



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

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01. Opening of Meeting

The Chair declared the meeting open at 10.11am.

02. Record of Attendance

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

Clare Keenan; Chief Executive Officer
Darren Thomson; Deputy CEO – as indicated
Simbarashe Chimpaka; Executive Manager Finance
Philip Keirle; Executive Manager Strategic Projects
Madison Marshall; Executive Assistant (Minutes)

Absent - Geoff Rintoul; Executive Manager Works and Infrastructure

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 Poole
Seconded: Cr Murray

Carried 190718.01 5/0

03. Prayer

Cr Clarke led Council in prayer.

04. Consideration of applications for leave of absence

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

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 20 June 2019

That the Minutes of the Ordinary Meeting of Council held on Thursday 20 June 2019 as presented be confirmed by Council.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 190718.02 5/0

06. Condolences

Council notes the passing of Norman Kum Sing and Marilyn Jacob and expresses their condolences to the family.

07. Declaration of Interests

No declarations were noted for the meeting.

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

08.01 Notices of Motion

08.02 Petitions

Council notes no notices of motion or petitions were received for this meeting.

09. Works, Services and Finance Reports

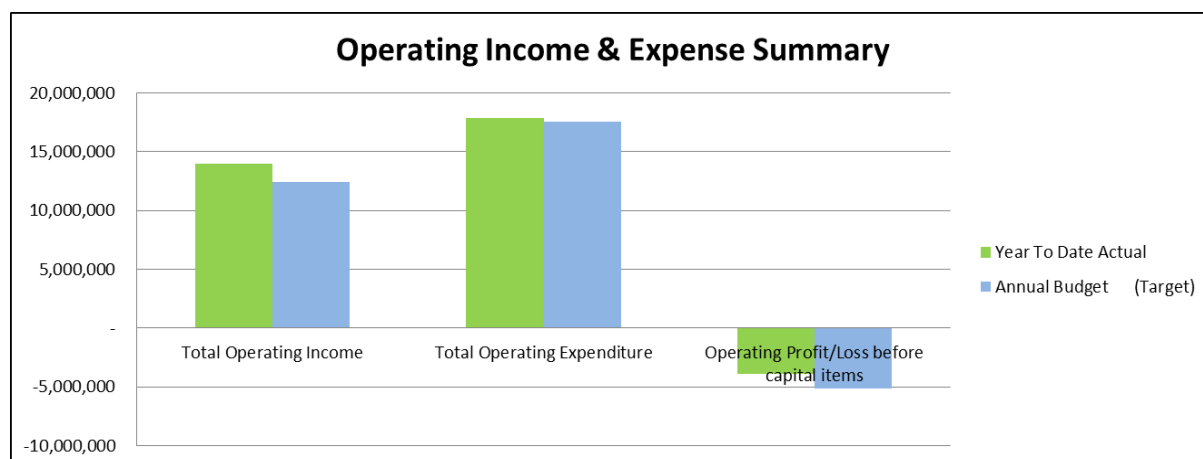
09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	11 July 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	13,963,862	12,439,000	1,524,862	112%
Total Operating Expenditure	17,885,819	17,578,000	- 307,819	102%
Operating Profit/Loss before capital items	- 3,921,957	- 5,139,000	1,217,043	76%
Capital Grants	3,011,674	3,432,000	- 420,326	88%
Capital Expenditure	3,670,892	4,209,000	538,108	87%
Cash & Cash Equivalents	9,595,818	9,528,032	67,786	101%
Other Current Assets	1,493,878	1,096,089	397,789	136%
Liabilities (Current)	1,578,963	2,278,518	699,555	69%
Liabilities (Non Current)	686,323	648,996	- 37,327	106%
Current Assets to Liabilities Ratio	5	5		



Council reported an operating loss of \$3.9 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 exceeded the annual operational revenue forecast for the 2018-19 financial year. Revenue forecasts for the financial year have been achieved sitting at 112% of annual forecast.

Overall operating expenditure slightly exceeded annual budget forecast (2% over budget).

Cash balances decreased from \$10.5 million from the previous reporting month to \$9.5 million. The cash balance is on track with the annual forecast despite some timing variances in relation to receipt of grants and cash outlays. Unbudgeted cash receipts (\$~1m -Counter Disaster funding, Works for Queensland Round 3 Funding) have offset capital grants that have not been received within the financial year as anticipated, 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 are on track with annual forecasts.

Sustainability outlook

Financial Sustainability Ratios and Measures of Sustainability	Status Achieved Not Achieved	YTD ACTUAL	ANNUAL BUDGET	TARGET
Operating Surplus Ratio (%)	✗	-28%	-41%	Between 0% and 10% (over the long term)
Asset Sustainability Ratio (%)	✗	40%	35%	Greater than 90% (over the long term)
Working Capital Ratio	✓	7	5	Greater than 1:1 (over the long term)
Net Financial Liabilities Ratio	✓	-68%	-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 7:1 (current assets to current liabilities). The year to date current ratio is positively above the annual forecast.

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.

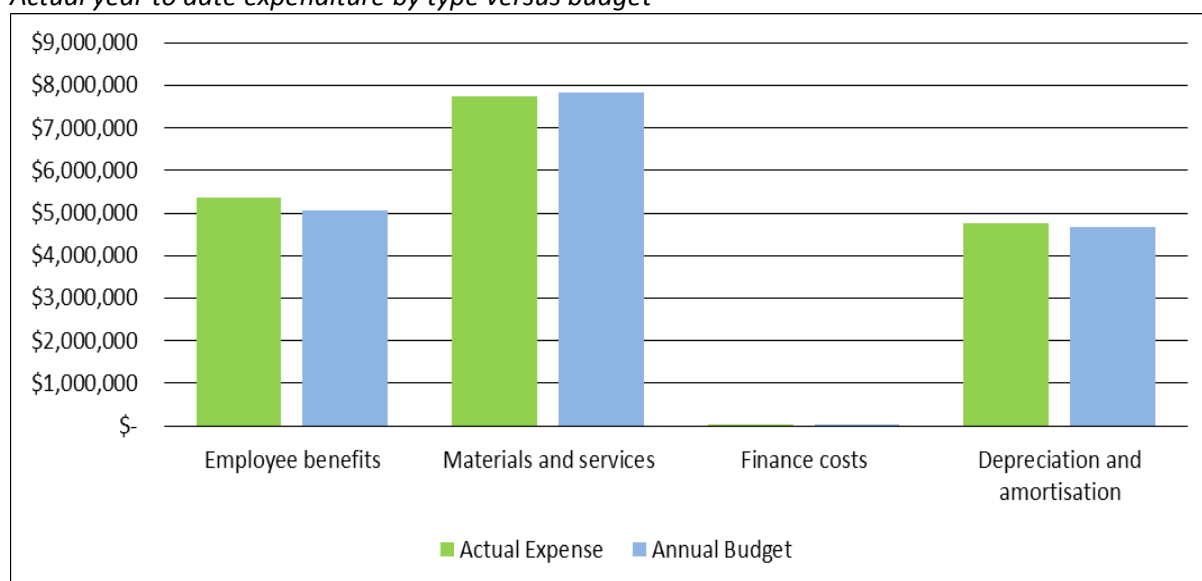
The Asset Sustainability ratio measures council's expenditure on the renewal and replacement of infrastructure assets, council's ratio at the end of the reporting period remains below the target benchmark.

