



# Confirmed Minutes Burke Shire Council Ordinary Meeting Thursday 18 April 2019 9.00am Council Chambers

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## 01. Opening of Meeting

**The Chair declared the meeting open 9.03am.**

## 02. Record of Attendance

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

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

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

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

- **Cr Tonya Murray**
- **Simbarashe Chimpaka, Executive Manager Finance (EMF)**
- **Philip Keirle, Executive Manager Strategic Projects (EMSP)**
- **Martin Blennerhassett**

**Moved: Cr Clarke**

**Seconded: Cr Yanner**

**Carried 190418.01 5/0**

## 03. Prayer

**Cr Clarke 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 19 March 2019 and Special Meeting 09 April 2019

**That Council confirms the Minutes, as presented, of the following meetings:**

- i. Ordinary Meeting of Council held on 19 March 2019**
- ii. Special Meeting of Council held on 09 April 2019**

**Moved: Cr Camp**

**Seconded: Cr Clarke**

**Carried 190418.02 5/0**

## 06. Condolences

**Council notes the passing of Billy Jackson, Stacey Walden and Rod Richardson and expresses their condolences to the family.**

## 07. Declaration of Interests

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

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

### 08.01 Notices of Motion

### 08.02 Petitions

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

## 09. Works, Services and Finance Reports

### 09.01.01 Works and Services Report

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DEPARTMENT:	Works & Services
RESPONSIBLE OFFICER:	Geoff Rintoul, EMWI
PREPARED BY:	Philip Keirle (EMSP), Brett Harris (Workshop & Fleet Manager); Dave Marshall (Water & Sewer Officer).
DATE REPORT PREPARED:	10 April 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014-19   Operational Plan 2018-19

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#### 1. PROJECTS

##### Capital Projects – 2018-19

Task Name	% Complete	Duration	Start	Finish
BSC Master Project Schedule	65%	291 days	Fri 6/04/18	Fri 17/05/19
2018-05_SES Building	100%	131 days	Mon 25/06/18	Mon 24/12/18
2018-06_Contractor Accommodation	5%	100.5 days	Fri 6/04/18	Thu 23/08/18
BSC 2018 Works Program	70%	255 days	Mon 7/05/18	Fri 17/05/19
Boat Ramp Carpark	100%	45 days	Mon 14/05/18	Fri 13/07/18
2017 NDRRA REPA	77%	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	100%	90 days	Fri 27/07/18	Thu 29/11/18
Area 3 - South East	100%	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	60%	23 days	Mon 19/11/18	Wed 9/01/19
2018/19 - TIDS/ATSI TIDS/R2R/BSC	4%	20 days	Mon 22/04/19	Fri 17/05/19
2018-08_VIC	100%	50 days	Mon 4/06/18	Mon 13/08/18
W4Q-R2	54%	235 days	Mon 7/05/18	Fri 29/03/19
Water treatment plant upgrades	87%	167 days	Mon 16/07/18	Tue 5/03/19
Gregory	100%	156 days	Tue 31/07/18	Tue 5/03/19
Burketown	78%	167 days	Mon 16/07/18	Tue 5/03/19
Bunded fuel storage	75%	60 days	Mon 7/05/18	Fri 27/07/18
Waste management	30%	90 days	Mon 27/08/18	Fri 28/12/18
Gregory Airstrip	100%	30 days	Mon 23/07/18	Fri 31/08/18
Solar lighting and CCTV	40%	90 days	Tue 17/07/18	Mon 19/11/18
Water wise reticulation	20%	180 days	Mon 23/07/18	Fri 29/03/19

Task Name	% Complete	Duration	Start	Finish
and Burketown Oval				
BSC Master Project Schedule	65%	291 days	Fri 6/04/18	Fri 17/05/19
2018-05_SES Building	100%	131 days	Mon 25/06/18	Mon 24/12/18

Capital Projects Roads 2018-19

Road Name	Funding Source	% Complete	Comment
<ul style="list-style-type: none"> <li>Doomadgee West Road</li> <li>Nugaburra</li> </ul>	2018 NDRRA – Package 1	0%	Tender awarded to GBE. Separable portions. Portion 1 to be completed by 20 June 2019. Portion 2 to be completed by 10 December 2019.
<ul style="list-style-type: none"> <li>Doomadgee to Lawn Hill Road</li> <li>Bowthorn Road</li> </ul>	2018 NDRRA – Package 2	0%	Tender awarded to GBE. Contract PC of 10 December 2019
Gregory to Lawn Hill Road	2018 NDRRA – Package 3	0%	Tender awarded to Spence Contracting. Incorporates TIDS and R2R funding also.
<ul style="list-style-type: none"> <li>Lawn Hill NP Road</li> <li>Riversleigh Road</li> </ul>	2018 NDRRA – Package 4	0%	Tender awarded to KG Booth. Contract PC of 10 December 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.

## 2. FIVE YEAR ROAD PROGRAM

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

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

### 3. AIRPORT/REX SERVICES

- 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.
- New container at the Gregory Aerodrome installed as part of W4Q 2017-19.

#### 4. WORKSHOP & FLEET

General servicing and maintenance being the main work carried out

Plant	Description	Maintenance	Scheduled	Cost	Comment
469	Multi Tyred Roller	Gearshift, puncture	No	8 hrs	Hells Gate
481	Water Tanker	Check over, prepare	No	4 hrs	Needs work
494	DP25N Forklift	1,750 hr service	Yes	2 hrs	Scheduled
514	SES Hilux	Start, check over	No	2 hrs	Pre trip
519	Jet Patcher	Auger fault, PTO	No	12 hrs	PTO failed
522	140M Grader	Tyres, uni's, spare carrier	No	6 hrs	Wear
523	140M Grader	5,250 hr service, A/C, blade	Yes	5 hrs	Scheduled
529	John Deere Ride On	Alt bracket	No	2 hr	Non genuine
533	Kubota Ride On	Pulleys, tensioner	No	2 hrs	Wear
546	Kubota Tractor	Blades, skirts, jockey wheel	No	6 hrs	Wear
547	Kubota Tractor	1,500 hr service, skirts	Yes	4 hrs	Scheduled
548	320DL Excavator	1,500 hr service	Yes	3 hrs	Scheduled
566	Landcruiser	120k service, tyres	Yes	3 hrs	Scheduled
584	Landcruiser	160k service	Yes	2 hrs	Scheduled
585	Job Truck	Weld hyd tank	No	2 hrs	Leaking from mount
591	Gregory Hilux	Clutch master cylinder	No	2 hrs	Leaking
592	Water Truck	PTO fault	No	16 hrs	Spool valve stuck
593	Job Truck	Door glass	No	1 hr	Whipper sniper
598	WM Hilux	70k service	Yes	2 hrs	Scheduled
599	EMWI Hilux	40k service, canopy	Yes	4 hrs	Scheduled
606	CEO Prado	10k service	Yes	2 hrs	Scheduled
607	GWTP Genset	800 hr service	Yes	2 hrs	Scheduled
608	GWTP Genset	1300 hr service	Yes	2 hrs	Scheduled
609	Hydraulic Grab	Fitted to #548	Yes	2 hrs	Inducted
	River cameras	Keep working	No	9 hrs	Leichardt faults
	Whippers and Mowers	Keep operational	No	10 hrs	Ongoing

Monthly fuel burn for yellow fleet:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
605	1,756	2,126									3,716

Plant Utilisation

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Revenue v exp (%)	288	261	288								
Life rev vs life exp (%)	25.3	28.2	25.3								

## 5. TOWN &amp; 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

Renewal of quotes for maintenance work in train.

## 7. BIOSECURITY

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

## 8. WATER

Monthly Reading WTP Burketown		
<b>Jan 2019: 12,827kL</b>	<b>Feb 2019: 8,085kL</b>	<b>Mar: 12,385kL</b>
	Daily Usage March 2019	Outflow To Town (Litres/Second)
Highest Daily Usage	678 kl	8.55 l/s
Lowest Daily Usage	1457 kl	2 l/s

Monthly Reading WTP Gregory		
<b>Jan 2019: not available</b>	<b>Feb 2019: 1,882kL</b>	<b>Mar: 3,4225kL</b>

Water Treatment results

Burke Shire – Treated Water – 21 Mar 2019 Sample No. (as per below)

Sample Number	Sample	Result Name	Guidelines	Result	Unit
672075	Burketown - Marshall St Res.	E coli	< 1.0 CFU/100mL	<1	CFU/100mL

Sample Number	Sample	Result Name	Guidelines	Result	Unit
672077	Burketown - WTP	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
672079	Burketown - Bowen St Res.	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
672085	Gregory - Pub	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
672089	Gregory - Depot	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
672091	Gregory - Water Treatment Plant	E coli	< 1.0 CFU/100mL	<1	CFU/100mL

#### Treatment Plant Operation Summary

##### GREGORY

- Gregory plant operating well with no issues.
- We are slowly working through the operations at GWTP. Mark Samblebe has been engaged to design the chemical dosing for the plant. Ongoing.
- Still waiting on a few upgrades to take place in regards to dosing of chemicals sites ongoing.
- Gregory staff have been coming to Burketown on the week when they are not on call operational training on the WTP and Pool.

##### BURKETOWN

- Plant operating well.
- The chlorin-situ system is having issues with a fault. Currently working to resolve the fault. still ongoing as i am currently trying to fault solve with Prominent Fluid Controls.
- Mark Samblebe from MBS Water was onsite to design the chemical dosing for the plant. He also is designing the filter project which should be installed in late April by QEE. We are still waiting on confirmation on the install due to the recent flooding and parts availability.
- Burketown is now using ACH instead of the ALUM powder. It's working quite well.

#### Water Reticulation Summary

##### GREGORY

- We are starting to use more water around the township.
- System operating well.
- Visit to Gregory required to install a new fire hydrant kit as we have one with a slight leak this hasn't happened due to staffing shortages.

##### BURKETOWN.

- All systems running good with no major issues.
- Staffing issues within the water is becoming an issue.
- Water consumption has risen from last months total. I have increased the timers on the park sprinklers by 10 mins.

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.
- 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.
- Gregory staff have been coming to Burketown on the week when they are not on call operational training on the WTP and Pool.

## BURKETOWN

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State-wide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Yearly Target	FEB 19 MAR 19	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	98%	100	1

	no E. coli detection/year			
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)

##### Treatment Plant

- Blivet operating well with no major issues.

Burke Shire Treated Effluent – 25 March 2019 – Sample No. 669797

Analysis	Result Name	Limit of Reporting	Guideline	Result	Unit
NUTRIENTS_TOTAL	TP	<0.1	<= 30 mg/ L P	3.9	mg/ L P
NUTRIENTS_TOTAL	TN	<0.2	<= 40 mg/L N	13	mg/L N
SOLIDS_VSS_TSS	Total Suspended Solids	<1	<= 30 mg/L	9	mg/L
PH_EC_ALK_TURB	Electrical Conductance	<1	<= 1600 µS/cm	580	µS/cm
PH_EC_ALK_TURB	pH	<0.1	6.5 - 8.5 .	8.0	.
BOD_CHLORINATED	BOD	<2	<= 20 mg/L	9.0	mg/L
CHLOR_TOT_LAB	Total Chlorine	<0.02		0.81	mg/L
CHLOR_FREE_LAB	Free Chlorine	<0.02	<= 1 mg/L	0.06	mg/L
ECOLI-TOTAL COLIFORM	E coli	<10	<= 1000 CFU/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 Yanner**

**Seconded: Cr Clarke**

**Carried 190418.03 5/0**

## 09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	9 April 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	10,021,855	12,439,000	- 2,417,145	81%
Total Operating Expenditure	12,585,067	17,578,000	4,992,933	72%
<b>Profit/Loss</b>	<b>- 2,563,212</b>	<b>- 5,139,000</b>	<b>2,575,788</b>	<b>50%</b>
Capital Income	1,696,178	3,432,000	- 1,735,822	49%
Capital Expenditure	2,568,136	4,209,000	1,640,864	61%
Cash & Cash Equivalents	10,348,725	9,528,032	820,693	109%
Other Current Assets	798,611	1,096,089	- 297,478	73%
Liabilities (Current)	913,063	2,278,518	1,365,455	40%
Liabilities (Non Current)	674,452	648,996	- 25,456	104%
Current Assets to Liabilities Ratio	7	5		

Council reported an operating loss of \$2.5 million at the end of the reporting period.

