



# Confirmed Minutes Burke Shire Council Ordinary Meeting Thursday 20 June 2019 9.00am Council Chambers

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## 01. Opening of Meeting

**The Chair declared the meeting open at 9.10am.**

## 02. Record of Attendance

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

**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)**

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 190620.01 4/0**

## 03. Prayer

**Cr Yanner led Council in prayer.**

## 04. Consideration of applications for leave of absence

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

## 05. Confirmation of minutes of previous meeting(s)

### 05.01 Ordinary Meeting Thursday 16 May 2019

**That the Minutes of the Ordinary Meeting of Council held on Thursday 16 May 2019 as presented be confirmed by Council.**

**Moved: Cr Clarke**

**Seconded: Cr Yanner**

**Carried 190620.02 4/0**

## 06. Condolences

**Council notes the passing of Shawn Major and expresses their condolences to the family.**

## 07. Declaration of Interests

**(i) Cr Poole – Material Personal Interest – Item 09.02.02**

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

08.01 Notices of Motion

08.02 Petitions

**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:	13 June 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014-19   Operational Plan 2018-19

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#### 1. GENERAL

This report is for information of Council and outlines the works carried out by the Works and Infrastructure Department of the month of May and generally up to date of reporting.

#### 2. PROJECTS

##### Capital Projects – 2018-19

Task Name	% Complete	Duration	Start	Finish
BSC Master Project Schedule	72%	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	76%	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	95%	99 days	Mon 16/07/18	Thu 29/11/18
Area 1 - North West	95%	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	76%	45 days	Tue 14/08/18	Mon 15/10/18
RMPC	85%	23 days	Mon 19/11/18	Wed 9/01/19
2018/19 - TIDS/ATSI TIDS/R2R/BSC	70%	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	66%	235 days	Mon 7/05/18	Fri 29/03/19
Water treatment plant upgrades	100%	167 days	Mon 16/07/18	Tue 5/03/19
Gregory	100%	156 days	Tue 31/07/18	Tue 5/03/19
Burketown	100%	167 days	Mon 16/07/18	Tue 5/03/19
Bunded fuel storage	100%	60 days	Mon 7/05/18	Fri 27/07/18

Task Name	% Complete	Duration	Start	Finish
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
Phillip Yanner Memorial Oval Upgrade	30%	180 days	Mon 23/07/18	Fri 29/03/19
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	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"> <li>▪ Doomadgee to Lawn Hill Road</li> <li>▪ Bowthorn Road</li> </ul>	2018 NDRRA – Package 2	5%	Tender awarded to GBE. Contract PC of 10 December 2019
Gregory to Lawn Hill Road	2018 NDRRA – Package 3	100%	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. Mobilising 5 <sup>th</sup> July 2019
Doomadgee West Road	2017 NDRRA	100%	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	100%	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	100%	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	10%	Scheduled for completion prior to 30 June 2019.

Road Name	Funding Source	% Complete	Comment
Morella Road	2017 NDRRA	%	Sourcing and stockpiling of gravel commencing 19 June 2019. Scheduled for completion prior to 30 June 2019.
Floraville Road	2017 NDRRA	100%	Works completed
Doomadgee East Road	2017 NDRRA	10%	Underway and Scheduled for completion prior to 30 June 2019.
Doomadgee East Road	2018/19 ATSI TIDS	50%	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	100%	Completed
Firefly Street	2017 NDRRA	100%	Completed
Burke Street	2017 NDRRA	100%	Completed
Gregory Lawn Hill Road	2018/19 TIDS	100%	Completed
Gregory Lawn Hill Road	2019/20 TIDS & R2R	0%	Sealing works scheduled for completion during the 2019 construction season in conjunction with other works on Gregory Lawn Hill Road.
Gregory Lawn Hill Road	2019/20 TIDS & R2R	0%	Resheeting works scheduled for completion during the 2019 construction season in conjunction with other works on Gregory Lawn Hill Road.
Gregory Lawn Hill Road	2019/20 TIDS & R2R	0%	Archie/Dinner Creek floodway improvements. Design to be completed early 2019 pending survey availability and construction completed during the 2019 construction season.
Various Roads (TBC)	2019/20 TIDS	0%	Sight distance improvements. Investigation for improvement locations currently underway. This work will be scheduled to coincide with dozer mobilisation for gravel stockpiling.

### 3. FIVE YEAR ROAD PROGRAM

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

Year	Project No	Road	Cat	Type	Distance (km)
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. RMPC

- a. The proposed RMPC Contract provisions for 2019/20 Financial Year has been forwarded to TMR for review and awaiting formal response and subsequent execution. It is expected that the Contract will be in place by 1 July 2019.
- b. Council staff completed a number of projects in May and progressing onto the remaining works in June. These include:
  - i. Reassigned schedule items to deliver a number of more critical road works for TMR - Completed;
  - ii. Claim made for outstanding works to mid May 2019 – Completed and invoiced;
  - iii. Wills Development Road Heavy Shoulder Grading between Running Creek and Barkly Creek – Completed;
  - iv. Grading of Gravel Pad – underway and scheduled for completion by 30 June 2019;



- v. Medium Formation grading of sections of Commonweal Road – underway and scheduled for completion by 30 June 2019; and
- vi. Final Claim for the 2018/19 financial year will be lodged by mid June. We expect that Council will be in a position to claim near 100%.

#### 5. AIRPORT/REX SERVICES

- i. Works on the main strip have commenced and are approximately 95% completed.
- ii. 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 July 2019;
- iii. The annual inspections of the Burketown Airstrip is scheduled for September 2019 and will be carried out in conjunction with the regional program;
- iv. 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;
- v. Grading of the fire breaks of the Burketown airstrip has progressed and will be finalised once the major NDRRA and RMPC works are completed;
- vi. 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;
- vii. Weed spraying at Burketown airstrip was carried out in early May and the results will be monitored for effect.
- viii. New container at the Gregory Aerodrome installed as part of W4Q 2017-19.
- ix. Staff are now carrying out routine inspections of the Gregory airstrip.

#### 6. WORKSHOP & FLEET

General servicing and seasonal maintenance being the main work carried out

Plant	Description	Maintenance	Scheduled	Cost	Comment
428	Side Tipper	Brake boosters	Yes	4 hrs	Keep operating
480	Prime Mover	385k service, trans, repairs	Yes	24 hrs	Urgent job
481	Water Tanker	Brakes and bearings	Yes	16 hrs	Annual check over
486	Side Tipper	Hydraulic valve	No	4 hrs	Wouldn't tip
522	140M Grader	6,250 hr service, rams	Yes	8 hrs	Scheduled
524	2wd Hilux	85k service, guard	Yes	2 hr	Scheduled
527	Durgla Genset	Failed to start	No	3 hrs	Relay failure
529	John Deere Ride On	Console, trans leak, tyres	No	2 hr	Check over
533	Kubota Ride On	Brake switch, wheels	No	3 hrs	Check over
546	Kubota Tractor	Console, struts, PTO	No	4 hrs	Check over
547	Kubota Tractor	Oil leaks, slasher	No	8 hrs	Major check over
551	Prime Mover	Rear Transmission	No	20 hrs	Overhauled
554	Road Train	Wont tip	No	12 hrs	Change air controls
566	Landcruiser	125k service, battery	Yes	3 hrs	Scheduled

Plant	Description	Maintenance	Scheduled	Cost	Comment
572	Job Truck	85k service	Yes	2 hrs	Scheduled
584	Landcruiser	165k service	Yes	2 hrs	Scheduled
586	Hilux Extra Cab	70k service, windscreen	Yes	4 hrs	Scheduled
591	Gregory Hilux	100k service	Yes	2 hrs	Scheduled
593	Job Truck	110k service	Yes	2 hrs	Scheduled
597	432F2 Backhoe	750 hr service, console	Yes	4 hrs	Scheduled
599	EMWI Hilux	Sent for repair	No	2 hrs	Dented
606	CEO Prado	15k service, windscreen	Yes	4 hrs	Scheduled
	Fuel system	Get operational	No	9 hrs	Up and running
	River cameras	Send for maintenance	Yes	3 hrs	Scheduled
	10 yr plant replacement	Bring up to date	Yes	2 hrs	Needs more work
	Whippers and Mowers	Keep operational	No	5 hrs	Ongoing

Workshop staff inspected the new fuel monitoring system and tank level systems. These appear to be working well and are now being read remotely by finance staff. This system allows for a routine fuel reconciliation and updating to be carried out.

#### Tender Update

- 2018-2019 Budget
  - Ride on Mower- seeking Quotes
  - Traffic Management System-
- 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	4,495							3,716

#### Plant Utilisation

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Revenue v exp (%)	288	261	288	252.83	148.20						
Life rev vs life exp (%)	25.3	28.2	25.3	28.96	27.30						

## 7. TOWN & RURAL SERVICES

### Parks

Automated water system installed in the Morning Glory Park is now operational and being monitored.

Waste Management

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.

EMWI has been reviewing options for the collection of household refuse from Burketown and Gregory and removing off site. Discussion with regional waste contractors have reached a stage now where a formal decision can be made to progress. Options include using various sized skip bins (15 and 30 cubic meter capacity) and front loading 3 cubic meter bins. It would appear that the most likely solution will be the use of 15 cubic meter bins. Further information will be available prior to the June Council meeting.

## 8. 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.

Council should note that a large number of outstanding maintenance jobs have now been completed – some that have been some 2 plus years old. Further information will be available for the July council meeting.

## 9. BIOSECURITY

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

## 10. WATER

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
<b>April 2019 13203 kl</b>	<b>May 2019 14747 kl</b>	1544 kl
	Daily Usage (Kilo litres)	Outflow To Town (Litres/Second)
Highest Daily Usage	691 kl	Avg 8.55l/s
Lowest Daily Usage	183 kl	Avg 2 l/s

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
<b>April 2019 3423kl</b>	<b>May 2019 3753 kl</b>	330 kl

Gregory Water Treatment

We have fixed and issue with the flow data so we should be able to retrieve the highest and lowest for June 2019, starting from the 10-6-19

#### Water Treatment results

Burke Shire – Treated Water – 8<sup>th</sup> May 2019 Sample No (as per below)

Sample Number	Sample	Result Name	Guidelines	Result	Unit
671430	Burketown - Marshall St Res.	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
671432	Burketown - WTP	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
671438	Caravan Park	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
671440	Gregory - Pub	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
671442	Gregory - School	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
671446	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.
- New media has been installed in the Filters at Gregory.
- I will have to visit the GWTP to do some maintenance.
- 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.

##### BURKETOWN

- Plant operating well.
- Filter installation started on the 15<sup>th</sup> of May and was completed on the 22<sup>nd</sup> of May. QEE was on site with Mark Samblebe on site to commission the system.
- Water pressure issues were experienced throughout the Town Reticulation during the installation process.
- Boil Water Notices were issued during the up grade as a precautionary measure, as we still had Chlorine disinfection.
- ECOLI Water samples were collected around town during this process and all passed.
- Potable water outlet flow meter to town was not operational between 15<sup>th</sup> may and the 19<sup>th</sup> May 2019.

#### Water Reticulation Summary

##### GREGORY

- System operating well.

## BURKETOWN

- Staffing issues within the water is becoming an issue. JUNE has seen 2 workers enter the Water Department in Burketown .We are now starting to complete out standing work.

