



Agenda and Business Papers Burke Shire Council Ordinary Meeting Thursday 16 May 2019 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch (joined by Stuart Holley, Regional Coordinator Community Recovery, Department of Communities, Disability Services and Seniors)

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01. Opening of Meeting

The Mayor welcomed members and declared the meeting open at 9.00am.

02. Record of Attendance

Members	Cr Ernie Camp; Mayor – Chair Cr Paul Poole; Deputy Mayor Cr John Clarke Cr John Yanner Cr Tonya Murray
Officers	Clare Keenan; Chief Executive Officer Darren Thomson; Executive Manager Corporate & Community Services Geoff Rintoul; Executive Manager Works and Infrastructure Simbarashe Chimpaka; Executive Manager Finance Philip Keirle; Executive Manager Strategic Projects 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:

- Simbarashe Chimpaka, Executive Manager Finance (EMF)
- Philip Keirle, Executive Manager Strategic Projects (EMSP)

03. Prayer

Led by Cr Camp

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 18 April 2019

That the Minutes of the Ordinary Meeting of Council held on Thursday 18 April 2019 as presented be confirmed by Council.



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Minutes.docx

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

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

08.01 Notices of Motion

None received at time of agenda preparation.

08.02 Petitions

None received at time of agenda preparation.

09. Works, Services and Finance Reports

09.01.01 Works and Services Report 09.02.01 Finance Monthly Update Report 09.03.01 Strategic Projects Reports

Works and Services Reports

09.01.01 Works and Services Report

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:	6 May 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014-19 Operational Plan 2018-19

1. PROJECTS

Capital Projects – 2018-19

Task Name	% Complete	Duration	Start	Finish
BSC Master Project Schedule	66%	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	72%	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	62%	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	100%	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"> Doomadgee West Road Nugaburra 	2018 NDRRA – Package 1	5%	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"> Doomadgee to Lawn Hill Road Bowthorn Road 	2018 NDRRA – Package 2	5%	Tender awarded to GBE. Contract PC of 10 December 2019
Gregory to Lawn Hill Road	2018 NDRRA – Package 3	20%	Tender awarded to Spence Contracting. Incorporates TIDS and R2R funding also.
<ul style="list-style-type: none"> Lawn Hill NP Road Riversleigh Road 	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	30%	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	50%	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. RMPC

Currently reviewing proposed RMPC Contract provisions for 2019/20 Financial Year

3. FIVE YEAR ROAD PROGRAM

Year	Project No	Road	Cat	Type	Distance (km)
2018-19	DW 32.0-45.0 New formation	Doomadgee West	LRRS	Formation	13.0
2018-19	DW 65.0 - 92.5 New formation	Doomadgee West	LRRS	Re-sheet	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	

Year	Project No	Road	Cat	Type	Distance (km)
2018-19	Doomadgee East	Doomadgee East	LRRS	Drainage	1.0
2018-19	Rural Roads Maint	All Council roads	Various	Maintain	
2018-19	Town Streets	Town Streets	Urban	Maintain	
2018-19	NDRRA 2017 events	NDRRA Rural and some Urban Roads	Rural	Recover	
2019-20	GrgLH X-X Reseal	Gregory Lawn Hill	LRRS	New Seal	4.6
2019-20	DW 45.3 - 51.4 Reseal	Doomadgee West	LRRS	Reseal	6.1
2019-20	DW 93.2 - 101.2 Reseal	Doomadgee West	LRRS	Reseal	8.0
2019-20	DW 102.2 - 104.5 Reseal	Doomadgee West	LRRS	Reseal	2.3
2019-20	DW 61.5 - 69.2 Re-sheet	Doomadgee West	LRRS	Re-sheet	7.7
2019-20	GrgLH X-X Re-sheet	Gregory Lawn Hill	LRRS	Re-sheet	8.3
2019-20	GrgLH Sight distance improvement	Gregory Lawn Hill	LRRS	Safety	0.0
2019-20	Doomadgee East	Doomadgee East	LRRS	Re-sheet	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 Re-sheet	Gregory Lawn Hill	LRRS	Re-sheet	9.0
2020-21	DW 61.5 - 70 Re-sheet	Doomadgee West	LRRS	Re-sheet	4.1
2020-21	Doomadgee East	Doomadgee East	LRRS	Re-sheet	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 Re-sheet	Doomadgee West	LRRS	Re-sheet	6.4
2021-22	GrgLH Re-sheet	Gregory Lawn Hill	LRRS	Re-sheet	8.3
2021-22	Rural Roads Maint	All Council roads	Various	Maintain	
2021-22	Town Streets	Town Streets	Urban	Maintain	
2022-23	FV Stabilise and reseal	Floraville Road	LRRS	Reseal	
2022-23	Various drainage	Doomadgee West	LRRS	Betterment	
2022-23	Rural Roads Maint	All Council roads	Various	Maintain	
2022-23	Town Streets	Town Streets	Urban	Maintain	

4. AIRPORT/REX SERVICES

- Works on the main strip have commenced and are approximately 95% completed.
- The Airport Manual is being updated in line with recommendations from the Airport/Airport Operations inspection that was conducted November 2018. This is ongoing however scheduled for completion of the Draft by the end of May 2019

- A range of minor maintenance items are also being followed up based on recommendations from the above inspection. Repairs to benching at waiting area has been completed
- The PAL system at the Burketown aerodrome has been impacted by lighting strikes, with runway lights running on manual at the moment. The [procurement for the replacement system is underway.
- Weed spraying at Burketown airstrip was carried out in early May and the results will be monitored for effect.
- New container at the Gregory Aerodrome installed as part of W4Q 2017-19.

5. WORKSHOP & FLEET

General servicing and wet season maintenance being the main work carried out

Plant #	Description	Maintenance	Scheduled	Cost	Comment
427	Side Tipper	Brakes, bearings etc	Yes	24 hrs	Annual check over
429	Dolly	Brakes, bearings etc	Yes	8 hrs	Annual check over
480	Prime mover	Hook up double road train	No	4 hrs	Urgent job
486	Side Tipper	Brake boosters	No	4 hrs	Loud whistle
487	Dolly	Brakes, bearings etc	Yes	8 hrs	Annual check over
519	Jet Patcher	PTO	No	12 hrs	PTO failed
529	John Deere Ride On	Alt bracket	No	2 hr	Non genuine
539	TRSS Hilux	95k service, puncture	Yes	3 hrs	Scheduled
547	Kubota Tractor	Blades x2	No	8 hrs	Hitting rocks
560	Pump Stand Trailers	Serviced #858 pumps	Yes	3 hrs	Scheduled
584	Landcruiser	165k service and fuel filter	Yes	2 hrs	Scheduled
589	RMPC Job Truck	75k service, brakes, battery	Yes	4 hrs	Scheduled
592	Water Truck	70k service, elec fault	Yes	4 hrs	Scheduled
598	WM Hilux	Windscreen	No	2 hrs	The hawk won
599	EMWI Hilux	45k service	Yes	2 hrs	Scheduled
606	CEO Prado	Cracked windscreen	No	½ hr	Hills Road
	Fuel system	Try to get operational	No	9 hrs	Dilemmas
	10 yr plant replacement	Bring up to date	Yes	4 hrs	Needs more work
	Whippers and Mowers	Keep operational	No	10 hrs	Ongoing

Tender Update

- 2018-1019 Budget – is under review for outstanding works
- 2019/2020 Budget is presently under review and looking at plant optimization and utilisation as part of the Works Program.

Monthly fuel burn for yellow fleet:

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

Plant Utilisation

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Revenue v exp (%)	288	261	288	252.83							
Life rev vs life exp (%)	25.3	28.2	25.3	28.96							

6. TOWN & RURAL SERVICES

Parks

Automated water system installed in the Morning Glory Park is now operational. Watering regime change from 40mins/3days a week to 20mins/7days a week to reduce saturation and overflow into the roadway. All watering now programmed during night time hours to increase effectiveness. Testing and adjusting of sprinklers need to be undertaken by operators regularly to identify issues and breakages.

Waste

Green Tec consulting has completed a preliminary Action Plan to improve waste management practices in the Burke Shire going forward. This is now under review by Council Officers.

7. HOUSING/BUILDING MAINTENANCE

This area has now picked up and completed a number of minor projects and presently quoting for numerous other maintenance works. Key items at present at quotation or waiting commencing of works from contractors are;

1. Repairs to Gregory public toilets – damage to doors, repairs to toilets etc
2. Replacement of bathroom at Landsborough Street
3. Repairs/Replacement of roof and roof leaks at Units
4. Various minor works and repairs.

