outflows) from investing activities	- 739,576	- 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	- 2,207,579	- 3,032,000
Cash at beginning of the reporting period	9,898,722	9,898,722
Cash at end of the reporting period	7,691,143	6,866,722

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	151,553	168,924
ROAD PROJECTS (CAPITAL)	-	400,000	940,926	1,131,603	209,323
SEWER UPGRADE PROJECT	-	650,000	-	66,989	583,011
NDRRA ADVANCE PAYMENT 2016-17 FLOOD EVENT	861,000	-	-	2,208,000	- 1,347,000
NDRRA ADVANCE PAYMENT 2017-18 FLOOD EVENT			2,597,000	21,000	2,576,000
WORKS FOR QLD ROUND 2	440,000	-	108,000	117,000	431,000
TOTAL CONSTRAINED CASH	1,516,410	1,050,000	3,750,993	3,696,145	2,621,258

**** 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.**

8. 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	534,000	600,000
MIPP (Roads & Bridges Funding)	-	164,211	-
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	1,123,734	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	117,302	60,000	- 57,302	✗
Visitor Information Centre	81,963	-	- 81,963	✗
Donga Accommodation Units	141,960	-	- 141,960	✗
Gregory Solar	67,108	58,000	- 9,108	✓
Wharf Car Park Construction	197,515	-	- 197,515	✗
Wharf Project (Line Marking, Entertainment Area)	68,366	109,000	40,634	✓
War memorial construction	24,860	15,000	- 9,860	✗
W4Q-R2 water treatment plant upgrade Burke & Gregory	190,857	337,000	146,143	✓
W4Q -R2 Laydown yard	-	49,000	49,000	✓
W4Q -R2 Waste management	17,600	50,000	32,400	✓
W4Q -R2 Gregory Airstrip storage shed	7,458	35,000	27,542	✓
W4Q -R2 Burke boat ramp solar & CCTV	161,215	109,000	- 52,215	✓
W4Q -R2 Reticulation & Burke Oval upgrade	7,818	120,000	112,182	✓
W4Q -R2 Gregory shwgrd spectator facility	8,600	250,000	241,400	✓
W4Q -R2 Bunded fuel storage	5,366	-	- 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 Modifiications	-	30,000	30,000	✓
Toyota Prado	54,894	-	- 54,894	✗
Doomadgee West Road Formation	-	704,000	704,000	✓
Gregory Lawn Hill Road Seal	-	88,000	88,000	✓
Truganini Road Reseal	-	44,000	44,000	✓
Doomadgee West Road Formation	1,049,339	364,000	- 685,339	✓
Doomadgee East Road	1,608	70,000	68,392	✓
Leichardt river crossing	195,000	-	- 195,000	✗
Burke /Gregory Intersection	20,475	-	- 20,475	✗
Firefly Street Water Infrastructure Upgrade	3,060	-	- 3,060	✗
Sewer Treatment Plant Upgrade	89,249	1,600,000	1,510,751	✓
Firefly Street Sewerage Infrastructure Upgrade	4,123	-	- 4,123	✗
Total Capital Works	2,515,736	4,287,000	1,771,264	

9. 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

10. OFFICER'S RECOMMENDATION

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

09.02.01 Finance Monthly Update Report

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

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 190226.04 5/0

09.02.02 Budget Revision

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	14 February 2019
LINK TO COUNCIL PLAN/S:	Operational Plan Budget

1. PURPOSE

The Budget outlines the financial and resource implications of Council's projected capital and operational expenditure in 2018-2019 in accordance with the Local Government Regulation 2012.

This report presents the revised budgeted position of Council including requested budget amendments for 2018/19. This report also presents the revised Long Term Financial Forecast.

In accordance with the Local Government Regulation 2012 Section 169, attached to this report is the

- Revised 2018/19 Operating Statement,
- Revised 2018/19 Statement of Cash Flows,
- Revised 2018/19 Statement of Financial Position,
- Revised 2018/19 Statement of Changes in Equity,
- Revised Long term Financial Forecast

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the budget for the 2018-19 financial year on the 26th of July 2018. Council's actual year to date revenue and expenditure is reviewed on a monthly basis, significant variances between year to date financial performance and budget estimates are investigated and reported.

Section 170 (3) of the Local Government Regulation 2012 provides that a Local Government may by resolution amend the budget for the financial year at anytime before the end of the financial year. Year to date financial performance has been assessed against original budget estimates and the original budget has been amended accordingly. This report presents the proposed amended budget.

Council does not intend to revise the revenue statement and the revenue policy for the 2018/19 financial year.

3. PROPOSAL

That Council acknowledges and endorses revised changes to the 2018/19 Budget and Long Term Financial forecast.

4. FINANCIAL & RESOURCE IMPLICATIONS

This recommendation requires changes to the current year budget as well as the projected Long-Term Forecast.

5. POLICY & LEGAL IMPLICATIONS

Compliance with the *Local Government Act 2009* and *Local Government Regulation 2012*

Section 170 of the Local Government Regulation 2012

Adoption and amendment of budget

- (1) A local government must adopt its budget for a financial year-
 - (a) after 31 May in the year before the financial year; but
 - (b) before—
 - (i) 1 August in the financial year; or
 - (ii) a later day decided by the Minister.
- (2) If the budget does not comply with section 169 when it is adopted, the adoption of the budget is of no effect.

Council adopted the original budget for the 2018-19 financial year on the 26th of July 2018

Section 169 of the Local Government Regulation 2012

Preparation and content of budget

- (1) A local government's budget for each financial year must—
 - (a) be prepared on an accrual basis; and
 - (b) include statements of the following for the financial year for which it is prepared and the next 2 financial years—
 - (i) financial position;
 - (ii) cash flow;
 - (iii) income and expenditure;
 - (iv) changes in equity.
- (2) The budget must also include—
 - (a) a long-term financial forecast; and
 - (b) a revenue statement; and
 - (c) a revenue policy.
- (3) The statement of income and expenditure must state each of the following—
 - (a) rates and utility charges excluding discounts and rebates;
 - (b) contributions from developers;
 - (c) fees and charges;
 - (d) interest;
 - (e) grants and subsidies;
 - (f) depreciation;
 - (g) finance costs;
 - (h) net result;

- (i) the estimated costs of—
 - (I) the local government's significant business activities carried on using a full cost pricing basis; and
 - (ii) the activities of the local government's commercial business units; and
 - (iii) the local government's significant business activities.
- (4) The budget must include each of the relevant measures of financial sustainability for the financial year for which it is prepared and the next 9 financial years.
- (5) The relevant measures of financial sustainability are the following measures as described in the financial management (sustainability) guideline—
 - (a) asset sustainability ratio;
 - (b) net financial liabilities ratio;
 - (c) operating surplus ratio.
- (6) The budget must include the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget.
- (7) For calculating the rates and utility charges levied for a financial year, any discounts and rebates must be excluded.
- (8) The budget must be consistent with the following documents of the local government—
 - (a) its 5-year corporate plan;
 - (b) its annual operational plan.

Section 171 of the Local Government Regulation 2012

Long-term financial forecast

- (1) A local government's long-term financial forecast is a forecast, covering a period of at least 10 years, of the following for each year during the period of the forecast—
 - (a) income of the local government;
 - (b) expenditure of the local government;
 - (c) the value of assets, liabilities and equity of the local government.
- (2) The local government must—
 - (a) consider its long-term financial forecast before planning new borrowings; and
 - (b) review its long-term financial forecast annually.

6. CRITICAL DATES & IMPLICATIONS

Section 170 (3) of the Local Government Regulation 2012 defines Council's ability to amend its budget:

The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

7. CONSULTATION

Consultation has taken place between Councillors and Senior Management, within Senior Management, between Senior Management and Supervisors, between Senior Management and key stakeholders.

8. OFFICER'S RECOMMENDATION

Adoption of Amended Budget and associated documents

That Council:

- (a) Resolves, pursuant to section 205 of the Local Government Regulation 2012, that the statement of the financial operations and financial position of the Council in respect of the previous financial year ("the Statement of Estimated Financial Position") be received and its contents noted.
- (b) Adopt, pursuant to sections 160 and 170 of the Local Government Regulation 2012 Council's Amended Budget for the 2018/2019 financial year, incorporating:
 - a. The statements of financial position;
 - b. The statements of cash flow;
 - c. The statements of income and expenditure;
 - d. The statements of changes in equity;
 - e. The long-term financial forecast;
 - f. The relevant measures of financial sustainability; and
 - g. The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget, as tabled.