State-wide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Yearly Target	MAY 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

## 11. SEWERAGE

Treatment Plant

- Blivet operating well with no major issues.

Analysis	Result Name	Limit of Reporting	Guideline	Result	Unit
NUTRIENTS_TOTAL	TP	<0.1	<= 30 mg/ L P	4.8	mg/ L P

Analysis	Result Name	Limit of Reporting	Guideline	Result	Unit
NUTRIENTS_TOTAL	TN	<0.2	<= 40 mg/L N	22	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	490	µS/cm
PH_EC_ALK_TURB	pH	<0.1	6.5 - 8.5	7.6	
BOD_CHLORINATED	BOD	<2	<= 20 mg/L	2.8	mg/L
CHLOR_TOT_LAB	Total Chlorine	<0.02		0.06	mg/L
CHLOR_FREE_LAB	Free Chlorine	<0.02	<= 1 mg/L	0.12	mg/L
ECOLI-TOTAL COLIFORM	E coli	<10	<= 1000 CFU/100mL	<10	CFU/100mL

## 12. 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 Poole

Carried 190620.03 4/0

CEO Clare Keenan would like to minute Brian Gaunt's outstanding management of the stores.

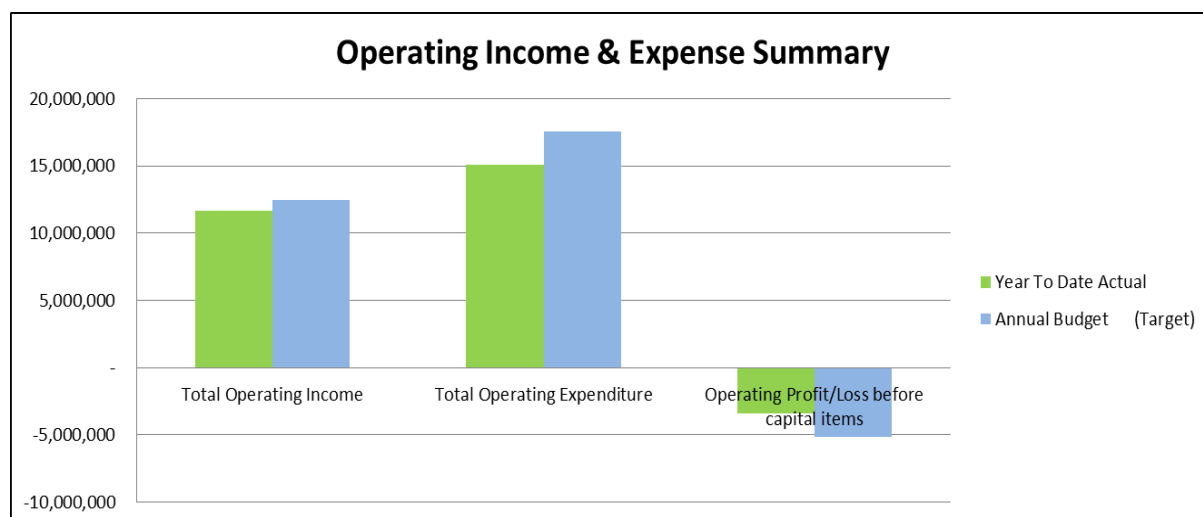
## 09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	7 June 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	11,672,254	12,439,000	- 766,746	94%
Total Operating Expenditure	15,108,412	17,578,000	2,469,588	86%
<b>Operating Profit/Loss before capital items</b>	<b>- 3,436,158</b>	<b>- 5,139,000</b>	<b>1,702,842</b>	<b>67%</b>
Capital Income	2,198,388	3,432,000	- 1,233,612	64%
Capital Expenditure	3,252,127	4,209,000	956,873	77%
Cash & Cash Equivalents	10,518,438	9,528,032	990,406	110%
Other Current Assets	788,904	1,096,089	- 307,185	72%
Liabilities (Current)	920,972	2,278,518	1,357,546	40%
Liabilities (Non Current)	682,750	648,996	- 33,754	105%
Current Assets to Liabilities Ratio	7	5		



Council reported an operating loss of \$3.4 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 94% 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 86% of the annual forecast. Total operating expenditure is expected to be within budget at the close of the financial year.

Cash balances decreased from \$10.7 million from the previous reporting month to \$10.5 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 (%)	✗	-29%	-41%	Between 0% and 10% (over the long term)
Asset Sustainability Ratio (%)	✗	36%	35%	Greater than 90% (over the long term)
Working Capital Ratio	✓	12	5	Greater than 1:1 (over the long term)
Net Financial Liabilities Ratio	✓	-89%	-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 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 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.

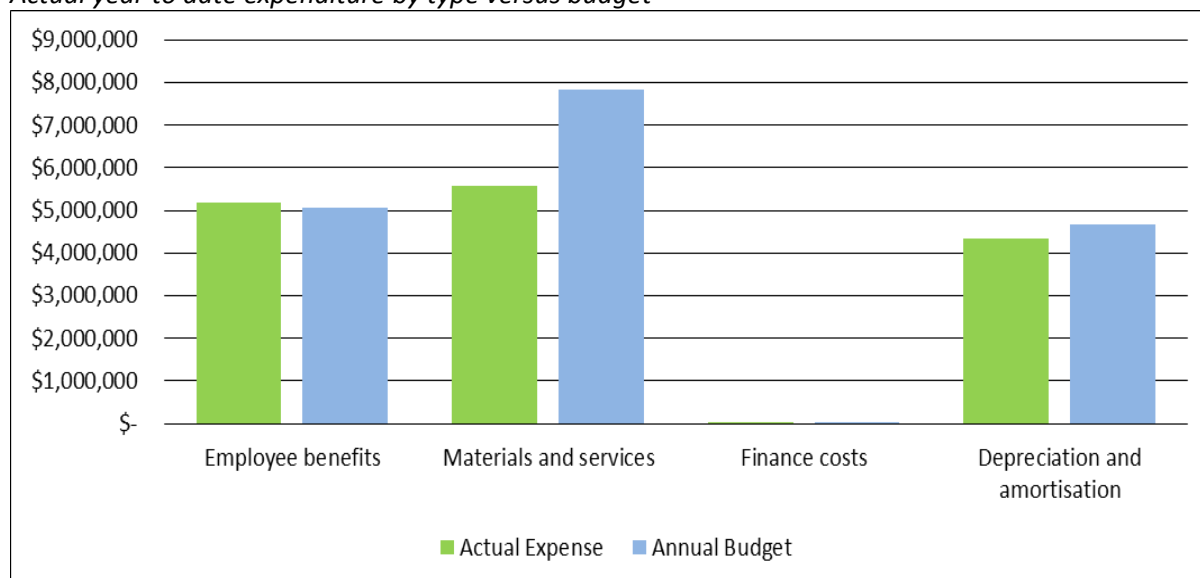
**The Asset Sustainability ratio** measures council's expenditure on the renewal and replacement of infrastructure assets, council's ratio at the end of the reporting period remains below the target benchmark.

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 dropped from 33% at the end of the previous month to 30% of total operating income. The own source revenue ratio has been consistently low through the year reflecting a heavy reliance on external funding. External operating grants represent 53% of total operating income while capital grants sat at 17% of total income.



## 2. STATEMENT OF INCOME AND EXPENDITURE

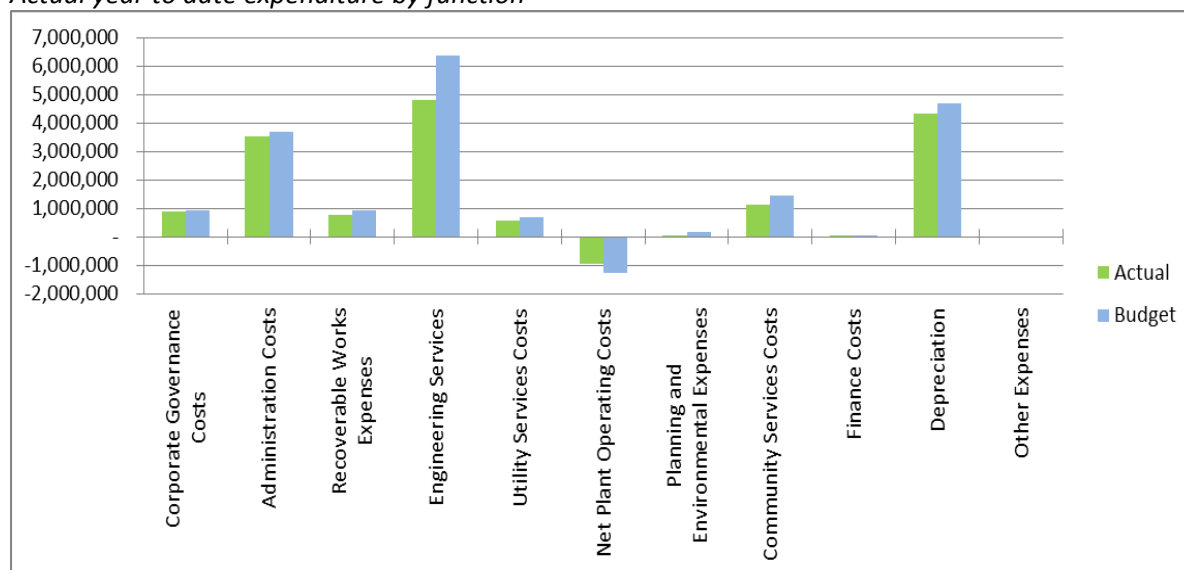
STATEMENT OF INCOME AND EXPENDITURE				
	Annual	YTD	YTD	YTD
	Budget	Actual	Pro rata Budget	Variance
<b>Recurrent Revenue</b>				
Rates levies and Charges	2,771,000	2,764,882	2,540,083	224,799
Fees & Charges	89,000	88,136	81,583	6,553
Rental Income	225,000	207,317	206,250	1,067
Interest	176,000	189,133	161,333	27,800
Recoverable Works Revenue	993,000	613,173	910,250	- 297,077
Other Income	297,000	430,860	272,250	158,610
Donations	24,000	-	22,000	- 22,000
Developer Contributions	-	-	-	-
Subsidies and Grants	7,864,000	7,378,753	7,208,667	170,086
<b>Total Recurrent Revenue</b>	<b>12,439,000</b>	<b>11,672,254</b>	<b>11,402,417</b>	<b>269,837</b>
<b>Capital Revenue</b>				
Sale of non-current assets	-	- 113,286	-	- 113,286
Contributions	-	-	-	-
Subsidies and Grants	3,432,000	2,311,674	3,146,000	- 834,326
<b>Total Capital Revenue</b>	<b>3,432,000</b>	<b>2,198,388</b>	<b>3,146,000</b>	<b>- 947,612</b>
<b>TOTAL INCOME</b>	<b>15,871,000</b>	<b>13,870,642</b>	<b>14,548,417</b>	<b>- 677,775</b>
<b>Recurrent Expenses</b>				
Employee benefits	- 5,062,000	- 5,171,091	- 4,640,167	- 530,924
Materials and services	- 7,819,000	- 5,582,596	- 7,167,417	1,584,821
Finance costs	- 24,000	- 19,073	- 22,000	2,927
Depreciation and amortisation	- 4,673,000	- 4,335,652	- 4,283,583	- 52,069
<b>TOTAL RECURRENT EXPENSES</b>	<b>- 17,578,000</b>	<b>- 15,108,412</b>	<b>- 16,113,167</b>	<b>1,004,755</b>
<b>NET RESULT</b>	<b>- 1,707,000</b>	<b>- 1,237,770</b>	<b>- 1,564,750</b>	<b>326,980</b>