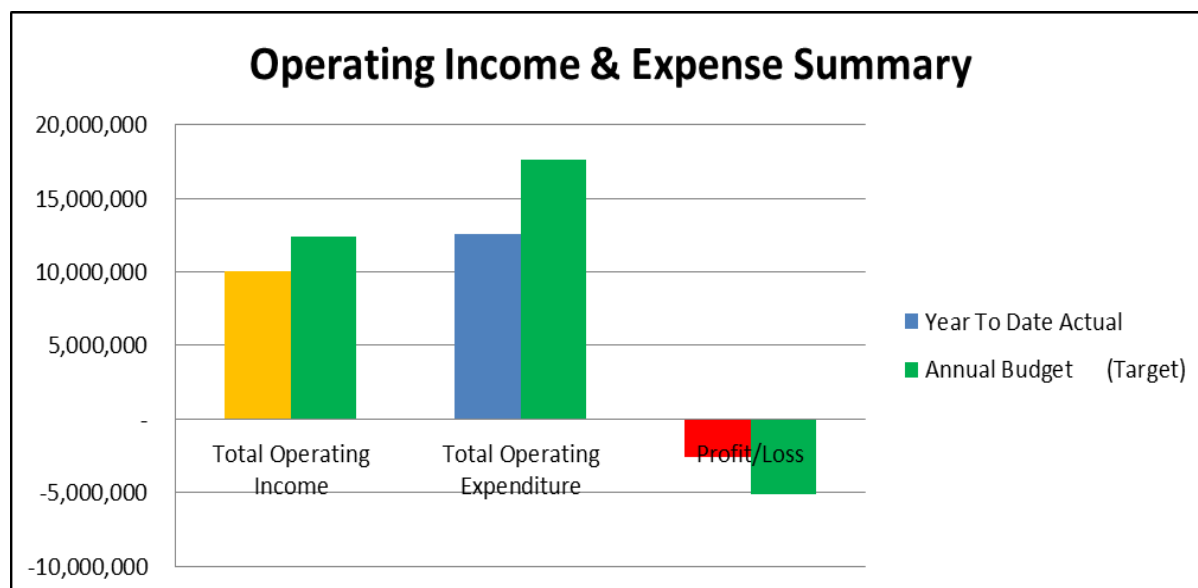
Overall year to date operating income increased from the previous month however actual year to date results are still below the annual forecast at 81% of annual budget, it should be noted that this is not a permanent variance but a timing variance as a seasonal analysis of actual results versus budget reflects that operating revenues are on track with seasonal expectations.

Overall operating expenditure increased from the previous month and remained within budget sitting at 72% of annual target with one quarter to the end of the financial year.

Cash balances increased from \$9.7 million at the end of February to \$10.3 million at the end of March primarily due to the receipt of rates and utility charges revenue, this balance is slightly higher than amended budget forecast as is expected to drop closer to the annual forecast towards the end of the financial year.

Current liabilities at the end of March continued to sit lower than annual forecast, this is a timing variance and not a permanent variance while non current liabilities remain close to annual forecasts at 104% of annual budget.

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

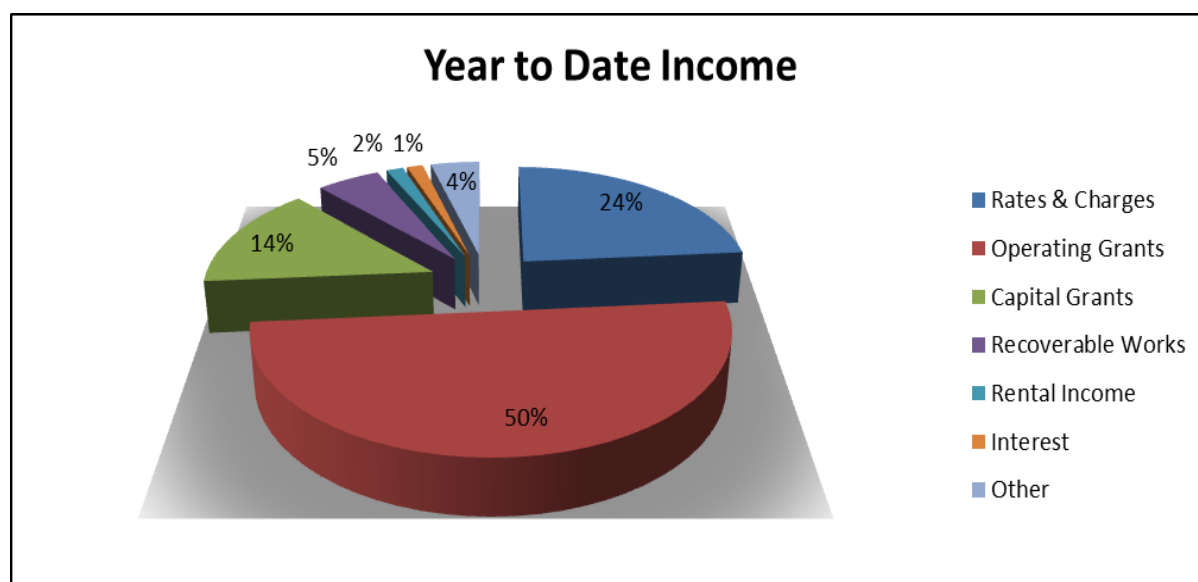


Overall capital income increased from the previous month (up from \$1.6 million to ~\$1.7 million) largely due to the recognition of approximately \$130K in MIP funding related to the Leichardt River Project.

Outstanding capital revenue has continued to decline as funding has been received on satisfaction of project milestone requirements.

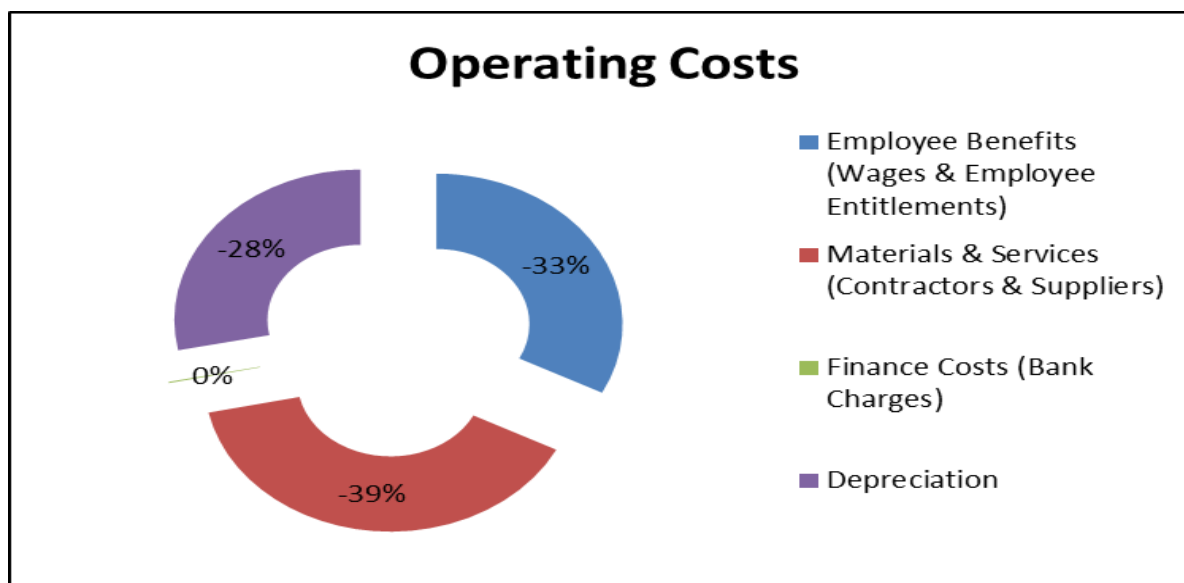
Operating grants continue to be largest income stream for Council at 50% of year to date income, with the largest contributor to this income pool being flood damage related funds.

Second half rates and utility charges were raised as scheduled in February bring year to date actual results in line with budget. Rates and utility charges sat at \$2.787 million against a budget target of \$2.771 million. Estimated water consumption charges were slightly higher than the conservative budget estimates therefore overall rates and utility charges are ~1% favorably above budgetary estimates.



Overall operating expenditure is within amended budget estimates with a few exceptions on a line by line basis.





#### Sustainability outlook

Financial Sustainability Ratios and Measures of Sustainability	Status Achieved Not Achieved	YTD ACTUAL	ANNUAL BUDGET	TARGET
Operating Surplus Ratio (%)	✗	-26%	-41%	Between 0% and 10% (over the long term)
Current Ratio	✓	12	10	Greater than 1:1 (over the long term)
Net Financial Liabilities Ratio	✓	-102%	-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. Council's 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 year to date current ratio is positively above the annual forecast at the end of the reporting month.

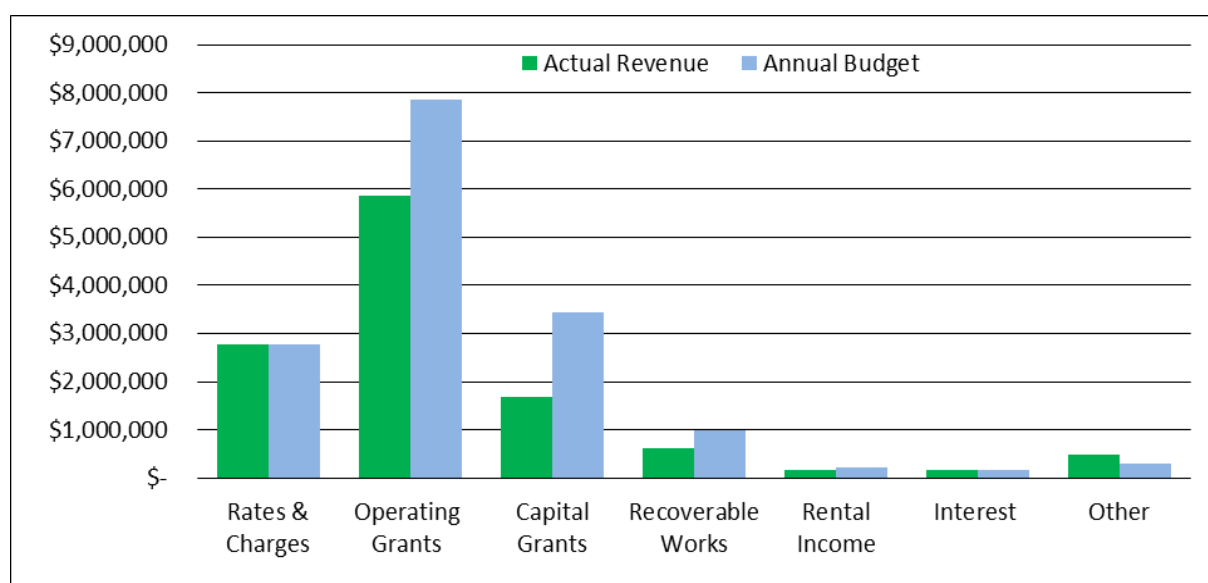
The net financial liabilities ratio measures council's ability to increase borrowings where necessary; council has no borrowings to date as reflected in the recurrent high year to date percentage versus a benchmark target of less than 60%. The year to date actual result is positively above the annual budget forecast.