09.02.02 Budget Revision**Adoption of Amended Budget and associated documents****That Council:**

- (a) Resolves, pursuant to section 205 of the Local Government Regulation 2012, that the statement of the financial operations and financial position of the Council in respect of the previous financial year (“the Statement of Estimated Financial Position”) be received and its contents noted.**
- (b) Adopt, pursuant to sections 160 and 170 of the Local Government Regulation 2012 Council's Amended Budget for the 2018/2019 financial year, incorporating:**
 - a. The statements of financial position;**
 - b. The statements of cash flow;**
 - c. The statements of income and expenditure;**
 - d. The statements of changes in equity;**
 - e. The long-term financial forecast;**
 - f. The relevant measures of financial sustainability; and**
 - g. The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget, as tabled.**

Moved: Cr Camp

Seconded: Cr Clarke

Carried 190226.05 5/0

Attendance

Cr Camp left the meeting from 9.47am to 9.52am.

09.03.01 Strategic Projects Reports

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	14 February 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. MAJOR PROJECTS (>\$1m)

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

Project Status Report	
Project Name	Burketown Wharf Upgrade Project: 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
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	13 February 2019
Completion date	Completed
Forthcoming work	<ul style="list-style-type: none"> Confirmation of opening ceremony: liaison with Cth in relation to hosting an event during a sitting week. Acquittal of NSRF R3 funding (all other funding acquitted)

Key Parameters	Status	Comments
Schedule	On-Track At-Risk Off-track	Completed
Scope	On-Track At-Risk Off-track	Completed
Procurement	On-Track At-Risk Off-track	Completed
Planning Assessment	On-Track At-Risk Off-track	Completed

Key Parameters	Status	Comments
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"> Completed on budget
Reporting	On-Track At-Risk Off-track	National Stronger Regions Fund reports: <ul style="list-style-type: none"> 31 October 2018 (pending) All other funding acquitted

BURKETOWN SEWERAGE TREATMENT PLANT UPGRADE PROJECT

Project Status Report	
Project Name	Burketown Sewerage Treatment Plant Upgrade Project
Project Manager	Philip Keirle, BSC
Project Superintendent	TBC
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 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"> Review of S&B design completed + draft provisional design for passive lagoon system received.
Forthcoming work	<ul style="list-style-type: none"> Proceed to detailed design.

Key Parameters	Status	Comments
Schedule	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Detailed Design: <ul style="list-style-type: none"> 21.02.2019-30.03.2019 Procurement: <ul style="list-style-type: none"> 01.04.2019-28.04.2019 Construction of passive lagoon system and installation of primary treatment infrastructure: <ul style="list-style-type: none"> 10.05.2019-31.10.2019
Scope	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Construction of passive lagoon system + installation of primary treatment (Imhoff tank + screens) and installation/integration of SCADA.
Procurement	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Construction tender to be released in April 2019
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 Jan 2019 report submitted

2. PROJECTS (<\$1m)

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"> Survey documentation to be released in February 2018
Register of Prequalified Suppliers (Plant Hire)	Extension of ROPS without re-refreshing ROPS via tender	<ul style="list-style-type: none"> ROPS (Plant Hire) request for updated pricing to be released this month (February 2019).
Burke Shire Council GIS Project	Adoption of ArcGIS/ESRI platform for Burke's GIS and mapping	<ul style="list-style-type: none"> Session with Councillors scheduled for 21 February 2019.
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). As yet, no response back from Waanyi.
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. No update for Feb 2019.
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	<ul style="list-style-type: none"> Delegation arranged for signing of Agreement. Awaiting final endorsement by GGNTAC.

Project	Description	Update/activity for reporting month
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 be reviewed. ▪ BKT Light Industrial concept plans to be endorsed. Final scope of works to be endorsed in relation to water, sewer, power.

3. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Burke Shire Economic Development Strategy	Develop an Economic Development Strategy for the Burke Shire Council	<ul style="list-style-type: none"> ▪ Project acquitted subject to final decision on Event requirements by BBRF.
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 acquitted subject to final decision on Event requirements by BBRF.

4. CURRENT TENDERS

Tender	Description	Opened	Closes
2019-02	NDRRA Road Construction Package 1: <ul style="list-style-type: none"> - Doomadgee West Road - Nugaburra Road 	30.01.2019	20.02.2019
2019-03	NDRRA Road Construction Package 2: <ul style="list-style-type: none"> - Doomadgee to Lawn Hill Road - Bowthorn Road 	30.01.2019	20.02.2019
2019-04	NDRRA Road Construction Package 3: <ul style="list-style-type: none"> - Gregory Lawn Hill Road 	30.01.2019	20.02.2019
2019-05	NDRRA Road Construction Package 4: <ul style="list-style-type: none"> - Lawn Hill National Park Road - Riversleigh Road 	30.01.2019	20.02.2019

5. PROJECTS UNDER DEVELOPMENT

Project	Description
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. Methodology adopted and major strategic priorities endorsed.

6. GULF SAVANNAH DEVELOPMENT PROJECTS

Project	Description	Update for reporting month
Remote Area Board: ▪ Farm Stay Tourism Blueprint	Provision of full “how to” guide to set-up different kinds of farm stay businesses	Project reviewed by GSD board for RAB funding. RAB endorsement pending.
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. RAB endorsement pending.
Doomadgee 4G Feasibility Study	Feasibility Study to define solution to ongoing issue with 4G services in Doomadgee	RAB endorsement pending.

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 Murray

Carried 190226.06 5/0

Declaration: Conflict of Interest

Cr Murray declared a conflict of interest in item 09.03.02 and left the meeting at 10.19am.

“I declare that I have a conflict of interest in this matter (as defined by section 175D of the Local Government Act 2009) as follows*: -

(a) Due to having relatives on the Register of Prequalified Suppliers

I will be dealing with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on.”

09.03.02 Register of Prequalified Suppliers - Overview

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	13 February 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2018-19

1. PURPOSE

To provide an update on Council's Register of Prequalified Suppliers (ROPS) Plant Hire with particular regard to the extension of the term of the agreement for a further twelve (12) months as provided for in the Deed of Agreement.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council resolved to invite suppliers to tender to be on a register of pre-qualified suppliers for plant hire at the December 2016 ordinary meeting of Council.

10.01.02 Register of Pre-qualified Suppliers

- 1. That Council note the contents of the report; and**
- 2. That Council, pursuant to section 232(4) of the Local Government Regulation 2012 authorises the CEO to invite suppliers to tender to be on a register of pre-qualified suppliers for providing Dry/Wet Plant Hire to Council.**

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 161208.10 5/0

On 13 December 2016, Council held a pre-tender workshop for local contractors/suppliers to explain the rationale for establishing a Register of Pre-qualified Suppliers for various plant items. This was attended by the majority of local suppliers and contractors, as well as Councillors and Council Officers. The session was led by Heath Jones from Erscon Consulting.

The tender process for the ROPS was completed via Tenderlink. Key details are provided below:

Tender Title	Burke Shire Council - Register of Pre-qualified Suppliers - Plant Hire (Wet & Dry)
RFx No	BURKE-752790
Release Date	16/01/2017
Original Close Date/Time	07/02/2017 - 2.00 p.m.
Extension Date/Time	13/02/2017 - 5:00 p.m.
# Submissions - Completed	27
# Late Submissions	1
# Conforming Submissions	20
# Non-conforming submissions	7

Council created the ROPS (Plant Hire) by resolution at the March 2017 ordinary meeting of Council as outlined below:

10.01 Closed Session - Register of Pre-qualified Suppliers - Plant Hire (Wet and Dry)

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(e)(h) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council note the contents of the report; and
3. That Council establishes the following Registers for Pre-qualified Suppliers of Plant (Wet Hire): 3b

Contractor	Items
Arid to Oasis Solutions Pty Ltd Auscot Civil Australia	Excavator, Skid Steer, Front End Loader, Backhoe, Drum Roller, Water Truck, Miscellaneous
Betta Hire Pty Ltd	Miscellaneous
CM Contracting	Water Truck
Graham Bailey Earthmoving Pty Ltd	Dozer, Excavator, Grader, Low Loader, Side Tippers, Drum Roller, Multi-Tyre Roller, Water Truck, Scraper, 4WD, Job Truck, Miscellaneous
K&G Booth Pty Ltd	Grader, Multi-Tyre Roller, Water Truck, Job Truck, Miscellaneous
K&R Contracting Pty Ltd	Excavator, Grader, Skid Steer, Low Loader, Front End Loader, Side Tippers, Backhoe, Drum Roller, Multi-Tyre Roller, Water Truck, 4WD, Job Truck, Miscellaneous
Norwest Consolidated	Dozer, Excavator, Grader, Low Loader, Front End Loader, Water Truck, Scraper, 4WD, Miscellaneous
Qcrush Pty Ltd	Dozer, Excavator, Grader, Skid Steer, Low Loader, Front End Loader, Crane, Side Tippers, Drum Roller, Water Truck, Scraper, 4WD, Miscellaneous
R.A Newby & F.M Wiles & L.D Wiles & R.G Wiles T/A Wiles Road Services	Excavator, Grader, Low Loader, Side Tippers, Drum Roller, Multi-Tyre Roller, Water Truck, Job Truck
Ray Hudson Haulage	Side Tippers
Rollers Australia Pty Ltd	Grader, Drum Roller, Multi-Tyre Roller, Water Truck
Scott Freight Company Pty Ltd	Front End Loader, Side Tippers, Water Truck, Miscellaneous