*Actual year to date expenditure by type versus budget*

## 3. NORMALISED OPERATING RESULTS

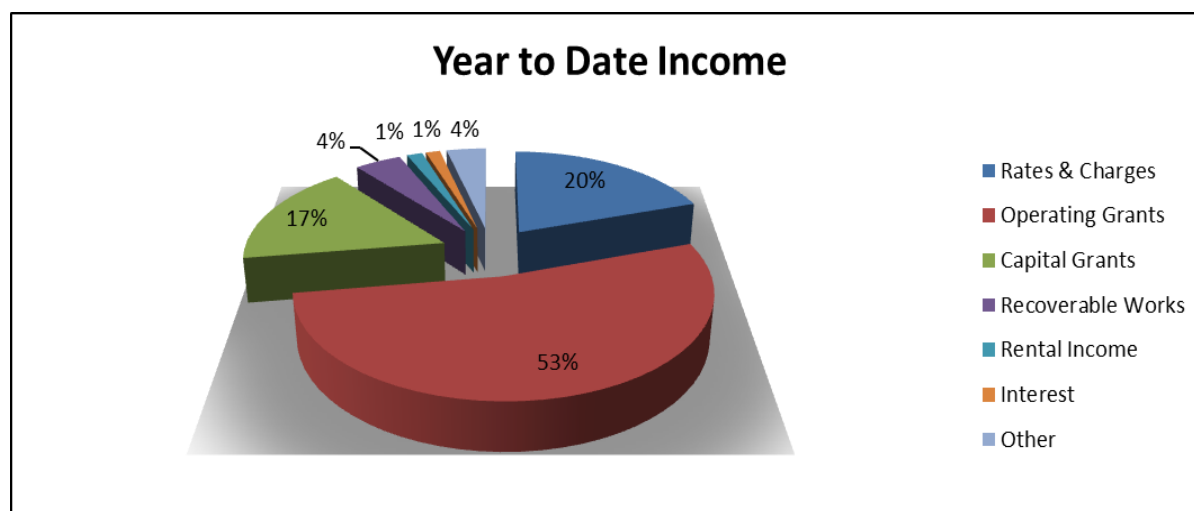
*\*The normalised operating report shows council operating revenues and expenditure excluding flood damage income and expenditure.*

NORMALISED OPERATING STATEMENT				
	Annual	YTD	YTD	YTD
	Budget	Pro rata Budget	Actual	Variance
<b>Recurrent Revenue</b>				
Rates levies and Charges	2,771,000	2,540,083	2,764,882	224,799
Fees & Charges	89,000	81,583	88,136	6,553
Rental Income	225,000	206,250	207,317	1,067
Interest	176,000	161,333	189,133	27,800
Recoverable Works Revenue	993,000	910,250	613,173	- 297,077
Other Income	297,000	272,250	430,860	158,610
Donations	24,000	22,000	-	- 22,000
Developer Contributions	-	-	-	-
Subsidies and Grants	3,276,000	3,003,000	2,685,753	- 317,247
<b>TOTAL RECURRENT REVENUE (Excl flood damage)</b>	<b>7,851,000</b>	<b>7,196,750</b>	<b>6,979,254</b>	<b>- 217,496</b>
<b>Recurrent Expenses</b>				
Corporate Governance Costs	940,000	861,667	879,462	17,795
Administration Costs	3,697,000	3,388,917	3,530,712	141,795
Recoverable Works Expenses	910,000	834,167	763,941	- 70,226
Engineering Services	1,519,000	1,392,417	1,821,191	428,774
Utility Services Costs	671,000	615,083	565,017	- 50,066
Net Plant Operating Costs	- 1,280,000	- 1,173,333	- 968,554	204,779
Planning and Environmental Expenses	158,000	144,833	65,014	- 79,819
Community Services Costs	1,435,000	1,315,417	1,131,904	- 183,513
Finance Costs	24,000	22,000	19,073	- 2,927
Depreciation	4,673,000	4,283,583	4,335,652	52,069
Other Expenses	-	-	-	-
<b>TOTAL RECURRENT EXPENSES (Excl Flood damage)</b>	<b>12,747,000</b>	<b>11,684,750</b>	<b>12,143,412</b>	<b>458,662</b>
<b>NET RESULT</b>	<b>- 4,896,000</b>	<b>- 4,488,000</b>	<b>- 5,164,158</b>	<b>- 676,158</b>

*Actual year to date expenditure by function*

## 4. DETAILED REVENUE ANALYSIS

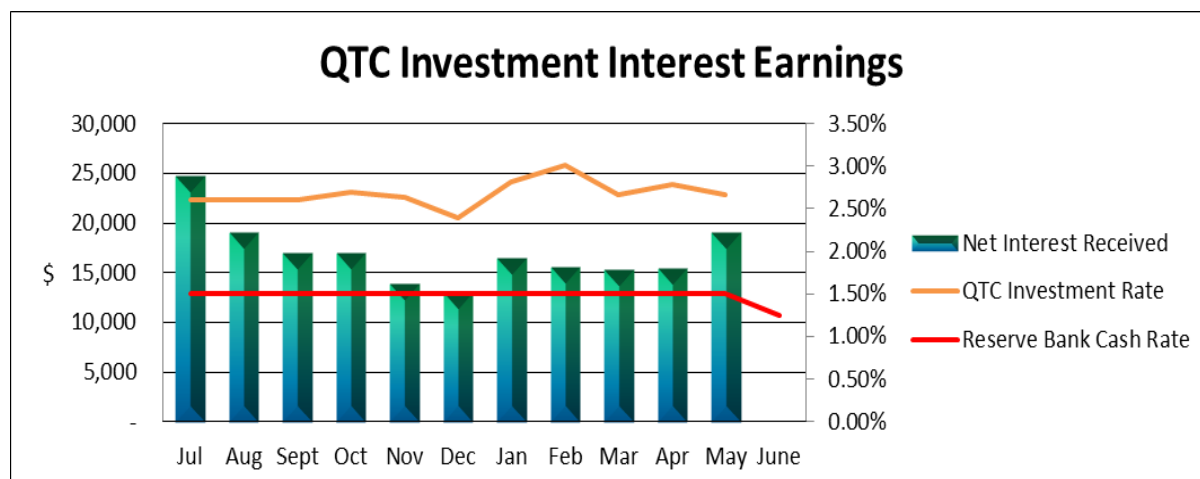
Operating grants continue to be the largest income stream for Council at 53% of year to date income, with the largest contributor to this income pool being flood damage related funds.



RATES, LEVIES & CHARGES					
	Annual Budget	YTD Pro rata	YTD Actual	Annual Variance	Status
General Rates	2,132,000	1,954,333	2,132,391	391	✓
Sewerage Charges	158,000	144,833	157,715	- 285	✓
Waste Management Charges	104,000	95,333	104,983	983	✓
Water Supply Charges	375,000	343,750	376,078	1,078	✓
Water Excess Consumption Charge	50,000	45,833	51,190	1,190	✓
<b>Total Rates, Levies &amp; Charges</b>	<b>2,819,000</b>	<b>2,584,083</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. 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.

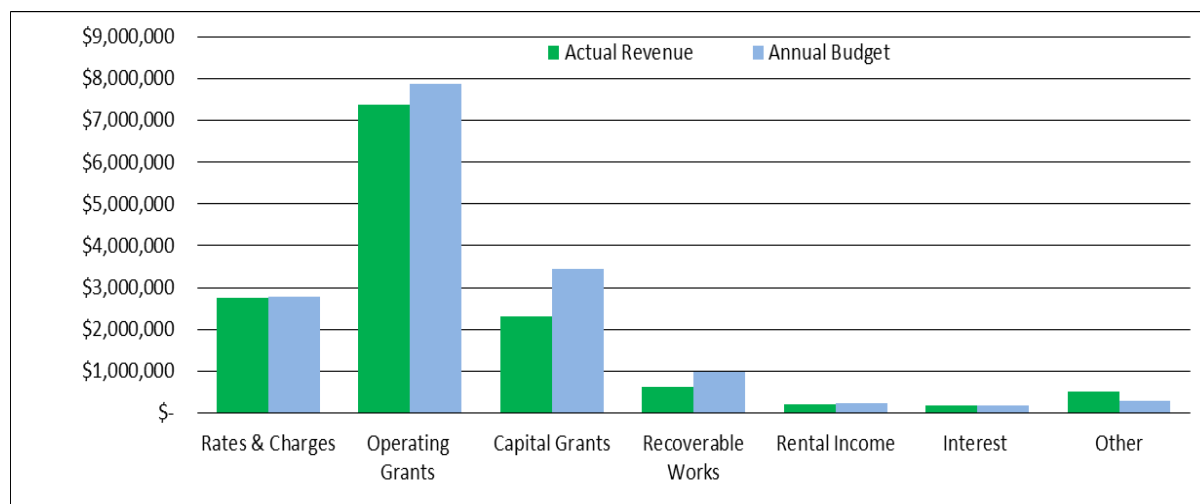


Operating grants are now on track with pro rata and annual estimates with the exception of NDRRA claims for the 2016-17 financial year, it should be noted that the NDRRA variance primarily relates to timing, there are no permanent variances to report.

OPERATING GRANTS						
	Annual Budget	YTD Pro rata	YTD Actual	Annual Variance	Status	Comment
Financial Assistance Grant (General Purpose)	1,291,000	1,183,417	1,291,070	70	✓	On Track
Financial Assistance Grant (Road Component)	210,000	192,500	210,134	134	✓	On Track
Flood Damage 2015 - 2016 Event Claims	1,020,000	935,000	952,917	- 67,083	✓	On Track
Flood Damage 2016 - 2017 Event Claims	2,500,000	2,291,667	1,080,247	- 1,419,753	✗	Timing variance
Flood Damage 2017 - 2018 Event Claims	2,597,000	2,380,583	2,660,531	63,531	✓	On Track
Other Operating Grants	246,000	225,500	1,183,854	937,854	✓	On Track
<b>Total Operating Grants</b>	<b>7,864,000</b>	<b>7,208,667</b>	<b>7,378,753</b>	<b>- 485,247</b>	✓	On Track

CAPITAL GRANTS						
	Annual Budget	YTD Pro rata	YTD Actual	Annual Variance	Status	Comment
Roads To Recovery Grant	242,000	221,833	242,926	926	✓	On Track
TIDS Grant	600,000	550,000	534,000	- 66,000	✗	Timing variance
ATSI TIDS	70,000		-	- 70,000	✗	Timing variance
Works for Queensland Grant	600,000	550,000	679,000	79,000	✓	On Track
NSRF Grant	397,000	363,917	397,849	849	✓	On Track
Grant - Stronger Communities	5,000	4,583	-	- 5,000	✗	Timing variance
Grant - Visitor Information Centre	74,000	67,833	74,416	416	✓	On Track
Grant - Building Our Regions (Solar)	199,000	182,417	158,083	- 40,917	✗	Timing variance
Grant - Sewerage Passive Lagoon	950,000	870,833	-	- 950,000	✗	Timing variance
Grant - Get Playing Places & Spaces	90,000		45,000	- 45,000	✗	Timing variance
Grant - MIPP	205,000		180,400		✗	
<b>Total Capital Grants</b>	<b>3,432,000</b>	<b>2,811,417</b>	<b>2,311,674</b>	<b>- 1,095,726</b>	✗	

Overall year to date capital grants are lower than pro rata and annual estimates primarily due to timing differences, nil permanent variances to report. TIDS and ATSI TIDS grants claims will be completed in June bringing actuals online with budget. All other outstanding capital revenues are expected to be received in the following financial year.