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 shifted from 33% at the end of the previous month to 27% 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 55% of total operating income while capital grants sat at 18% of total income.

2. STATEMENT OF INCOME AND EXPENDITURE

STATEMENT OF INCOME AND EXPENDITURE				
	Annual	YTD	YTD	YTD
	Budget	Actual	Pro rata Budget	Variance
Recurrent Revenue				
Rates levies and Charges	2,771,000	2,764,882	2,771,000	- 6,118
Fees & Charges	89,000	103,740	89,000	14,740
Rental Income	225,000	224,559	225,000	- 441
Interest	176,000	212,976	176,000	36,976
Recoverable Works Revenue	993,000	998,229	993,000	5,229
Other Income	297,000	431,833	297,000	134,833
Donations	24,000	-	24,000	- 24,000
Developer Contributions	-	-	-	-
Subsidies and Grants	7,864,000	9,227,643	7,864,000	1,363,643
Total Recurrent Revenue	12,439,000	13,963,862	12,439,000	1,524,862
Capital Revenue				
Sale of non-current assets	-	124,930	-	124,930
Contributions	-	-	-	-
Subsidies and Grants	3,432,000	3,011,674	3,432,000	- 420,326
Total Capital Revenue	3,432,000	2,886,744	3,432,000	- 545,256
TOTAL INCOME	15,871,000	16,850,606	15,871,000	979,606
Recurrent Expenses				
Employee benefits	- 5,062,000	- 5,369,537	- 5,062,000	- 307,537
Materials and services	- 7,819,000	- 7,735,613	- 7,819,000	83,387
Finance costs	- 24,000	- 20,215	- 24,000	3,785
Depreciation and amortisation	- 4,673,000	- 4,760,454	- 4,673,000	- 87,454
TOTAL RECURRENT EXPENSES	- 17,578,000	- 17,885,819	- 17,578,000	- 307,819
NET RESULT	- 1,707,000	- 1,035,213	- 1,707,000	671,787