Stabilised Pavements of Australia	Stabiliser, Two-Coat Seal, Miscellaneous
Thuriba Grazing Company	Grader, Side Tippers, Water Truck
Tom Tonka Pty Ltd	Dozer, Grader, Low Loader, Scraper
True Blue Grader and Side Tipper Hire	Low Loader, Front End Loader, Side Tippers
4. That Council establishes the following Registers for Pre-qualified Suppliers of Plant (Dry Hire): 4b	
Contractor	Items
1300Meteor Rentals	4WD, Job Truck, Miscellaneous
Arid to Oasis Solutions Pty Ltd Auszcot Civil Australia	Job Truck
Betta Hire Pty Ltd	Excavator, Skid Steer, Front End Loader, Drum Roller, Multi-Tyre Roller, Job Truck, Miscellaneous
CM Contracting	Water Truck
Coates Hire Operations Pty Ltd (Corporate)	Excavator, Grader, Skid Steer, Front End Loader, Backhoe, Drum Roller, Multi-Tyre Roller, Water Truck
Graham Bailey Earthmoving Pty Ltd	Miscellaneous
K&R Contracting Pty Ltd	Side Tippers
North Sheridan Pty Ltd t/a Tutt Bryant Hire	Excavator, Grader, Skid Steer, Front End Loader, Backhoe, Drum Roller, Multi-Tyre Roller, Water Truck
Qcrush Pty Ltd	Dozer, Excavator, Grader, Skid Steer, Front End Loader, Crane, Drum Roller, Scraper, Miscellaneous
Rollers Australia Pty Ltd	Grader, Drum Roller, Multi-Tyre Roller, Water Truck, Miscellaneous
Scott Freight Company Pty Ltd	Front End Loader, Side Tippers, Water Truck, Miscellaneous
Thuriba Grazing Company	Grader, Side Tippers, Water Truck
Moved: Cr Yanner Seconded: Cr Poole Carried 170323.05 4/0	

As the ROPS approached the end of its first year of operation, Council determined to “re-fresh the ROPS” at the March 2018 Council meeting.

09.03.02 Refresh of Register of Pre-qualified Suppliers (Plant Hire)

1. That Council note the contents of the report; and
2. That Council notes existing suppliers on Council’s Register of Pre-qualified Suppliers for the provision of Wet/Dry Plant Hire (2017-02) will automatically have the terms of their agreements extended for a further 12-month period; and
3. That Council, pursuant to section 232(4) of the Local Government Regulation 2012, authorises the CEO to
 - a. invite new suppliers to tender to be included on Burke Shire Council’s Register of Pre-qualified Suppliers for the provision of Wet/Dry Plant Hire (2017-02); and
 - b. invite existing suppliers to submit any new plant for inclusion on Burke Shire Council’s Register of Pre-qualified Suppliers for the provision of Wet/Dry Plant Hire (2017-02); and
4. That Council delegates authority to the CEO to determine whether the conditions of s232(3) and s232(7) of the Local Government Regulation have been met in adding additional suppliers and additional plant to Council’s Register of Prequalified Suppliers for the provision of Wet/Dry Plant Hire (2017-02).

Moved: Cr Murray

Seconded: Cr Camp

Carried 180316.08 5/0

The tender process for the ROPS was completed via Tenderlink as follows:

Tender Title	2018-06 - RFT - Refresh of Register of Pre-qualified Suppliers (Plant Hire)
RFT No	BURKE-802081
Release Date	17 Mar 2018
Original Close Date/Time	10 Apr 2018
Extension Date/Time	NA
# Submissions - Completed	14
# Late Submissions	0
# Conforming Submissions	14
# Non-conforming submissions	0

Of the 14 submissions received, 7 were already listed on the Register of Pre-qualified Suppliers. While it was unnecessary to go through the full tender process to update plant rates for those already on the ROPS, Council reviewed all submissions and updated all relevant paperwork.

The Register of Prequalified Suppliers (Plant Hire), as it currently stands, is attached (see A01 – Register of Prequalified Suppliers (ROPS)).

In December 2018, Council convened an engagement session with Civil Contractors to discuss Council’s plan for road works in 2019. At this meeting, Council indicated the following:

- a. That Council would extend the ROPS for another year (the final extension term available under the contract);
- b. That Council would invite those already on the ROPS (Plant Hire) to update their details, with this process commencing in February 2019;
- c. That Council would utilise the ROPS for selected construction work in the 2019 calendar year.

3. PROPOSAL

That Council extends the terms of the ROPS (Plant Hire) for another term of one (1) year to those already on the ROPS (Plant Hire). This is the final extension term available to Council under the current Deed of Agreement.

To be clear, the intention:

- Is not to go through an open tender process to invite new suppliers to lodge submissions to join the ROPS (Plant Hire).
- Is not to preclude existing suppliers to update pricing or submit new plant for consideration for inclusion onto the ROPS (Plant Hire).

4. FINANCIAL AND RESOURCE IMPLICATIONS

Internal resources will be allocated to this process of extending the ROPS (Plant Hire) for another year.

5. RISK

Risk Type	What could happen	Possible consequence
Stakeholders	<ul style="list-style-type: none"> ▪ By not inviting new suppliers to join the ROPS (Plant Hire) through an open tender process... 	<ul style="list-style-type: none"> ▪ ...suppliers hoping to gain registration on the ROPS (Plant Hire) may be disappointed; ▪ ...Council may miss out on accessing quality suppliers.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012	Section 232 Exception for register of pre-qualified suppliers	<p>(1) This section applies to a medium-sized contractual arrangement or large-sized contractual arrangement for the supply of goods or services.</p> <p>(2) A local government may enter into the contract without first inviting written quotes or tenders if the contract is entered into with a supplier from a register of pre-qualified suppliers that is made in compliance with subsections (3) to (6).</p> <p>(3) A local government may establish a register of pre-qualified suppliers of particular goods or services only if—</p> <ul style="list-style-type: none"> a) the preparation and evaluation of invitations every time the goods or services are needed would be costly; or b) the capability or financial capacity of the supplier of the goods or services is critical; or c) the supply of the goods or services involves significant security considerations; or d) a precondition of an offer to contract for the goods or services is compliance with particular standards or conditions set by the local government; or e) the ability of local business to supply the goods or services needs to be discovered or developed. <p>(4) A local government must invite suppliers to tender to be on a register of pre-qualified suppliers.</p> <p>(5) The invitation must—</p> <ul style="list-style-type: none"> f) be made by an advertisement published in a newspaper that circulates generally in the local government area; and g) allow tenders to be given to the local government for at least 21 days after the advertisement is published in the newspaper. <p>(6) When selecting a supplier to be a pre-qualified supplier for the register, the local government must have regard to the sound contracting principles.</p> <p>A pre-qualified supplier is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.</p>
ROPS (Plant Hire) Deed of Agreement	BACKGROUND Item “C”	<p>In reliance on the warranties given and representations made by the Supplier in its tender, the Principal has assessed the Supplier as having the technical, financial and managerial capability to perform contracts in accordance with this Deed and has included the Supplier as a Pre-qualified Supplier on the Pre-qualified Supplier Registers identified in Schedule 1.</p>

Instrument	Reference	Details
ROPS (Plant Hire) Deed of Agreement	3. TERM	<p>3.1 Term of this Deed shall begin on the Deed Commencement Date (refer Schedule 1) and expire on the Deed Expiry Date (refer Scheduled 1) unless:</p> <p>(a) Terminated earlier in accordance with the terms and conditions of the Deed; or</p> <p>(b) Extended by Council in accordance with Clause 3.2</p> <p>3.2 Council may, at its sole discretion, by written notice to the supplier extend this Deed for the Deed Extension Period (refer Schedule 1).</p> <p>3.4 The Supplier acknowledges that it is one supplier on a Register and accepts and agrees that Council may from time to time appoint additional suppliers to or expand the services (items of plant) which current suppliers are able to provide under this Pre-qualified Supplier Register arrangement (in a way that complies with the Local Government Regulation 2012 and this Deed) for the remainder of the Term of this arrangement, provided that each such supplier meets the same or reasonably similar evaluation criteria as to those originally set out in the Request for Tender.</p>
ROPS (Plant Hire) Deed of Agreement	Schedule 1	Deed extension period: two periods of up to twelve months each.
BSC Register of Delegations	Relate to Section 232(2) LGR 2012 Delegated on 16.03.2018 Res no.: 180316	Power to enter into a contract for a medium-sized contractual arrangement for the supply of goods or services with a supplier from a register of pre-qualified suppliers.
BSC Register of Delegations	Relate to Section 232(3) LGR 2012 Delegated on 16.03.2018 Res no.: 180316	Power to establish a register of pre-qualified suppliers of particular goods or services by inviting tenders.