## 5. BUSINESS UNITS

ROADS, BRIDGES & STREETS MAINTENANCE PROGRAM					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	210,000	192,500	210,134	134	✓
Total Expenditure	445,000	407,917	373,994	71,006	✓
Earnings before interest and depreciation (EBITD)	- 235,000	- 215,417	- 163,860	- 70,872	
Depreciation Expense	- 3,106,000	- 2,847,167	- 2,903,000	203,000	✓
Operating Surplus/Deficit	- 3,341,000	- 3,062,583	- 3,066,860	132,128	✓
FLOOD DAMAGE PROGRAM					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	6,117,000	5,607,250	4,693,000	- 1,424,000	✗
Total Expenditure	4,300,000	3,941,667	2,965,000	- 1,335,000	✓
Operating Surplus/Deficit	1,817,000	1,665,583	1,728,000	- 89,000	✓
RMPC					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	969,000	888,250	588,958	- 380,042	✗
Total Expenditure	890,000	815,833	738,000	152,000	✓
Operating Surplus/Deficit	79,000	72,417	- 149,042	- 228,042	✗
WATER UTILITY					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	425,000	39,500	427,268	2,268	✓
Total Expenditure	475,000	28,000	434,435	40,565	✓
Earnings before interest and depreciation (EBITD)	- 50,000	11,500	- 7,167		
Depreciation Expense	269,000	12,773	291,000	- 22,000	✓
Operating Surplus/Deficit	- 319,000	24,273	- 298,167		✓
SEWER UTILITY					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	158,000	144,833	157,715	- 285	✓
Total Expenditure	88,000	80,667	77,248	10,752	✓
Earnings before interest and depreciation (EBITD)	70,000	64,167	80,467		
Depreciation Expense	54,000	49,500	46,913	7,087	✓
Operating Surplus/Deficit	16,000	113,667	33,554		✓

WASTE MANAGEMENT UTILITY					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	104,000	95,333	104,982	982	✓
Total Expenditure	108,000	99,000	86,643	21,357	✓
Earnings before interest and depreciation (EBITD)	- 4,000	- 3,667	18,339		✓
Depreciation Expense	10,000	9,167	4,815	5,185	✓
Operating Surplus/Deficit	- 14,000	5,500	13,524		✓
HOUSING					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	225,000	206,250	207,000	- 18,000	✗
Total Expenditure	334,000	306,167	253,020	80,980	✓
Earnings before interest and depreciation (EBITD)	- 109,000	- 99,917	- 46,020		
Depreciation Expense	316,000	289,667	298,237	17,763	✓
Operating Surplus/Deficit	- 425,000	- 99,917	- 344,257		✓
PARKS,GARDENS, MULTIPURPOSE COURTS, AQUATIC CENTRE AND SPORTS OVALS					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	23,000	21,083	22,058	- 942	✗
Total Expenditure	568,000	520,667	474,000	94,000	✓
Operating Surplus/Deficit	- 545,000	- 499,583	- 451,942		✓
AIRPORT OPERATIONS					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	69,000	63,250	70,304	1,304	✓
Total Expenditure	178,000	163,167	180,727	- 2,727	✓
Earnings before interest and depreciation (EBITD)	- 109,000	- 99,917	- 110,423		
Depreciation Expense	45,000	41,250	42,322	2,678	✓
Operating Surplus/Deficit	- 154,000	- 99,917	- 152,745		✓
PLANT & FLEET OPERATION					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Bus Hire	1,000		1,824	824	✓
Plant Hire Recoveries (Negative Expenditure)	2,200,000		1,668,000	- 532,000	✗
Other Income (Profit on disposal, insurance claims and fuel rebates)	40,000		56,702	16,702	✗
Total Income	2,241,000		1,726,526	- 514,474	
Total Expenditure	920,000	843,333	710,424	209,576	✓
Earnings before interest and depreciation (EBITD)	1,321,000	1,210,917	1,016,102		
Depreciation Expense	437,000	400,583	336,942	100,058	✓
Operating Surplus/Deficit	884,000	- 843,333	679,160		✓

Income and expenditure across all business units is on track with annual estimates with a few exceptions primarily relating to timing of receipts and recognition of revenue:

#### NDRRA

Flood damage claims for the 2016-17 flood events will be submitted towards the end of June with the revenue earned to date to be received in the 2019-20 financial year.

Flood damage works relating to the 2016-17 flood events must be completed by the 20<sup>th</sup> of June; this work is on track for completion by the due date.

Council is working with QRA on the flood damage submissions for flood events that occurred in early 2019.

**RMPC**

RMPC program revenue to date is slightly below the annual estimate however a final claim of approximately \$100K will be submitted before 30 June bringing the year to date income inline with annual estimates. RMPC costs to date within annual budget estimates.

**TIDS & ATSI TIDS**

TIDS and ATSI TIDS program works on Gregory Lawn Hill Road & Doomadgee East Road for the 2018-19 financial year are ongoing and due to be completed before 30 June. Claims will be submitted on completion of works bringing year to date totals in line with annual estimates. TIDS and ATSI TIDS costs to date are within budget. Council has also met its TIDS contribution obligation.

**Roads & streets maintenance program**

Unexpected costs have been incurred for interim works related to culvert failure, additional costs will be incurred to replace/renew the culverts. These costs are likely to be incurred in the 2019-20 financial year.

**Housing program**

Significant expenditure has been incurred on housing maintenance, overall housing maintenance and repairs costs are within the annual budget.

## 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>10,518,438</b>	619,716	9,528,032
Trade and other receivables	1,583,470	<b>444,594</b>	- 1,138,876	769,708
Inventories	242,401	<b>310,065</b>	67,664	242,401
Other financial assets	102,528	<b>34,245</b>	- 68,283	83,980
Non-current assets classified as held for sale	-	-	-	-
<b>Total current assets</b>	<b>11,827,121</b>	<b>11,307,342</b>	- 519,779	<b>10,624,121</b>
<b>Non-current Assets</b>				
Receivables	-	-	-	-
Property, plant and equipment	204,264,969	<b>208,691,793</b>	4,426,824	210,862,660
Accumulated Depreciation	- 60,144,445	- <b>64,184,360</b>	- 4,039,915	- 64,817,445
Intangible assets	-	-	-	-
<b>Total non-current assets</b>	<b>146,544,215</b>	<b>144,507,433</b>	- 2,036,782	<b>146,045,215</b>
<b>TOTAL ASSETS</b>	<b>158,371,336</b>	<b>155,814,775</b>	- 2,556,561	<b>156,669,336</b>
<b>Current Liabilities</b>				
Trade and other payables	2,160,712	<b>778,124</b>	- 1,382,588	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>920,972</b>	- 1,357,546	<b>2,278,517</b>
<b>Non-current Liabilities</b>				
Trade and other payables	-	-	-	-
Interest bearing liabilities	-	-	-	-
Provisions	643,996	<b>682,750</b>	38,754	648,996
Other	-	-	-	-
<b>Total non-current liabilities</b>	<b>643,996</b>	<b>682,750</b>	<b>38,754</b>	<b>648,996</b>
<b>TOTAL LIABILITIES</b>	<b>2,922,514</b>	<b>1,603,722</b>	- 1,318,792	<b>2,927,513</b>
<b>NET COMMUNITY ASSETS</b>	<b>155,448,822</b>	<b>154,211,054</b>	- 1,237,769	<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>28,262,707</b>	- 1,237,769	27,793,476
Other reserves	-	-	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>155,448,822</b>	<b>154,211,054</b>	- 1,237,769	<b>153,741,823</b>

## Cash and Cash Equivalents Summary

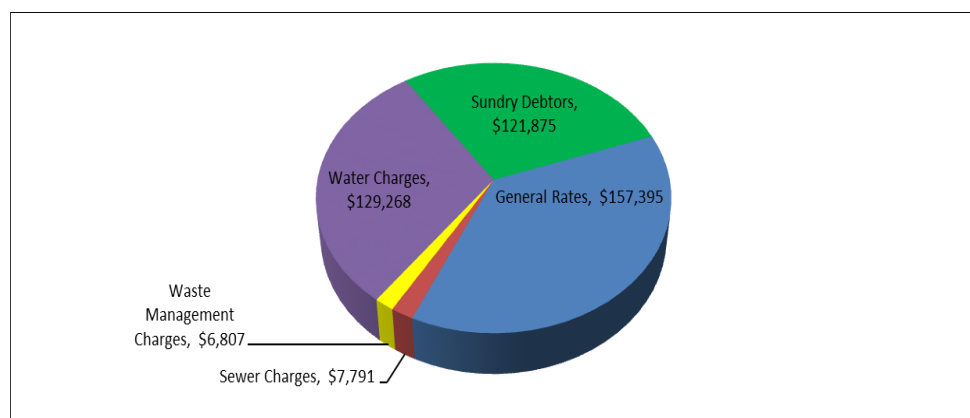
Cash & Cash Equivalents	Reserve Bank Cash Rate	QTC Investment Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	1.50%	2.82%	\$ 166,800	\$ 9,754,849
Westpac General Fund	1.50%	0.00%	\$ 0	\$ 763,305
Cash Floats	1.50%	0.00%	\$ -	\$ 283
<b>Total</b>			<b>\$ 166,800</b>	<b>\$ 10,518,437</b>



## 7. OUTSTANDING RECEIVABLES

Council commenced debt recovery actions relating to general rates and utility charges in May. Updates will be provided in relation to debt recovery actions. The graphs below provide a breakdown of the amounts owed to Council in respect of services that have been provided to the community.