8. BIOSECURITY

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

9. WATER

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
March 2019 12385kl	April 2019 13203 kl	818kl
	Daily Usage (Kilo litres)	Outflow To Town (Litres/Second)
Highest Daily Usage	668kl	Avg 8.55l/s
Lowest Daily Usage	280kl	Avg 2 l/s

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
Mar 2019 3422kl	April 2019 3423kl	1 kl

Water Treatment results

Burke Shire – Treated Water – 11th April 2019 Sample No. (as per below)

Sample Number	Sample	Result Name	Guidelines	Result	Unit
6672117	Burketown - Marshall St Res.	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
672119	Burketown - WTP	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
672125	Burketown - Bowen St Res. Caravan Park	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
672127	Gregory - Pub	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
672131	Gregory - Depot	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
672133	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 .This has changed due to staffing shortages in the road crew which they have been filling in for.

BURKETOWN

- Plant operating well.
- The chlorin-situ system is having issues with a fault. Currently working to resolve the fault. System is now operational and has been operating Good.
- 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. Filter installation is due to start on the 15th of May and completion on the 22nd of May
- 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 has been completed.

BURKETOWN

- 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 and we have started to water the oval due to the uncertainty of a proposed start date for the Oval.

State-wide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Yearly Target	April 2019	Actual Total (YTD)
Water Services				
Water mains breaks	Per 10km/year	<3	0	0
Incidents of unplanned interruptions	Per 100 connections/year	<0	0	0
Water quality related complaints	Per 100 connections/year	<1	0	0
Drinking water quality	% of samples tested with no E. coli detection/year	98%	100	1
Time to respond to water incidents – water quality complaints, burst water mains, supply interruption	% of response to incident <12hrs	>95%	100	
Sewerage Services				
Sewer mains breaks and chokes (blockages)	Per 10km/year	<2.5	0	0
Sewerage complaints – overflow on properties and odour	Per 100 connections/year	<5	0	0
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	100	100
Combined				
Total water and sewerage complaints (any nature)	Per 100 connections/year	<12	0	0

10. SEWERAGE

Treatment Plant

- Blivet operating well with no major issues.
- Sewer pumps have been installed in the sewer stations 2 & 3. Completed

Burke Shire – Treated Effluent – 10th April 2019– Sample No. 661032

Analysis	Result Name	Limit of Reporting	Guideline	Result	Unit
NUTRIENTS_TOTAL	TP	<0.1	<= 30 mg/ L P	1.8	mg/ L P
NUTRIENTS_TOTAL	TN	<0.2	<= 40 mg/L N	11	mg/L N
SOLIDS_VSS_TSS	Total Suspended Solids	<1	<= 30 mg/L	10	mg/L
PH_EC_ALK_TURB	Electrical Conductance	<1	<= 1600 µS/cm	510	µS/cm
PH_EC_ALK_TURB	pH	<0.1	6.5 - 8.5	7.6	
BOD_CHLORINATED	BOD	<2	<= 20 mg/L		mg/L
CHLOR_TOT_LAB	Total Chlorine	<0.02		1.1	mg/L
CHLOR_FREE_LAB	Free Chlorine	<0.02	<= 1 mg/L	0.33	mg/L
ECOLI-TOTAL COLIFORM	E coli	<10	<= 1000 CFU/100mL	<10	CFU/100mL

11. OFFICER'S RECOMMENDATION

That Council note the contents of the Works and Services report.

ATTACHMENTS

Nil

Finance Reports

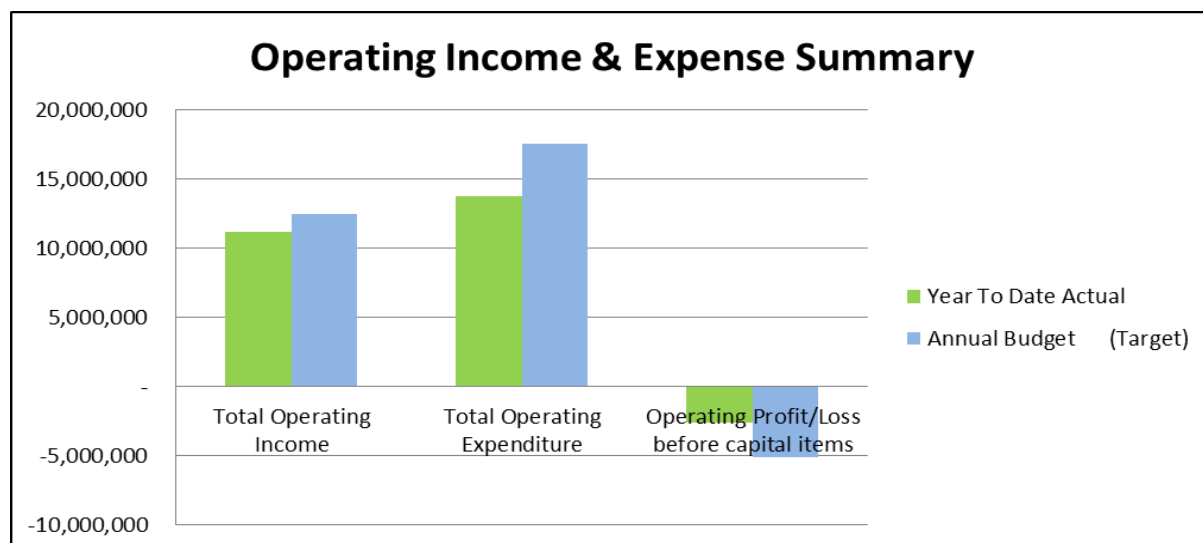
09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	7 May 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	11,172,505	12,439,000	- 1,266,495	90%
Total Operating Expenditure	13,794,027	17,578,000	3,783,973	78%
Operating Profit/Loss before capital items	- 2,621,522	- 5,139,000	2,517,478	51%
Capital Income	1,580,520	3,432,000	- 1,851,480	46%
Capital Expenditure	2,960,740	4,209,000	1,248,260	70%
Cash & Cash Equivalents	10,775,735	9,528,032	1,247,703	113%
Other Current Assets	775,854	1,096,089	- 320,235	71%
Liabilities (Current)	1,083,940	2,278,518	1,194,578	48%
Liabilities (Non Current)	679,399	648,996	- 30,403	105%
Current Assets to Liabilities Ratio	7	5		



Council reported an operating loss of \$2.6 million against a forecast annual operating loss of \$5.1 million (excluding capital income and capital expenditure) at the end of the reporting period.

Overall year to date operating income is tracking closely to forecast at 90% of the annual operational budget. Revenue forecasts indicate that the annual income target for the financial year will be achieved.

Overall operating expenditure remained within budget at 78% of the annual forecast. Total operating expenditure is expected to be within budget at the close of the financial year.

Cash balances increased from \$10.3 million from the previous reporting month to \$10.7 million. The cash balance remains slightly higher than the amended budget forecast however the balance is expected to decline in line with the annual budget forecast towards the end of the financial year as final quarter expenditure is incurred. Unbudgeted cash receipts (\$~1m -Counter Disaster funding) have contributed significantly towards a greater cash balance than expected, it should be noted that these funds are to be expended in accordance with the funding guidelines therefore this cash has been added to Councils restricted cash balance reconciliation.

Current liabilities at the end of the reporting month 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 105% of annual budget.

Sustainability outlook

Financial Sustainability Ratios and Measures of Sustainability	Status Achieved Not Achieved	YTD ACTUAL	ANNUAL BUDGET	TARGET
Operating Surplus Ratio (%)	✗	-23%	-41%	Between 0% and 10% (over the long term)
Asset Sustainability Ratio (%)	✗	35%	35%	Greater than 90% (over the long term)
Working Capital Ratio	✓	11	5	Greater than 1:1 (over the long term)
Net Financial Liabilities Ratio	✓	-94%	-62%	Less than 60% (over the long term)

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

The working capital ratio measures council's ability to offset short term obligations with current assets. Council's year to date working capital ratio indicates sufficient capacity to offset short term obligations at a ratio of 11:1 (current assets to current liabilities). The year to date current ratio is positively above the annual forecast at the end of the reporting month due to a higher cash balance than anticipated.

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. Councils operating surplus ratio remains outside the benchmark range of between 0%-10% indicating limited capacity to cover operational expenditures through operating revenue.