Actual year to date expenditure by type versus budget

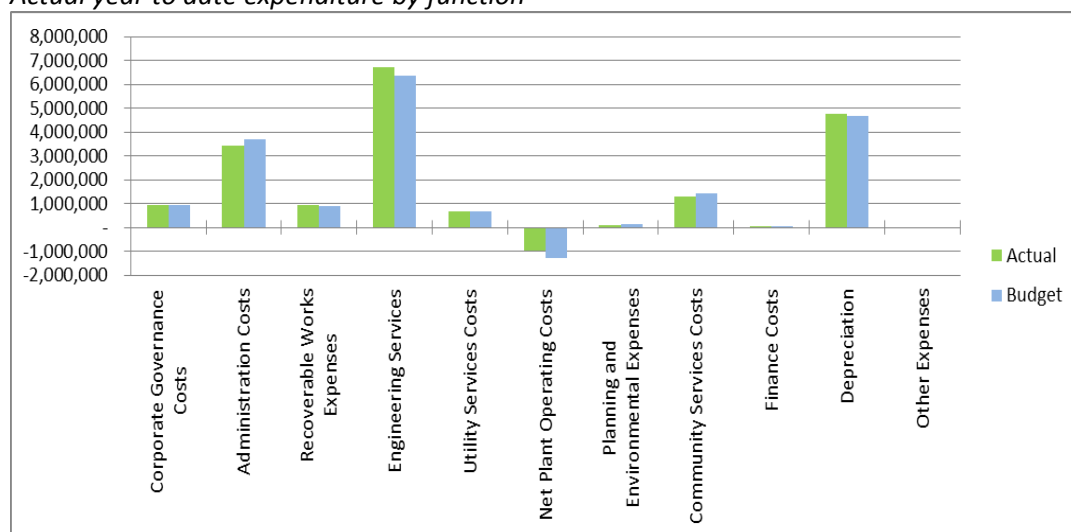


3. NORMALISED OPERATING RESULTS

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

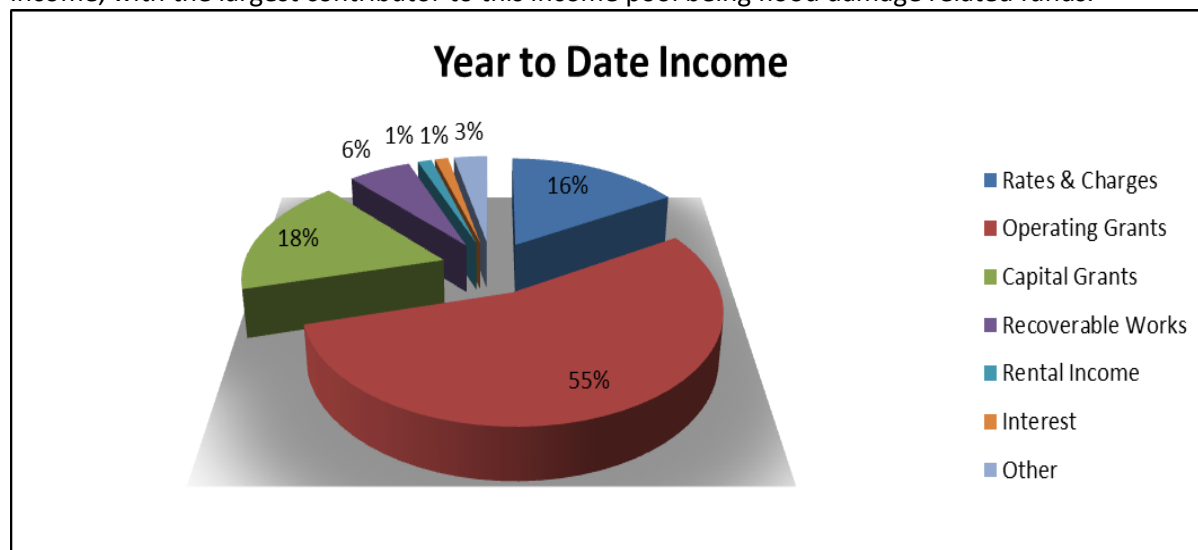
NORMALISED OPERATING STATEMENT				
	Annual	YTD	YTD	YTD
	Budget	Pro rata Budget	Actual	Variance
Recurrent Revenue				
Rates levies and Charges	2,771,000	2,771,000	2,764,882	- 6,118
Fees & Charges	89,000	89,000	103,740	14,740
Rental Income	225,000	225,000	224,559	- 441
Interest	176,000	176,000	212,976	36,976
Recoverable Works Revenue	993,000	993,000	998,229	5,229
Other Income	297,000	297,000	431,833	134,833
Donations	24,000	24,000	-	- 24,000
Developer Contributions	-	-	-	-
Subsidies and Grants	3,276,000	3,276,000	4,534,643	1,258,643
TOTAL RECURRENT REVENUE (Excl flood damage)	7,851,000	7,851,000	9,270,862	1,419,862
Recurrent Expenses				
Corporate Governance Costs	940,000	940,000	947,915	7,915
Administration Costs	3,697,000	3,697,000	3,417,191	- 279,809
Recoverable Works Expenses	910,000	910,000	930,732	20,732
Engineering Services	1,519,000	1,519,000	3,767,715	2,248,715
Utility Services Costs	671,000	671,000	670,805	- 195
Net Plant Operating Costs	- 1,280,000	- 1,280,000	- 978,836	301,164
Planning and Environmental Expenses	158,000	158,000	81,713	- 76,287
Community Services Costs	1,435,000	1,435,000	1,302,915	- 132,085
Finance Costs	24,000	24,000	20,215	- 3,785
Depreciation	4,673,000	4,673,000	4,760,454	87,454
Other Expenses	-	-	-	-
TOTAL RECURRENT EXPENSES (Excl Flood damage)	12,747,000	12,747,000	14,920,819	2,173,819
NET RESULT	- 4,896,000	- 4,896,000	- 5,649,957	- 753,957

Actual year to date expenditure by function



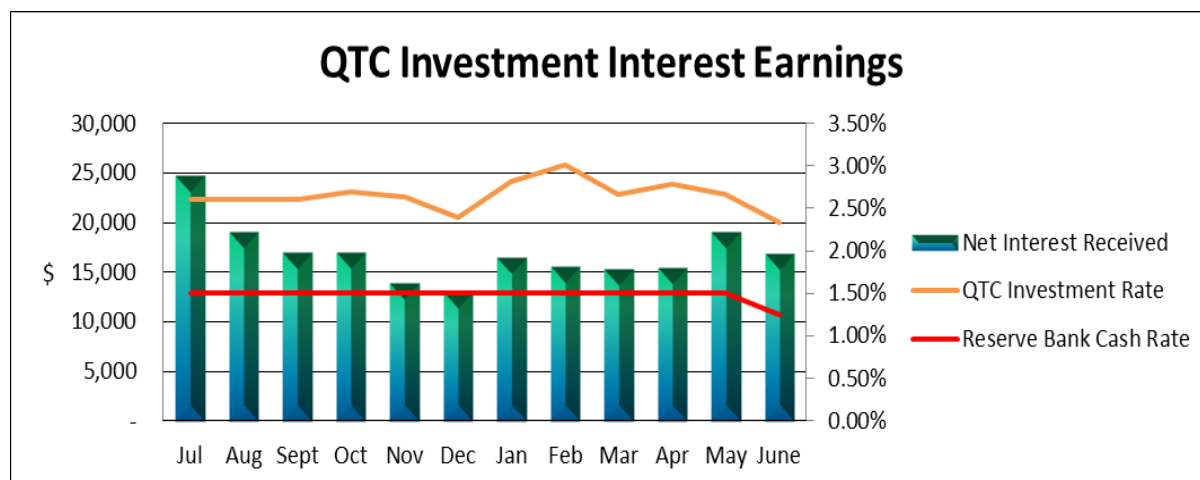
4. DETAILED REVENUE ANALYSIS

Operating grants continue to be the largest income stream for Council at 55% of year to date income, with the largest contributor to this income pool being flood damage related funds.



RATES, LEVIES & CHARGES					
	Annual	YTD	YTD	Annual	
	Budget	Pro rata	Actual	Variance	Status
General Rates	2,132,000	2,132,000	2,132,391	391	✓
Sewerage Charges	158,000	158,000	157,715	- 285	✓
Waste Management Charges	104,000	104,000	104,983	983	✓
Water Supply Charges	375,000	375,000	376,078	1,078	✓
Water Excess Consumption Charge	50,000	50,000	51,190	1,190	✓
Total Rates, Levies & Charges	2,819,000	2,819,000	2,822,357	3,357	✓

All general rates, levies and utility charges are on track with annual estimates. Discount on general rates exceeded budget estimates at 53K against a budget estimate of \$44K, this result compares favourably against the previous financial year where total discounts allowed amounted to \$42K reflecting a larger portion of Council's ratepayer base paying within the discount period.

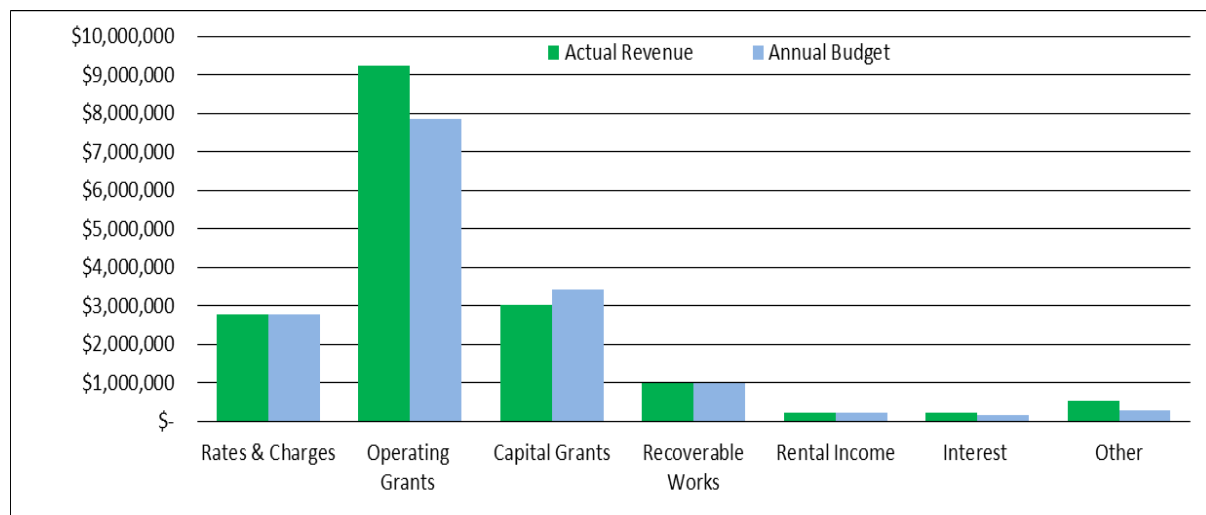


Operating grants are now on track with pro rata and annual estimates with the exception of NDRRA claims for the 2016-17 financial year, it should be noted that the NDRRA variance primarily relates to timing, there are no permanent variances to report.