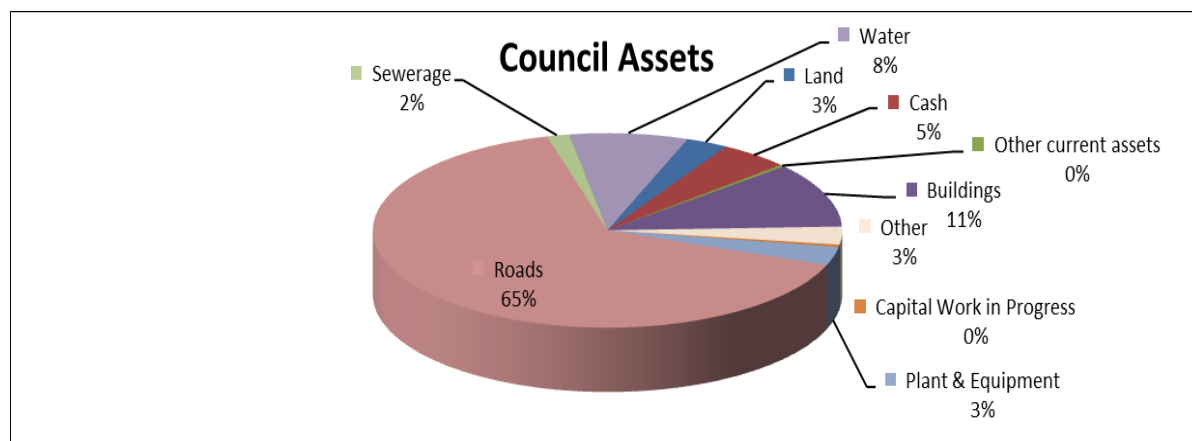
Outstanding Charge	Total Amount \$	Percentage of total
General Rates	\$ 157,395	37%
Sewer Charges	\$ 7,791	2%
Waste Management Charges	\$ 6,807	2%
Water Charges	\$ 129,268	31%
Sundry Debtors	\$ 121,875	29%
<b>Total Outstanding Receivables</b>	<b>423,135</b>	



### 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 Outstand
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
<b>TOTAL</b>	<b>138,290</b>	<b>73,344</b>	<b>91,547</b>	<b>2,552</b>	<b>305,734</b>

### Current and Non Current Assets Breakdown



## 8. STATEMENT OF CASH FLOWS

STATEMENT OF CASH FLOWS		
	YTD	Annual Forecast
	Actual	Budgeted
<b>Cash flows from operating activities</b>		
Receipts from customers	5,104,210	5,006,310
Payments to suppliers & employees	- 12,159,215	- 12,900,000
	- 7,055,005	- 7,893,690
Interest received	189,133	176,000
Rental income	207,317	225,000
Non capital grants and subsidies	7,378,753	7,864,000
<b>Net cash inflow (outflow) from operating activities</b>	<b>720,197</b>	<b>371,310</b>
<b>Cash flows from investing activities</b>		
Payments for property plant & equipment	- 2,316,763	- 4,209,000
Proceeds from sale of property plant & equipment	- 95,393	35,000
Capital grants, subsidies, contributions and donations	2,311,674	3,432,000
<b>Net cash inflow (outflows) from investing activities</b>	<b>- 100,482</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>619,715</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>10,518,437</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	-	210,134	316,994	108,550
ROAD PROJECTS (CAPITAL)	-	400,000	957,326	1,183,766	173,560
SEWER UPGRADE PROJECT	-	650,000	-	97,512	552,488
NDRRA ADVANCE PAYMENT 2016-17 FLOOD EVENT	861,000	-	1,080,000	2,549,000	608,000
NDRRA ADVANCE PAYMENT 2017-18 FLOOD EVENT	-	-	2,660,000	228,000	2,432,000
GET PLAYING PLACES & SPACES	-	-	45,000	-	45,000
COUNTER DISASTER EMERGENCY FUNDING	-	-	1,000,000	-	1,000,000
GET READY QLD	-	-	4,800	-	4,800
WORKS FOR QLD ROUND 2	440,000	-	679,000	480,000	639,000
<b>TOTAL CONSTRAINED CASH</b>	<b>1,516,410</b>	<b>1,050,000</b>	<b>6,636,260</b>	<b>4,855,272</b>	<b>4,347,398</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.**

## 9. 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	679,000	-
TIDS (Roads Funding)	600,000	534,000	600,000
MIPP (Roads & Bridges Funding)	205,000	180,400	-
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	-
Get Playing Places & Spaces	90,000	45,000	-
Stronger 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>2,316,673</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	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	30,289	35,000	4,711	100%	✓
W4Q-R2 Water treatment plant upgrade Burke & Gregory	287,000	300,000	13,000		✓
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	177,000	174,000	3,000		✗
W4Q -R2 Reticulation & Burke Oval upgrade	102,000	50,000	52,000		✗
W4Q -R2 Gregory shwgrd spectator facility	438,000	400,000	38,000		✗
W4Q -R2 Bunded fuel storage	32,000	33,000	1,000	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	718,000	704,000	14,000	100%	✓
Gregory Lawn Hill Road Seal	-	132,000	132,000		✓
Doomadgee West Road Formation	364,000	364,000	-	100%	✓
Doomadgee East Road Reseal	33,000	70,000	37,000		✓
Leichardt river crossing	192,000	205,000	13,000		✓
Burke /Gregory Intersection	20,475	21,000	525	100%	✓
Firefly Street Water Infrastructure Upgrade	3,060	47,000	43,940		✓
Sewer Treatment Plant Upgrade	85,833	600,000	514,167		✓
Firefly Street Sewerage Infrastructure Upgrade	8,032	127,000	118,968		✓
<b>Total Capital Works</b>	<b>3,252,127</b>	<b>4,209,000</b>	<b>956,873</b>		

## 10. 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

## 11. OFFICER'S RECOMMENDATION

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

**09.02.01 Finance Monthly Update Report**

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

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 190620.04 4/0**

**Declaration: Material Personal Interest**

Cr Poole declared a material personal interest in item 09.02.02 and left the meeting at 9.40am.

"I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as follows\*: -

(i) My business stands to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.

I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on."

**Attendance**

Cr Camp left the meeting from 9.40am to 9.42am.

Darren Thomson left the meeting from 9.40am to 9.41am.

Geoff Rintoul left the meeting from 10.06am to 10.10am.

Cr Murray entered the meeting at 10.10am.

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09.02.02 Review of Airport Fees & Charges

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	13 May 2019
LINK TO COUNCIL PLAN/S:	Revenue Statement, Budget, Operational Plan

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## 1. PURPOSE

To consider and adopt proposed airport charges for the 2019-20 financial year.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Council reviews fees and charges for a number of services including charges related to the provision of airport services and facilities on an annual basis. This report and associated attachments contains the proposed airport fees and charges for the 2019-20 financial year. Council considers factors such as relevant airport operating and maintenance costs and has regard to changes in underlying budget assumptions such as changes in Consumer Price Index (CPI). The Consumer Price Index measures the quarterly changes in the price of a “basket” of goods or services, a comparable average revenue increase will be necessary to maintain current levels of service before provision for growth, irregular maintenance and capital replacement.

## 3. PROPOSAL

That Council acknowledges and adopts proposed airport billing fees and charges for the 2019-20 financial year. These fees will take effect from the 1<sup>st</sup> of July 2019.

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

Council provides airport facilities, infrastructure and ground handling services to aviation operators and the community. Setting of appropriate fees and charges ensures Councils ability to maintain the aviation infrastructure and provide aviation facilities and services.

## 5. POLICY &amp; LEGAL IMPLICATIONS

N/A

## 6. CRITICAL DATES &amp; IMPLICATIONS

The proposed fees and charges would be effective from the 1<sup>st</sup> of July 2019, it would be appropriate for Council to adopt the proposed fees and charges at the June Council meeting as the charges would be applicable from the 1<sup>st</sup> of July 2019.

## 7. CONSULTATION

Councillors

Management

**8. CONCLUSION**

Income generation through the levying of associated fees and charges is core to Councils ability to provide the infrastructure, facilities and services associated with airport operations.

**9. OFFICER'S RECOMMENDATION**

1. That Council note the contents of the report; and
2. That Council acknowledges and adopts the proposed;  

Option 1	Nil increase in airport fees and charges applicable for the 2019-20 financial year.
Option 2	3% increase in airport fees and charges applicable for the 2019-20 financial year.
Option 3	5% increase in airport fees and charges applicable for the 2019-20 financial year.
Option 4	10% increase in airport fees and charges applicable for the 2019-20 financial year.
Option 5	20% increase in airport fees and charges applicable for the 2019-20 financial year.
Option 6	50% increase in airport fees and charges applicable for the 2019-20 financial year.
3. That Council acknowledges and adopts the proposed airport parking charges.  
Or
4. That Council resolves not to charge proposed airport parking charges.
5. That Council acknowledges and adopts the proposed passenger fees.  
Or
6. That Council resolves not to charge proposed passenger fees

**09.02.02 Review of Airport Fees & Charges**

1. That Council note the contents of the report;
2. That Council acknowledges and adopts a two tier system for airport fees and charges, namely local and non local;
3. That Council agrees to set local landing fees 5% higher than the 2018-19 landing fee;
4. That Council agrees to set non local landing fees 10% higher than the 2018-19 landing fee;
5. That Council resolves not to charge proposed airport parking charges; and
6. That Council resolves not to charge proposed passenger fees.

**Moved:** Cr Camp

**Seconded:** Cr Yanner

**Carried 190620.05 4/0**

**Attendance**

Cr Poole entered the meeting at 10.17am.

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09.02.03 Schedule of Fees & Charges 2019-20

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE:	12 June 2019
LINK TO COUNCIL PLAN/S:	Budget, Operational Plan

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## 1. PURPOSE

To present the proposed 2019-20 register of Cost Recovery Fees and Commercial Fees (2019-20 Schedule of Fees and Charges) for Council consideration and adoption.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Section 98 of the *Local Government Act 2009*;

A local government must keep a register of its cost recovery fees. The public may inspect the register at the local government's public office.

## 3. PROPOSAL

That Council adopts the proposed 2019-20 Register of Cost Recovery Fees and Commercial Fees (Schedule of Fees and Charges).

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

The register of cost recovery fees and commercial fees (schedule of fees and charges) provides a consistent basis upon which costs incurred in providing relevant services may be recouped.

## 5. POLICY &amp; LEGAL IMPLICATIONS

Compliance with Section 98 of the *Local Government Act 2009*

## 6. CRITICAL DATES &amp; IMPLICATIONS

20 June 2019

## 7. CONSULTATION

Councillors and Management.

## 8. CONCLUSION

Council has considered relevant market forces, benchmarking and operational costs in preparing the final schedule of fees and charges applicable for the 2019-20 financial years as required under Section 98 of the *local Government Act 2009*.