11. CRITICAL DATES AND IMPLEMENTATION

Council indicated that it would commence the process of updating ROPS (Plant Hire) pricing schedules with civil contractors in February 2019, with updated schedules (plant /rates) to be implemented in early April 2019.

12. CONSULTATION

- Internal:

- Councillors, EMSP, former EMWI.
- External:
 - Civil Contractors (various)

7. CONCLUSION

Council established the ROPS to provide greater flexibility and greater efficiency to Council's procurement practices as well as to provide opportunities for local and regional contractors to be engaged without having to move through the resource-intensive process of responding to competitive Request for Quote and Request for Tender RFT processes.

The hope continues to be that Council will be able to more consistently hit the procurement 'sweet spot', where procurement decisions best meet the competing tensions of Council's financial sustainability, the sustainability of the local/regional workforce and the sustainability of Council assets. To do this, Council will need to continue to review and refine all processes associated with the ROPS.

8. OFFICER'S RECOMMENDATION

That Council notes the contents of this report.

09.03.02 Register of Prequalified Suppliers - Overview

That Council notes the contents of this report.

Moved: Cr Poole

Seconded: Cr Camp

Carried 190226.07 4/0

Attendance

Cr Murray entered the meeting at 10.34am.

Adjournment

That Council adjourned the meeting for the presentation of the Australia Day Citizen of the Year Award and morning tea from 10.35am to 11.03am; all were present at resumption.

09.03.03 Burke Shire Planning Scheme

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Ray Burton; Acting CEO
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	20 February 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2018-19

1. PURPOSE

To re-commence the process for drafting and adopting a Planning Scheme for the Burke Shire Council.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has partnered with the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) in the development of a new Planning Scheme for the Burke Shire Local Government Area. This partnership was initiated under the *Sustainable Planning Act 2009* (SPA) and is now taking place under the *Planning Act 2016* (PA).

Council and DSDMIP developed a draft Planning Scheme in May 2017. Public notification of the proposed new Planning Scheme was released on 18 May 2017, with any submissions on the proposed Scheme required by 30 June 2017.

Public information sessions on the Proposed Planning Scheme were scheduled as follows:

- Burketown: Wednesday, 7 June 2017.
- Gregory: Thursday, 8 June 2017.

Council received a number of submissions on the Proposed Scheme. Details of these submissions and Council's responses to them were outlined during the October 2017 Council meeting. Submissions were received from State Government Departments and from residents of the Burke Shire (refer to Attachment 1 for details of submissions received).

Council reviewed all submissions, incorporating required changes into a revised Planning Scheme that was submitted to DSDMIP for review (see Attachment 2 for revised Planning Scheme). The outcome of this review was forwarded to Council on 3 April 2018, following a meeting with Councillors, council officers and council's consultant planner in February 2018 (see Attachments 3-4). An excerpt from this email is included below:

...The Department of State Development, Manufacturing, Infrastructure and Planning (the department) has undertaken a targeted State Interest Review of council's suggested changes to the draft Burke Shire Planning Scheme. The review has identified some inconsistencies with the State's interests expressed through the State Planning Policy (SPP) and as such has resulted in some minor changes being made by the department. Further to the changes made to reflect the SPP, the department has reviewed and refined some of council's suggested changes.

...in most cases, the department has attempted to retain council's suggested changes or the intent behind council's changes, however, in some instances council's changes cannot be supported.

...

The attached version of the planning scheme provides for the majority of council's requested/endorsed changes whilst reflecting State-wide consistency, current best practice planning principles and ensuring that the State's interests are adequately integrated. The changes are still considered to be of an extent that results in a substantially different planning scheme and as such, will require re-notification.

...From there we can work on converting the planning scheme to a Planning Act 2016 aligned version that can be presented for public consultation.

Council has not yet officially responded to DSDMIP.

3. PROPOSAL

That Council:

- Notes the Department's revisions to the Planning Scheme;
- Notes the proposed minor amendments to the Planning Scheme proposed by Council Officers;
- Endorses the submission of these proposed changes to the Department in order to make possible:
 - The Department's incorporation of amendments and conversion of the proposed scheme into a Planning Act 2016 aligned version;
 - Re-notification and public consultation as required;
 - Adoption of the Planning Scheme.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial and resource implications associated with this report.

5. RISK

Risk Type	What could happen	Possible consequence
Reputation	<ul style="list-style-type: none">▪ Further delays in responding to the Department	<ul style="list-style-type: none">▪ Reputational damage to Burke as a capable partner to State Government on key projects.
Intent	<ul style="list-style-type: none">▪ Council's intent not properly captured in Planning Scheme	<ul style="list-style-type: none">▪ Scheme has unintended impacts on development.

6. POLICY & LEGAL IMPLICATIONS

Following Council's submission and DSDMIP's revision, a range of legislative and regulatory requirements related to public notification and adoption of Planning Schemes will need to be met. These will be outlined in greater detail as appropriate.

7. CRITICAL DATES & IMPLICATIONS

There are no critical dates associated with this report, though it would be in Council's interest to generate and maintain momentum on this item.

8. CONSULTATION

Internal: review of previous correspondence and documentation related to this item.

External: Council and DSDMIP

9. CONCLUSION

Council's endorsement of the proposed response to DSDMIP will re-initiate the process for refining and adopting a new Planning Scheme for the Burke Shire Council.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council endorses the submission of the attached response ("190220 – BSC Revision of DSDMIP amendments to Planning Scheme") to the Department of State Development, Manufacturing, Infrastructure and Planning to enable the following process to re-commence:
 - a. Final DSDMIP review and conversion of proposed scheme into a Planning Act 2016 aligned version;
 - b. Re-notification and public consultation as required;
 - c. Adoption and gazettal of the Burke Shire Planning Scheme.

09.03.03 Burke Shire Planning Scheme

1. That Council note the contents of the report; and
2. That Council endorses the submission of the attached response ("190220 – BSC Revision of DSDMIP amendments to Planning Scheme") to the Department of State Development, Manufacturing, Infrastructure and Planning to enable the following process to re-commence:
 - a. Final DSDMIP review and conversion of proposed scheme into a Planning Act 2016 aligned version;
 - b. Re-notification and public consultation as required;
 - c. Adoption and gazettal of the Burke Shire Planning Scheme.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 190226.08 5/0

11. Chief Executive Officer Reports

11.01 Acting Chief Executive Officer's Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Ray Burton, Acting CEO
PREPARED BY:	Ray Burton
DATE REPORT PREPARED:	14 February 2019
LINK TO COUNCIL PLAN/S:	Corporate and Operational Plan

1. PURPOSE

To provide Council with an update on matters of relevance to Council and make recommendations regarding projects listed in budget.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2018/19 Budget matters:

In July 2018 Council adopted its 2018/19 Budget and subsequently adopted its 2018/19 Operational Plan. These documents made provision for certain projects to be undertaken in 2018/19. The Local government Act 2009 makes provision for the amendment of the Council Budget and a report on this is listed elsewhere in this business paper for Council consideration. The following provides further insight into a number of the recommended 2018/19 Budget changes:

Morning Glory Festival – a meeting was convened recently with the operators of the 2018 Frontier Festival who have advised it is proposed to conduct another Frontier Festival in Burke Shire later this year. Council had proposed to conduct its Morning Glory Festival this year however it is appropriate this be postponed to a date to be fixed to prevent a clash with the Frontier Festival and other planned community events in 2020.

Community Bus replacement – Council sold its Community bus in 2018 and has a budget item of \$60,000 to replace that bus with a HiAce Van to be used at the Administration Office for use by administrative staff for trips to airport, post office and other civic purposes. It is recommended the purchase of a HiAce van is not required as staff can make do with the vehicles that are currently available.