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

Council's own source revenue (comprised of rates and utility charges, fees and charges, recoverable works, rental income and interest earnings) at the end of the reporting period sat at approximately 36% of total operating income which reflects a heavy reliance on external funding. External operating grants represent 50% of total operating income while capital grants sat at 14 % of total income.

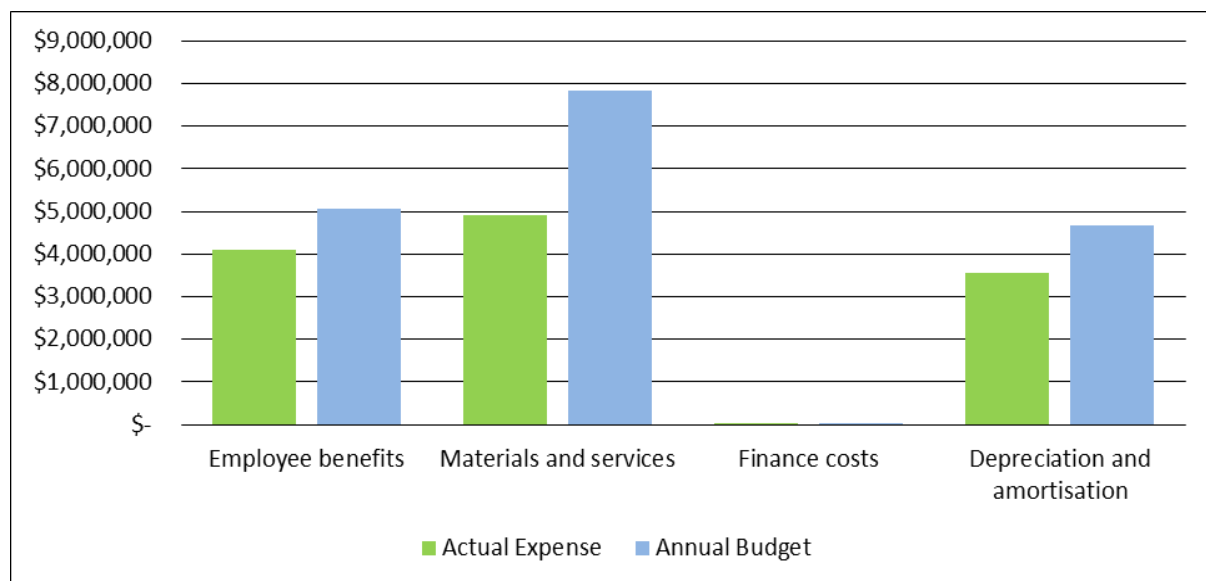
## 2. STATEMENT OF INCOME AND EXPENDITURE

STATEMENT OF INCOME AND EXPENDITURE				
	Annual	YTD	YTD	YTD
	Budget	Actual	Pro rata Budget	Variance
<b>Recurrent Revenue</b>				
Rates levies and Charges	2,771,000	2,764,882	2,078,250	686,632
Fees & Charges	89,000	74,090	66,750	7,340
Rental Income	225,000	163,271	168,750	- 5,479
Interest	176,000	155,662	132,000	23,662
Recoverable Works Revenue	993,000	607,513	744,750	- 137,237
Other Income	297,000	399,211	222,750	176,461
Donations	24,000	-	18,000	- 18,000
Developer Contributions	-	-	-	-
Subsidies and Grants	7,864,000	5,857,226	5,898,000	- 40,774
<b>Total Recurrent Revenue</b>	<b>12,439,000</b>	<b>10,021,855</b>	<b>9,329,250</b>	<b>692,605</b>
<b>Capital Revenue</b>				
Sale of non-current assets	-	16,743	-	16,743
Contributions	-	-	-	-
Subsidies and Grants	3,432,000	1,679,435	2,574,000	- 894,565
<b>Total Capital Revenue</b>	<b>3,432,000</b>	<b>1,696,178</b>	<b>2,574,000</b>	<b>- 877,822</b>
<b>TOTAL INCOME</b>	<b>15,871,000</b>	<b>11,718,033</b>	<b>11,903,250</b>	<b>- 185,217</b>
<b>Recurrent Expenses</b>				
Employee benefits	- 5,062,000	- 4,094,024	- 3,796,500	- 297,524
Materials and services	- 7,819,000	- 4,922,065	- 5,864,250	942,185
Finance costs	- 24,000	- 17,017	- 18,000	983
Depreciation and amortisation	- 4,673,000	- 3,551,961	- 3,504,750	- 47,211
<b>TOTAL RECURRENT EXPENSES</b>	<b>- 17,578,000</b>	<b>- 12,585,067</b>	<b>- 13,183,500</b>	<b>598,433</b>
<b>NET RESULT</b>	<b>- 1,707,000</b>	<b>- 867,034</b>	<b>- 1,280,250</b>	<b>413,216</b>



## 3. NORMALISED OPERATING RESULTS

NORMALISED OPERATING STATEMENT				
	Annual	YTD	YTD	YTD
	Budget	Pro rata Budget	Actual	Variance
<b>Recurrent Revenue</b>				
Rates levies and Charges	2,771,000	2,078,250	2,764,882	686,632
Fees & Charges	89,000	66,750	74,090	7,340
Rental Income	225,000	168,750	163,271	- 5,479
Interest	176,000	132,000	155,662	23,662
Recoverable Works Revenue	993,000	744,750	607,513	- 137,237
Other Income	297,000	222,750	399,211	176,461
Donations	24,000	18,000	-	- 18,000
Developer Contributions	-	-	-	-
Subsidies and Grants	3,276,000	2,457,000	1,239,386	- 1,217,614
<b>TOTAL RECURRENT REVENUE (Excl flood damage)</b>	<b>7,851,000</b>	<b>5,888,250</b>	<b>5,404,015</b>	<b>- 484,235</b>
<b>Recurrent Expenses</b>				
Corporate Governance Costs	940,000	705,000	728,105	23,105
Administration Costs	3,697,000	2,772,750	2,971,535	198,785
Recoverable Works Expenses	910,000	682,500	649,833	- 32,667
Engineering Services	1,519,000	1,139,250	1,342,103	202,853
Utility Services Costs	671,000	503,250	483,803	- 19,447
Net Plant Operating Costs	- 1,280,000	- 960,000	- 985,440	- 25,440
Planning and Environmental Expenses	158,000	118,500	46,456	- 72,044
Community Services Costs	1,435,000	1,076,250	971,445	- 104,805
Finance Costs	24,000	18,000	17,017	- 983
Depreciation	4,673,000	3,504,750	3,551,961	47,211
Other Expenses	-	-	-	-
<b>TOTAL RECURRENT EXPENSES (Excl Flood damage)</b>	<b>12,747,000</b>	<b>9,560,250</b>	<b>9,776,818</b>	<b>216,568</b>
<b>NET RESULT</b>	<b>- 4,896,000</b>	<b>- 3,672,000</b>	<b>- 4,372,803</b>	<b>- 700,803</b>



*\*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	2,132,000	2,132,391	391	✓
Sewerage Charges	158,000	157,715	- 285	✓
Waste Management Charges	104,000	104,983	983	✓
Water Supply Charges	375,000	376,078	1,078	✓
Water Excess Consumption Charge	50,000	51,190	1,190	✓
<b>Total Rates, Levies &amp; Charges</b>	<b>2,819,000</b>	<b>2,822,357</b>	<b>3,357</b>	<b>✓</b>

All general rates, levies and utility charges are on track with annual estimates. There are nil significant rates and utility charge variances.

OPERATING GRANTS					
	Annual	YTD	Annual		
	Budget	Actual	Variance	Status	Comment
Financial Assistance Grant (General Purpose)	1,291,000	968,303	- 322,698	✓	Timing variance
Financial Assistance Grant (Road Component)	210,000	157,601	- 52,400	✓	Timing variance
Flood Damage 2015 - 2016 Event Claims	1,020,000	1,020,416	416	✓	On Track
Flood Damage 2016 - 2017 Event Claims	2,500,000	1,000,000	- 1,500,000	✓	Timing variance
Flood Damage 2017 - 2018 Event Claims	2,597,000	2,597,424	424	✓	On Track
Other Operating Grants	246,000	18,074	- 227,926	✓	Timing variance
<b>Total Operating Grants</b>	<b>7,864,000</b>	<b>5,761,818</b>	<b>- 2,102,182</b>	<b>✓</b>	<b>Timing variance</b>

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

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

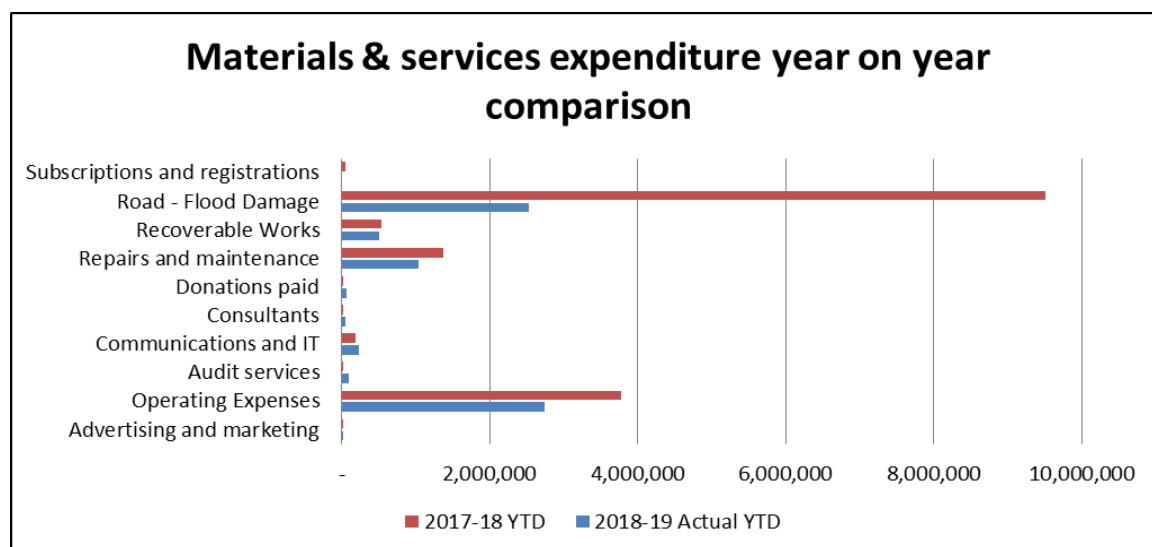
CAPITAL GRANTS					
	Annual	YTD	Annual		
	Budget	Actual	Variance	Status	Comment
Roads To Recovery Grant	242,000	242,926	926	✓	
TIDS Grant	600,000	534,000	- 66,000	✓	Timing variance
ATSI TIDS	70,000	-	- 70,000	✗	
Works for Queensland Grant	600,000	108,182	- 491,818	✓	Timing variance
NSRF Grant	397,000	397,849	849	✓	
Grant - Stronger Communities	5,000	-	- 5,000	✓	Timing variance
Grant - Visitor Information Centre	74,000	74,416	416	✓	
Grant - Building Our Regions	199,000	-	- 199,000	✓	Timing variance
Grant - Sewerage Passive Lagoon	950,000	-	- 950,000	✓	Timing variance
Grant - Sewerage Telemetry System	90,000	-	- 90,000	✓	Timing variance
Grant - Building Our Regions (Solar)	-	-	-		
Grant - MIPP	205,000	322,062		✓	
<b>Total Capital Grants</b>	<b>3,432,000</b>	<b>1,679,435</b>	<b>- 1,869,627</b>	<b>✗</b>	

## 5. DETAILED OPERATING EXPENDITURE

Overall operating costs are within budget estimates.