OPERATING GRANTS						
	Annual	YTD	YTD	Annual		
	Budget	Pro rata	Actual	Variance	Status	Comment
Financial Assistance Grant (General Purpose)	1,291,000	1,291,000	2,631,989	1,340,989	✓	On Track
Financial Assistance Grant (Road Component)	210,000	210,000	428,171	218,171	✓	On Track
Flood Damage 2015 - 2016 Event Claims	1,020,000	1,020,000	952,917	- 67,083	✓	On Track
Flood Damage 2016 - 2017 Event Claims	2,500,000	2,500,000	1,361,069	- 1,138,931	✗	Timing variance
Flood Damage 2017 - 2018 Event Claims	2,597,000	2,597,000	2,660,531	63,531	✓	On Track
Other Operating Grants	246,000	246,000	1,192,966	946,966	✓	On Track
Total Operating Grants	7,864,000	7,864,000	9,227,643	1,363,643	✓	On Track

CAPITAL GRANTS						
	Annual	YTD	YTD	Annual		
	Budget	Pro rata	Actual	Variance	Status	Comment
Roads To Recovery Grant	242,000	242,000	242,926	926	✓	On Track
TIDS Grant	600,000	600,000	600,000	-	✓	On Track
ATSI TIDS	70,000		70,000	-	✓	On Track
Works for Queensland Grant	600,000	600,000	1,151,000	551,000	✓	On Track
NSRF Grant	397,000	397,000	397,849	849	✓	On Track
QFES SES Shed Grant	90,000	90,000	92,000	2,000	✓	On Track
Grant - Stronger Communities	5,000	5,000	-	- 5,000	✗	Timing variance
Grant - Visitor Information Centre	74,000	74,000	74,416	416	✓	On Track
Grant - Building Our Regions (Solar)	199,000	199,000	158,083	- 40,917	✗	Timing variance
Grant - Sewerage Passive Lagoon	950,000	950,000	-	- 950,000	✗	Timing variance
Grant - Get Playing Places & Spaces	-		45,000	45,000	✗	Timing variance
Grant - MIPP	205,000		180,400		✗	Timing variance
Total Capital Grants	3,432,000	3,157,000	3,011,674	- 395,726	✗	Timing variance

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



5. BUSINESS UNITS

ROADS, BRIDGES & STREETS MAINTENANCE PROGRAM					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	210,000	210,000	210,134	134	✓
Total Expenditure	445,000	445,000	420,878	24,122	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 235,000	- 235,000	- 210,744	- 23,988	
Depreciation Expense	- 3,106,000	- 3,106,000	- 3,199,628	- 93,628	✓
Operating Surplus/Deficit	- 3,341,000	- 3,341,000	- 3,410,372	- 117,616	✓
FLOOD DAMAGE PROGRAM					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	6,117,000	6,117,000	4,974,517	- 1,142,483	✗
Total Expenditure	4,300,000	4,300,000	4,560,397	260,397	✓
Operating Surplus/Deficit	1,817,000	1,817,000	414,120	- 1,402,880	✓
RMPC					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	969,000	969,000	969,977	977	✓
Total Expenditure	890,000	890,000	848,130	41,870	✓
Operating Surplus/Deficit	79,000	79,000	121,847	42,847	✓
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	494,766	- 19,766	✗
<i>Earnings before interest and depreciation (EBITD)</i>	- 50,000	11,500	- 67,498		
Depreciation Expense	269,000	12,773	319,601	- 50,601	✓
Operating Surplus/Deficit	- 319,000	24,273	- 387,099		✓
SEWER UTILITY					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	158,000	158,000	157,715	- 285	✓
Total Expenditure	88,000	88,000	82,932	5,068	✓
<i>Earnings before interest and depreciation (EBITD)</i>	70,000	70,000	74,783		
Depreciation Expense	54,000	54,000	51,115	2,885	✓
Operating Surplus/Deficit	16,000	124,000	23,668		✓
WASTE MANAGEMENT UTILITY					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	104,000	104,000	104,982	982	✓
Total Expenditure	108,000	108,000	94,113	13,887	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 4,000	- 4,000	10,869		✓
Depreciation Expense	10,000	10,000	5,247	4,753	✓
Operating Surplus/Deficit	- 14,000	6,000	5,622		✓
HOUSING					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	225,000	225,000	224,558	- 442	✓
Total Expenditure	334,000	334,000	306,494	27,506	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 109,000	- 109,000	- 81,936		
Depreciation Expense	316,000	316,000	324,962	- 8,962	✓
Operating Surplus/Deficit	- 425,000	- 109,000	- 406,898		✓

PARKS,GARDENS, MULTIPURPOSE COURTS, AQUATIC CENTRE AND SPORTS OVALS					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	23,000	23,000	22,125	- 875	✗
Total Expenditure	568,000	568,000	515,237	52,763	✓
Operating Surplus/Deficit	- 545,000	- 545,000	- 493,112		✓
AIRPORT OPERATIONS					
	Annual	YTD	YTD		Status
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	69,000	69,000	78,810	9,810	✓
Total Expenditure	178,000	178,000	206,149	- 28,149	✓
Earnings before interest and depreciation (EBITD)	- 109,000	- 109,000	- 127,339		
Depreciation Expense	45,000	45,000	46,156	- 1,156	✓
Operating Surplus/Deficit	- 154,000	- 109,000	- 173,495		✓
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		1,799,000	- 401,000	✗
Other Income (Profit on disposal, insurance claims and fuel rebates)	40,000		56,702	16,702	✓
Total Income	2,241,000		1,857,526	- 383,474	
Total Expenditure	920,000	920,000	827,062	92,938	✓
Earnings before interest and depreciation (EBITD)	1,321,000	1,321,000	1,030,464		
Depreciation Expense	437,000	437,000	365,779	71,221	✓
Operating Surplus/Deficit	884,000	- 920,000	664,685		✓

6. NDRRA

Flood damage works for the 2015-16 and 2016-17 year have been completed. Approximately \$4.6 million relating to the 2017-18 financial year flood events is expected to be expended in the 2019-20 financial year with approximately \$6 million dollars for these works and works completed in the 2018-19 year to be claimed. Approximately \$1.1 million in flood damage revenue relating to the completed 2016-17 financial year flood events works is also expected in the 2019-20 financial year.