Community Survey – Council had budgeted \$6,000 for the conduct of a Community Survey in 2018/19. Due to a range of issues including a significant turnover in key staff the survey has not been conducted. It is now proposed to conduct the community survey in late 2019 at which time the outcomes of the survey will be available for consideration by the new Council. It is also considered that an annual community survey is an overkill and the survey may be more productive to convene every two or three years. The \$6,000 is proposed to be used to assist with the community consultation costs associated with the new Corporate Plan.

Staff matters:

The following staff matters are for the information of Council:

CEO – Council's former CEO Ms Sharon Daishe vacated that position on 27th January 2019. This position was advertised over December 2018 and January 2019 with 70 applications received. A Recruitment Panel comprising the Mayor, Deputy Mayor and Executive Manager Strategic Projects (as the ACEO delegate) shortlisted the candidates and interviewed five. A preferred candidate has been chosen and a report on this matter has been submitted to the closed session of this meeting for Council consideration and decision in accordance with Section 194 of the Local Government Act 2009.

Acting CEO – Mr Ray Burton assumed the role of Acting CEO on 28th January 2019 in accordance with resolution of Council at its December 2018 Council meeting. As previously advised Mr Burton has two brief occasions over February and March where he will be unavailable in that role due to prior commitments. Mr Burton will be able to work remotely for some of the days of his absence from Burketown. The Mayor has prior delegated authority from Council to appoint an Acting CEO on the occasions of Mr Burton's unavailability.

Executive Manager Works and Infrastructure (EMWI) – this position was advertised over December/January and interviews have been conducted by the Mayor, Deputy Mayor and the Executive Manager Strategic Projects (under delegation from the ACEO). The composition of this Panel is in accordance with Section 196 of the Local Government Act 2009. Interviews were conducted during the weekend of 2 and 3 February 2019 and a preferred candidate has been selected. The ACEO has formalised an employment offer to that candidate and is awaiting formal acceptance. The Acting EMWI Mr Martin Blennerhassett is doing an excellent job in that role and will hopefully continue through until the new EMWI commences including a reasonable handover period.

Works Manager – this position has been advertised a number of times with Mr Brian Manthey being successful following recent interviews. Mr Manthey commenced duties on Monday 18 February 2019.

Executive Manager Finance (EMF) – a family matter has arisen and approval has been given for the EMF to work remotely for the period 25 February to 20 March 2019. During this time the EMF will be in daily contact with his office and will undertake the range of projects he is responsible for including progressing the 2019/20 draft Budget; rates modelling and drafting 2019/20 Fees and charges; completing the 2017/18 Doomadgee Financial Statements ready for audit and preparing the standard reporting requirements for Council.

Human Resources Co-ordinator – Council has had a contractor providing the HR Co-ordination services however that contractor has recently given notice. He continues to be available until end of March 2019 for project and strategic matters however the day to day 'operational matters will be handled in the short term by the Executive manager Corporate and Community Services. A review is taking place on how we will accommodate our human resource needs into the future.

Accountant and Finance Officer positions – Council had two Senior Accountants on staff on limited tenure basis to assist with the Shared Services arrangements with Doomadgee and other opportunities that may arise. Both these positions are now vacant. Advertising is now underway for an Accountant (limited term nine months) and a permanent Finance Officer both positions being based at our Cairns office.

Records Officer – this position was advertised prior to Christmas 2018 however we have not been successful in filling the role. A review is currently taking place on options to fulfil the responsibilities of this role into the future.

Other staff matters: the anniversary date of Council's Enterprise Bargaining Agreement was 30 January 2019. The Agreement provides for a 2.5% increment to all non-contract staff from 30

January and the payment of a one-off lump sum of \$250. These payroll adjustments are being processed and will be delivered over the next two pay periods.

Other matters:

North-West Regional Organisation of Councils – the last ROC meeting was held in Hughenden on Thursday 31 January and Friday 1 February 2019 however the meeting was significantly disrupted due to adverse weather conditions. The Mayor, Deputy Mayor and Executive Manager Strategic Projects attended the meeting and may report on meeting outcomes.

Australia Day events – the Australia Day events went very well at Burketown. Around 30 people in attendance. Lots of helpers from the Council and Sergeant Francis Smith cooked the BBQ breakfast. Special thanks to Cheryl Portch who planned out the events and managed everyone on the day. The Mayor awarded the Citizen of the Year to Clinton Murray who was not able to be present on the day but has been invited to today's meeting to receive his Award.

Commonwealth Government Delegation re Flood events – a delegation comprising two Commonwealth Government Senators (Linda Reynolds and Barry O'Sullivan) and Brigadier Steve Jobson, Commander Joint Task Force 646 visited Burketown on Sunday 10 February 2019. The delegation met with the Mayor, Deputy Mayor, ACEO and Executive Staff and two Station owners (Peter and Anne Woollet from Nardoo) to discuss the impact of floods in Burke Shire on both Shire assets and Shire residents.

The Station owners were flown in to provide local input from impacted property owners. The cost should be refundable through Council's RFDA claim for flood recovery expenses.

Projects underway (not exhaustive):

- Biosecurity Plan
- Corporate Plan
- Airport reporting manual
- Internal Audit Plan
- Corporate risk register
- CEO delegation report
- Audit Committee meeting
- Shared Services management meeting
- Council Wise (review re implementation/cost)
- RFDA submission re flood recovery works
- Animal Control management – review
- 2019/20 Budget process

3. PROPOSAL

Council to note this ACEO update and the review of projects that may lead to budget variance and/or budget referral.

4. FINANCIAL & RESOURCE IMPLICATIONS

The Budget Review report is listed elsewhere in this Business paper.

5. RISK

There are no risk implications with the matters referred to in this report that have not or will not be reported to Council.

6. POLICY & LEGAL IMPLICATIONS

The Budget Variance matters referred to in this report have been included in the Budget Review report listed elsewhere in this Business Paper.

7. CRITICAL DATES & IMPLICATIONS

Nil

8. CONSULTATION

Consultation on these matters has taken place with the mayor and the Executive Management Team and for some matters in previous briefing sessions with Council.

9. CONCLUSION

This report provides Councillors with an update of matters of relevance over the past month.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council note the 2018/19 Budget references in this report have been listed for consideration in the Budget Review report to this meeting.

11.01 Acting Chief Executive Officer's Report

- 1. That Council note the contents of the report; and**
- 2. That Council note the 2018/19 Budget references in this report have been listed for consideration in the Budget Review report to this meeting.**

Moved: Cr Yanner

Seconded: Cr Murray

Carried 190226.09 5/0

11.02 Councillor Remuneration 2019/20

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Ray Burton, Acting Chief Executive Officer
PREPARED BY:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	04 February 2019
LINK TO COUNCIL PLAN/S:	Burke Shire Council Budget 2019/20

1. PURPOSE

The Councillor Remuneration schedule (effective 1 July 2019) was gazetted on 14 December 2018 (Queensland Government Gazette Vol. 376 No. 98). This schedule defines the remuneration that must be paid to Councillors unless Council makes a resolution not to pay the maximum amount.

This report outlines recent Councillor Remuneration schedules as well as the Councillor Remuneration schedule gazetted on 14 December 2018.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council considers the Councillor Remuneration Schedule each year with a view to determining whether it will accept the Remuneration Schedule as gazetted, or elect to pay Councillors at a rate lower than that contained in the Remuneration Schedule. If Council elects to pay Councillors at a rate lower than gazetted, this decision must be made within 90 days of gazettal or the gazetted rate automatically applies.

A copy of the Local Government and Discipline Tribunal Report 2018 is attached for reference, and recent Councillor Remuneration schedules as well as the Councillor Remuneration schedule gazetted on 14 December 2018 are included below.

Previous, Current and Proposed Remuneration Schedules

Overview of Burke Shire Council resolved Remuneration Schedules 2015/16 to 2018/19 (including 2019/20 remuneration schedule as gazetted):

	2015/16	2016/17*	2017/18*	2018/19*	2019/20 (gazetted)
Mayor	\$97,684	\$98,660.84	\$98,660.84	\$98,660.84	\$106,100.00
Deputy Mayor	\$56,356	\$56,919.56	\$56,919.56	\$56,919.56	\$61,211.00
Councillor	\$48,842	\$49,330.38^	\$49,330.38^	\$49,330.38^	\$53,049.00

**Council resolved to reduce Councillor Remuneration below the scheduled amounts gazetted*

^Including meeting attendance component

The following information presents the remuneration schedules as gazette, and any Council resolution resolving to pay Councillors at a rate lower than that contained in the Remuneration Schedule, from 2015/16 to 2018/19. The final section presents the 2019/20 remuneration schedule as gazetted.