EMPLOYEE BENEFITS & FULL TIME EQUIVALENTS (FTE)							
Month	FTE (Council Employees & Councillors)	Total Staff Wages & Salaries Incl Councillors	Annual Leave Long Service Leave & Entitlements	Sick Leave	Superannuation Incl Councillors	Other Employee Related Costs	Total Employee Benefits
July	52	303,290	31,969	8,699	30,047	15,440	389,445
Aug	51	318,221	32,616	6,935	32,701	14,328	404,802
Sept	53	291,185	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	124,180	8,512	29,019	51,835	486,843
Feb		335,292	47,530	7,161	30,784	24,130	444,897
<b>Total Benefits</b>		<b>2,705,462</b>	<b>499,929</b>	<b>58,731</b>	<b>264,299</b>	<b>275,087</b>	<b>3,803,509</b>

MATERIALS AND SERVICES ANALYSIS			
	2018-19 Actual YTD	2017-18 Annual	Variance
Advertising and marketing	2,829	3,987	- 1,158
Operating Expenses	2,735,863	3,961,430	- 1,225,567
Audit services	92,544	16,626	75,918
Communications and IT	237,277	193,242	44,035
Consultants	54,414	29,378	25,036
Donations paid	57,099	6,604	50,495
Repairs and maintenance	1,038,273	1,528,810	- 490,537
Recoverable Works	502,812	548,499	- 45,687
Road - Flood Damage	2,533,071	9,632,980	- 7,099,909
Subscriptions and registrations	-	49,771	- 49,771
Other material and services	- 2,332,116	- 1,515,162	- 816,954
<b>Total Materials &amp; Services</b>	<b>4,922,066</b>	<b>14,456,165</b>	<b>- 9,534,099</b>

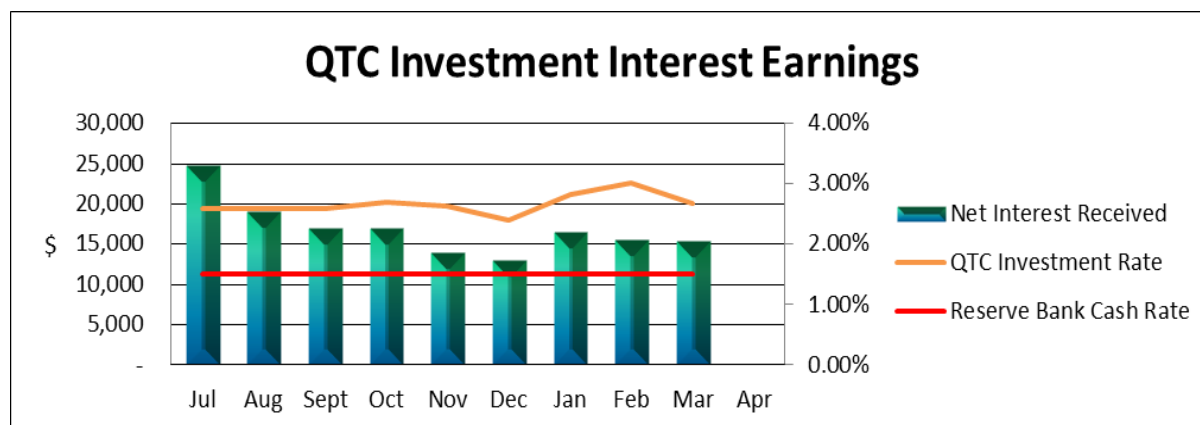


## 6. STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION				
	Opening Balance	YTD	YTD	Annual Forecast
	As at 1 July 2018	Actual	Movement	Budgeted
<b>Current Assets</b>				
Cash and cash equivalents	9,898,722	<b>10,348,725</b>	450,003	9,528,032
Trade and other receivables	1,583,470	<b>458,675</b>	- 1,124,795	769,708
Inventories	242,401	<b>496,142</b>	253,741	242,401
Other financial assets	102,528	- <b>156,206</b>	- 258,734	83,980
Non-current assets classified as held for sale	-	-	-	-
<b>Total current assets</b>	<b>11,827,121</b>	<b>11,147,336</b>	- 679,785	<b>10,624,121</b>
<b>Non-current Assets</b>				
Receivables	-	-	-	-
Property, plant and equipment	204,264,969	<b>208,577,184</b>	4,312,215	210,862,660
Accumulated Depreciation	- 60,144,445	- <b>63,555,219</b>	- 3,410,774	- 64,817,445
Capital works in progress	2,423,691	-	- 2,423,691	-
Intangible assets	-	-	-	-
<b>Total non-current assets</b>	<b>146,544,215</b>	<b>145,021,965</b>	- 1,522,250	<b>146,045,215</b>
<b>TOTAL ASSETS</b>	<b>158,371,336</b>	<b>156,169,301</b>	- 2,202,035	<b>156,669,336</b>
<b>Current Liabilities</b>				
Trade and other payables	2,160,712	<b>770,215</b>	- 1,390,497	2,160,711
Borrowings	-	-	-	-
Provisions	117,806	<b>142,848</b>	25,042	117,806
Other	-	-	-	-
<b>Total current liabilities</b>	<b>2,278,518</b>	<b>913,063</b>	- 1,365,455	<b>2,278,517</b>
<b>Non-current Liabilities</b>				
Trade and other payables	-	-	-	-
Interest bearing liabilities	-	-	-	-
Provisions	643,996	<b>674,452</b>	30,456	648,996
Other	-	-	-	-
<b>Total non-current liabilities</b>	<b>643,996</b>	<b>674,452</b>	<b>30,456</b>	<b>648,996</b>
<b>TOTAL LIABILITIES</b>	<b>2,922,514</b>	<b>1,587,515</b>	- 1,334,999	<b>2,927,513</b>
<b>NET COMMUNITY ASSETS</b>	<b>155,448,822</b>	<b>154,581,787</b>	- 867,036	<b>153,741,823</b>
<b>Community Equity</b>				
Shire capital	39,529,889	<b>39,529,889</b>	-	39,529,891
Asset revaluation reserve	86,418,457	<b>86,418,457</b>	-	86,418,456
Retained surplus/(deficiency)	29,500,476	<b>28,633,441</b>	- 867,035	27,793,476
Other reserves	-	-	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>155,448,822</b>	<b>154,581,787</b>	- 867,035	<b>153,741,823</b>

## 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%	\$ 136,107	\$ 6,725,839
Westpac General Fund	1.50%	0.00%	\$ 0	\$ 3,622,603
Cash Floats	1.50%	0.00%	\$ -	\$ 283
<b>Total</b>			<b>\$ 136,107</b>	<b>\$ 10,348,725</b>



#### Outstanding receivables

Outstanding Charge	Total Amount \$	Percentage of total outstanding charges
General Rates	\$ 160,016	38%
Sewer Charges	\$ 12,755	3%
Waste Management Charges	\$ 6,996	2%
Water Charges	\$ 129,174	31%
Sundry Debtors	\$ 113,985	27%
<b>Total Outstanding Receivables</b>	<b>422,926</b>	

#### Detailed 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	56,861	42,833	3,836	56,485	<b>160,016</b>
SEWERAGE CHARGES	1,979	710	124	9,943	<b>12,755</b>
GARBAGE CHARGES	2,042	1,438	151	3,364	<b>6,996</b>
WATER ACCESS CHARGES	41,294	11,531	2,075	22,454	<b>77,353</b>
WATER - EXCESS CONSUMPTION	33,436	15,865	1,858	663	<b>51,822</b>
STATE GOVT EMERGENCY SVCE LEVY	1,581	1,087	105	1,720	<b>4,493</b>
<b>TOTAL</b>	<b>137,193</b>	<b>73,463</b>	<b>8,148</b>	<b>94,629</b>	<b>313,434</b>

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
<b>Cash flows from operating activities</b>		
Receipts from customers	5,229,225	5,006,310
Payments to suppliers & employees	- 10,621,846	- 12,900,000
	- 5,392,621	- 7,893,690
Interest received	155,662	176,000
Rental income	163,271	225,000
Non capital grants and subsidies	5,857,226	7,864,000
<b>Net cash inflow (outflow) from operating activities</b>	<b>783,537</b>	<b>371,310</b>
<b>Cash flows from investing activities</b>		
Payments for property plant & equipment	- 2,047,604	- 4,209,000
Proceeds from sale of property plant & equipment	34,636	35,000
Capital grants, subsidies, contributions and donations	1,679,435	3,432,000
<b>Net cash inflow (outflows) from investing activities</b>	<b>- 333,533</b>	<b>- 742,000</b>
<b>Cash flows from financing activities</b>		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
Depreciation	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>-</b>	<b>-</b>
<b>Net cash increase (decrease) in cash held</b>	<b>450,004</b>	<b>- 370,690</b>
Cash at beginning of the reporting period	9,898,722	9,898,722
<b>Cash at end of the reporting period</b>	<b>10,348,726</b>	<b>9,528,032</b>

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	-	157,601	218,675	154,336
ROAD PROJECTS (CAPITAL)	-	400,000	940,926	1,186,000	154,926
SEWER UPGRADE PROJECT	-	650,000	-	92,168	557,832
NDRRA ADVANCE PAYMENT 2016-17 FLOOD EVENT	861,000	-	-	2,497,000	- 1,636,000
NDRRA ADVANCE PAYMENT 2017-18 FLOOD EVENT			2,597,000	159,000	2,438,000
WORKS FOR QLD ROUND 2	440,000	-	108,000	147,808	400,192
<b>TOTAL CONSTRAINED CASH</b>	<b>1,516,410</b>	<b>1,050,000</b>	<b>3,803,527</b>	<b>4,300,651</b>	<b>2,069,286</b>

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



## 8. CAPITAL WORKS

CAPITAL WORKS FUNDING STATEMENT			
PROJECTS - COUNCIL AND EXTERNALLY FUNDED	BUDGETED EXTERNAL FUNDING	RECEIVED TO DATE	COUNCIL 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)	205,000	322,061	-
Roads to Recovery (Roads Funding)	242,000	242,926	-
ATSI TIDS (Roads Funding)	70,000	-	-
NSRF (Wharf/Boat Ramp Project)	397,000	397,000	-
Building our regions fund	199,000	-	-
Telemetry	90,000	-	-
Sronger Communities	5,000	5,000	-
Sewer Upgrade Grant	950,000	-	650,000
Visitor Information Centre Grant	74,000	74,416	-
<b>TOTAL</b>	<b>3,432,000</b>	<b>1,683,584</b>	<b>1,250,000</b>