## 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Council adopts the 2019-20 Register of Cost Recovery Fees & Commercial Fees (2019-20 Schedule of Fees & Charges)

**09.02.03 Schedule of Fees & Charges 2019-20**

- 1. That Council note the contents of the report; and**
- 2. Council adopts the 2019-20 Register of Cost Recovery Fees & Commercial Fees (2019-20 Schedule of Fees & Charges)**

**Moved:** Cr Camp

**Seconded:** Cr Yanner

**Carried 190620.06 5/0**



## 09.03.01 Strategic Projects Reports

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	10 June 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

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## 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	07 May 2019
Original completion date	30 May 2019 (Tertiary Treatment System)
Revised completion date	Extension of Time secured to 30.11.2019
Project Scope	Installation of primary treatment, passive lagoon system and wet weather storage area.
Work recently completed	<ul style="list-style-type: none"> <li>▪ Preliminary design</li> </ul>
Forthcoming work	<ul style="list-style-type: none"> <li>▪ Detailed design and procurement</li> </ul>

Key Parameters	Status	Comments
Schedule	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<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>○ 10.05.2019-31.11.2019</li> </ul> </li> </ul>
Scope	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<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	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Progressive procurement from May 2019.</li> </ul>
Town Planning	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ No MCU required.</li> </ul>
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ The revised scope of works will reduce budgetary pressure.</li> </ul>
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<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>All variation requests (budget, scope, time) endorsed by Department of Local Government (DLGRMA)</li> </ul>
Burke Shire Planning Scheme	Adoption of new Planning Scheme	<ul style="list-style-type: none"> <li>Following receipt of final OLS mapping, Council will seek Ministerial approval to notify the Planning Act 2016 aligned scheme.</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>Draft Sport &amp; Recreation Strategy completed;</li> <li>Collating final survey data for incorporation into Strategy.</li> </ul>
Register of Prequalified Suppliers (Plant Hire)	Extension of ROPS without re-refreshing ROPS via tender	<ul style="list-style-type: none"> <li>Contracts now under final Extension of Term.</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>Rates data added to GIS platform.</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>Draft ILUA prepared and presented to Negotiator Team and Preston Law for drafting.</li> </ul>
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	<ul style="list-style-type: none"> <li>Registration process underway.</li> <li>Notification date: 14 May 2019</li> <li>Registration date: 15 June 2019</li> </ul>
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial developments.	<ul style="list-style-type: none"> <li>Reconfiguration of Lot process commissioned.</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> <li>Meeting with engineering consultancy held on 7 May 2019.</li> </ul>

## 3. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
W4Q Gregory Airport Shelter	Construct a shed approx. size of a single garage at the airport shelter at Gregory to store RFDS gurney, and airport cones etc.	Submit acquittal documentation
W4Q Bunded Fuel Storage	Provision of self-bunded fuel storage at the Burketown and Gregory to replace aging non-compliant equipment and improve compliance and reporting capabilities.	Submit acquittal documentation
W4Q Upgrades to Burketown & Gregory Water Treatment Plants	# Replacement of filters at BKT WTP; # Installation of Variable Speed Drives at Nicholson River Pump Station; # Installation of SCADA at GRG WTP	Submit acquittal documentation

## 4. CURRENT/RECENT TENDERS

Tender	Description	Opened	Closes	Awarded
NA				

## 5. PROJECTS UNDER DEVELOPMENT

Project	Description
Burke Shire Council Corporate Plan 2019-2024	Draft Corporate Plan 2019-24 circulated for review.

## 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	Deed of Agreements signed.
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.	Deed of Agreements signed.

Project	Description	Update for reporting month
Doomadgee 4G Feasibility Study	Feasibility Study to define solution to ongoing issue with 4G services in Doomadgee	Deed of Agreements signed.

7. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

**09.03.01 Strategic Projects Reports**

**That Council receives the Strategic Projects Report.**

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 190620.07 5/0**

## 10. Closed Session Reports

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

**e) contracts proposed to be made by it.**

**Council moved into closed session at 10.49am.**

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 190620.08 5/0**

Move into Open Session

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

**Council resumed open session at 10.59am.**

**Moved: Cr Clarke**

**Seconded: Cr Yanner**

**Carried 190620.09 5/0**

### 10.01 Closed Session Report - Works 4 Queensland 2017-19

**1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(e) and that the document remain confidential unless council decides otherwise by resolution; and**

**2. That Council notes the contents of the report.**

**Moved: Cr Yanner**

**Seconded: Cr Poole**

**Carried 190620.10 5/0**

### Adjournment

That Council adjourned the meeting for morning tea from 11.00am to 11.27am; all were present at resumption including Alec Doomadgee.

Alec Doomadgee joined Council to provide a presentation on The Gulf Country Frontier Days Festival.

### Adjournment

That Council adjourned the meeting for lunch from 12.44pm to 1.32pm; all were present at resumption except Cr Poole and Alec Doomadgee.

### Attendance

Cr Poole entered the meeting at 1.40pm.

## 11. Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
DATE REPORT PREPARED:	13 June 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. MATTERS FOR YOUR INFORMATION

##### Ignite and Unite

As CEO of Burke Shire, I was invited to speak in Mt Isa, along with Mayor Joyce McCulloch, at the *Ignite and Unite: Regional Women in Leadership* event. It was well attended by female leaders of organisations such as TAFE, the Police and various community groups.

##### Cairns visit/ Mayor's invitational golf day

I drove the Savannah Way to attend the Mayor's golf day and to visit, for the first time, staff based in Cairns. I visited the Barramundi Centre in Karumba and spoke to the Carpentaria Shire General manager- Tourism, Verena Olesch, who appears very knowledgeable about many aspects of the tourism industry, as well as being in charge of the barramundi hatchery. We hope she will visit Burke in the near future to discuss tourism, arts grants and getting our fingerling facility back up and running.

I further met with Carpentaria Shire CEO, Mark Crawley, in Normanton.

It was great to meet the Cairns staff and experience the positive organisational culture in the office and to get a better understanding of roles and processes.

I attended the (Cairns) Mayor's invitational golf day with sponsors, Preston Law. I met the CEO and senior Executives of the Council, who were very excited about a WHS system that had significantly improved their workplace safety culture.

Driving the Savannah Way gave me much food for thought about Burke Shire tourism.

##### State Housing Visit

After ignoring the recommendations of the Burketown Housing Advisory Group regarding housing allocations, David Murrin (Area Manager, Mt Isa) and a colleague from Townsville came to Burketown. We assumed this was to work constructively with the Group and address concerns about the process. Instead we received a complex, vague, inconsistent description by David Murrin of how the allocation was made – ranging from him being on leave when the decision was made, to then stating he had part in allocation and that this took place three organisational tiers below him where

he had no power of veto or any input. He further intimated that rather than him, it was it was in fact me and a member of the Group who had not been honest.

It is pointless to meet with Departmental representatives who travel all the way to Burke Shire to behave in this manner and have no authority to make any decisions. I have written Liza Carroll, the Director-General of Housing and General Works to convey my dismay with the operation and behaviour of the Mount Isa Area Manager. The Housing Advisory Group will pursue the issues of housing allocation and provision at a political level.

To extrapolate this experience to Council protocols and operations, we will be seeking from any Government Department representatives who visit a clear understanding of their decision-making authority and purpose of the visit so as not to waste Council's and the community's time. In the case of the representatives from State Housing, the stated purpose of the visit turned out to be 'to see who should be at the table at the next meeting.' Given the Department, including David Murrin, had been here last August this trip would seem to have been redundant.

3. OFFICER'S RECOMMENDATION

That Councillors note the contents of this report.

**11.01 Chief Executive Officer Report**

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

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 190620.11 5/0**

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11.02 Burke Shire Special Holiday 2020

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
DATE REPORT PREPARED:	12 June 2019
LINK TO COUNCIL PLAN/S:	N/A

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## 1. PURPOSE

To confirm the 2020 Special Holiday date for the Burke Shire Council Local Government Area.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Council traditionally nominates the 1<sup>st</sup> Tuesday in November as a Special Holiday in the Burke Shire Council area to coincide with Melbourne Cup Day. Consideration may be given to amending the day or adding a holiday based on the development of a signature event and/or festival in the future.

Notification of the Special Holiday and/or Bank Holiday dates for Local Governments are included in the Queensland Government Gazette and published online:

2015: <https://www.qld.gov.au/recreation/travel/holidays/special/#2015>

2016: <https://www.qld.gov.au/recreation/travel/holidays/special/#2016>

2017: <https://www.qld.gov.au/recreation/travel/holidays/special/#dates2017>

2018: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2018>

2019: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2019>

## 3. PROPOSAL

That Council confirms the date of the Special Holiday for 2020 by resolution and authorises the CEO to complete the notification process with the State of Queensland via the online notification page:

<https://forms.business.gov.au/aba/landing.htm?formCode=QldGov4-formSH>

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

N/A

## 5. POLICY &amp; LEGAL IMPLICATIONS

*Holidays Act 1983* – Section 4 Special Holidays

- (1) Subject to subsections (2) and (3) the Minister may by notification published in the Gazette appoint a day or the forenoon or afternoon of a day to be a holiday either throughout the State or within such district as may be specified.
- (2) A holiday shall not be appointed pursuant to this section in respect of a district unless the Minister has, by a date specified by the Minister, received a notice from the local government



for the area in which the district is situated signed by the chief executive officer of that local government requesting that the holiday be appointed.

(3) The holiday appointed may be the date requested or another date as the Minister thinks fit.

6. CRITICAL DATES & IMPLICATIONS

Nominations for Show Days/Special Holidays have been request by no later than Friday 19 July 2019.

7. CONCLUSION

This report enables Council to meet its notification obligations under the *Holiday Act 1983* as these relate to the gazettal of Special Holidays for Local Government Areas in Queensland.

8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council nominates Tuesday 3 November 2020 as the Special Holiday date for the Burke Shire Local Government Area.

**11.02 Burke Shire Special Holiday 2020**

- 1. That Council note the contents of the report; and**
- 2. That Council nominates Tuesday 3 November 2020 as the Special Holiday date for the Burke Shire Local Government Area.**

**Moved: Cr Murray**

**Seconded: Cr Yanner**

**Carried 190620.12 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:	11 June 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2018/19

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#### 1. GENERAL BUSINESS

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

##### **Food Licences**

Staff processed a new food application for Tirranna Springs Roadhouse. In addition, 2019-20 food licence renewals are currently being issued.

##### **Council Auction**

Preparation is underway for a Council surplus goods blind auction. Items that Council no longer requires are currently being catalogued for the auction which is provisionally scheduled to take place in late June/early July.

##### **Training**

Administration staff completed first aid training on Thursday 6 and Friday 7 June.

##### **Photo Competition – ‘All Things Water’**

Entries closed on Friday May 24 and 21 entries have been received. The entries will be displayed on Council’s Facebook site with the winners getting a separate Facebook post. The winning photos will be displayed on Council’s website and a public display in the library.

##### **Staffing update**

Sasha Hookey has commenced with Council as a casual administration officer and Schynayne Portch has commenced as the Records Trainee.