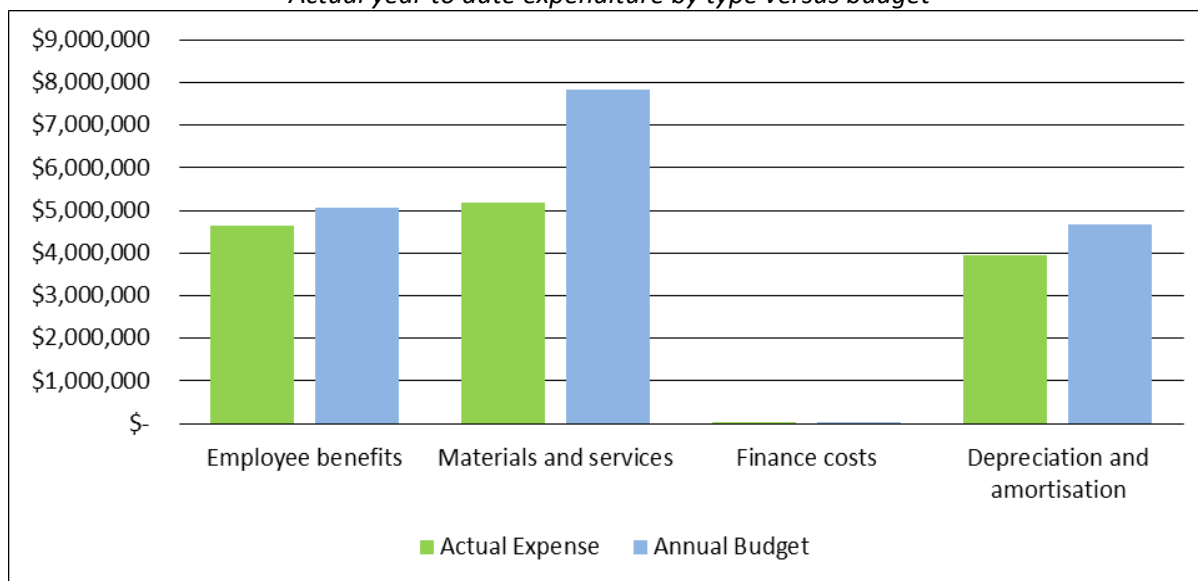
The Asset Sustainability ratio measures council's expenditure on the renewal and replacement of infrastructure assets, council's ratio at the end of the reporting period remains below the target benchmark.

Councils 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 33% of total operating income which reflects a heavy reliance on external funding. External

operating grants represent 54% of total operating income while capital grants sat at 13% of total income.

2. STATEMENT OF INCOME AND EXPENDITURE

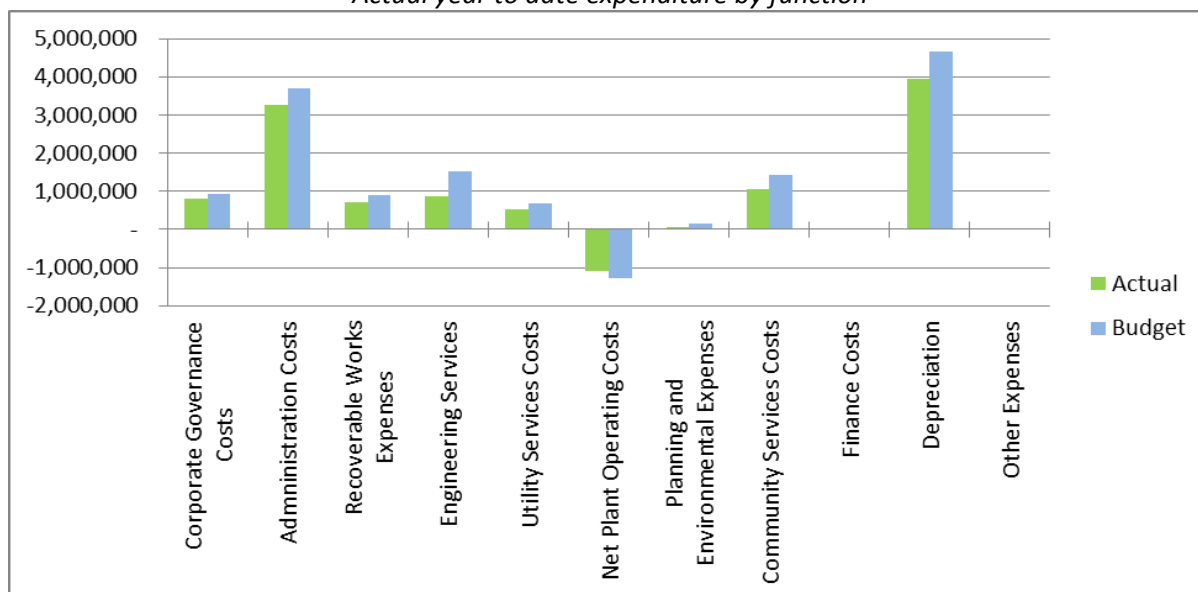
STATEMENT OF INCOME AND EXPENDITURE				
	Annual	YTD	YTD	YTD
	Budget	Actual	Pro rata Budget	Variance
Recurrent Revenue				
Rates levies and Charges	2,771,000	2,764,882	2,309,167	455,715
Fees & Charges	89,000	81,940	74,167	7,773
Rental Income	225,000	180,359	187,500	- 7,141
Interest	176,000	173,117	146,667	26,450
Recoverable Works Revenue	993,000	607,513	827,500	- 219,987
Other Income	297,000	426,551	247,500	179,051
Donations	24,000	-	20,000	- 20,000
Developer Contributions	-	-	-	-
Subsidies and Grants	7,864,000	6,938,143	6,553,333	384,810
Total Recurrent Revenue	12,439,000	11,172,505	10,365,833	806,672
Capital Revenue				
Sale of non-current assets	-	- 113,286	-	- 113,286
Contributions	-	-	-	-
Subsidies and Grants	3,432,000	1,693,806	2,860,000	- 1,166,194
Total Capital Revenue	3,432,000	1,580,520	2,860,000	- 1,279,480
TOTAL INCOME	15,871,000	12,753,025	13,225,833	- 472,808
Recurrent Expenses				
Employee benefits	- 5,062,000	- 4,631,679	- 4,218,333	- 413,346
Materials and services	- 7,819,000	- 5,186,632	- 6,515,833	1,329,201
Finance costs	- 24,000	- 18,079	- 20,000	1,921
Depreciation and amortisation	- 4,673,000	- 3,957,637	- 3,894,167	- 63,470
TOTAL RECURRENT EXPENSES	- 17,578,000	- 13,794,027	- 14,648,333	854,306
NET RESULT	- 1,707,000	- 1,041,002	- 1,422,500	381,498

Actual year to date expenditure by type versus budget

3. NORMALISED OPERATING RESULTS

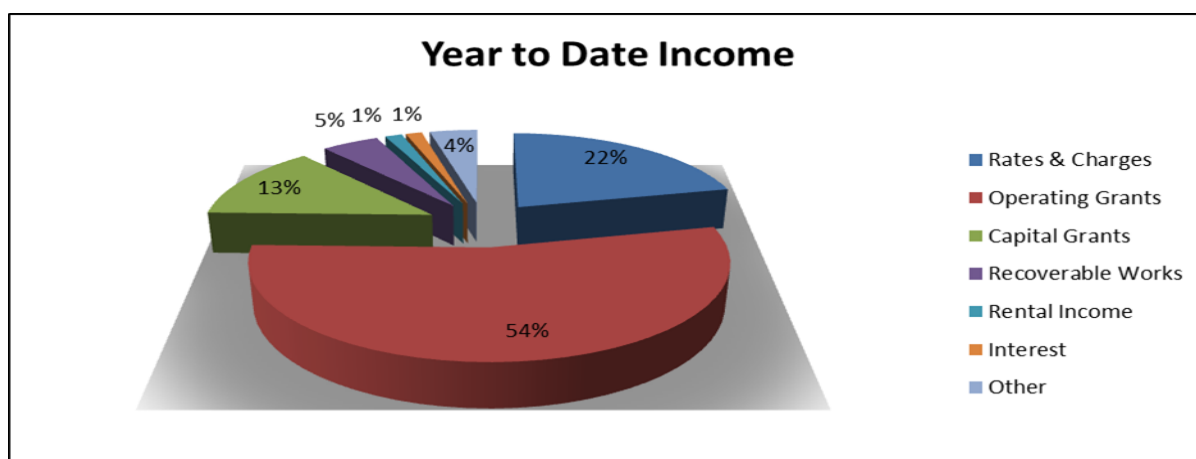
**The normalised operating report shows council operating revenues and expenditure excluding flood damage income and expenditure.*

NORMALISED OPERATING STATEMENT				
	Annual	YTD	YTD	YTD
	Budget	Pro rata Budget	Actual	Variance
Recurrent Revenue				
Rates levies and Charges	2,771,000	2,309,167	2,764,882	455,715
Fees & Charges	89,000	74,167	81,940	7,773
Rental Income	225,000	187,500	180,359	- 7,141
Interest	176,000	146,667	173,117	26,450
Recoverable Works Revenue	993,000	827,500	607,513	- 219,987
Other Income	297,000	247,500	426,551	179,051
Donations	24,000	20,000	-	- 20,000
Developer Contributions	-	-	-	-
Subsidies and Grants	3,276,000	2,730,000	1,712,875	- 1,017,125
TOTAL RECURRENT REVENUE (Excl flood damage)	7,851,000	6,542,500	5,947,237	- 595,263
Recurrent Expenses				
Corporate Governance Costs	940,000	783,333	790,668	7,335
Administration Costs	3,697,000	3,080,833	3,272,426	191,593
Recoverable Works Expenses	910,000	758,333	708,309	- 50,024
Engineering Services	1,519,000	1,265,833	871,063	- 394,770
Utility Services Costs	671,000	559,167	529,742	- 29,425
Net Plant Operating Costs	- 1,280,000	- 1,066,667	- 1,086,940	- 20,273
Planning and Environmental Expenses	158,000	131,667	61,285	- 70,382
Community Services Costs	1,435,000	1,195,833	1,045,464	- 150,369
Finance Costs	24,000	20,000	18,079	- 1,921
Depreciation	4,673,000	3,894,167	3,957,637	63,470
Other Expenses	-	-	-	-
TOTAL RECURRENT EXPENSES (Excl Flood damage)	12,747,000	10,622,500	10,167,733	- 454,767
NET RESULT	- 4,896,000	- 4,080,000	- 4,220,497	- 140,497