CAPITAL WORKS EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2019					
PROJECT	YTD Actual Incl committed costs	Annual Forecast Budgeted	Budget Remaining	Percentage Complete	Status Within budget
SES Shed	127,108	130,000	2,892	100%	✓
Visitor Information Centre	81,963	82,000	37	100%	✓
Donga Accommodation Units	142,180	200,000	57,820	70%	✓
Gregory Solar	67,108	68,000	892	100%	✓
Wharf Car Park Construction	197,531	198,000	469	100%	✓
Wharf Project Entertainment Area Container	58,366	59,000	634	100%	✓
War memorial construction	24,860	35,000	10,140	100%	✓
W4Q-R2 Water treatment plant upgrade Burke & Gregory	204,810	300,000	95,190		✓
W4Q -R2 Waste management	17,600	70,000	52,400		✓
W4Q -R2 Gregory Airstrip storage shed	10,271	10,000	271	100%	✓
W4Q -R2 Burke boat ramp solar & CCTV	161,487	174,000	12,513		✓
W4Q -R2 Reticulation & Burke Oval upgrade	12,263	50,000	37,737		✓
W4Q -R2 Gregory shwgrd spectator facility	16,496	400,000	383,504		✓
W4Q -R2 Bunded fuel storage	30,412	33,000	2,588		✓
Boom slasher	-	45,000	45,000		✓
Traffic Management & Vehicle Modifications	-	30,000	30,000		✓
Toyota Prado	54,894	55,000	106	100%	✓
Doomadgee West Road Formation	-	704,000	704,000	100%	✓
Gregory Lawn Hill Road Seal	-	132,000	132,000		✓
Doomadgee West Road Formation	1,087,826	364,000	723,826	100%	✓
Doomadgee East Road Reseal	1,608	70,000	68,392		✓
Leichardt river crossing	152,956	205,000	52,044		✓
Burke /Gregory Intersection	20,475	21,000	525	100%	✓
Firefly Street Water Infrastructure Upgrade	3,060	47,000	43,940		✓
Sewer Treatment Plant Upgrade	89,239	600,000	510,761		✓
Firefly Street Sewerage Infrastructure Upgrade	5,623	127,000	121,377		✓
<b>Total Capital Works</b>	<b>2,568,136</b>	<b>4,209,000</b>	<b>1,640,864</b>		

## 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 Poole**

**Seconded: Cr Clarke**

**Carried 190418.04 5/0**

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09.02.02 Audit Committee Minutes

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka, Executive Manager Finance
DATE REPORT PREPARED:	10 April 2019
LINK TO COUNCIL PLAN/S:	Operational Plan   Governance

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## 1. PURPOSE

To present minutes of the Audit Risk Committee (ARC) from the meeting held on the 29<sup>th</sup> of March 2019.

## 2. BACKGROUND

The Audit Risk Committee is a committee of the Burke Shire Council and is directly responsible to the Council. The audit risk committee met on the 29<sup>th</sup> of March 2019.

## 3. PROPOSAL

That Council notes the minutes of the Audit Risk Committee meeting held on the 29<sup>th</sup> of March 2019.

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

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

## 5. POLICY &amp; LEGAL IMPLICATIONS

Compliance with Audit Committee Charter FIN - POL -010

## 6. CRITICAL DATES &amp; IMPLICATIONS

There are no critical dates associated with this Report.

## 7. CONSULTATION

Audit Committee Chair

ACEO

## 8. CONCLUSION

It is appropriate for Council to consider the recommendations and actions from the Audit Risk Committee.

## 9. OFFICER'S RECOMMENDATION

That Council:

1. Notes the contents of this report, and;
2. Endorses the minutes of the Audit Risk Committee meeting held on the 29th of March 2019

**09.02.02 Audit Committee Minutes**

**That Council:**

- 1. Notes the contents of this report, and;**
- 2. Endorses the minutes of the Audit Risk Committee meeting held on the 29th of March 2019**

**Moved: Cr Poole**

**Seconded: Cr Yanner**

**Carried 190418.05 5/0**

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09.02.03 Rates Debt Recovery Action

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
PREPARED BY:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	10.04.19
LINK TO COUNCIL PLAN/S:	Budget, Operational Plan, Rates & Debt Recovery Policy

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## 1. PURPOSE

To present a listing of overdue and outstanding rates debts for debt collection action for Council consideration and endorsement.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

In accordance with Council's Rate and Debt Recovery Policy FIN-POL-006 and Revenue Statement, rates and charges are due and payable within 30 days after the date of issue of the rate notice. Council will forward a reminder notice after the close of the 30 day discount period to all property owners with overdue rates (except property owners where rate payment arrangements have been negotiated).

The reminder notice will give the ratepayer twenty one (21) days to either:

- Pay the outstanding amount in full; or
- To negotiate an acceptable repayment plan

Should the ratepayer fail to pay the outstanding balance or contact Council and negotiate an alternative arrangement within the twenty one (21) day period, a "Letter of Demand" will be issued. This letter will allow the ratepayer fourteen (14) days to pay the outstanding balance in full or negotiate a suitable payment plan with Council.

As soon as practicable following the expiration of the fourteen (14) days Demand Notice any ratepayer who:

- Has not responded by way of payment in full; or
- Has not entered into an acceptable arrangement to pay off the overdue account; or
- Has defaulted on their agreed payment arrangements;

shall have their debt referred to an appropriate debt collection agency or Council's solicitors for recovery action.

Reminder notices dated the 4<sup>th</sup> of October 2018 were sent out to ratepayers with outstanding balances followed by a final reminder notice dated the 19<sup>th</sup> of November 2018 for the first half levy. Reminder notices dated the 25<sup>th</sup> of March were sent out to ratepayers with outstanding balances in accordance with the Rate & Debt Recovery Policy.

## 3. PROPOSAL

Council to pursue recovery of outstanding rates and utility charges in accordance with the Rate & Debt Recovery Policy; the following actions will be pursued- Final letters of demand will be sent out

to ratepayers with outstanding balances, this notice will allow fourteen days to pay the outstanding balance in full or negotiate a suitable payment plan with Council.

Following the expiration of the fourteen (14) days Demand Notice, any ratepayer with an overdue and outstanding rates and utility charge over **\$100** will be referred to an appropriate debt collection agency or Council's solicitor in accordance with the Rate and Debt Recovery Policy.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The management and recovery of outstanding revenue is an important aspect of Council's financial management function.

#### 5. RISK

It is proposed that Council consider a minimum threshold for amounts that would be pursued via an external debt collection agency or Council's solicitors as the cost of pursuing immaterial debts may exceed the benefit. A minimum amount of \$100 is therefore proposed.

#### 6. POLICY & LEGAL IMPLICATIONS

Compliance with Council's Rate & Debt Recovery Policy FIN-POL-006

Compliance with Local Government Act 2009 (ss95-96) & Local Government Regulation 2012 (part 11, Part 12: divisions1-3)

#### 7. CRITICAL DATES & IMPLICATIONS

18 April 2019 (the 21 day period expiry) and 30 June 2019 (end of Financial Year).

It would be critical for Council to commence debt collection proceedings before the close of the financial year.

#### 8. CONSULTATION

CEO, Councillors, Collection House

#### 9. CONCLUSION

It is Council's policy to pursue the collection of outstanding revenue diligently but with due concern for any financial hardship faced by ratepayers.

#### 10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Endorses the pursuit of outstanding rates debts through an external debt collection agency following the issue of final letters of demand for unpaid rates and utility charges.

**09.02.03 Rates Debt Recovery Action****That the report be referred to Closed Session.****Moved: Cr Clarke****Seconded: Cr Poole****Carried 190418.06 5/0****Attendance**

Ray Burton left the meeting from 9.49am to 9.50am.

## 09.03.01 Strategic Projects Reports

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	07 April 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

## 1. MAJOR PROJECTS (&gt;\$1m)

## 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	4 April 2019
Original completion date	30 May 2019
Revised completion date	30 November 2019 anticipated (under discussion with funding agency). Extension of Time requested.
Project Scope	<ul style="list-style-type: none"> <li>▪ From: <ul style="list-style-type: none"> <li>○ Upgrade of existing system with a new packaged plant with tertiary treatment capabilities + lagoons</li> </ul> </li> <li>▪ To: <ul style="list-style-type: none"> <li>○ Installation of passive lagoon system and wet weather storage area.</li> </ul> </li> </ul>
Work recently completed	▪ Preliminary design
Forthcoming work	▪ Detailed design and procurement

Key Parameters	Status	Comments
Schedule	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>▪ Construction of passive lagoon system and installation of primary treatment infrastructure: <ul style="list-style-type: none"> <li>○ 10.05.2019-31.10.2019</li> </ul> </li> </ul>
Scope	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>▪ Construction of passive lagoon system + installation of primary treatment (Imhoff tank + screens) and installation/integration of SCADA.</li> </ul>
Procurement	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>▪ Tenders to be released from May 2019.</li> </ul>
Town Planning	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>▪ No MCU required.</li> </ul>



Key Parameters	Status	Comments
Budget	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>Burke was unsuccessful in securing BBRF funding to offset Council's contribution to this project. Accordingly, it may be necessary to revise the scope of this project as outlined above.</li> </ul>
Reporting	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>Monthly reporting to Dept. Local Government submitted.</li> </ul>

## 2. PROJECTS (&lt;\$1m)

Project	Description	Update/activity for reporting month
Works 4 Queensland Projects	Covered in separate report	<ul style="list-style-type: none"> <li>Revision of all proposed projects;</li> <li>Development of risk-based process to deliver W4Q requirements.</li> </ul>
Burke Shire Planning Scheme	Adopt new planning scheme	<ul style="list-style-type: none"> <li>Revision of all draft Planning Scheme documentation with DSDMIP.</li> </ul>
Burke Shire Sport & Recreation Strategy	Develop a Sport and Recreation Strategy for the Burke Shire Council	<ul style="list-style-type: none"> <li>Survey documentation to be released in April 2019;</li> </ul>
Register of Prequalified Suppliers (Plant Hire)	Extension of ROPS without re-refreshing ROPS via tender	<ul style="list-style-type: none"> <li>Extension of Term documentation released on 11 March 2019;</li> <li>Completion of 2019-2020 documentation week beginning 8 April 2019.</li> </ul>
Burke Shire Council GIS Project	Adoption of ArcGIS/ESRI platform for Burke's GIS and mapping	<ul style="list-style-type: none"> <li>Session with Councillors completed.</li> </ul>
Cultural Heritage Project: water access tracks, turnaround points and gravel pits	Progress completion of CH Surveys of key gravel pits, transport routes, water points and access tracks within the Burke Shire with Gangalidda, Garawa and Waanyi Traditional Owner groups	<ul style="list-style-type: none"> <li>UQCHU survey reports completed and under final review (some updates may be required to account for relocated artefacts in Waanyi country). As yet, no response back from Waanyi.</li> </ul>
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> <li>Community consultation session held in Gregory on Wed 24 Oct 2018;</li> <li>Session with Paraway Pastoral held in Burketown on Thu 25 Oct 2018.</li> <li>Meeting with Waanyi PBC in early April 2019.</li> </ul>

Project	Description	Update/activity for reporting month
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	<ul style="list-style-type: none"> <li>Document signed. Registration to follow.</li> </ul>
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial developments.	<ul style="list-style-type: none"> <li>BKT South concept plans endorsed. Development application and sales process to be reviewed.</li> <li>BKT Light Industrial concept plans to be endorsed. Final scope of works to be endorsed in relation to water, sewer, power.</li> </ul>
Maturing the Infrastructure Project Pipeline: Raising and Realignment of the Leichhardt River Crossing (Detailed Design)	Detailed design for raising and realigning the Leichhardt River Crossing	<ul style="list-style-type: none"> <li>Options and cost estimates circulated in April 2019.</li> </ul>

### 3. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Upgrade to the Burketown Wharf 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	<ul style="list-style-type: none"> <li>Project acquitted, funding received.</li> </ul>
Burke Shire Economic Development Strategy	Develop an Economic Development Strategy for the Burke Shire Council	<ul style="list-style-type: none"> <li>Project acquitted subject to final decision on Event requirements by BBRF.</li> </ul>
NWQ Quarry Management Strategy	Regional project designed to improve Council compliance in relation to Quarry/Gravel Pit operations and to generate a suite of materials and schedules to facilitate improve Quarry operations and stakeholder relations.	<ul style="list-style-type: none"> <li>Project acquitted subject to final decision on Event requirements by BBRF.</li> </ul>

## 4. CURRENT/RECENT TENDERS

Tender	Description	Opened	Closes	Awarded
2018-21	Gregory Showgrounds Spectator Shed	06.03.2019	01.04.2019	09.04.2019
2019-02	NDRRA Road Construction Package 1: - Doomadgee West Road - Nugaburra Road	30.01.2019	20.02.2019	21.03.2019
2019-03	NDRRA Road Construction Package 2: - Doomadgee to Lawn Hill Road - Bowthorn Road	30.01.2019	20.02.2019	21.03.2019
2019-04	NDRRA Road Construction Package 3: - Gregory Lawn Hill Road	30.01.2019	20.02.2019	21.03.2019
2019-05	NDRRA Road Construction Package 4: - Lawn Hill National Park Road - Riversleigh Road	30.01.2019	20.02.2019	21.03.2019

## 5. PROJECTS UNDER DEVELOPMENT

Project	Description
Burke Shire Council Corporate Plan 2019-2024	Stakeholder engagement sessions arranged in Burketown week beginning October 2018.  Subsequent sessions on Sport & Rec Strategy held from 17 March 2019.  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.