2015/16

Remuneration Schedule as gazetted (2014 Report – to apply from 1 July 2015).

Burke Shire Council as Category 3 Council:

Office	Total Remuneration
Mayor	\$97,684
Deputy Mayor	\$56,356
Councillor	\$48,842

Note: For Councillors in Category 3 Councils, a base payment of \$32,562 is payable for the 12 months commencing 1 July 2015. A meeting fee of \$1,356.66 is payable for attendance at each of the mandated monthly meetings of Council subject to certification by the Mayor and/or Chief Executive Officer of the Council. Mayors and Deputy Mayors in Category 3 Councils are to receive the full remuneration level shown.

2016/17

Remuneration Schedule as gazetted (2015 Report – to apply from 1 July 2016).

Burke Shire Council as Category 1 Council:

Office	Total Remuneration
Mayor	\$99,638
Deputy Mayor	\$57,483
Councillor	\$49,819

The Remuneration Schedule as adopted at January 2016 Council Meeting (Resolution 160121.12) was made as follows:

That Council:

- 1) *Notes that the Discipline and Remuneration Tribunal has proposed a 2% pay increase for financial year 2016-2017 in its annual review of Councillor remuneration in Queensland; and*
- 2) *Resolves, instead, to adopt a 1% pay increase for financial year 2016-2017 in line with the 1% increase awarded to Burke Shire Council employees through the Administrative Increase (awarded November 2015); and*
- 3) *Resolves to pay Councillors according to the following schedule:*

Office	Salary Component	Meeting attendance Component
Mayor	\$98,660.84	NA
Deputy Mayor	\$56,919.56	NA
Councillor	\$32,887.62	\$1370.23

(The full salary for a Councillor who attends all meetings would be \$49,330.38)

2017/18

Remuneration Schedule as gazetted (2016 Report – to apply from 1 July 2017).

Burke Shire Council as Category 1 Council:

Office	Total Remuneration
Mayor	\$101,631.00
Deputy Mayor	\$58,633.00
Councillor	\$50,815.00

Remuneration Schedule as adopted at January 2017 Council Meeting (Resolution 170119.16) was made as follows:

That Council:

- 1) *Resolves to pay Councillors less than the amount defined in the Councillor Remuneration schedule as gazetted on 8 December 2016; and*
- 2) *Resolves to pay according to the following schedule:*

Office	Salary Component	Meeting attendance component
Mayor	\$98,660.84	N/A
Deputy Mayor	\$56,919.56	N/A
Councillor	\$32,887.62	\$1370.23 – assuming 12 meetings per annum

(The full salary for a Councillor who attends all meetings would be \$49,330.38)

2018/19

Remuneration Schedule as gazetted (2017 Report – to apply from 1 July 2018).

Burke Shire Councillors, as elected members in a Category 1 Council, are entitled to a maximum of:

Office	Total Remuneration
Mayor	\$103,918.00
Deputy Mayor	\$59,952.00
Councillor	\$51,958.00

Remuneration Schedule as adopted at January 2017 Council Meeting (Resolution 170119.16) was made as follows:

That Council:

- 1) *Resolves to pay Councillors less than the amount defined in the Councillor Remuneration schedule as gazetted on 8 December 2016; and*
- 2) *Resolves to pay according to the following schedule:*

Office	Salary Component	Meeting attendance component
Mayor	\$98,660.84	N/A
Deputy Mayor	\$56,919.56	N/A
Councillor	\$32,887.62	\$1370.23 – assuming 12 meetings per annum

(The full salary for a Councillor who attends all meetings would be \$49,330.38)

2019/20

Remuneration Schedule as gazetted (2018 Report – to apply from 1 July 2019).

Burke Shire Councillors, as elected members in a Category 1 Council, are entitled to a maximum of:

Office	Total Remuneration
Mayor	\$106,100.00
Deputy Mayor	\$61,211.00
Councillor	\$53,049.00^

^Including compulsory meeting attendance component

The tribunal has determined to increase maximum remuneration levels previously determined for each category of council by 2.1 percent from July 1 2019.

Councillor Remuneration Policy

When it adopted the current version of HRM-POL-013 Councillor Remuneration Policy Review (resolution 170202.04), Council decided that only attendance at the 12 monthly Ordinary Council Meetings would be considered mandatory for the purposes of remuneration. The recommendations outlined in this report are consistent with this Policy.

The Councillor Remuneration Policy was scheduled for review as part of the exercise to determine the 2019/20 Councillor remuneration. No changes are proposed to the Councillor Remuneration Policy and it is presented to Council for review and endorsement as part of this Council Report.

3. PROPOSAL

That Council considers whether it will reduce Councillor Remuneration below the scheduled amounts gazetted in on 14 December 2018 (to take effect on 1 July 2019), or adopt remuneration as gazetted.

4. FINANCIAL & RESOURCE IMPLICATIONS

The maximum expenditure on salary/meeting attendance for BSC Councillors for the 2018/19 financial year is \$303,571.54 (this assumes that all Councillors attend all ordinary Council Meetings). In the event the gazetted 2019/20 Remuneration Schedule is adopted, the maximum expenditure on salary/meeting attendance for BSC Councillors for the 2019/20 financial year would be \$326,458.00.

This represents a projected increase in the overall salary/meeting attendance budget for 2019/20 of \$22,886.46.

5. RISK

There are no perceived risks associated with this item.

6. POLICY & LEGAL IMPLICATIONS

Under s247(6) of the *Local Government Regulation 2012*, Councillors must be paid the maximum remuneration amount unless Council makes a resolution, within 90 days of gazettal, not to pay the maximum amount.

If Council elects to reduce the remuneration of Councillors below that scheduled in the Gazette, it will be necessary to maintain the same proportion between Base Payment and Meeting Attendance amounts (2:1).

S244 of the *Local Government Regulation (2012)* precludes the Tribunal from including amounts in its remuneration determination for expenses to be paid or facilities to be provided to Councillors under a Council's Expenses Reimbursement Policy.

S244 of the *Local Government Regulation (2012)* precludes the Tribunal from including in its determination any contribution a Local Government may make to a voluntary superannuation scheme for Councillors. Accordingly, the level of superannuation payments made to a Councillor is a matter to be determined by each individual Council having regard to the relevant Commonwealth legislation and section 226 of the Act, as is the issue of whether a Councillor may salary sacrifice such contributions.

HRM-POL-013 – Councillor Remuneration Policy also exists to:

- a) Ensure that Councillors are paid in accordance with the determinations of the Queensland Government Remuneration and Discipline Tribunal (The Tribunal); and

- b) Provide guidelines for the payment of Councillor superannuation; and
- c) Clarify Council's obligations to Councillors under the QLD Local Government Act 2009 (the Act) and QLD Local Government Regulation 2012 (the Regulation).

7. CRITICAL DATES & IMPLICATIONS

If Council is to adopt a remuneration schedule different to that specified in the gazetted schedule, it must do so within 90 days of gazettal (14 March 2019).

8. CONSULTATION

The Executive Manager Corporate and Community Services has reviewed the Tribunal's 2018 Remuneration Report in the preparation of this report.

9. CONCLUSION

Council has the right to accept the remuneration gazetted on 14 December 2018 or to reduce the remuneration of Councillors beneath those levels, provided this decision is made before 14 March 2019.

10. OFFICER'S RECOMMENDATION

- 1) That Council notes the contents of this report; and
- 2) That Council adopt version 6 of HRM-POL-013 Councillor Remuneration Policy; and
- 3) Resolves to adopt the Councillor Remuneration schedule as gazetted on 14 December 2018;

OR

That Council:

- 4) Resolves to pay Councillors less than the amount defined in the Councillor Remuneration schedule as gazetted on 14 December 2018; and resolves to pay according to the following schedule:

Office	Salary component	Meeting attendance component
Mayor	\$98,660.84	N/A
Deputy Mayor	\$56,919.56	N/A
Councillor	\$32,887.62	\$1370.23 – assuming 12 meetings per annum

(The full salary for a Councillor who attends all meetings would be \$49,330.38)

11.02 Councillor Remuneration 2019/20

- 1) That Council notes the contents of this report; and**
- 2) That Council adopt version 6 of HRM-POL-013 Councillor Remuneration Policy; and**
- 3) Resolves to pay Councillors less than the amount defined in the Councillor Remuneration schedule as gazetted on 14 December 2018; and resolves to pay according to the following schedule:**

Office	Salary component	Meeting attendance component
Mayor	\$98,660.84	N/A
Deputy Mayor	\$56,919.56	N/A
Councillor	\$32,887.62	\$1370.23 – assuming 12 meetings per annum

(The full salary for a Councillor who attends all meetings would be \$49,330.38)

Moved: Cr Poole

Seconded: Cr Murray

Carried 190226.10 5/0

12. Corporate and Community Services

12.01 Corporate and Community Services Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	11 February 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2018/19

1. GENERAL BUSINESS

Administration and Community Services (A&CS)

Council recognised those who do incredible things in our community throughout the year at the 2019 Australia Day event. Congratulations go to Clinton Murray (Mudgee) who won the Citizen of the Year award. Unfortunately, there were no nominations received for the Community Champion, Young Community Champion, or Event of the Year award categories. There were approximately 40 people in attendance, including 6 children, at this year's event which included the annual cooking competition, children's colouring competition and cricket match. Council would like to thank all of the volunteers who assisted on the day.