Actual year to date expenditure by function

4. DETAILED REVENUE ANALYSIS

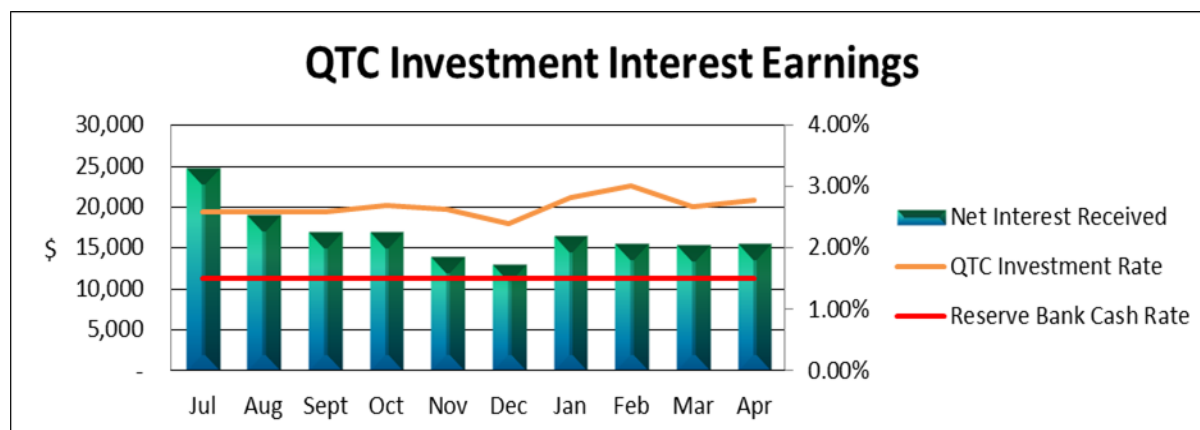
Operating grants continue to be the largest income stream for Council at 54% of year to date income, with the largest contributor to this income pool being flood damage related funds.



RATES, LEVIES & CHARGES				
	Annual Budget	YTD Actual	Annual 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	✓
Total Rates, Levies & Charges	2,819,000	2,822,357	3,357	✓

All general rates, levies and utility charges are on track with annual estimates. Discount on general rates exceeded budget estimates at 53K against a budget estimate of \$44K, this result compares

favourably against the previous financial year where total discounts allowed amounted to \$42K reflecting a larger portion of Council's ratepayer base paying within the discount period.

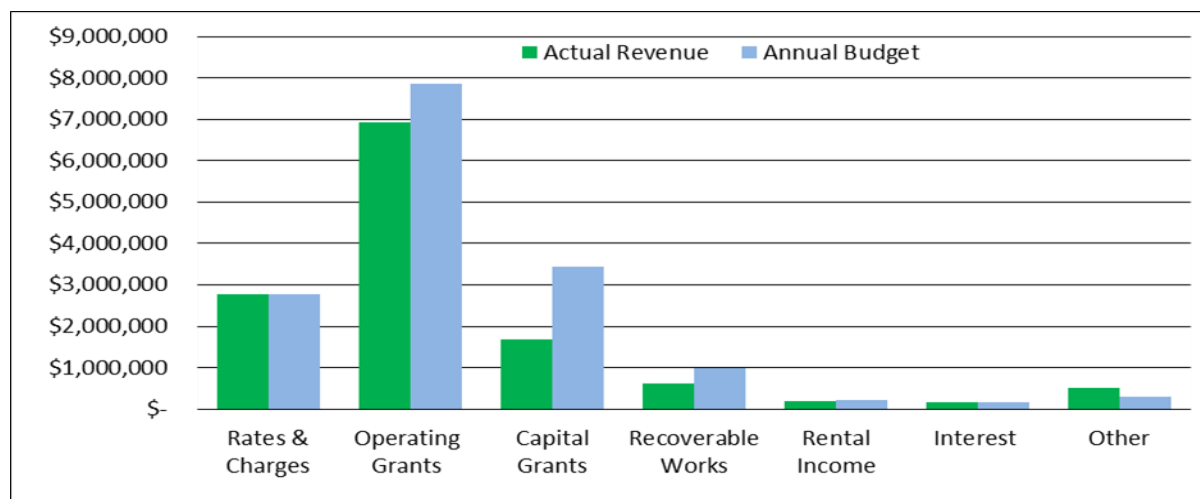


OPERATING GRANTS					
	Annual Budget	YTD Actual	Annual Variance	Status	Comment
Financial Assistance Grant (General Purpose)	1,291,000	968,303	- 322,698	✗	Timing variance
Financial Assistance Grant (Road Component)	210,000	157,601	- 52,400	✗	Timing variance
Flood Damage 2015 - 2016 Event Claims	1,020,000	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
Total Operating Grants	7,864,000	5,761,818	- 2,102,182	✓	Timing variance

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

CAPITAL GRANTS					
	Annual Budget	YTD Actual	Annual 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	158,083	- 40,917	✗	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	178,350		✗	
Total Capital Grants	3,432,000	1,693,806	- 1,711,544	✗	

Capital grants remained largely unchanged from the previous reporting month. Council recognised a profit of \$16K on the sale of the CEO Prado and a loss of \$130K on the disposal of the SES Shed. Overall year to date capital grants are lower than pro rata and annual estimates primarily due to timing differences, nil permanent variances to report.



5. BUSINESS UNITS

ROADS, BRIDGES & STREETS MAINTENANCE PROGRAM				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	210,000	157,600	- 52,400	✓
Total Expenditure	445,000	298,274	146,726	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 235,000	- 140,674	- 199,126	
Depreciation Expense	- 3,106,000	- 2,657,942	448,058	✓
Operating Surplus/Deficit	- 3,341,000	- 2,798,616	248,932	✓
FLOOD DAMAGE PROGRAM				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	7,110,000	5,225,268	- 1,884,732	✗
Total Expenditure	5,210,000	3,626,295	- 1,583,705	✓
Operating Surplus/Deficit	1,900,000	1,598,974	- 301,026	✓
RMPC				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	969,000	588,958	- 380,042	✗
Total Expenditure	890,000	688,085	201,915	✓
Operating Surplus/Deficit	79,000	- 99,127	- 178,127	✗
WATER UTILITY				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	425,000	427,268	2,268	✓
Total Expenditure	475,000	383,627	91,373	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 50,000	43,641		
Depreciation Expense	269,000	264,000	5,000	✓
Operating Surplus/Deficit	- 319,000	- 220,359		✓

SEWER UTILITY				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	158,000	157,715	- 285	✓
Total Expenditure	88,000	69,998	18,002	✓
<i>Earnings before interest and depreciation (EBITD)</i>	70,000	87,717		
Depreciation Expense	54,000	42,572	11,428	✓
Operating Surplus/Deficit	16,000	45,145		✓
PARKS,GARDENS, MULTIPURPOSE COURTS, AQUATIC CENTRE AND SPORTS OVALS				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	23,000	22,058	- 942	✗
Total Expenditure	568,000	444,547	123,453	✓
Operating Surplus/Deficit	- 545,000	- 422,489		✓
WASTE MANAGEMENT UTILITY				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	104,000	104,982	982	✓
Total Expenditure	108,000	79,112	28,888	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 4,000	25,870		✓
Depreciation Expense	10,000	4,370	5,630	✓
Operating Surplus/Deficit	- 14,000	21,500		✓
HOUSING				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	225,000	188,317	- 36,683	✗
Total Expenditure	334,000	240,487	93,513	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 109,000	- 52,170		
Depreciation Expense	316,000	270,620	45,380	✓
Operating Surplus/Deficit	- 425,000	- 322,790		✓
AIRPORT OPERATIONS				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Total Revenue	69,000	64,278	- 4,722	✗
Total Expenditure	178,000	170,183	7,817	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 109,000	- 105,905		
Depreciation Expense	45,000	38,000	7,000	✓
Operating Surplus/Deficit	- 154,000	- 143,905		✓
PLANT & FLEET OPERATION				
	Annual	YTD		Status
	Budget	Actual	Variance	On Target
Bus Hire	1,000	1,824	824	✓
Plant Hire Recoveries (Negative Expenditure)	2,200,000	1,550,000	- 650,000	✗
Other Income (Profit on disposal, insurance claims and fuel rebates)	40,000	30,477	- 9,523	✗
Total Income	2,241,000	1,582,301	- 658,699	
Total Expenditure	920,000	466,098	453,902	✓
<i>Earnings before interest and depreciation (EBITD)</i>	1,321,000	1,116,203		
Depreciation Expense	437,000	308,000	129,000	✓
Operating Surplus/Deficit	884,000	808,203		✓