Project	Description	Update for reporting month
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 Yanner**

**Carried 190418.07 5/0**

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09.03.02 Burke Shire Council Asset Management Plans

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Ray Burton; Acting CEO
PREPARED BY:	Philip Keirle;
DATE REPORT PREPARED:	10 April 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014-19; Operational Plan 2018-19

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## 1. PURPOSE

To submit the Burke Shire Council Asset & Services Management Plan 2019-2029 to Council for review and adoption.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

**2009-2012**

In November 2009, the Queensland Government in conjunction with the LGAQ lodged a formal submission with the Commonwealth Government seeking funding from the Local Government Reform Fund to support Councils in the development of Asset Management plans.

Council's first Asset & Services Management Plan was funded through this initiative and developed immediately after the completion of a full revaluation of Council's assets by APV in 2010. The Plan was adopted at the Ordinary Council meeting in April 2012.

**09.01.03 Asset & Services Management Plan 2012-2021.**

That Council adopts the draft Asset and Services Management Plan as presented.

Moved: Cr Forshaw

Seconded: Cr Olive

Carried 13.120418 4/0 FILE NO: BCS/G/AM/MP

For a variety of reasons, the Asset Management Plan of 2012 did not end up doing the work it was intended to do. This was a sector-wide phenomenon for small to medium-sized local government entities all over Australia. Given the comprehensive nature of the commitment as well as the skill set required to implement and embed a functional, effective and enduring asset management systems, this was less surprising than it might otherwise have been.

**2014-2017**

Council has allocated additional resourcing toward developing and embedding a functional asset management framework underwritten by sound asset management practices since late 2014. The development and adoption of the 2017-2026 Asset Management Plan was one output of this increased effort and attention.

The 2017-2026 ASMP was put together by Burke Shire Council and CT Management Group. CT Management Group utilized the Maloney Model to generate the various charts/graphs representations of Council's assets: age and condition profiles, projected renewal requirements etc.

**03.01 Burke Shire Council - Adoption of Asset & Services Management Plan**

- 1) That Council receives the Burke Shire Council Asset and Services Management Plan 2017-2026.
- 2) That Council adopts the Burke Shire Council Asset and Services Management Plan 2017-2026.

Moved: Cr Murray  
Seconded: Cr Poole

**Carried 160929.02 5/0**

**2017**

Council adopted the IPWEA NAMS.PLUS model for completing its core Asset Management Plans and completed its first suite of plans under this arrangement in December 2017.

**09.03.02 Burke Shire Council – Adoption of Core Asset & Services Management Plans**

1. That Council note the contents of the report; and
2. That Council receives and adopts the following:
  - a. 2018-2027 Burke Shire Council Core Asset and Services Management Plan - Buildings
  - b. 2018-2027 Burke Shire Council Core Asset and Services Management Plan – Transport
  - c. 2018-2027 Burke Shire Council Core Asset and Services Management Plan – Water
  - d. 2018-2027 Burke Shire Council Core Asset and Services Management Plan – Wastewater

Moved: Cr Poole  
Seconded: Cr Clarke

**171213.03 5/0**

It is appropriate that Council review and update its Asset Management Plans on an annual basis to take account of asset data enhancement. That review has been undertaken at Officer level and is now attached for Council consideration.

**3. PROPOSAL**

That Council receives and adopts the following:

- 2019-2028 BSC Core AMP – Building
- 2019-2028 BSC Core AMP – Transport
- 2019-2028 BSC Core AMP – Water
- 2019-2028 BSC Core AMP – Wastewater

**4. FINANCIAL & RESOURCE IMPLICATIONS**Subscription & Data costs

Council pays an annual subscription to the IPWEA NAMS.PLUS asset management system (\$814).

There are a range of other costs associated with generating the data for asset management reporting purposes which are apportioned to other cost centres:

- Asset Valuations;
- Road condition assessments;
- Housing inspections;
- Delta 3 system;

#### Cost implications of Asset Management Plans

In general, the updated AMPs for 2019-2028 evidence good news for Council:

- A number of projects addressing key risks in 2017-18 have been completed;
- A key project addressing longer term operational costs (GRG solar array) was completed;
- The impact of Works 4 Queensland expenditure is starting to fill the gap between asset expenditure requirements and available funding for asset expenditure;
- Many of the items identified in the Improvement Plans have been addressed or are being addressed;

#### 5. RISK

Risk Type	What could happen	Possible consequence
Compliance	<ul style="list-style-type: none"> <li>▪ Non-compliance with LGA 2009 and LGR 2012</li> </ul>	<ul style="list-style-type: none"> <li>▪ Audit issues</li> </ul>
Reputation	<ul style="list-style-type: none"> <li>▪ AMPs incomplete or unaligned with LTFP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mentioned in AGs annual report to Parliament</li> </ul>

#### 6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Section 104(5)	<p>Financial Management Systems</p> <p>(5) The system of financial management established by a local government must include</p> <p>(a) the following financial planning documents prepared for the local government—</p> <p>(i) a 5-year corporate plan that incorporates community engagement;</p> <p><b>(ii) a long-term asset management plan;</b></p> <p>(iii) a long-term financial forecast;</p> <p>(iv) an annual budget including revenue statement;</p> <p>(v) an annual operational plan;</p>

Instrument	Reference	Details
Local Government Regulation 2012	Section 167	Preparation of long-term asset management plan (1) A local government must prepare and adopt a long-term asset management plan. (2) The long-term asset management plan continues in force for the period stated in the plan unless the local government adopts a new long-term asset management plan. (3) The period stated in the plan must be 10 years or more.
Local Government Regulation 2012	Section 168	Long-term asset management plan contents A local government's long-term asset management plan must- (a) provide for strategies to ensure the sustainable management of the assets mentioned in the local government's asset register and the infrastructure of the local government; and (b) state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan; and (c) be part of, and consistent with, the long-term financial forecast.

## 7. CRITICAL DATES & IMPLICATIONS

NA

## 8. CONSULTATION

- Internal consultation: key items of AMPs under continual discussion within the Executive Management Team (budgets, 5-year road plan, operations/maintenance requirements, compliance issues);
- External consultation: IPWEA, RRTG, asset valuers, engineering consultancies.

## 9. CONCLUSION

The development of the 2018-2027 Burke Shire Council Asset and Services Management Plan represents another step in Council's progress toward embedding ASM principles and practices into all Council operations.



**10. OFFICER’S RECOMMENDATION**

1. That Council note the contents of the report; and
2. That Council receives and adopts the following:
  - a. 2019-2028 BSC Core Asset Management Plan – Building
  - b. 2019-2028 BSC Core Asset Management Plan – Transport
  - c. 2019-2028 BSC Core Asset Management Plan – Water
  - d. 2019-2028 BSC Core Asset Management Plan – Wastewater

**09.03.02 Burke Shire Council Asset Management Plans**

1. That Council note the contents of the report; and
2. That Council receives and adopts the following:
  - a. 2019-2028 BSC Core Asset Management Plan – Building
  - b. 2019-2028 BSC Core Asset Management Plan – Transport
  - c. 2019-2028 BSC Core Asset Management Plan – Water
  - d. 2019-2028 BSC Core Asset Management Plan – Wastewater

**Moved:** Cr Yanner

**Seconded:** Cr Clarke

**Carried 190418.08 5/0**

## 11. Chief Executive Officer Reports

### 11.01 Acting Chief Executive Officer's Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Ray Burton Acting Chief Executive Officer
PREPARED BY:	Ray Burton Acting Chief Executive Officer
DATE REPORT PREPARED:	7 April 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan – Administration. Outcome 2.2 Professional administrative interaction with all stakeholders.

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#### 1. PURPOSE

To provide Council with an update of matters of relevance to Council.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

**Audit Committee meeting** – was held on Friday 29 March 2019 with the Chair Mr Brendan Macrae and Councillors Paul Poole and Tonya Murray in attendance (by telephone). The Acting CEO and Executive Managers Finance and Corporate and Community Services were present as advisors.

Minutes of the meeting will be tabled in due course.

Outcomes from the meeting included:

- Concern over staff accrued leave records;
- Noting of Internal Audit Plan;
- Receipt of the Internal Audit Financial Sustainability report. It is proposed Council workshop this report as there are several recommendations around Council's Housing assets which need Council consideration;
- ICT update project to be reported to Audit Committee;
- Preference for more regular Audit Committee meetings including Operational matters
- Next meeting scheduled for Friday 31 May 2019 then meetings in July and October (the latter to consider Council's Financial Statements before submitting to External Auditors).

**Proposed legislative changes next phase of Belcarra** – the Acting CEO attended the General Meeting of LGAQ held on 2 April and voted on each of the 10 Motions as directed by Council at its March Ordinary Meeting.

The Minister had circulated a letter to the Mayor and all Councillors on the day prior to the LGAQ General Meeting advising that he was proposing to defer a number of the initiatives to the 2024 Council Election rather than implementing them at the 2020 election. This included proportional representation; candidate expenditure caps; and public funding of candidate's campaign expenditure. The proposal to introduce dual candidacy for Mayor and Councillor has been taken off the table.

There was only one Council not represented at the LGAQ General Meeting however approximately eight Council's had assigned their proxy vote to other Councils.

The LGAQ has since circulated to all Councillors the outcome of the voting at the General Meeting. All Motions proposed were carried (some with minor rewording).

**Shared Services Agreement** – The Executive Manager Finance met with Officers of Doomadgee Aboriginal Shire Council during first week in April and was informed that Doomadgee will withdraw from the Shared Services Agreement at the end of April 2019. Doomadgee has advised it has recently employed a Director of Corporate Services and finance staff and is in a position to take back all financial functions. The timing of this decision would not seem to be in Doomadgee's best interests given the requirement to close off the accounts two months later for Audit.

Council was in the process of appointing an Accountant and a Finance Officer to fill current vacancies. We will now not proceed with the Accountant appointment.

The Executive Manager Finance has reported on this matter elsewhere in the Agenda.

**LDMG Meeting** – was held on 21 March 2019 to ensure preparations in place for Cyclone Trevor which was forecast to impact the Western areas of the Shire. Council moved to Lean Forward on that date and remained at that status until 27 March 2019. Council received some welcome rain from Cyclone Trevor but thankfully limited damage to our road network. A further LDMG Meeting was held on Wednesday 10 April 2019 with Elliott Dunn of QFES (Emergency Management) in attendance to do a debrief of LDMG's efforts over the 2019 wet season. Mr Dunn also made arrangements to undertake some Disaster Management training for our key staff.