##### **Event Calendar**

Event Date	Event	Host
22-23 June	Gregory Campdraft	Gregory Sporting Assoc.
3-4 August	Burketown Campdraft	Burketown Rodeo & Sporting Assoc.
15-18 August	Frontiers Day Festival	Goodidja Productions
Early August	Seniors day	BSC
End of August	Tidy Yards Judging	BSC

Event Date	Event	Host
September	Family Fun Day & Horse Sports	QCWA

### Human Resources

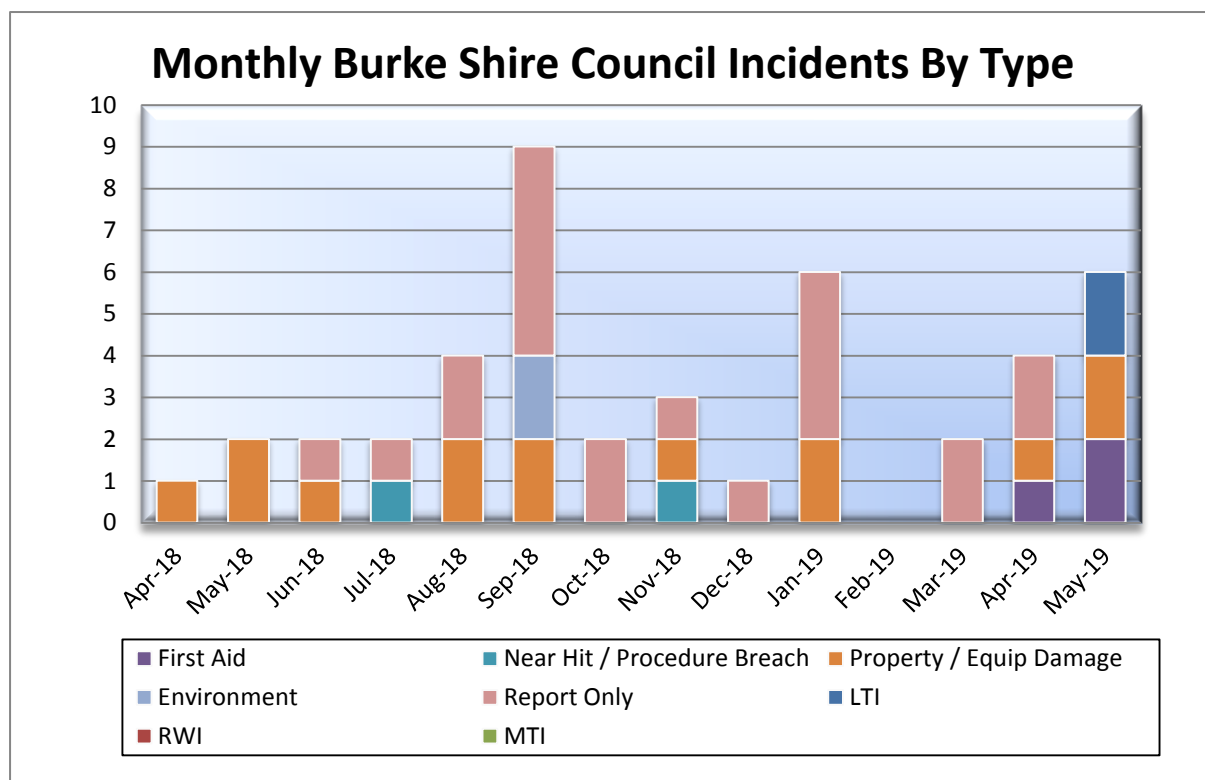
Council's Leave Liability (as at 31 May 2019):

Leave Type	April 2019 Liability (hrs)	May 2019 Liability (hrs)	April 2019 Liability (\$)	May 2019 Liability (\$)
Annual Leave	5,400	4,933	\$278,146	\$254,882
Sick Leave	5,250	4,951	\$231,833	\$221,139
Long Service Leave	6,309	Liability Due – 1,547 Liability Accruing – 6,264	\$219,657	Liability Due – \$67,717 Liability Accruing - \$227,178

### Workplace Health and Safety

There were six incidents reported in May 2019:

- 2 x Lost Time Injuries
- 2 x First Aid Treated
- 2 x Damage to Property, Plant or Equipment



**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 Murray

Seconded: Cr Yanner

Carried 190620.13 5/0

EMCCS Darren Thomson would like to minute the efforts of Shannon Moren and Madison Marshall's in acting in the Administration and Community Services Coordinator and Team Leader roles.

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12.02 Council Policy Review

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

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## 1. PURPOSE

To consider the review of the following Council Policies:

- ADM-POL - 002 - Hire Fee Waiver Policy
- ADM-POL-003 - Computer and Telecommunication Policy
- ADM-POL-010 - Advertising Expenditure Policy
- ADM-POL-012 - Entertainment & Hospitality Expenditure Policy
- FIN-POL-003 - National Competition Policy
- FIN-POL-004 - Revenue Policy
- FIN-POL-005 - Debt Policy
- FIN-POL-006 - Rate and Debt Recovery Policy
- FIN-POL-008 - Investment Policy
- FIN-POL-010 Audit Committee Charter
- FIN-POL-009 - Reduction of Water Consumption Charges Policy
- FIN-POL-011 - Asset and Services Management Policy
- FIN-POL-013 - Non Current Asset Policy
- FIN-STR-001 – Asset and Services Management Strategy
- GOV-PLA-001 - Fraud and Corruption Control Plan
- GOV-POL-001 - Councillors Expenses Reimbursement Policy
- GOV-POL-004 - Fraud Policy

To consider the proposed new Policy:

- GOV-POL-012 - CCTV Policy

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Policies are developed in order to provide parameters and guidelines for the achievement of Burke Shire Council's (Council) strategic and operational objectives.

Council reviews Policies based on the scheduled review date identified after a policy has been developed or previously reviewed, and in line with mandated legislative and regulatory review requirements.

The policies being presented for consideration in this report were selected because they were either due for review, as per their next scheduled review date, or in the case of the CCTV policy because it is a new policy.

Each of the existing policies contains within the policy document a version history which identifies when the policy has previously been reviewed and endorsed by Council.

### 3. PROPOSAL

The Policies presented in this report were reviewed by the relevant Council subject matter experts. No significant changes to the existing Policy provisions have been proposed. The table below summarises the changes that have been made to each policy. In addition, all of the Policies have been reformatted to align with Council's endorsed Policy Framework Policy.

The Policies are attached to this report for reference. It is proposed that Council notes the reviews undertaken of the Policies and adopt the Policies for a period until their next scheduled review date.

Policy	Summary of proposed changes
ADM-POL - 002 - Hire Fee Waiver Policy	<ul style="list-style-type: none"> <li>▪ Updated version information</li> <li>▪ Updated document formatting</li> </ul>
ADM-POL-003 - Computer and Telecommunication Policy	<ul style="list-style-type: none"> <li>▪ Updated version information</li> <li>▪ Updated document formatting</li> </ul>
ADM-POL-010 - Advertising Expenditure Policy	<ul style="list-style-type: none"> <li>▪ Updated version information</li> <li>▪ Updated document formatting</li> <li>▪ CEO approval required only in regard to paid advertising</li> </ul>
ADM-POL-012 - Entertainment & Hospitality Expenditure Policy	<ul style="list-style-type: none"> <li>▪ Updated version information</li> <li>▪ Updated document formatting</li> </ul>
FIN-POL-003 - National Competition Policy	<ul style="list-style-type: none"> <li>▪ Suggest deletion/revocation of policy;</li> </ul>
FIN-POL-004 - Revenue Policy	<ul style="list-style-type: none"> <li>▪ Updated version information</li> <li>▪ Updated document formatting</li> </ul>
FIN-POL-005 - Debt Policy	<ul style="list-style-type: none"> <li>▪ Updated version information</li> <li>▪ Updated document formatting</li> </ul>

FIN-POL-006 - Rate and Debt Recovery Policy	<ul style="list-style-type: none"> <li>▪ Updated version information</li> <li>▪ Updated document formatting</li> </ul>
FIN-POL-008 - Investment Policy	<ul style="list-style-type: none"> <li>▪ Updated version information</li> <li>▪ Updated document formatting</li> </ul>
FIN-POL-010 Audit Committee Charter	<ul style="list-style-type: none"> <li>▪ Updated version information</li> <li>▪ Updated document formatting</li> </ul>
FIN-POL-009 - Reduction of Water Consumption Charges Policy	<ul style="list-style-type: none"> <li>▪ Updated version information</li> <li>▪ Updated document formatting</li> <li>▪ Background section removed to make policy more agile with regard to changes made to the Revenue Statement.</li> <li>▪ Included reference to the fact that water consumption charges are levied pursuant to the Revenue Statement.</li> </ul>
FIN-POL-011 - Asset and Services Management Policy	<ul style="list-style-type: none"> <li>▪ Updated version information</li> <li>▪ Updated document formatting</li> </ul>
FIN-POL-013 - Non Current Asset Policy	<ul style="list-style-type: none"> <li>▪ Updated version information</li> <li>▪ Updated document formatting</li> </ul>
GOV-PLA-001 - Fraud and Corruption Control Plan	<ul style="list-style-type: none"> <li>▪ Updated version information</li> <li>▪ Updated document formatting</li> </ul>
GOV-POL-001 - Councillors Expenses Reimbursement Policy	<ul style="list-style-type: none"> <li>▪ Updated version information</li> <li>▪ Updated document formatting</li> <li>▪ Review of rates (food, accommodation) in line with ATO recommendations;</li> <li>▪ Propose increase to Councillor Professional Development budget over the term of office from \$5,000 to \$10,000 per Councillor;</li> <li>▪ Increase mileage reimbursement from \$0.66 to \$0.68 per kilometre.</li> </ul>
GOV-POL-012 - CCTV Policy	<ul style="list-style-type: none"> <li>▪ New Policy</li> </ul>

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

As per proposed changes in Section 3 of this report.

## 5. RISK

Risk Type	What could happen	Possible consequence
Compliance	<ul style="list-style-type: none"> <li>The endorsement of these policies ensures Council is complying with legislation and that Council policies are up-to-date.</li> </ul>	<ul style="list-style-type: none"> <li>Greater assurance that these policies are fit for purpose.</li> </ul>
Reputational	<ul style="list-style-type: none"> <li>Failure to update policies (particularly statutory) in accordance with specified timeframes</li> </ul>	<ul style="list-style-type: none"> <li>Reputation damage (Audit Office, Department of Local Government, Racing &amp; Multicultural Affairs)</li> </ul>

## 6. POLICY &amp; LEGAL IMPLICATIONS

Council reviews policies and in line with mandated legislative and regulatory review requirements.

## 7. CRITICAL DATES &amp; IMPLICATIONS

Each existing policy has reached its scheduled review date.

## 8. CONSULTATION

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

## 9. CONCLUSION

Reviewing these policies ensures that Council's policy framework remains up to date and relevant.

## 10. OFFICER'S RECOMMENDATION

- 1) That Council notes the contents of this report, and
- 2) That Council adopt ADM-POL - 002 - Hire Fee Waiver Policy
- 3) That Council adopt ADM-POL-003 - Computer and Telecommunication Policy
- 4) That Council adopt ADM-POL-010 - Advertising Expenditure Policy
- 5) That Council adopt ADM-POL-012 - Entertainment & Hospitality Expenditure Policy
- 6) That Council adopt FIN-POL-004 - Revenue Policy
- 7) That Council adopt FIN-POL-005 - Debt Policy
- 8) That Council adopt FIN-POL-006 - Rate and Debt Recovery Policy
- 9) That Council adopt FIN-POL-008 - Investment Policy
- 10) That Council adopt FIN-POL-009 - Reduction of Water Consumption Charges Policy



- 11) That Council adopt FIN-POL-011 - Asset and Services Management Policy
- 12) That Council adopt FIN-POL-013 - Non Current Asset Policy
- 13) That Council adopt FIN-STR-001 – Asset and Services Management Strategy
- 14) That Council adopt GOV-POL-004 - Fraud Policy
- 15) That Council adopt GOV-POL-012 - CCTV Policy
- 16) That Council adopt FIN-STR-001 - Asset and Services Management Strategy
- 17) That Council adopt GOV-PLA-001 - Fraud and Corruption Control Plan
- 18) That Council revokes FIN-POL-003 - National Competition Policy;

## **12.02 Council Policy Review**

- 1) That Council notes the contents of this report, and
- 2) That Council adopt ADM-POL - 002 - Hire Fee Waiver Policy
- 3) That Council adopt ADM-POL-003 - Computer and Telecommunication Policy
- 4) That Council adopt ADM-POL-010 - Advertising Expenditure Policy
- 5) That Council adopt ADM-POL-012 - Entertainment & Hospitality Expenditure Policy
- 6) That Council adopt FIN-POL-004 - Revenue Policy
- 7) That Council adopt FIN-POL-005 - Debt Policy
- 8) That Council adopt FIN-POL-006 - Rate and Debt Recovery Policy
- 9) That Council adopt FIN-POL-008 - Investment Policy
- 10) That Council adopt FIN-POL-009 - Reduction of Water Consumption Charges Policy
- 11) That Council adopt FIN-POL-011 - Asset and Services Management Policy
- 12) That Council adopt FIN-POL-013 - Non Current Asset Policy
- 13) That Council adopt FIN-STR-001 – Asset and Services Management Strategy
- 14) That Council adopt GOV-POL-004 - Fraud Policy
- 15) That Council adopt GOV-POL-012 - CCTV Policy
- 16) That Council adopt FIN-STR-001 - Asset and Services Management Strategy
- 17) That Council adopt GOV-PLA-001 - Fraud and Corruption Control Plan
- 18) That Council revokes FIN-POL-003 - National Competition Policy;

Moved: Cr Camp

Seconded: Cr Poole

Carried 190620.14 5/0

## 12.03 Gregory Showgrounds Development

DEPARTMENT:	Corporate & Community Services
RESPONSIBLE OFFICER:	Darren Thomson; Exec Manager Corporate & Community Services
PREPARED BY:	Philip Keirle, Executive Manager Strategic Projects; Liz Taylor, Consulting Town Planner
DATE REPORT PREPARED:	11 June 2019
LINK TO COUNCIL PLAN/S:	Planning Scheme

### 1. PURPOSE

To provide planning advice to Council in relation to the Gregory Showgrounds Spectator Facility.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Gregory Showgrounds Spectator Facility is a Works 4 Queensland 2107-19 project being delivered by the Burke Shire Council.