7. RMPC

RMPC program revenue is on track with annual budget estimates at \$969K. RMPC costs to date within annual budget estimates.

8. TIDS & ATSI TIDS

TIDS and ATSI TIDS revenues are on track with annual forecast and claims have been lodged within the deadline.

TIDS and ATSI TIDS costs to date are within budget. Council has also met its TIDS contribution obligation. Expenditure has also been incurred in relation to the 2019-20 TIDS program.

9. 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. Overall road and street maintenance and operating costs are within budget at the end of the financial year.

10. HOUSING PROGRAM

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

11. STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION				
	Opening Balance	YTD	YTD	Annual Forecast
	As at 1 July 2018	Actual	Movement	Budgeted
Current Assets				
Cash and cash equivalents	9,898,722	10,518,438	619,716	9,528,032
Trade and other receivables	1,583,470	444,594	- 1,138,876	769,708
Inventories	242,401	310,065	67,664	242,401
Other financial assets	102,528	34,245	- 68,283	83,980
Non-current assets classified as held for sale	-	-	-	-
Total current assets	11,827,121	11,307,342	- 519,779	10,624,121
Non-current Assets				
Receivables	-	-	-	-
Property, plant and equipment	204,264,969	208,691,793	4,426,824	210,862,660
Accumulated Depreciation	- 60,144,445	- 64,184,360	- 4,039,915	- 64,817,445
Intangible assets	-	-	-	-
Total non-current assets	146,544,215	144,507,433	- 2,036,782	146,045,215
TOTAL ASSETS	158,371,336	155,814,775	- 2,556,561	156,669,336
Current Liabilities				
Trade and other payables	2,160,712	778,124	- 1,382,588	2,160,711
Borrowings	-	-	-	-
Provisions	117,806	142,848	25,042	117,806
Other	-	-	-	-
Total current liabilities	2,278,518	920,972	- 1,357,546	2,278,517
Non-current Liabilities				
Trade and other payables	-	-	-	-
Interest bearing liabilities	-	-	-	-
Provisions	643,996	682,750	38,754	648,996
Other	-	-	-	-
Total non-current liabilities	643,996	682,750	38,754	648,996
TOTAL LIABILITIES	2,922,514	1,603,722	- 1,318,792	2,927,513
NET COMMUNITY ASSETS	155,448,822	154,211,054	- 1,237,769	153,741,823
Community Equity				
Shire capital	39,529,889	39,529,889	-	39,529,891
Asset revaluation reserve	86,418,457	86,418,457	-	86,418,456
Retained surplus/(deficiency)	29,500,476	28,262,707	- 1,237,769	27,793,476
Other reserves	-	-	-	-
TOTAL COMMUNITY EQUITY	155,448,822	154,211,054	- 1,237,769	153,741,823

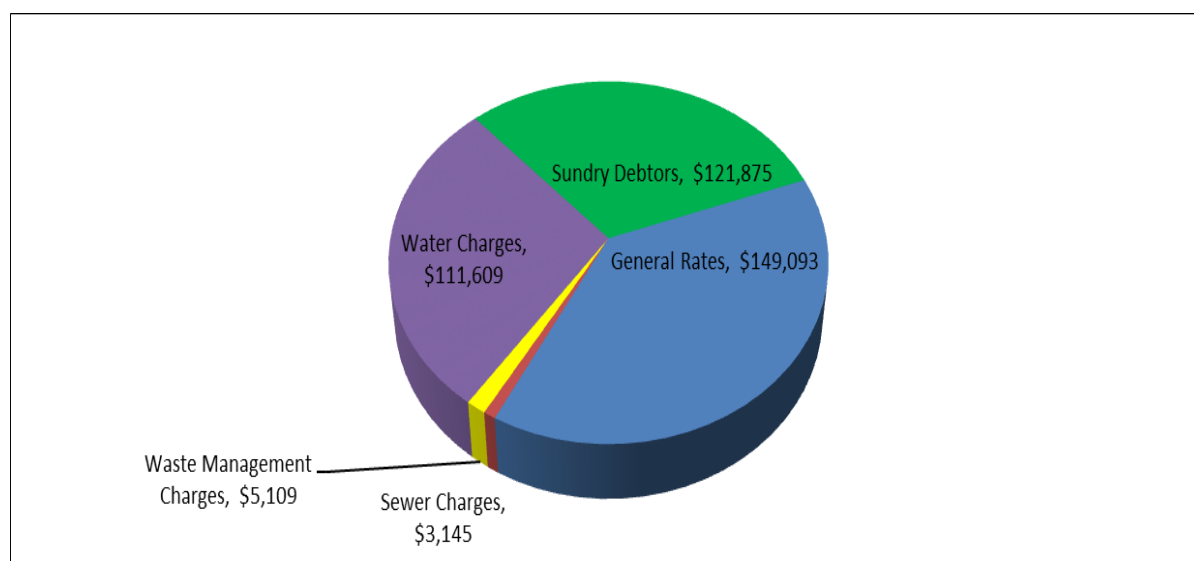
Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Reserve Bank Cash Rate	QTC Investment Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	1.50%	2.82%	\$ 185,832	\$ 9,472,806
Westpac General Fund	1.50%	0.00%	\$ 0	\$ 122,729
Cash Floats	1.50%	0.00%	\$ -	\$ 283
Total			\$ 185,832	\$ 9,595,818