**New Century Resources** – Council representative including the Acting Mayor Cr Paul Poole and Councillors Murray, Yanner and Clarke met with Mr Barry Harris, Chief Operating Officer and Mr Shane Goodwin, Corporate Affairs and Socials Responsibility Manager on 21 March 2019. At that meeting Mr Harris outlined that the company had commenced processing of tailings and is currently carrying out substantial drilling with the prospect of recommencing extraction in the future. The company uses a single pump to transport the tailings along a 304km pipeline to Kurumba. The company has concerns about the dredging cost to access the wharf at Kurumba. The results of the annual Page Creek sedimentation testing was also discussed.

**Culture Workshop** – Mr John Carr visited Burke Shire during the week commencing 25 March and conducted a workshop for Councillors, Management and staff on Tuesday 26 March. The workshop was well attended and well received with an endorsement of the Values developed late last year. One of the key outcomes was the clear message that there needed to be continuity at leadership level and resources be put toward skilling up local staff to take on leadership roles where possible. The Values will give the new CEO a solid foundation upon which to further develop the organisation's desired culture.

**Staff BBQ** – A reminder that all Councillors are invited to attend the periodic staff BBQs. It is proposed a future BBQ will be held at the Council Administration Office at 1pm to ensure involvement of Office staff and to facilitate opportunity for Councillors to spend more time to engage with staff.

**2019/20 Budget Workshop** – has been scheduled after conclusion of the Ordinary Meeting today. Should time allow the workshop will cover Rate Modelling, Capital Works Program and the Fees and Charges.

**Remote Wellbeing service** – The Royal Flying Doctor Service has obtained a grant to provide Remote Wellbeing clinic services (mental health) in Burketown two or three times per month over the next 12 months. The provider is currently finalising an office location.

**Staff Leave Accruals** – Council’s External Auditor has concerns over Council’s outstanding leave accruals. The Audit Committee is also concerned about this and has requested regular reporting of the strategy to address the issue and progress being made. The Executive Management Team (EMT) has considered this matter at recent meetings and the Executive Managers are currently reviewing the accruals and engaging with the staff concerned with the requirement to report back to EMT with a schedule of proposed leave over the next two years and details of how impacted roles will be backfilled.

**Other staff matters** – the advertised Finance Officer position has been filled and the Executive Manager Corporate and Community Services is finalising the appointment of the part-time limited tenure HR Coordinator. As mentioned above it is now not intended to appoint an Accountant. In the event Council attracts a new Shared Services client Council will need to reconsider this position.

The new Chief Executive Officer Clare Keenan commences today (18 April 2019) and will be in the CEO chair for this meeting.

The Acting Executive Manager Works and Infrastructure Martin Blennerhassett has now concluded his Acting EM role due to the commencement of Geoff Rintoul in the substantive position. Mr Blennerhassett has served the Council well over the past three months and has been held in high regard by our staff, the community and other stakeholders. He has also provided good leadership in Council’s response to the wet season events and has provided good input to the EMT. Mr Blennerhassett leaves the role in a far better position than he found it.

At Council’s Special Meeting held Tuesday 9 April 2019 Mr Blennerhassett was appointed for a three month limited term as Project Manager to provide project management expertise across a number of infrastructure and government grant funded projects requiring completion over coming months. Mr Blennerhassett was successful after a Request for Quotation process for the Project Manager role.

The Acting CEO will also conclude his duties tomorrow (19 April 2019). I take this opportunity to formally thank the Mayor and Councillors for the opportunity to serve you over the past three months and I thank the staff for their assistance and support in my role. I have thoroughly enjoyed the role as your Acting CEO and I depart with fond heart and memories of my experiences in the Burke region. I also leave with confidence that your new CEO will provide excellent professional support to the Council and will provide inspirational leadership to our staff. I extend to the Mayor, Councillors, staff and community my very best wishes for a prosperous and fulfilling future.

### 3. PROPOSAL

Council to note this report.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications regarding this report.

### 5. RISK

Here are no risk issues associated with this report.

### 6. POLICY & LEGAL IMPLICATIONS

There are no Policy implications relative to this report.

7. CRITICAL DATES & IMPLICATIONS

Nil

8. CONSULTATION

Not required.

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

That Councillors note the contents of this report.

**11.01 Acting Chief Executive Officer's Report**

**That Councillors note the contents of this report.**

**Moved: Cr Poole**

**Seconded: Cr Yanner**

**Carried 190418.09 5/0**

Adjournment

That Council adjourned the meeting for morning tea from 10.35am to 11.06am; all were present at resumption except Philip Keirle.

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## 11.02 Chief Executive Officer Delegation Review

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DEPARTMENT:	Office of Chief Executive Officer
RESPONSIBLE OFFICER:	Ray Burton Acting Chief Executive Officer
PREPARED BY:	Ray Burton Acting Chief Executive Officer
DATE REPORT PREPARED:	8 April 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan – Administration Outcome 2.1: maximise the efficiency and effectiveness of Council’s internal operations.

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### 1. PURPOSE

Council to review its register of delegations to the Chief Executive Officer in accordance with Section 257(4) of the Local Government Act 2009 (the Act).

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has the power under Section 257 of the Act to delegate certain powers to the Chief Executive Officer to facilitate a timely and efficient process of decision making. The delegations of this power can be with or without conditions.

Council is required to maintain a register of the delegations to the Chief Executive Officer and to review this register on an annual basis. The last review was done in February 2018.

The delegations to the Chief Executive Officer may include powers under all legislation which applies to local government.

Included in the attachments is a copy of the register of delegations to the Chief Executive Officer.

The only proposed change to the register of delegations to the Chief Executive Officer from the 2018 review by Council is the removal of the reference to the Section 176(B) of the Local Government Act 2009. This Section of the Act related to conduct of Councillors and was repealed and replaced with other provisions some time ago.

Under Section 259 of the Act the Chief Executive Officer may delegate the powers delegated to them by Council to other appropriately qualified Officers with or without conditions and a register of such delegations is to be kept.

### 3. PROPOSAL

That Council consider and endorse the register of delegations to the Chief Executive Officer.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications relative to this report.

### 5. RISK

Council must be confident that the Chief Executive Officer is acting in accordance with the powers provided in the Local Government Act 2009 and other Acts or as otherwise lawfully delegated by the

Council. Should the Chief Executive Officer be exercising powers beyond their authority the Council is at risk of such actions being non-compliant and unlawful.

6. POLICY & LEGAL IMPLICATIONS

There are no Policy implications with this report however there is a legal responsibility for Council to comply with Section 257 of the Local Government Act 2009 to review the delegations to the Chief Executive Officer annually.

7. CRITICAL DATES & IMPLICATIONS

The delegations to the Chief Executive Officer are to be reviewed annually. It is appropriate the review be done each financial year therefore it should be done before 30 June 2019.

8. CONSULTATION

No consultation has been undertaken with respect to this report.

9. CONCLUSION

The Council to endorse its delegations to the Chief Executive Officer.

10. OFFICER'S RECOMMENDATION

That Council consider and endorse the register of delegations to the Chief Executive Officer.

**11.02 Chief Executive Officer Delegation Review**

**That Council consider and endorse the register of delegations to the Chief Executive Officer.**

**Moved: Cr Poole**

**Seconded: Cr Yanner**

**Carried 190418.10 5/0**

Attendance

Philip Keirle entered the meeting at 11.09am.

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### 11.03 Operational Plan 2018-19 Quarterly Report to 31 March 2019

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Ray Burton Acting Chief Executive Officer
PREPARED BY:	Ray Burton Acting Chief Executive Officer
DATE REPORT PREPARED:	8 April 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan – Governance and Administration   Operational Plan

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#### 1. PURPOSE

To provide Council an outline of progress made through the third quarter (1 January to 31 March 2019) toward the achievement of Council's 2018/19 Operational Plan.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under Section 174(3) of the Local Government Regulation 2012 the Chief Executive Officer is required to present a written assessment of the progress made toward implementing the annual Operational Plan at regular intervals of not more than three months.

Attached to the Agenda is the third quarter review of progress against Council's 2018/19 Operational Plan for Council consideration.

#### 3. PROPOSAL

That Council receives the third quarter review report of progress toward implementation of the 2018/19 Operational Plan.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The annual Operational Plan is aligned to the annual Budget in accordance with the principle of integrated planning and the provisions of Section 104 of the Local Government Act 2009.

#### 5. RISK

There are no risk implications concerning this report.

#### 6. POLICY & LEGAL IMPLICATIONS

This report meets the requirements of Section 104 of the Local Government Act 2009 and Section 174 of the Local Government Regulation 2012.

There are no Policy or legal implications with this report.

#### 7. CRITICAL DATES & IMPLICATIONS

The Local Government Regulation 2012 requires the report on progress in implementation of the Operational Plan be presented to Council at least quarterly.



**8. CONSULTATION**

All Executive Managers have contributed to the compilation of this report.

**9. CONCLUSION**

The report highlights that the Council is on track to achieve the implementation of the 2018/19 Operational Plan actions/projects.

**10. OFFICER'S RECOMMENDATION**

1. That Council receives and notes the contents of this report and attachments regarding Council's progress toward the implementation of the 2018/19 Operational Plan; and
2. That Council amend its 2018/19 Operational Plan in accordance with Section 174(4) of the Local Government Regulation 2012 as per the attachment which outlines changes to timing of delivery of various actions.

**11.03 Operational Plan 2018-19 Quarterly Report to 31 March 2019**

1. That Council receives and notes the contents of this report and attachments regarding Council's progress toward the implementation of the 2018/19 Operational Plan; and
2. That Council amend its 2018/19 Operational Plan in accordance with Section 174(4) of the Local Government Regulation 2012 as per the attachment which outlines changes to timing of delivery of various actions.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 190418.11 5/0

## 12. Corporate and Community Services

### 12.01 Corporate and Community Services Report

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	04 April 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2018/19

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#### 1. GENERAL BUSINESS

##### Administration and Community Services (A&CS)

There is continued effort to develop and implement process improvements. Key achievements in the past month have included:

- Commenced an Industrial Relations and Human Resources audit,
- Commenced an internal ICT hardware audit to assist with the ICT infrastructure project,
- Finalised the scope for a risk management framework review project,
- Developed a draft issues paper with regards to animal control management matters.

Council has been in discussions with the Regional Arts Development Fund and the Regional Arts Services Network (RASN) in regards to regional arts and cultural initiatives. Council has provided a letter of support for a RASN application to the Premiers Outback Events Program grant for a Savannah Way Art Trail project. Council is also in discussions with potential partners in regards to two possible tv productions to be filmed locally about the Burke Shire region and culture.

Staff assisted in organising community consultation sessions on the 2019-2023 Corporate Plan, and assisted with the organisation for two events occurring on the 17<sup>th</sup> April, the opening ceremony for the upgrade to the Burketown Wharf, and the book Launch for Richard Martin's history book 'The Gulf Country: a story of people and place in outback Queensland', a project for which Council has provided assistance. In addition, staff undertook training to learn how to more effectively use Council's electronic records management system.