SHARED SERVICES				
	Annual	YTD		YTD
	Budget	Actual	Variance	On Target
Total Revenue	275,000	334,000	- 59,000	✓
Total Expenditure (Wages & Other Costs)	230,000	264,334		
Profit/loss	45,000	69,666		✓
Costs incurred but not yet billed (To be billed)		-		
Operating Surplus/Deficit	45,000	69,666	-	✓

6. STATEMENT OF FINANCIAL POSITION

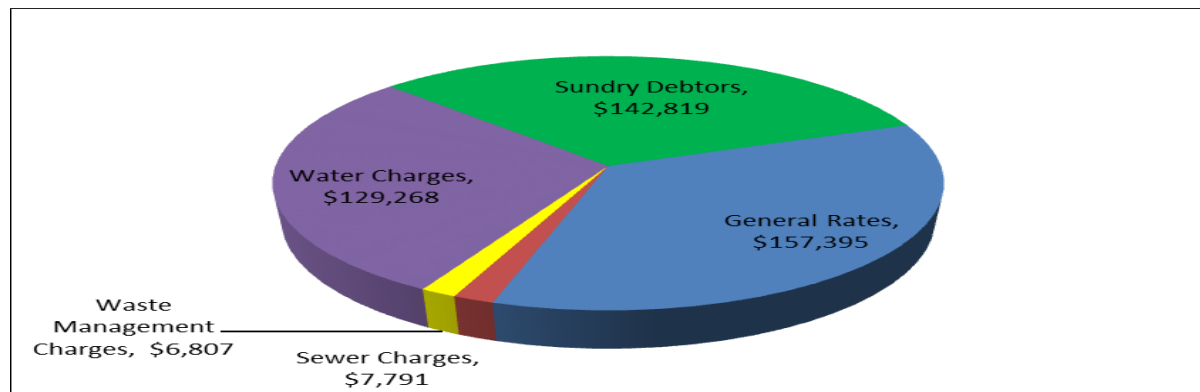
STATEMENT OF FINANCIAL POSITION				
	Opening Balance	YTD	YTD	Annual Forecast
	As at 1 July 2018	Actual	Movement	Budgeted
Current Assets				
Cash and cash equivalents	9,898,722	10,775,735	877,013	9,528,032
Trade and other receivables	1,583,470	477,548	- 1,105,922	769,708
Inventories	242,401	507,621	265,220	242,401
Other financial assets	102,528	- 209,315	- 311,843	83,980
Non-current assets classified as held for sale	-	-	-	-
Total current assets	11,827,121	11,551,589	- 275,532	10,624,121
Non-current Assets				
Receivables	-	-	-	-
Property, plant and equipment	204,264,969	208,425,916	4,160,947	210,862,660
Accumulated Depreciation	- 60,144,445	- 63,806,345	- 3,661,900	- 64,817,445
Capital works in progress	2,423,691	-	- 2,423,691	-
Intangible assets	-	-	-	-
Total non-current assets	146,544,215	144,619,571	- 1,924,644	146,045,215
TOTAL ASSETS	158,371,336	156,171,160	- 2,200,176	156,669,336
Current Liabilities				
Trade and other payables	2,160,712	941,092	- 1,219,620	2,160,711
Borrowings	-	-	-	-
Provisions	117,806	142,848	25,042	117,806
Other	-	-	-	-
Total current liabilities	2,278,518	1,083,940	- 1,194,578	2,278,517
Non-current Liabilities				
Trade and other payables	-	-	-	-
Interest bearing liabilities	-	-	-	-
Provisions	643,996	679,399	35,403	648,996
Other	-	-	-	-
Total non-current liabilities	643,996	679,399	35,403	648,996
TOTAL LIABILITIES	2,922,514	1,763,339	- 1,159,175	2,927,513
NET COMMUNITY ASSETS	155,448,822	154,407,822	- 1,041,001	153,741,823
Community Equity				
Shire capital	39,529,889	39,529,889	-	39,529,891
Asset revaluation reserve	86,418,457	86,418,457	-	86,418,456
Retained surplus/(deficiency)	29,500,476	28,459,475	- 1,041,001	27,793,476
Other reserves	-	-	-	-
TOTAL COMMUNITY EQUITY	155,448,822	154,407,822	- 1,041,001	153,741,823

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Reserve Bank Cash Rate	QTC Investment Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	1.50%	2.82%	\$ 166,800	\$ 6,740,242
Westpac General Fund	1.50%	0.00%	\$ 0	\$ 4,035,210
Cash Floats	1.50%	0.00%	\$ -	\$ 283
Total			\$ 166,800	\$ 10,775,735

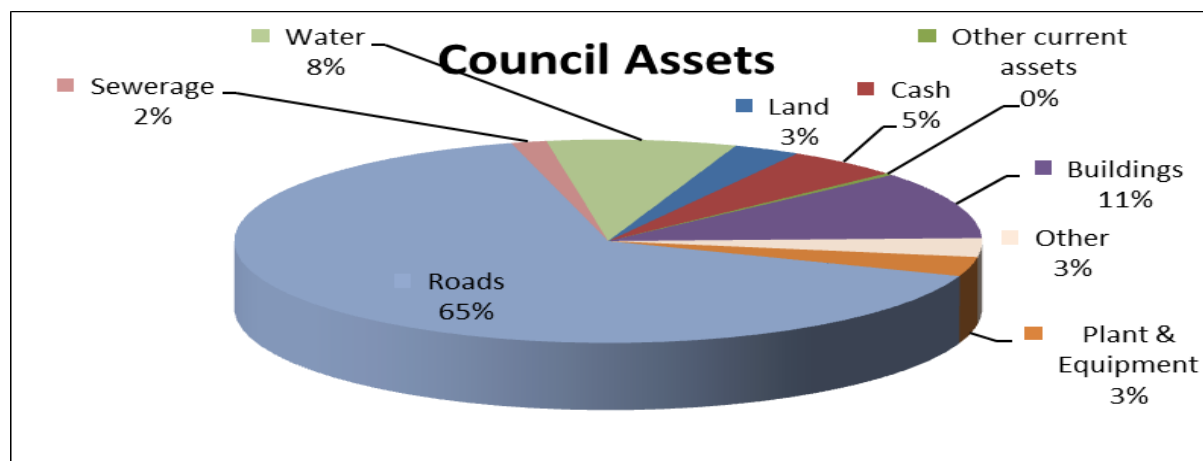
Outstanding receivables

Outstanding Charge	Total Amount \$	Percentage of total outstanding charges
General Rates	\$ 157,395	35%
Sewer Charges	\$ 7,791	2%
Waste Management Charges	\$ 6,807	2%
Water Charges	\$ 129,268	29%
Sundry Debtors	\$ 142,819	32%
Total Outstanding Receivables	444,079	

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	57,258	43,025	55,806	1,306	157,395
SEWERAGE CHARGES	1,995	422	5,280	94	7,791
GARBAGE CHARGES	2,059	1,237	3,452	58	6,807
WATER ACCESS CHARGES	41,673	11,540	23,175	631	77,019
WATER - EXCESS CONSUMPTION	33,712	16,023	2,087	428	52,249
STATE GOVT EMERGENCY SVCE LEVY	1,594	1,097	1,746	37	4,474
TOTAL	138,290	73,344	91,547	2,552	305,734

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



7. STATEMENT OF CASH FLOWS

STATEMENT OF CASH FLOWS			
	YTD		Annual Forecast
	Actual		Budgeted
Cash flows from operating activities			
Receipts from customers	5,298,651		5,006,310
Payments to suppliers & employees	- 11,260,784	-	12,900,000
	- 5,962,133	-	7,893,690
Interest received	173,117		176,000
Rental income	180,359		225,000
Non capital grants and subsidies	6,938,143		7,864,000
Net cash inflow (outflow) from operating activities	1,329,485		371,310
Cash flows from investing activities			
Payments for property plant & equipment	- 2,050,886	-	4,209,000
Proceeds from sale of property plant & equipment	- 95,393		35,000
Capital grants, subsidies, contributions and donations	1,693,806		3,432,000
Net cash inflow (outflows) from investing activities	- 452,473	-	742,000
Cash flows from financing activities			
Proceeds from borrowings	-		-
Repayment of borrowings	-		-
Depreciation	-		-
Net cash inflow (outflow) from financing activities	-		-
Net cash increase (decrease) in cash held	877,012	-	370,690
Cash at beginning of the reporting period	9,898,722		9,898,722
Cash at end of the reporting period	10,775,734		9,528,032