There has been a concerted effort to progress process improvements, including the review and mapping of key processes, introducing process and procedures where none existed, and multi-skilling of staff so that corporate knowledge and process capability is shared. Key areas of focus have included:

- Grants, Donations and Policy Registers
- Customer requests management
- Records management

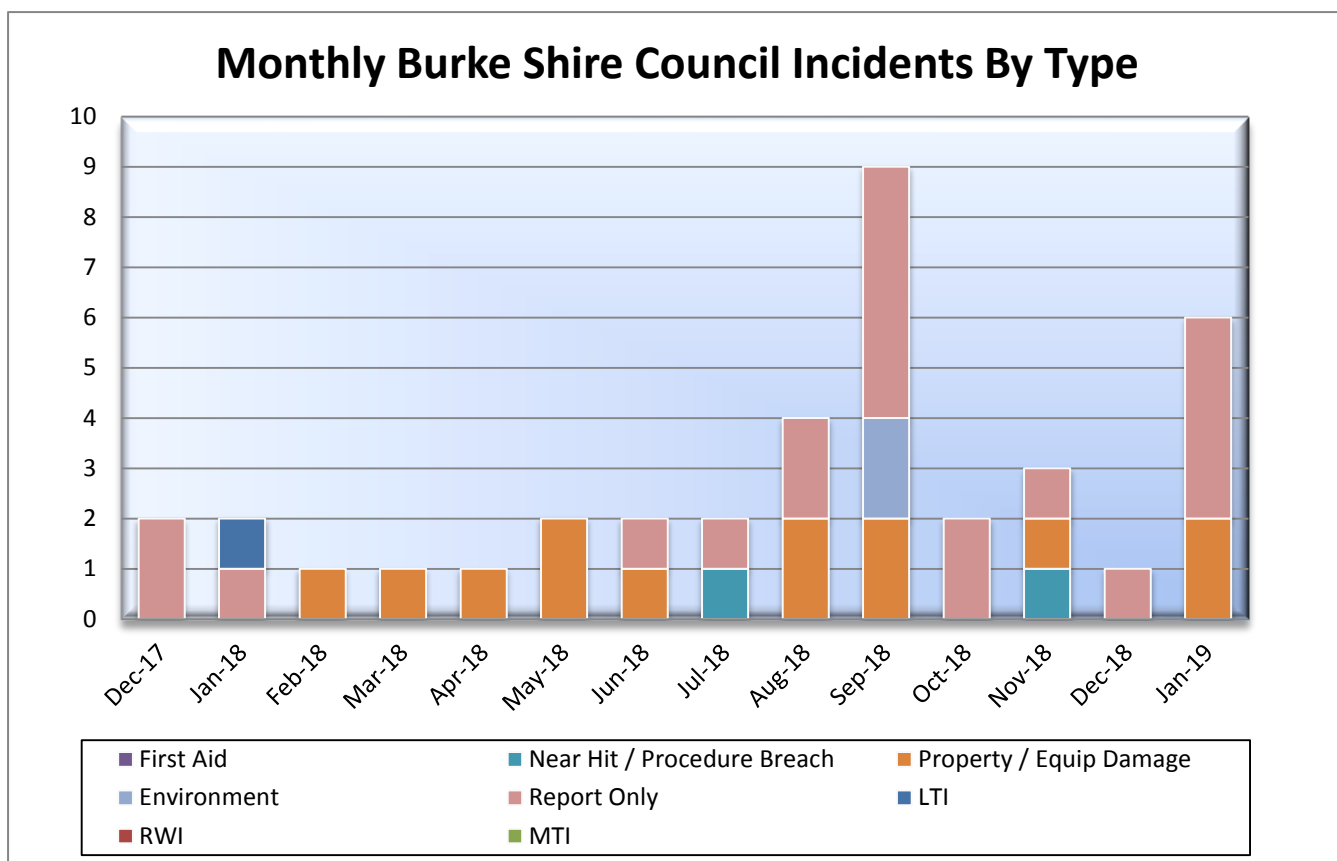
In addition, work is continuing on the possible future options for the Eric Jolliffe artwork, and a report to Council is in development. A general administration office clean-up has commenced, with the aim of reducing health and safety hazards, increasing storage capacity and enhancing the professional appearance of the work environment.

Human Resources

Work has commenced on an induction and exit process improvement project, involving input from across the organisation. Furthermore, consultation on a Learning and Development plan for 2019/20 has begun, and the first Joint Consultative Committee meeting of 2019 was held in early February.

Workplace Health and Safety

There were no major incidents reported in January 2019.



2. OFFICER'S RECOMMENDATION

That Council note the contents of the Corporate and Community Services report.

12.01 Corporate and Community Services Report

That Council note the contents of the Corporate and Community Services report.

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 190226.11 5/0

Attendance

Martin Blennerhassett left the meeting at 11.55am.

12.02 Burke Shire Council Meeting Procedures

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson; Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	15 February 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 and again at Council's January 2019 Council meeting.

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 and 24 January Council Meetings, a draft Burke Shire Council Meeting Procedure was presented for consideration. The final Burke Shire Council Meeting Procedure is presented at this time for adoption.

If Council does not adopt the Burke Shire Council 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 Meeting Procedure.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

There are no risks associated with the adoption of the Burke Shire Council Meeting Procedure. Adoption of the Burke Shire Council Meeting Procedure would comply with legislation, and reduce Council's reputation and effective governance risks by introducing a rigorous and appropriate 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 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 and 24 January 2019 Council Meetings, a draft Burke Shire Council Meeting Procedure was presented to Council for consideration.

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

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

12.02 Burke Shire Council Meeting Procedures

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

Moved: Cr Yanner**Seconded: Cr Clarke****Carried 190226.12 5/0**

Attendance

Martin Blennerhassett entered the meeting at 11.57am.

13. Mayoral Report

I attended the following:

- Interviews for CEO, EMWI and WM positions in Cairns and Brisbane – with EMSP (as CEO delegate), Cr Poole, Cr Clarke was unable to attend due to unforeseen circumstances
- Recruitment Processes and Progress Meeting – with Councillors and BSC staff
- LDMG Meeting – in preparation for projected Cyclone in the Gulf (did not eventuate)
- Australia Day – Congratulations to Clinton Murray who was named Burke Shire's Citizen of the Year. Mudgee is involved in a lot of community groups in Burketown whether as a leader or a club member and the award is well deserved. Thanks to Cheryl Portch who organised a great day, Sgt Francis Smith for his talent at the BBQ plate, to those who volunteered to make sure the day ran like clockwork and to all those community members who came along, baked scones, played cricket, answered quiz questions and reinforced why Burke Shire is a great place to live.
- Dinner with Bob Katter in Burketown with Cr Poole, Yanner, EMT and Bob's media advisor
- NWROC/NWRRTG Meetings in Hughenden – cut short due to monsoonal rain
- Several Teleconferences with QDMC personnel and the Premier – re weather event and impending flooding North Qld
- Meeting with Senator Linda Reynolds CSC, Ass Minister for Home Affairs, Senator Barry O'Sullivan and Brigadier Steven Jobson – via teleconference due to road closures to discuss flooding in Burke Shire. Cr Poole, Cr Murray and EMT attended. Thanks to Ann and Peter Woollett who attended the meeting to represent affected producers and give a first hand account of the magnitude of the event for those on the Leichhardt River catchment. Senator Reynolds was keen to assist, frank and supportive in her comments and I firmly believe those in the flooded region have a champion in her.
- Subsequent phone calls with Senator Reynolds, Brigadier Jobson– re flooding event
- Phone Call and Teleconference with Prime Minister Scott Morrison – re flooding event
- Phone Call with Ms Ann Leahy, Qld Shadow Minister for Local Government – re flooding event
- Several Phone Calls and Meeting with Rob Katter – re flooding event
- Phone Call with Bob Katter, Chief of Staff Anne Pleash and Meeting – re flooding event
- Meetings in Cloncurry and Julia Creek with Prime Minister, representatives from Government – re flooding event
- Meeting with Agforce CEO Mike Guerin – re flood recovery and resilience building projects – in Brisbane enroute to Canberra
- Rang Mayors of Croydon and Etheridge to gauge their feedback and affects of flooding/rain event prior to Canberra trip.
- Meetings in Canberra representing NWQROC – with Mayor Joyce McCulloch (Mt Isa City Council), Greg Hoffman, NWQROC CEO and media advisors. NWQROC Chair Jack Bawden requested that I attend as he was unable to do so due to flooding in Carpentaria Shire not yet reaching its peak. Meetings organised in collaboration with Townsville Enterprise and Townsville City Council with a focus on North Qld Flood Recovery and Resilience and to progress the

NWQROC Regional Plan document (subject to an introductory Canberra trip late 2018). Reps from Qld Resource Council and PVW Partners also attended.