Council awarded the construction of the facility to Ken Fox Homes Pty Ltd at the April 2019 Ordinary Meeting of Council.

### 3. TOWN PLANNING ADVICE

Real Property Description	Reference
Zone	Town Zone: preferred use area (PUA) Community and Recreation

#### 1.1. Introduction

Council is progressing the construction of a spectator facility/shed (including bar and kitchen) at the Gregory Showgrounds. The construction will proceed in two (2) stages:

- Stage 1: earthworks, concrete pad, facility/shed construction, install decking between new and existing building, install disability ramp and stairs; and
- Stage 2: kitchen and bar installation, all electrical and plumbing, installation of ceiling fans.

Buildings and trees that require removal to facilitate the siting of the new building have already been demolished/removed from the site.

The objective is to commence Stage 1 in June 2019.

Outlined below is town planning advice to Council regarding what planning approval process, if any, is required to facilitate the development, prior to building construction commencing on site.

#### 1.2. Town Planning Designations on Site

The Gregory Showgrounds site is located within the Town Zone, Community and Recreation PUA under the Burke Shire Planning Scheme 2003. The proposed new development described above,

is defined in the land use definitions of the Planning Scheme as ‘Community or recreation’ which includes at (d) - “Community and cultural facilities, including child-care facilities, community centres, meeting halls, galleries, libraries, club houses and places of worship.”

In the Tables of Assessment for the Town Zone- Making a Material Change of Use (MCU) is Code Assessable development.

Therefore, the Planning Scheme appears to state that a Code Assessable MCU Application is required to be lodged and as the site has frontage to a State controlled road any planning application must also be referred to the State Government (Department of Transport and Main Roads [DTMR]).

An estimated timeframe for progressing an MCU Application, as described above, through the integrated development assessment system (IDAS) approval process is in the order of 3 to 4 months.

However, the key issue here is whether the development is a ‘Material Change of Use’ as defined under current planning legislation.

### **1.3. Town Planning Advice**

#### **1.3.1. Planning Act 2016**

The Planning Act (PA) is the principal regulatory framework for land use planning and assessment in Queensland. The PA defines development, sets out the assessment process and identifies relevant referral agencies.

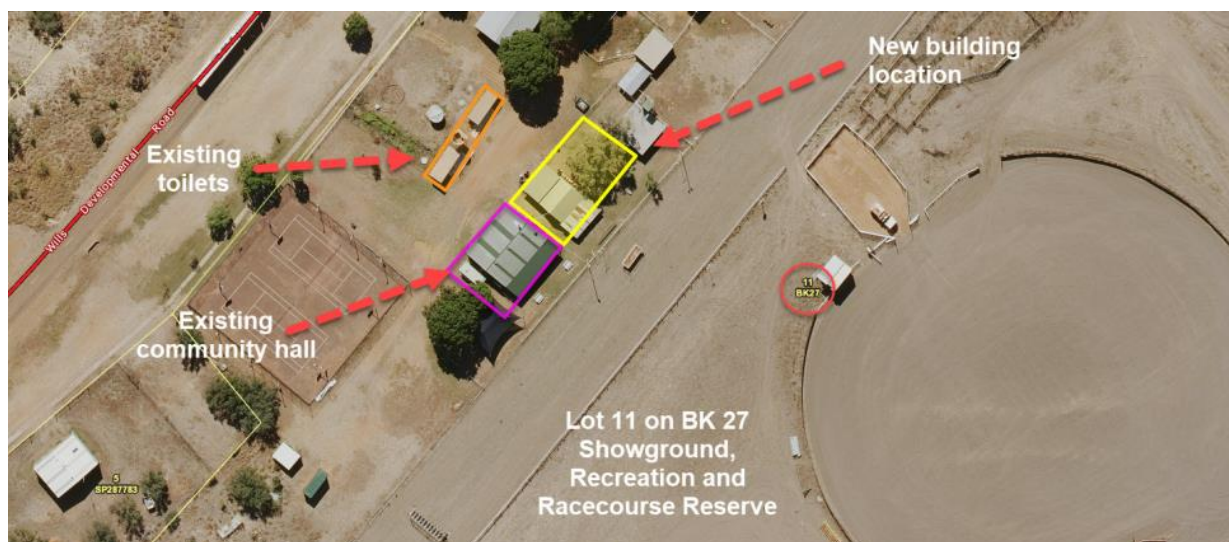
In Schedule 2 of the PA ‘Material Change of Use’ is defined as follows:

Material Change of Use, of premises, means any of the following that a regulation made under section 284(2)(a) does not prescribe to be minor change of use:

- (a) The start of a new use of the premises;
- (b) The re-establishment on the premises of a use that has been abandoned;
- (c) A material increase in the intensity or scale of the use of the premises.

In this instance clauses (a) and (b) above are not relevant but clause (c) is relevant and the new development proposed at Gregory Showgrounds must be assessed against this clause to determine if it represents a ‘material increase’ in the intensity and scale of the use of the premises.

The aerial layout plan below shows that the new building is replacing an existing building and reviewed plans confirm that the new building is only one (1) storey in height. The new building will become one element in a group of facilities servicing the Gregory Showgrounds, as shown on the aerial layout plan, below. Given these built form and land use factors it is considered that the new development does not ‘materially’ increase the intensity and/or scale of land use activities/development at Gregory Showgrounds.



The Planning Scheme then states that development described as- ‘Carrying out building work not associated with a Material Change of Use’ is also Code assessable, if the Planning Scheme Building Matters Code is not complied with, otherwise development is Self assessable development and does not require any planning approval.

The Planning Scheme Building Matters Code specifies, as follows:

- Scale of works – (a) the maximum height of a building or structure or object is 8.5 metres – **COMPLIES**; and
- For each boundary, the clearance is the same or greater than the existing clearance from that boundary – **COMPLIES**.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

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

#### 5. RISK

There are no risks associated with this report.

#### 6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Planning Act 2016</i>	Schedule 2 (definitions)	<p>Material Change of Use, of premises, means any of the following that a regulation made under section 284(2)(a) does not prescribe to be minor change of use:</p> <ul style="list-style-type: none"> <li>(d) The start of a new use of the premises;</li> <li>(e) The re-establishment on the premises of a use that has been abandoned;</li> <li>(f) A material increase in the intensity or scale of the use of the premises.</li> </ul>

Instrument	Reference	Details
Burke Shire Planning Scheme	Gregory Town Zone Code & Land Use Definition	See Planning Scheme

## 7. CRITICAL DATES & IMPLICATIONS

The June 2019 Council meeting is an appropriate time to confirm the Planning Advice above.

## 8. CONSULTATION

Burke Shire Council and Council's consultant town planner, Liz Taylor.

## 9. CONCLUSION

Based on the assessment above, it is my professional opinion that no planning application is required and development at Gregory Showgrounds for a new spectator facility, to be integrated with existing buildings and activities can proceed with the issue of Building and Plumbing Permits.

## 10. OFFICER'S RECOMMENDATION

That Council resolves:

- 1) To accept the professional opinion of the consultant town planner and proceed with the development of new spectator facilities at Gregory Showgrounds with no requirement for a planning approval, on the basis that the new development does not constitute a 'material change of use', as defined in the Planning Act 2016, to the existing Community or recreation land uses and activities already established and operating on the site.

## 12.03 Gregory Showgrounds Development

That Council resolves:

- 1) To accept the professional opinion of the consultant town planner and proceed with the development of new spectator facilities at Gregory Showgrounds with no requirement for a planning approval, on the basis that the new development does not constitute a 'material change of use', as defined in the Planning Act 2016, to the existing Community or recreation land uses and activities already established and operating on the site.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 190620.15 5/0

## 13. Mayoral Report

I attended the following:

- Meeting with Shane Stone and other members of North Queensland Livestock Industry Recovery Agency (NQLIRA) in Cloncurry. Raised Fibre Optic Burketown-Normanton Project, Flood Resilience Project, Developing Northern Australia initiatives. Have had further contact with NQLIRA executive on the first two matters and provided further information
- Meeting with NQLIRA and other NW Mayors in flood zone – focus on assistance from NFP groups
- Attending FNQROC Western Alliance Meeting in Georgetown with Cr Poole – discussed various issues with focus on tourism and Savannah Way
- Meeting with Andy Penn CEO Telstra – discussed Flood Resilience Project
- NWQROC Teleconference – discussed Deal for NW Qld, election outcomes,
- Several phone discussions with Martin Blennerhassett re Flood Resilience Project and options for progression
- Interim External Audit Exit Meeting – with committee members and relevant Council staff
- Audit Risk Committee Meeting – with committee members and relevant Council staff
- Dinner with Department of Local Government Racing and Multicultural Affairs (DLGRMA) reps – discussing issues and projects relevant to interaction with the Department
- Meeting with PM Scott Morrison in Cloncurry – post election, also discussions with Sen elect Susan MacDonald and some members of flood recovery team

GSD:

- FNQROC – discussed tourism and will facilitate a meeting with Gulf mayors to discuss this and other matters in Croydon before the end of the month
- Signed Deeds of Agreement for funding for Remote Area Boards projects for next two years

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

**Moved: Cr Poole**

**Seconded: Cr Yanner**

**Carried 190620.16 5/0**

Attendance

Cr Murray left the meeting at 2.30pm.

## 14. Councillor Reports

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

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 190620.17 4/0**

## 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.**

## 17. Closure of meeting

**The Chair declared the meeting close at 2.35pm.**

I hereby certify that these pages numbered 1 to 55 – constitute  
the Confirmed minutes of the Ordinary Council Meeting of Burke  
Shire Council held on Thursday 20 June 2019.

Mayor Cr Ernie Camp .....