Outstanding receivables

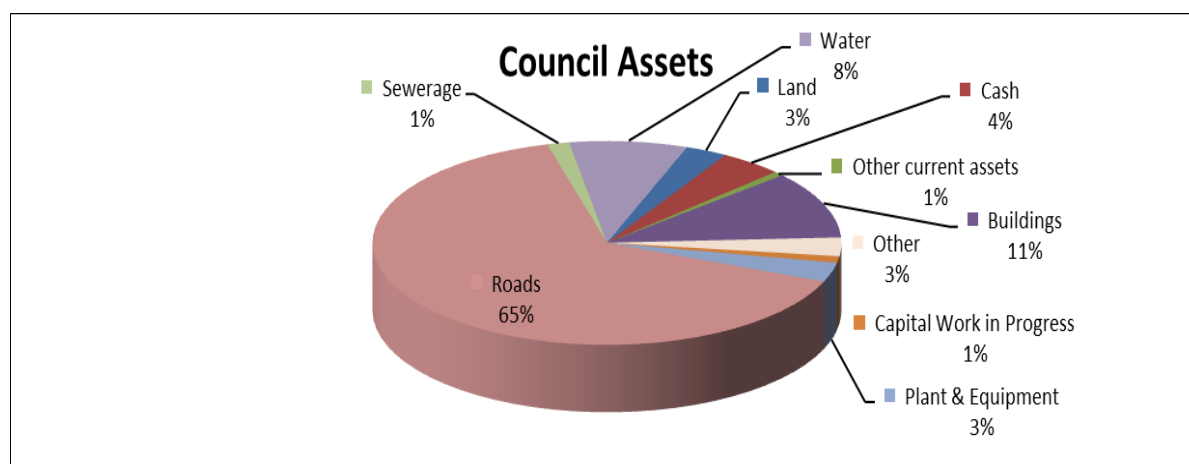
Council commenced debt recovery actions relating to general rates and utility charges in May. Progressive updates will continue to be provided in relation to debt recovery actions. The graphs below provide a breakdown of the amounts owed to Council in respect of services that have been provided to the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

Outstanding Charge	Total Amount \$	Percentage of total
General Rates	\$ 149,093	38%
Sewer Charges	\$ 3,145	1%
Waste Management Charges	\$ 5,109	1%
Water Charges	\$ 111,609	29%
Sundry Debtors	\$ 121,875	31%
Total Outstanding Receivables	390,831	



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	57,040	42,229	48,581	1,243	149,093
SEWERAGE CHARGES	2,029	413	675	27	3,145
GARBAGE CHARGES	2,094	1,243	1,730	42	5,109
WATER ACCESS CHARGES	41,471	10,484	16,314	578	68,847
WATER - EXCESS CONSUMPTION	28,633	14,129	-	-	42,762
STATE GOVT EMERGENCY SVCE LEVY	1,514	863	1,282	31	3,691
TOTAL	132,781	69,361	68,582	1,922	272,647

Current and Non Current Assets Breakdown

12. STATEMENT OF CASH FLOWS

STATEMENT OF CASH FLOWS			
	YTD		Annual Forecast
	Actual		Budgeted
Cash flows from operating activities			
Receipts from customers	4,721,618		5,006,310
Payments to suppliers & employees	- 14,103,198	-	12,900,000
	- 9,381,580	-	7,893,690
Interest received	212,976		176,000
Rental income	224,559		225,000
Non capital grants and subsidies	9,227,643		7,864,000
Net cash inflow (outflow) from operating activities	283,597		371,310
Cash flows from investing activities			
Payments for property plant & equipment	- 3,491,139	-	4,209,000
Proceeds from sale of property plant & equipment	- 107,037		35,000
Capital grants, subsidies, contributions and donations	3,011,674		3,432,000
Net cash inflow (outflows) from investing activities	- 586,502	-	742,000
Cash flows from financing activities			
Proceeds from borrowings	-	-	-
Repayment of borrowings	-	-	-
Depreciation	-	-	-
Net cash inflow (outflow) from financing activities	-	-	-
Net cash increase (decrease) in cash held	- 302,905	-	370,690
Cash at beginning of the reporting period	9,898,722		9,898,722
Cash at end of the reporting period	9,595,817		9,528,032

CONSTRAINED CASH RESERVES					
SOURCE	BALANCE BROUGHT FORWARD	COUNCIL CO- CONTRIBUTIONS	RECEIPTS IN CURRENT YEAR	EXPENDED IN CURRENT YEAR	CLOSING BALANCE (RESTRAINED CASH)
* FAG ROADS	215,410	-	210,134	420,537	5,007
*FAG ROADS 19-20	218,037	-	-	-	218,037
ROAD PROJECTS (CAPITAL)	-	400,000	1,093,326	2,167,690	674,364
SEWER UPGRADE PROJECT	-	650,000	-	99,633	550,367
NDRRA ADVANCE PAYMENT 2016-17 FLOOD EVENT	861,000	-	1,361,069	3,169,612	947,543
NDRRA ADVANCE PAYMENT 2017-18 FLOOD EVENT	-	-	2,660,000	1,154,635	1,505,365
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	-	-	1,063,000	608,000	455,000
WORKS FOR QLD ROUND 3	-	-	560,000	-	560,000
TOTAL CONSTRAINED CASH	1,294,447	1,050,000	7,997,329	7,620,107	2,721,669

*** 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.*

13. CAPITAL WORKS

CAPITAL WORKS FUNDING STATEMENT			
PROJECTS - COUNCIL AND EXTERNALLY FUNDED	BUDGETED EXTERNAL FUNDING	RECEIVED TO DATE	COUNCIL CO - CONTRIBUTION
Works for QLD Round 1	-	119,000	-
Works for QLD Round 2 Projects	600,000	472,000	-
QFES (SES Shed Grant	90,000	92,000	-
Works for QLD Round 3 Projects	-	560,000	-
TIDS (Roads Funding)	600,000	600,000	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	70,000	-
NSRF (Wharf/Boat Ramp Project)	397,000	397,849	-
Building our regions fund	199,000	158,082	-
Get Playing Places & Spaces	-	45,000	-
Stronger Communities	5,000	5,000	-
Sewer Upgrade Grant	950,000	-	650,000
Visitor Information Centre Grant	74,000	74,416	-
TOTAL	3,432,000	3,016,673	1,250,000