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	298,274	74,737
ROAD PROJECTS (CAPITAL)	-	400,000	955,276	1,165,455	189,821
SEWER UPGRADE PROJECT	-	650,000	-	92,168	557,832
NDRRA ADVANCE PAYMENT 2016-17 FLOOD EVENT	861,000	-	1,000,000	2,510,533	- 649,533
NDRRA ADVANCE PAYMENT 2017-18 FLOOD EVENT			2,597,000	223,422	2,373,578
WORKS FOR QLD ROUND 2	440,000	-	108,000	192,000	356,000
TOTAL CONSTRAINED CASH	1,516,410	1,050,000	4,817,877	4,481,852	2,902,435

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

8. CAPITAL WORKS

CAPITAL WORKS FUNDING STATEMENT			
	BUDGETED	RECEIVED	COUNCIL
PROJECTS - COUNCIL AND EXTERNALLY FUNDED	EXTERNAL FUNDING	TO DATE	CO - CONTRIBUTION
Works for QLD Round 2 Projects	600,000	108,181	-
TIDS (Roads Funding)	600,000	534,000	600,000
MIPP (Roads & Bridges Funding)	205,000	178,350	-
Roads to Recovery (Roads Funding)	242,000	242,926	-
ATSI TIDS (Roads Funding)	70,000	-	-
NSRF (Wharf/Boat Ramp Project)	397,000	397,849	-
Building our regions fund	199,000	158,082	-
Telemetry	90,000	-	-
Stronger Communities	5,000	5,000	-
Sewer Upgrade Grant	950,000	-	650,000
Visitor Information Centre Grant	74,000	74,416	-
TOTAL	3,432,000	1,698,804	1,250,000

CAPITAL WORKS EXPENDITURE					
FOR THE YEAR ENDED 30 JUNE 2019					
PROJECT	YTD Actual	Annual Forecast	Budget	Percentage	Status
	Incl committed costs	Budgeted	Remaining	Complete	Within budget
SES Shed	131,525	130,000	- 1,525	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	26,055	35,000	8,945	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	174,513	174,000	- 513		✓
W4Q -R2 Reticulation & Burke Oval upgrade	22,463	50,000	27,537		✓
W4Q -R2 Gregory shwgrd spectator facility	379,211	400,000	20,789		✓
W4Q -R2 Bunded fuel storage	31,463	33,000	1,537	100%	✓
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		✓
Total Capital Works	2,960,740	4,209,000	1,248,260		

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.

ATTACHMENTS

Nil

Strategic Projects Reports

09.03.01 Strategic Projects Reports

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

1. MAJOR PROJECTS (>\$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	07 May 2019
Original completion date	30 May 2019 (Tertiary Treatment System)
Revised completion date	30 November 2019 anticipated. Extension of Time requested.
Project Scope	<ul style="list-style-type: none"> ▪ From: <ul style="list-style-type: none"> ○ Upgrade of existing system with a new packaged plant with tertiary treatment capabilities + wet weather storage lagoon. ▪ To: <ul style="list-style-type: none"> ○ Installation of passive lagoon system and wet weather storage area.
Work recently completed	<ul style="list-style-type: none"> ▪ Preliminary design
Forthcoming work	<ul style="list-style-type: none"> ▪ Detailed design and procurement

Key Parameters	Status	Comments
Schedule	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Construction of passive lagoon system and installation of primary treatment infrastructure: <ul style="list-style-type: none"> ○ 10.05.2019-31.10.2019
Scope	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Construction of passive lagoon system + installation of primary treatment (Imhoff tank + screens) and installation/integration of SCADA.
Procurement	On-Track At-Risk Off-track	<ul style="list-style-type: none"> ▪ Progressive procurement from May 2019.

Key Parameters	Status	Comments
Town Planning	On-Track At-Risk Off-track	▪ No MCU required.
Budget	On-Track At-Risk Off-track	▪ The revised scope of works will reduce budgetary pressure.
Reporting	On-Track At-Risk Off-track	▪ Monthly reporting to Dept. Local Government submitted.

2. PROJECTS (<\$1m)

Project	Description	Update/activity for reporting month
Works 4 Queensland Projects	Covered in separate report	<ul style="list-style-type: none"> ▪ Variation Request submitted to DLGRMA.; ▪ Development of risk-based process to deliver W4Q requirements.
Burke Shire Planning Scheme	Adoption of new Planning Scheme	<ul style="list-style-type: none"> ▪ Discussions with DSDMIP in relation to legislative requirements around adoption of new Planning Scheme.
Burke Shire Sport & Recreation Strategy	Develop a Sport and Recreation Strategy for the Burke Shire Council	<ul style="list-style-type: none"> ▪ Survey documentation to be released in May 2019;
Register of Prequalified Suppliers (Plant Hire)	Extension of ROPS without re-refreshing ROPS via tender	<ul style="list-style-type: none"> ▪ Contracts now under final Extension of Term.
Burke Shire Council GIS Project	Adoption of ArcGIS/ESRI platform for Burke's GIS and mapping	<ul style="list-style-type: none"> ▪ Rates data added
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> ▪ Draft ILUA prepared and presented to Negotiator Team and Preston Law for drafting.
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	<ul style="list-style-type: none"> ▪ Registration process underway. ▪ Notification date: 14 May 2019 ▪ Registration date: 15 June 2019
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial developments.	<ul style="list-style-type: none"> ▪ Reconfiguration of Lot process commissioned.
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"> ▪ Options and cost estimates circulated in April 2019. ▪ Meeting with engineering consultancy on 7 May 2019.

3. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
None to report		

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	21.04.2019
2019-03	NDRRA Road Construction Package 2: - Doomadgee to Lawn Hill Road - Bowthorn Road	30.01.2019	20.02.2019	21.04.2019
2019-04	NDRRA Road Construction Package 3: - Gregory Lawn Hill Road	30.01.2019	20.02.2019	21.04.2019
2019-05	NDRRA Road Construction Package 4: - Lawn Hill National Park Road - Riversleigh Road	30.01.2019	20.02.2019	21.04.2019

5. PROJECTS UNDER DEVELOPMENT

Project	Description
Burke Shire Council Corporate Plan 2019-2024	Stakeholder engagement sessions completed in Burketown in October, December 2018 and in March 2019. 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.

Project	Description	Update for reporting month
BBRF Community Investment Stream: <ul style="list-style-type: none">Regional Branding Strategy	Complete Regional Branding Strategy: literature review, regional audit, supply chain logistics, legal and financial dimensions, marketing and commercial, roll-out strategy.	Project endorsed by GSD board for RAB funding. RAB endorsement pending.
Doomadgee 4G Feasibility Study	Feasibility Study to define solution to ongoing issue with 4G services in Doomadgee	RAB endorsement pending.

7. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

ATTACHMENTS

Nil

10. Closed Session Reports

10.01 Closed Session Report - Works 4 Queensland 2017-19

10.02 Closed Session – Burke Shire Planning Scheme

10.03 Closed Session - Burke Shire Council ICT Project

10.04 Closed Session - New Century Resources Rating Category

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

11.02 Draft Corporate Plan 2019-24 (Outcomes, Strategies, KPIs & Priority Projects & Initiatives)

Chief Executive Officer Reports

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan, Chief Executive Officer
DATE REPORT PREPARED:	09 May 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan – Administration. Outcome 2.2 Professional administrative interaction with all stakeholders

1. PURPOSE

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

2. MATTERS FOR YOUR INFORMATION

ANZAC day

Both the dawn and midday ANZAC services were well attended by the community. There was notable participation from Burketown State School, police and the health centre. Council staff ensured the smooth running of events and provided an excellent breakfast. This event is clearly of great importance to our community, and Council is pursuing funding for an upgrade of the cenotaph, including a Roll of Honour.

Remote area tax concessions

Senator MacDonald, at the launch of the boat ramp, urged Burke Shire to provide submissions to the Productivity Commission regarding remote area tax concessions to offset the costs of remote living. Burke Shire residents, businesses and the Council made submissions – a total of eleven, representing 15% of national submissions. I am very pleased with the effort of Council staff in getting their views to the Productivity Commission, particularly as all submissions were of necessity done on the final day of the deadline. Staff who voiced their opinions and provided evidence were Louise Campbell, Allan (Geoff) Rintoul, Cheryl Portch, John Juniper, Shannon Moren and Madison Marshall. I would also like to thank Councillor Murray, the Mayor and Kylie Camp, Victoria McGrane, and the Burketown Caravan Park for their submissions. We hope that our large representation will encourage the Productivity Commission to consult with Burke Shire in the next round of their investigation.

Staff matters

The advertised position for a part-time, fixed contract HR manager has been filled. Megan Macallister, who comes to us from the Cairns Regional Council, will be starting work at the end of the month, working from our Cairns office. We received only one applicant for the Records Traineeship, but the applicant was not available to work full time. We have received two applicants for the Water and Sewer traineeships.

We will be recruiting for a fixed-term Administration and Community Services Coordinator. Until this role is filled, Shannon Moren will be acting in this role and Madison Marshall will devote a third of her time to Council administration functions, and two thirds of Madison's role will be acting as Team

Leader. It will provide an excellent opportunity for both of our talented staff members to get experience of possible career paths within the Burke Shire Council. We will be recruiting for part-time administrative support.