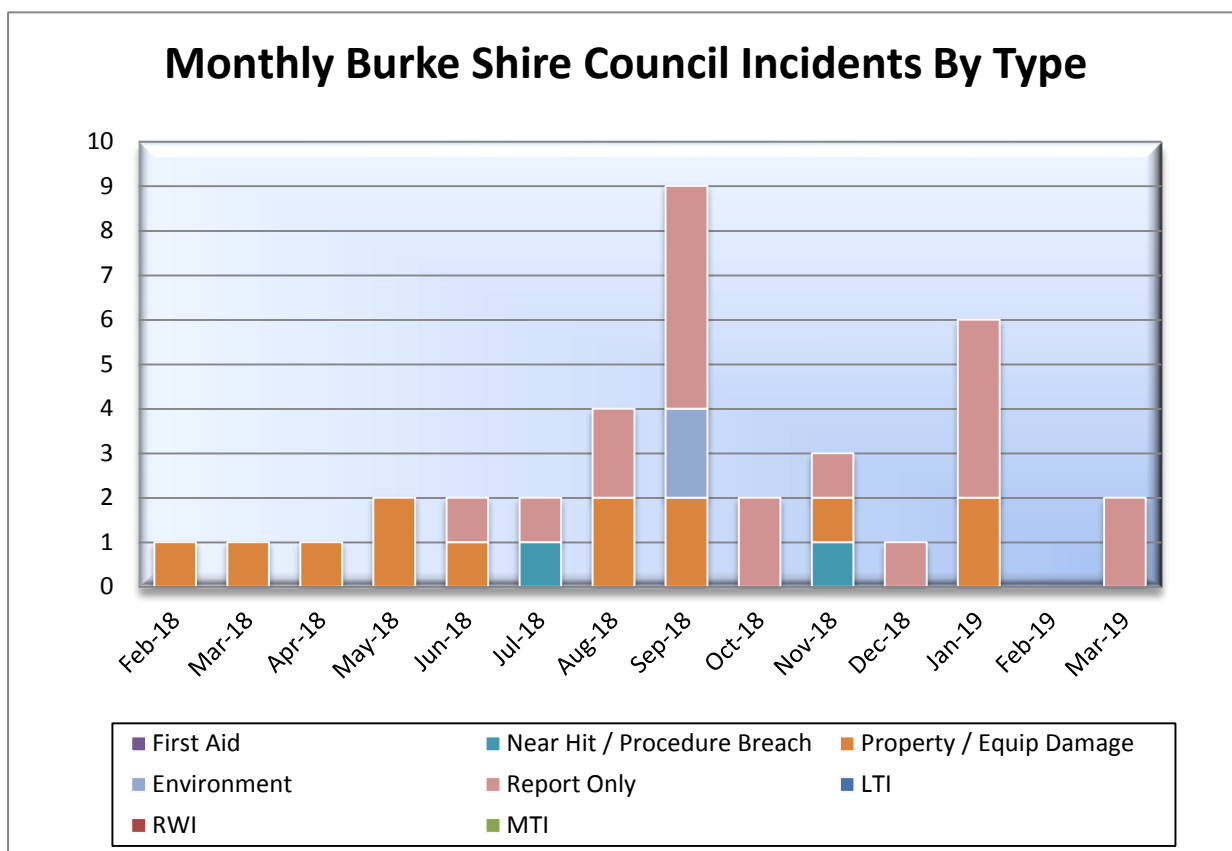
##### Human Resources

Council's Leave Liability (as at 31 March 2019):

Leave Type	Liability (hrs)	Liability (\$)
Annual Leave	5,303	\$270,125
Sick Leave	5,296	\$231,462
Long Service Leave	6,236	\$214,925

### Workplace Health and Safety

There were two minor incidents reported and no major incidents reported in March 2019. During the previous period, all of Council's fire safety equipment was inspected for compliance by a specialist, and work has begun to undertake electrical testing.



## 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 Poole

Seconded: Cr Yanner

Carried 190418.12 5/0

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12.02 Policy Framework Policy

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	05 April 2019
LINK TO COUNCIL PLAN/S:	Operational Plan - 1.5 - Outcome: Council's policies, procedures, local laws and delegations are compliant and deliver effective, accountable and transparent governance.

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## 1. PURPOSE

To present new Policy Framework Policy for consideration and endorsement by Council.

## 2. BACKGROUND

Council policies are a general statement outlining strategic directions and/or adherence to statutory or other corporate requirements, which usually have an external focus. A Council Policy directs decision-making in areas affected by the policy.

This new Policy Framework Policy has been developed to assist and guide the preparation, classification and categorisation, and adoption of Burke Shire Council (Council) policies. The Policy also aims to provide a framework and policy template that supports consistency, control, clarity and quality in the development, approval and review processes associated with policies. The policy also provides for the requirement for new or updated policies to be effectively communicated to Council staff, thus increasing staff awareness and understanding with regards to the development and review of Council policies.

## 3. PROPOSAL

That Council notes the work being undertaken and due to be undertaken to ensure that Council delivers a cost effective, fit for purpose and strategically aligned solution, while meeting legislative requirements regarding procurement.

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

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

## 5. RISK

Risk Type	What could happen	Possible consequence
Compliance	<ul style="list-style-type: none"> <li>The endorsement of the policy clarifies the processes to be followed, reducing the risk of incompliance. It should also increase staff awareness and understanding with regards to the development and review of Council policies.</li> </ul>	<ul style="list-style-type: none"> <li>Decreased likelihood of inconsistency in Council policies.</li> </ul>

## 6. POLICY &amp; LEGAL IMPLICATIONS

Policies must comply with all relevant legislation or Codes of Practice (e.g. Local Government Act 2009, Local Government Regulation 2012, Work Health and Safety Act 2010).

## 7. CRITICAL DATES &amp; IMPLICATIONS

There are no critical dates associated with this Report.

## 8. CONSULTATION

In preparing the content of this Report, consultation has been undertaken in regards to the Policy with Council's management team, and Council's Joint Consultative Committee.

## 9. CONCLUSION

It is appropriate that Council has an overarching policy which sets the parameters for how all other policies are developed and reviewed.

## 10. OFFICER'S RECOMMENDATION

That Council:

- Notes the contents of this report, and;
- Endorses the Policy Framework Policy

**12.02 Policy Framework Policy**

**That Council:**

- Notes the contents of this report, and;**
- Endorses the Policy Framework Policy**

**Moved: Cr Camp**

**Seconded: Cr Clarke**

**Carried 190418.13 5/0**

## 12.03 Donation Request – Gregory River Landcare Group Inc

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DEPARTMENT:	Administration and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
PREPARED BY:	Paul Chambel, Administration and Community Services Coordinator
DATE REPORT PREPARED:	12 April 2019
LINK TO COUNCIL PLAN/S:	Operational Plan - 4.1.2 Council supports local community groups through resource sharing and financial assistance.

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## 1. PURPOSE

To consider a donation request

From:	Gregory River Landcare Group Inc
For:	Creating a winter garden at the Burketown State school
Amount:	\$750.00 cash

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Gregory River Landcare Group has been creating winter school gardens for the Gregory and Burketown communities for the past eleven years. The original concept of the “Healthy Foods Gardens” was to teach children how to plant and maintain a garden and orchard to grow healthy foods.

In 2015, Burke Shire Council donated \$750 towards the expenses for the school and kinder gardens.

## 3. PROPOSAL

<b>Purpose or function:</b>	<b>Burketown State School – Healthy Foods Garden</b>
Project summary:	Prepare and plant four raised beds with the junior and senior school students, install self-timer irrigation, and compost the garden beds and cover with a shade cloth.
Who will participate:	Students and teachers from the Burketown State School
Target audience:	The children and the school community
Donation support requested:	Cash: \$750.00
Donation support requested:	In kind: Nil

How will Council be recognised and acknowledged:	Story in Burke Shire Newsletter, via Social media, and the North West Star.	
Total project cost:	Own cash contribution	\$250.00
	Own in-kind contribution	\$480.00
	Other funding sources	\$250.00
	Donation requested from Council	\$750.00
	Total project cost	\$1,730.00
Other funding sources	Bulimba Creek Catchment (B4C)	

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Budget: (GL 5950-2220-0000)	\$ 65,000.00
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#### Donations expenditure to date for the FY 2018/19

Actual Costs	\$ 64,411.56
Funds committed but not yet spent	\$ 24,969.75
Cost of donation requested	\$ 750.00

#### 5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012 s194 Grants to community organisations	<p>A local government may give a grant to a community organisation only—</p> <p>(a) if the local government is satisfied—</p> <p>(i) the grant will be used for a purpose that is in the public interest; and</p> <p>(ii) the community organisation meets the criteria stated in the local government's community grants policy; and</p> <p>(b) in a way that is consistent with the local government's community grants policy.</p> <p>s195 Community grants policy</p> <p>A local government must prepare and adopt a policy about local government grants to community organisations (a "community grants policy"), which includes the criteria for a community organisation to be eligible for a grant from the local government.</p>
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ADM-POL-011 Grants to Community Organisations Policy

Under Council's Grants to Community Organisations Policy, applications for \$1,000 or more will require provision of set of audited financial statements.

#### 6. CRITICAL DATES & IMPLICATIONS

The donation request relates to an event that is scheduled to be held on Wednesday 24<sup>th</sup> May 2019.

#### 7. CONSULTATION

Executive Manager Finance

#### 8. OFFICER'S RECOMMENDATION

1. That Council note the request from Gregory River Landcare Group for funding from the 2018/19 Donations Budget for a project that needs to commence by end of April 2019;
2. That Council approve a grant of \$750 under its 2018/19 Community Grant program to the Gregory River Landcare Group for the construction of garden beds at the Burketown State School;
3. That Council note the above grant will be an over-expenditure of Council's 2018/19 Donations Budget.

#### **12.03 Donation Request – Gregory River Landcare Group Inc**

- 1. That Council note the request from Gregory River Landcare Group for funding from the 2018/19 Donations Budget for a project that needs to commence by end of April 2019;**
- 2. That Council approve a grant of \$750 under its 2018/19 Community Grant program to the Gregory River Landcare Group for the construction of garden beds at the Burketown State School;**
- 3. That Council note the above grant will be an over-expenditure of Council's 2018/19 Donations Budget.**

**Moved: Cr Murray**

**Seconded: Cr Poole**

**Carried 190418.14 5/0**



### 13. Mayoral Report

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

**Moved: Cr Poole**

**Seconded: Cr Yanner**

**Carried 190418.15 5/0**

**That Council notes the naming of the bridge over Beames Brook as the 'John Yanner' bridge and congratulates Cr Yanner on this recognition of his contribution to the Burke Community.**

**Moved: Cr Camp**

### 14. Councillor Reports

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

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 190418.16 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.**

### 10. Closed Session Reports

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

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

**(g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act;**

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

**Council moved into closed session at 11.45am.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 190418.17 5/0**

## Adjournment

That Council adjourned the meeting for lunch from 12.29pm to 1.27pm; all were present at resumption except Darren Thomson, Philip Keirle, Geoff Rintoul, Simba Chimpaka, Martin Blennerhassett and Madison Marshall.

## 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 2.05pm.**

**Moved: Cr Yanner**

**Seconded: Cr Clarke**

**Carried 190418.18 5/0**

## 09.02.03 Rates Debt Recovery Action

- 1. That Council note the contents of the report; and**
- 2. Endorses the pursuit of outstanding rates debts through an external debt collection agency following the issue of final letters of demand for unpaid rates and utility charges.**

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 190418.19 5/0**

## 10.01 Closed Session – Planning Scheme

- 1) Council notes the contents of this report.**
- 2) Council endorses the conversion of the current draft Scheme into a Planning Act 2016 aligned format.**

**Moved: Cr Poole**

**Seconded: Cr Yanner**

**Carried 190418.20 5/0**

## 10.02 Closed Session - Workplace Investigation

1. That the report 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 notes the contents of the report in regards to the Investigator's Report dated 18 March 2019; and
3. That Council and management note the importance of ensuring:
  - Effective communication and engagement processes with staff;
  - Effective communication and engagement processes with the community and key community groups.

Moved: Cr Camp

Seconded: Cr Poole

Carried 190418.21 5/0

## 17. Closure of meeting

The Chair declared the meeting close at 2.07pm.

I hereby certify that these pages numbered 1 to 59 – constitute  
the Confirmed minutes of the Ordinary Council Meeting of Burke  
Shire Council held on Thursday 18 April 2019.

Mayor Cr Ernie Camp .....