CAPITAL WORKS EXPENDITURE					
FOR THE YEAR ENDED 30 JUNE 2019					
PROJECT	YTD Actual	Annual Forecast	Budget	Percentage	Status
	Incl committed costs	Budgeted	Remaining	Complete	Within budget
SES Shed	131,525	130,000	- 1,525	100%	✗
Visitor Information Centre	81,963	82,000	37	100%	✓
Donga Accommodation Units	142,180	200,000	57,820	70%	✓
Gregory Solar	67,108	68,000	892	100%	✓
Wharf Car Park Construction	197,531	198,000	469	100%	✓
Wharf Project Entertainment Area Container	58,366	59,000	634	100%	✓
War memorial construction	30,289	35,000	4,711	100%	✓
W4Q-R2 Water treatment plant upgrade Burke & Gregory	306,000	300,000	- 6,000		✗
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	193,000	174,000	- 19,000		✗
W4Q -R2 Reticulation & Burke Oval upgrade	102,000	50,000	- 52,000	75%	✗
W4Q -R2 Gregory shwgrd spectator facility	432,000	400,000	- 32,000	20%	✗
W4Q -R2 Bunded fuel storage	32,000	33,000	1,000	100%	✓
Boom slasher	32,000	45,000	13,000		✓
Traffic Management & Vehicle Modifications	28,000	30,000	2,000		✓
Toyota Prado	54,894	55,000	106	100%	✓
Doomadgee West Road Formation	715,000	704,000	- 11,000	100%	✗
Gregory Lawn Hill Road Seal	132,000	132,000	-	100%	✓
Doomadgee West Road Formation	364,000	364,000	-	100%	✓
Doomadgee East Road Reseal	49,630	70,000	20,370	100%	✓
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	249,000	600,000	351,000		✓
Firefly Street Sewerage Infrastructure Upgrade	29,000	127,000	98,000		✓
Total Capital Works	3,670,892	4,209,000	538,108		

14. 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. 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

15. 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 Clarke

Carried 190718.03 5/0

Attendance

Clare Keenan left the meeting from 10.35am to 10.38am.

Darren Thomson entered the meeting at 10.42am.

John Clarke left the meeting from 11.14am to 11.16am.

Adjournment

That Council adjourned the meeting for morning tea from 11.20am to 11.40am; all were present at resumption except Darren Thomson.

09.02.02 2019-20 Insurance Renewal

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	16 July 2019
LINK TO COUNCIL PLAN/S:	Budget, Operational Plan

1. PURPOSE

To review and accept the insurance renewal proposal for the 2019-20 financial year

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Councils insurance brokers AON, source insurance coverage for a range of risk areas including Industrial Special Risks (ISR) (Property insurance), Commercial Motor insurance, Cyber Liability, Crime Protection Insurance, Voluntary Workers Insurance and Mayor and Councillors Insurance.

AON have access to insurance markets that council would not be able to access. AON approached a number of insurers per the insurance renewal report and identified the most suitable providers for council, it should be noted that the recommended insurers provided coverage to council in the previous financial year; most of the other insurers that were approached declined the offer.

3. PROPOSAL

Council accepts the recommended insurance coverage through the providers outlined in the insurance renewal report.

4. FINANCIAL & RESOURCE IMPLICATIONS

Due to extremely difficult market conditions and an end of the competitive market environment most insurers have been forced to increase their premiums. Research carried out reflects that one council had their ISR premiums increasing by up to 45%. In terms of the Burke Shire Councils insurance Industrial Special Risks increased by 15%, Commercial Motor vehicle insurance increased slightly and Crime Protection Insurance increased significantly (\$3,000) largely due to the increasing amount of crime insurance claims.

5. RISK

Risk Type	What could happen	Possible consequence
People	<ul style="list-style-type: none"> ▪ Injury to employees, contractors, members of the community and any other person. 	<ul style="list-style-type: none"> ▪ Legal consequences if not insured.
Assets	<ul style="list-style-type: none"> ▪ Damage, theft, failures and maintenance of Council assets. 	<ul style="list-style-type: none"> ▪ Loss of assets due to damage, theft or failure.
Financial	<ul style="list-style-type: none"> ▪ Financial Loss 	<ul style="list-style-type: none"> ▪ Financial loss due to interruption of business, theft, litigation and liability.
Reputation	<ul style="list-style-type: none"> ▪ Public perception and opinion. 	<ul style="list-style-type: none"> ▪ Negative impact on council reputation
Operations	<ul style="list-style-type: none"> ▪ Human Resources, service delivery and Council operations. 	<ul style="list-style-type: none"> ▪ Business interruption

6. POLICY & LEGAL IMPLICATIONS

Maintenance of appropriate insurance coverage is a key element of business operations.

7. CRITICAL DATES & IMPLICATIONS

18 July 2019

8. CONSULTATION

Consultation has occurred between AON and the EMF and CEO

9. CONCLUSION

It is imperative for council to maintain adequate and appropriate insurance coverage for all key risk areas.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Council accepts the recommended insurance coverage.

09.02.02 2019-20 Insurance Renewal

- 1. That Council note the contents of the report; and**
- 2. Council accepts the recommended insurance coverage; and**
- 3. Council resolves to progress a review of a number of key property / infrastructure assets and insurance coverage to validate and ensure appropriate insurance coverage. The assessment will provide further property underwriting information around the property exposure, risk control loss expectancies and mitigation strategies and ensure council has the appropriate level of insurance coverage.**

Moved: Cr Poole

Seconded: Cr Clarke

Carried 190718.04 5/0

Attendance

Simba Chimpaka left the meeting at 11.42am.

Darren Thomson entered meeting at 11.43am.

09.01.01 Works and Services Report

DEPARTMENT:	Works & Services
RESPONSIBLE OFFICER:	Geoff Rintoul, EMWI
PREPARED BY:	Philip Keirle (EMSP), Brett Harris (Workshop & Fleet Manager); Dave Marshall (Water & Sewer Officer).
DATE REPORT PREPARED:	9 July 2019 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014-19 Operational Plan 2018-19

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 June and generally up to date of reporting.

2. PROJECTS

Capital Projects – 2018-19

An update for the 201/20 Financial year and onwards will be made available as soon as projects start to be become available and approved by the relevant agencies.

Task Name	% Complete	Duration	Start	Finish
BSC Master Project Schedule	75%	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	87%	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	100%	99 days	Mon 16/07/18	Thu 29/11/18
Area 1 - North West	100%	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	100%	45 days	Tue 14/08/18	Mon 15/10/18
RMPC 2018/19	100%	23 days	Mon 19/11/18	Wed 9/01/19
2018/19 - TIDS/ATSI	100%	20 days	Mon 22/04/19	Fri 17/05/19
TIDS/R2R/BSC				
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	100%	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
Gregory showgrounds spectator facility	40%	268 days	Mon 23/07/18	Wed 31/07/19
2018-05_SES Building	100%	131 days	Mon 25/06/18	Mon 24/12/18

Capital Projects Roads 2018-19

Road Name	Funding Source	% Complete	Comment
<ul style="list-style-type: none"> ▪ Doomadgee West Road ▪ Nugaburra 	2018 NDRRA – Package 1	50%	Tender awarded to GBE. Separable portions. Portion 1 to be completed by 20 June 2019. Portion 2 to be completed by 10 December 2019.
<ul style="list-style-type: none"> ▪ Doomadgee to Lawn Hill Road ▪ Bowthorn Road 	2018 NDRRA – Package 2	5%	Tender awarded to GBE. Contract PC of 10 December 2019
Gregory to Lawn Hill Road	2018 NDRRA – Package 3	100%	Tender awarded to Spence Contracting. Incorporates TIDS and R2R funding also.
<ul style="list-style-type: none"> ▪ Lawn Hill NP Road ▪ Riversleigh Road 	2018 NDRRA – Package 4	0%	Tender awarded to KG Booth. Contract PC of 10 December 2019. Mobilising 5 th 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	100%	Scheduled for completion prior to 30 June 2019.