Our Workshop and Fleet Manager, Brett Harris, has notified me his intention to leave Burke Shire Council to pursue his own interests. Brett has done a fantastic job for us and will be very hard to replace. We will start to recruit for this process immediately so that Brett can be part of the selection process and be available for handover.

I attended two toolbox meetings at the depot; one on 23 April and another on 7 May. I made clear my expectations regarding the truthful completion of timesheets, absenteeism and work ethic. All staff have been notified that overtime must be pre-approved or it will not be paid.

We had a well-attended staff barbeque on Friday 3 May, with the Mayor in attendance. The staff were encouraged to get 'flu vaccines and the Mayor led by example.

The Depot will become a no smoking area as of Monday, 27 May. This allows for us to provide 'quit smoking support' to staff who wish to stop smoking.

Bill Jackson's Funeral

Council staff worked closely with Billy's family to ensure that the arrangements for the funeral and internment on 11 May went smoothly. Thanks to Shannon Moren and Madison Marshall who volunteered their time on the day to keep costs down for the family and to contribute to the community and to those, including Glenda Marshall, who helped to clean the hall on Sunday.

Damage to Council Property

In the early hours of Saturday 4 May, extensive damage was done to Council signage, including the damage to the fence and sign at the cemetery. Initial costing of damage looks to be in excess of \$50,000. Council posted a reward of \$10,000 for information leading to the conviction of the perpetrator. I was informed of the name of the person who did the damage to council property and this has been given to local police. The suspect has left town. Council is now considering civil action against the perpetrator for damage to the cemetery sign and fence, as well as reporting him for animal cruelty.

ABC interview

The ABC interviewed me on radio about my new role as CEO of the Burke Shire Council. I talked about our wonderful community, amazing natural beauty and the coming together of the community at the Gregory races. I mentioned our submission to the Productivity Commission; namely that it was unfair to tax individuals and businesses in remote communities at the same level as those who paid less for goods and transport, and had public services that we did not. When asked about the damage to the cemetery, I voiced the community's outrage and said that people who behaved in that way were not welcome in our peaceful Shire.

The ABC will be visiting Burke Shire for stories for their online edition.

3. OFFICER'S RECOMMENDATION

That Councillors note the contents of this report.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.02 Draft Corporate Plan 2019-24 (Outcomes, Strategies, KPIs & Priority Projects & Initiatives)

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Clare Keenan, Chief Executive Officer
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	7 May 2019
LINK TO COUNCIL PLAN/S:	Local Government Act 2009 requirement

1. PURPOSE

To present the draft Outcomes, Strategies and Key Performance Indicators & draft Priority Projects Initiatives of the Corporate Plan 2019-24 to Council for adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required to adopt a new Corporate Plan to cover the period 1 July 2019 to 30 June 2024. In preparation, Council has held a number of internal stakeholder sessions (Councillors, EMT, Staff) as well as range of stakeholder information/feedback sessions, including session in October and December 2018 and in March 2019.

Feedback from these sessions has been augmented by data from a range of other sources (e.g. the Community Satisfaction Survey, internal audit, compliance/performance reporting against Environmental Authorities etc.) as well as statutory compliance requirements to develop the following for inclusion into the draft Corporate Plan 2019-24:

- Priority Project & Initiatives;
- Outcomes, Strategies, Key Performance Indicators (KPIs).

3. OPTIONS

- (a) Adopt the draft Outcomes, Strategies and KPIs as presented for inclusion in Burke's Corporate Plan 2019-24; or
- (b) Adopt the draft Priority Projects & Initiatives as presented for inclusion in Burke's Corporate Plan 2019-24; or
- (c) Request amendments to the draft Outcomes, Strategies and KPIs; or
- (d) Request amendments to the draft Priority Projects & Initiatives.

4. FINANCIAL & RESOURCE IMPLICATIONS

The draft Corporate Plan 2019-24 contains a number of new Priority Projects and Initiatives as well as a range of new Strategies and Key Performance Indicators. Once endorsed, these will be costed and allocated to an appropriate Operational Plan year and associated budget.

5. RISK

Risk Type	What could happen	Possible consequence
Time	<ul style="list-style-type: none"> Delay in adopting Outcomes, Strategies and KPIs impacts on preparation of Operational Plan and Budget. 	<ul style="list-style-type: none"> Reputational damage Delay in adopting the 2019-20 Operational Plan and budget
Consultation	<ul style="list-style-type: none"> Insufficient consultation leads to a Corporate Plan that does not sufficiently reflect the aspirations of Council and community or the requirements of the State. 	<ul style="list-style-type: none"> Lack of community support for Council's strategic vision.

6. POLICY & LEGAL IMPLICATIONS

Council's Corporate Plan is a mandatory strategic document.

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Sections 12 and 13 – responsibilities of councillors and employees	<p>Section 12 charges councillors with ensuring the local government achieves its corporate plan.</p> <p>Section 13 charges council employees with carrying out their duties in a way that ensures the local government achieves its corporate plan.</p>
<i>Local Government Act 2009</i>	Section 104(5) Financial Management System	<p>The system of financial management established by a local government must include—</p> <ol style="list-style-type: none"> the following financial planning documents prepared for the local government— <ol style="list-style-type: none"> a 5-year corporate plan that incorporates community engagement; a long-term asset management plan; a long-term financial forecast; an annual budget including revenue statement; an annual operational plan;
Local Government Regulation 2012	Section 165 Preparation of 5-Year Corporate Plan	<ol style="list-style-type: none"> A local government must prepare a 5-year corporate plan for each period of 5 financial years. A local government must adopt its 5-year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the first financial year that is covered by the plan. A local government may, by resolution, amend its 5-year corporate plan at any time. A local government must discharge its responsibilities in a way that is consistent with its 5-year corporate plan.

Instrument	Reference	Details
Local Government Regulation 2012	Section 166 5-Year Corporate Plan contents	A local government's 5-year corporate plan must— (a) outline the strategic direction of the local government; and (b) state the performance indicators for measuring the local government's progress in achieving its vision for the future of the local government area

7. CRITICAL DATES & IMPLICATIONS

16 May 2019:	Council reviews draft Corporate Plan 2019-24
20 May – 10 June 2019:	Community consideration of Corporate Plan 2019-24
20 June 2019:	Council adopts Corporate Plan 2019-24
18 July 2019:	Council adopts Operational Plan & Budget 2019-24

8. CONSULTATION

Internal:

- Councillors and EMT: various sessions.
- Councillors and Staff: organisational culture focus
- EMT: review of Priority Projects & initiatives, review of Outcomes, Strategies & KPIs

External:

- Sessions held with various stakeholder groups since October 2018.

9. CONCLUSION

The adoption of the draft Priority Projects & Initiatives and the draft Outcomes, Strategies and KPIs at the May 2019 Council meeting will allow Council to meet statutory guidelines in relation to the adoption of the Corporate Plan 2019-24 and the Operational Plan & Budget for 2019-20.

10. OFFICER'S RECOMMENDATION

1. That Council adopts the draft Priority Projects and Initiatives as presented for inclusion into the draft Corporate Plan 2019-24.
2. That Council adopts the draft Outcomes, Strategies and KPIs as presented for inclusion into the draft Corporate Plan 2019-24.
3. That Council endorses the release of the draft Corporate Plan 2019-24 for community consideration and feedback for an initial period of 3 weeks (20 May 2019 – 10 June 2019) prior to adopting the Corporate Plan 2019-24 at the June 2019 Council meeting.

ATTACHMENTS



A01 - Corporate Plan
2019-24 - Outcomes

1. Draft Corporate Plan 2019-24

12. Corporate and Community Services

12.01 Corporate and Community Services Report

12.02 Procurement Policy

Corporate and Community Services Reports

12.01 Corporate and Community Services Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	01 May 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2018/19

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 a risk management framework review project
- Undertook a review of Council's Fraud Framework
- Expression of interest for a Records Management Specialist to assist Council with Records Management Deletion Project advertised on Local Buy
- Commenced recruitment for two trainees (Water and Sewer trainee and Records Management trainee)
- Conducted internal Administration staff training on daily till reconciliation, banking, and petty cash handling.

In addition, staff assisted in organising and delivering the Burketown Anzac Day 2019 commemoration events program.