- Bob Katter – local member
- Hon Michael McCormack, Deputy Prime Minister, Min for Infrastructure, Transport and Regional Development
- Hon Josh Frydenberg - Treasurer
- Hon Joel Fitzgibbon – Shadow Minister for Agriculture, Fisheries and Forestry, Shadow Minister for Rural and Regional Australia
- Hon Anthony Albanese – Shadow Minister for Infrastructure, Transport, Cities and Regional Development and Tourism
- Hon Bill Shorten, Leader of the Opposition
- Minister David Littleproud – Minister for Agriculture and Water Resources
- And others
- Media Release about delegation can be found here: <https://www.nwqroc.com.au/news/>

I spoke about NWQROC 6 point regional plan and our desire for a regional deal to strengthen our communities. Reiterated how it offered a solution to support communities and the region currently affected by the flooding in the medium and long term. By strengthening the resilience of the region, you strengthen the resilience of the people. I offered thanks and appreciation for efforts to date to support those affected.

- Gulf Frontier Festival Teleconferences – with Cr Poole and Clarke, BSC reps and GFF reps
- Gregory Sportsground Spectator Shed Teleconferences – With Cr Poole, Clarke, BSC reps and ERSCON reps
- Economic Recovery Group teleconferences – convened by DSDMIP
- Phone Call with His Excellency, Paul de Jersey AC, Governor of Qld, re flooding event Burke Shire. His Excellency wished to pass on thoughts from himself and his wife to those affected by the recent flooding event in Burke Shire. He extended his thoughts to all those affected as they navigate the challenges along the long road to recovery as well as appreciation to those who have supported and assisted with the response effort. Public Notice issued with his message.
- Phone Call and Subsequent Meeting in Cairns with Darren Cleland – re flood recovery and Category D funding projects – provided copy of briefing paper
- Phone Calls with Jo Stephenson – re flood recovery- provided copy of briefing paper
- Phone Calls with BioSecurity Qld Rep Cloncurry – re flood recovery information
- Breakfast at Depot
- Regular teleconferences convened by Agforce with Regional Mayors – flood recovery and long term recovery planning

Additional:

- I prepared a briefing paper in response to flooding event not just in Burke Shire but also the wider region and have circulated to all relevant State Government Ministers as below:
 - The Premier
 - The Deputy Premier
 - Leader of the Opposition, Ms Deb Frecklington
 - Deputy Leader of the Opposition, Mr Tim Mander
 - Minister for Main Roads, Hon Mark Bailey

- Shadow Min for Main Roads, Mr Steven Minnikin
- Minister for Education, Hon Grace Grace
- Shadow Minister for Education, Mr Jarrod Bleijie
- Minister for State Development, Manufacturing, Infrastructure and Planning, Hon Cameron Dick
- Shadow Minister for State Development, Manufacturing, Infrastructure and Planning, Mr Andrew Powell
- Min for Employment and Small Business, Hon Shannon Fentiman
- Shadow Min for Employment and Small Business, Ms Fiona Simpson
- Minister for Agricultural Development and Fisheries, Hon Mark Furner
- Shadow Minister for Agricultural Development, Fisheries and Forestry, Mr Tony Perrett (has phoned and spoke with me re briefing paper and offered support)
- Minister for Local Government, Hon Stirling Hinchliffe
- Shadow Min for Local Government, Ms Ann Leahy
- Assistant Minister of State, Ms Jennifer Howard
- Min for Tourism, Hon Kate Jones
- Shadow Min for Tourism Mr David Crisafulli (has responded by email to briefing paper)
- Minister for Communities, Ms Coralee O'Rourke
- Shadow Minister for Communities, Dr Christian Rowan (would like to have further discussion re briefing paper)
- Member for Gregory, Mr Lachlan Miller
- Shadow Min for North Queensland, Mr Dale Last (has phoned and spoke with me re briefing paper and offered support)
- Robbie Katter, Member for Traeger
- Paper was also circulated federally to:
 - Prime Minister, Hon Scott Morrison (handed in person)
 - Senator Linda Reynolds CSC, Ass Minister for Home Affairs
 - Sen Barry O' Sullivan
 - Bob Katter, Federal Member for Kennedy
 - Hon Sen Matt Canavan, Min for Resources and Northern Australia
 - Sen Ian MacDonald
 - Sen James McGrath
- Also circulated to:
 - NWQROC Mayors and NWQROC CEO
 - Darren Cleland
 - Jo Stephenson
 - Agforce
- Spoke to media – ABC Radio re flooding, AAP also contacted me but was unable to return call prior to deadlines due to flood preparation work here at Floraville, ABC TV journalists re flooding including sending footage for news broadcast
- Provided feedback to Agforce re their response document for Fed Government in relation to the Flooding Event and Recovery Process

GSD

- AGM held – I remain Chair
- I have been advocating for extension of ASBAS programmes including a reinstatement of previous programme to assist in community recovery post flooding event in N/NW Qld

That Council notes the report provided by Councillor Camp.

Moved: Cr Yanner

Seconded: Cr Poole

Carried 190226.13 5/0

14. Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Poole

Carried 190226.14 5/0

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.

Adjournment

That Council adjourned the meeting for lunch from 12.23pm to 1.20pm; all were present at resumption except Martin Blennerhassett.

Attendance

Martin Blennerhassett entered the meeting at 1.21pm.

10. Closed Session Reports

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

(c) the local government's budget;

(e) contracts proposed to be made by it;

Council moved into closed session at 1.22pm.

Moved: Cr Murray

Seconded: Cr Clarke

Carried 190226.15 5/0

Attendance

Martin Blennerhassett left the meeting from 1.53pm to 1.55pm.

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 2.04pm.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 190226.16 5/0

10.02 Closed Session - Works 4 Queensland 2017-19

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(e) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council note the contents of the report; and
3. That Council endorses the variations proposed to the Works 4 Queensland 2017-19 program in "Section 3 – Proposal"; and
4. That Council delegates authority to the CEO to amend the scope of the endorsed Works 4 Queensland 2017-19 projects where required in order to ensure Council's overall compliance with the Works 4 Queensland 2017-19 program.

Moved: Cr Clarke

Seconded: Cr Poole

Carried 190226.17 5/0

10.03 Closed Session - Works 4 Queensland 2019-21 Projects

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(c) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council note the contents of the report; and
3. That the ACEO be delegated authority to submit Council's 2019/21 Works for Queensland project list in general accordance with the program outlined in this report as amended by Council.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 190226.18 5/0

10. Closed Session Reports

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

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

(e) contracts proposed to be made by it;

Council moved into closed session at 2.06pm.

Moved: Cr Murray

Seconded: Cr Clarke

Carried 190226.19 5/0

Attendance

Darren Thomson, Martin Blennerhassett and Madison Marshall left the meeting at 2.07pm.

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 4.05pm.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 190226.20 5/0

10.01 Closed Session - Appointment of Chief Executive Officer

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)(a and e) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council notes the contents of this report; and
3. That Ms Clare Keenan be offered the position of Council's Chief Executive Officer for a thirteen month fixed term subject to conditions of employment as approved by the Mayor.

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 190226.21 5/0

17. Closure of meeting

The Chair declared the meeting closed at 4.10pm.

I hereby certify that these pages numbered 1 to 69 – constitute
the Confirmed minutes of the Ordinary Council Meeting of Burke
Shire Council held on Tuesday 26 February 2019.

Mayor Cr Ernie Camp