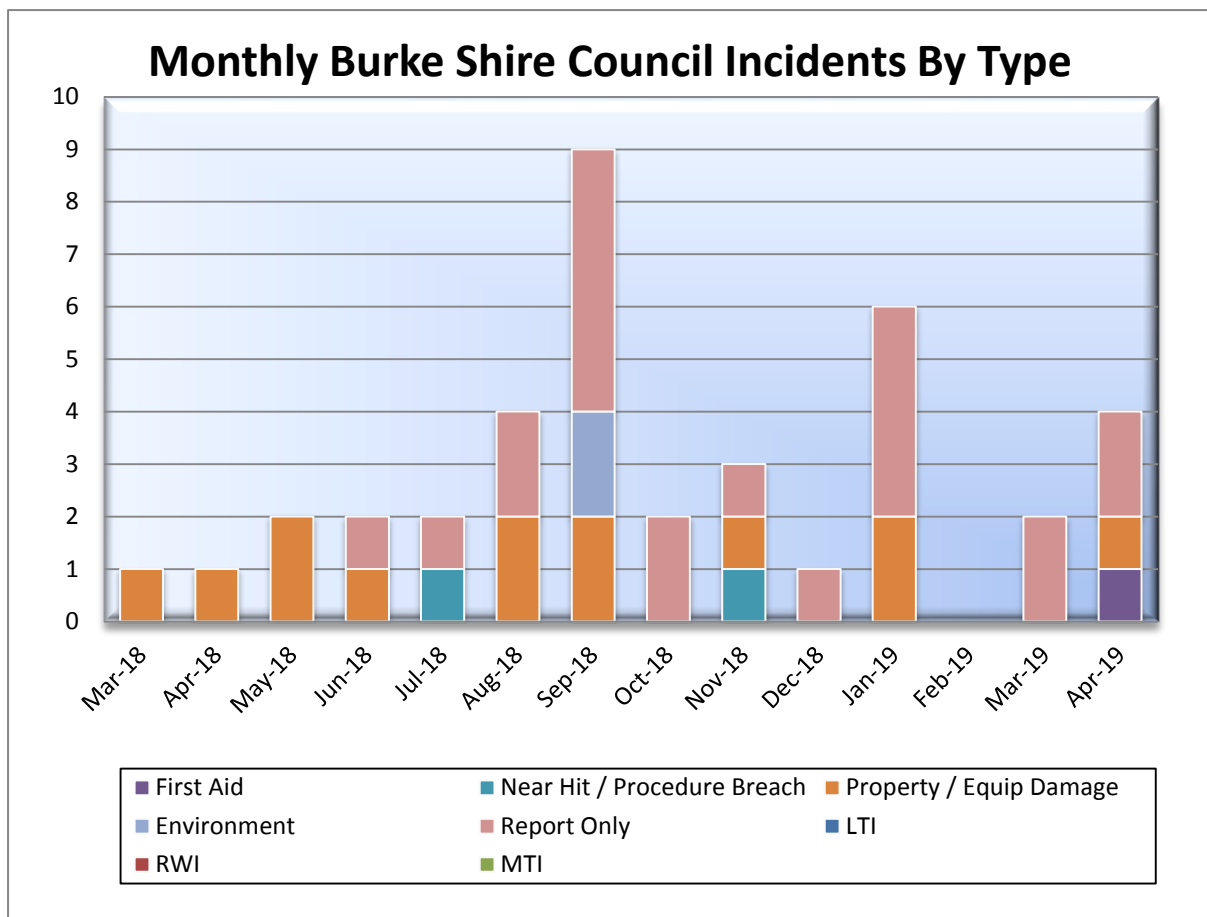
Human Resources

Council's Leave Liability (as at 30 April 2019):

Leave Type	March 2019 Liability (hrs)	April 2019 Liability (hrs)	March 2019 Liability (\$)	April 2019 Liability (\$)
Annual Leave	5,303	5,400	\$270,125	\$278,146
Sick Leave	5,296	5,250	\$231,462	\$231,833
Long Service Leave	6,236	6,309	\$214,925	\$219,657

Workplace Health and Safety

There was one major incident requiring the provision of first aid reported in April 2019, one property or equipment damage report and two.



2. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Corporate and Community Services Reports

12.02 Procurement Policy

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	03 May 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.

1. PURPOSE

To present Council's Procurement Policy for consideration and endorsement.

2. BACKGROUND

Council reviews Policies based on the scheduled review date identified after a policy has been developed or previously reviewed, and in line with legislative and regulatory requirements. Council's existing Procurement Policy has a scheduled review date of April 2019. In accordance with the Local Government Regulations 2012 s198, Council is required to prepare and adopt a policy about procurement (a procurement policy), and review this Procurement Policy annually.

3. PROPOSAL

The current Procurement Policy was reviewed by the Executive Manager Finance and the Executive Manager Works and Infrastructure. No changes to the existing Procurement Policy provisions have been proposed. The Procurement Policy has however been reformatted to align with the Policy Framework Policy. The Procurement Policy, in the revised format, is attached to this report for reference. It is proposed that Council notes the review undertaken of the Policy and adopt the Policy for a period of twelve months until the next scheduled review.

4. FINANCIAL & 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">The endorsement of the policy clarifies the procurement processes to be followed, reducing the risk of incompliance. It should also increase staff awareness and understanding with regards to procurement practices.	<ul style="list-style-type: none">Decreased likelihood of inconsistency in Council procurement practice.

6. POLICY & LEGAL IMPLICATIONS

Council's Procurement Policy complies with the relevant section of the Local Government Regulation 2012.

7. CRITICAL DATES & IMPLICATIONS

The next scheduled review of the Procurement Policy will be April 2020.

8. CONSULTATION

In preparing the content of this Report, consultation has been undertaken in regards to the Policy with Council's Executive Management Team.

9. CONCLUSION

Council's has been reviewed to ensure compliance with accounting standards, regulations and legislation, and is presented to Council for endorsement.

10. OFFICER'S RECOMMENDATION

That Council adopts version 10.1 of the Procurement Policy.

ATTACHMENTS

1. Procurement Policy FIN-POL-001



FIN-POL-001
Procurement Policy - '

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. New business of an urgent nature admitted by Council

Recommendation (if required)

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

16. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled for the meeting at the time of agenda preparation.

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 20 June 2019.

Dictionary of Acronyms

Acronym	
ACCC	Australian Competition and Consumer Commission
ACSC	Administration and Community Services Coordinator
ALGA	Australian Local Government Association
ASBAS	Australian Small Business Advisory Service
ATSI TIDS	Aboriginal and Torres Strait Islander Transport Infrastructure Development Scheme
BBRF	Building Better Regions Fund
BCP	Business Continuity Plan
CABT	Certified Agreement Bargaining Team
CLCAC	Carpentaria Land Council Aboriginal Corporation
CRF	Community Resilience Fund
CRR	Corporate Risk Register
CSS	Community Satisfaction Survey
DAF	Department of Agriculture and Fisheries
DATSIP	Department of Aboriginal and Torres Strait Islander Partnerships
DCP	Drought Communities Program
DDMG	District Disaster Management Group
DLGRMA	Department of Local Government, Racing and Multicultural Affairs (NB: replaces DILGP Department of Infrastructure, Local Government and Planning post 2017 QLD state elections)
DMA	Development Management Agreement
DNRME	Department of Natural Resources, Mines and Energy (NB: replaces DNRM Department of Natural Resources and Mines post 2017 QLD state elections)
DRH	Department of Rural Health
DSDMIP	Department of State Development, Manufacturing, Infrastructure and Planning (NB: replaces DSD Department of State Development post 2017 QLD state elections)

Acronym	
DTMR	Department of Transport and Main Roads
DWQMP	Drinking Water Quality Management Plan
EDQ	Economic Development Queensland
EMCCS	Executive Manager Corporate and Community Services
EMF	Executive Manager Finance
EMSP	Executive Manager Strategic Projects
EMT	Executive Management Team
EMWI	Executive Manager Works and Infrastructure
FAGS	Financial Assistance Grants
GBA	George Bourne and Associates
GSD	Gulf Savannah Development
HRWDC	Human Resources and Workforce Development Coordinator
ILUA	Indigenous Land Use Agreement
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LGAQ	Local Government Association of Queensland
LGGC	Local Government Grants Commission
LGGSP	Local Government Grants and Subsidies Program
LGMA	Local Government Manager's Association
LRRS	Local Roads of Regional Significance
MCU	Material Change of Use
MICRRH	Mount Isa Centre for Rural and Remote Health
NDRP	Natural Disaster Resilience Program
NDRRA	Natural Disaster Relief and Recovery Arrangements
NGA	National General Assembly

Acronym	
NQLGA	North Queensland Local Government Association
NSRF	National Stronger Regions Funding
NWQROC	North West Queensland Regional Organisations of Council
NWQRRTG	North West Queensland Regional Roads Transport Group
QIRC	Queensland Industrial Relations Commission
QMP	Quarry Management Plan
QRA	Queensland Reconstruction Authority
QTC	Queensland Treasury Corporation
QTIF	Queensland Tourism Infrastructure Fund
R2R	Roads to Recovery
RACAS	Road Asset Condition Assessment System
RAUP	Remote Airstrip Upgrade Program
RMPC	Road Maintenance Performance Contract
ROPS	Register of Pre-Qualified suppliers
RRTG	Regional Roads Transport Group
SES	State Emergency Services
SOI	Statement of Intent
SPA	Sustainable Planning Act
STP	Sewerage Treatment Plant
SWIM	State Water Infrastructure Management
TIDS	Transport Infrastructure Development Scheme
TTC	Transport and Tourism Connections
VIC	Visitor Information Centre
WFQ / W4Q	Works for Queensland
WTP	Water Treatment Plant