Morella Road	2017 NDRRA	100%	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%	Did not complete – Minor works only and will be managed through Shoulder Re-sheeting
Doomadgee East Road	2018/19 ATSI TIDS	100%	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	50%	Gravel ordered Did not complete – Minor works only and will be managed through 2019/20 program
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 RMPC Contract for 2019/20 Financial Year has been forwarded Executed by both parties and is now under Contract.
- b. Staff are now utilising Reflect software to assist in the management of works/projects.
- c. Council staff completed a number of projects in June including Medium Formation Grading works on the Commonweal Road (6801).
- d. A complete program for all RMPXC works in progressing with a number of major activities scheduled for the first quarter including:
 - i. Pot hole and Crack Sealing along 78A
 - ii. Signage repair and replacement along 78A and 6801

- iii. Medium Formation Grading and Gravel Re-sheet along 6801. This includes a number of areas that have not seen any or minimal maintenance for over 5 years.
- e. AIRPORT/REX SERVICES
 - i. 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;
 - ii. The annual inspections of the Burketown Airstrip is scheduled for September 2019 and will be carried out in conjunction with the regional program;
 - iii. A range of minor maintenance items are also being followed up based on recommendations from the above inspection;
 - iv. Grading of the fire breaks of the Burketown airstrip has progressed and will be finalised once the major NDRRA and RMPC works are completed;
 - v. 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;
 - vi. Staff are now carrying out routine inspections of the Gregory airstrip: and
 - vii. Preparation is now being made to prepare a base for a water tank to fire fighting purposes. The tank will be relocated from the Gregory WTP.

5. WORKSHOP & FLEET

The Workshop Manager is on 12 months leave and the replacement is due to commence duties in the week beginning 15 July. There is no maintenance report for the period of June 2019, however in brief the following major plant items were repaired and or serviced:

- a. 519 –Jetpatcher. Replacement of PTO and repairs to spray gear. Still having electronic issue with the controls.
- b. 522 – 140 M Grader. Replacement of Alternator and wiring harness. Now working well
- c. 480 – Primemover. Repairs and replacement of Alternator and replacement of Injector. Still having engine/ coolant leakage.
- d. Maintenance on Gregory Generators;
- e. General servicing of minor and white plant.

Tender Update

- 2018-2019 Budget
 - Ride on Mower- Procurement underway
 - Traffic Management System- Procurement underway
- 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:

Commencing in July this report will detail fuel usage for all plant types including white fleet and generators.

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 – Plant utilization is presently under review.

	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						

6. TOWN & RURAL SERVICES

Parks

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

Routine mowing of Morning Glory park is continuing along with maintenance of other areas, footpaths and cemetery.

Staff have started a clean up at the Gregory Cemetery.

7. 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. At this stage Council is considering options including a loading facility and plant to remove waste off site.

8. HOUSING/BUILDING MAINTENANCE

This area has now picked up and completed a number of minor and now major project works projects and presently quoting for numerous other maintenance works. We have a number of Key items at present at quotation or waiting commencing of works.

In brief over the last two months or so:

1. 42 maintenance projects were carried out on Council facilities ranging from minor repairs, painting to replacement of doors and repairs to buildings.
2. 78 maintenance projects were completed on Council housing ranging from minor repairs, painting, replacement of decking,/ doors and the like to upgrade of Bathrooms.
3. The current major project is the refurbishment of House 11.

Council should note that a large number of outstanding maintenance jobs have now been completed – some that have been some 2 plus years old.

I would like Council to note the efforts of Councils Louise Campbell in the efforts to deliver the above projects – a job very well done.

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
May 2019 14747 kl	June 2019 17740 kl	2993 kl
	Daily Usage (Kilo litres)	Outflow To Town (Litres/Second)
Highest Daily Usage	751kl	Avg 9/s
Lowest Daily Usage	516 kl	Avg 5 l/s

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
May 2019 3753 kl	June 2019 3422 kl	-331 kl

Gregory Water Treatment

We have fixed an 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 – 8th May 2019 Sample No (as per below)

Sample Number	Sample	Result Name	Guidelines	Result	Unit
703555	Burketown - Bowen St Res.	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
703551	Burketown - WTP	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
703555	Hospital	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
703559	Gregory - Pub	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
703561	Gregory - School	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
703563	Gregory - Water Treatment Plant	E coli	< 1.0 CFU/100mL	<1	CFU/100mL

Treatment Plant Operation Summary

GREGORY

- Gregory plant operating well with no issues.

- We are slowly working through the operations at GWTP. Mark Samblebe has been engaged to design the chemical dosing for the plant. ONGOING
- Still waiting on a few upgrades to take place in regards to dosing of chemicals sites. Ongoing. I have been going to Gregory to do changes on a weekly basis .
- We are having an issue with the float level in the clear water tank which is overflowing a couple of times a week.

BURKETOWN

- Plant operating well.
- New filters are operating real well with noticeable changes within the turbidity reading.
- Weekly Maintenance ongoing.

Water Reticulation Summary**GREGORY**

- System operating well. We did repair a few leaks around the system.

BURKETOWN

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

State-wide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Yearly Target	JUNE 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	2	1
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.
- 4 new Ground Water Bores have been installed at the Sewerage Treatment Plant in preparation of the Sewer UPGRADES.
- We have not received the Results for the Effluent testing and the Ground Sampling as of yet.

Analysis	Result Name	Limit of Reporting	Guideline	Result	Unit
NUTRIENTS_TOTAL	TP	<0.1	<= 30 mg/ L P	4.8	mg/ L P
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 notes the contents of the Works and Services report.

09.01.01 Works and Services Report

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

Moved: Cr Poole
Seconded: Cr Murray
Carried 190718.05 5/0

Attendance

Martin Blennerhassett entered the meeting at 12.30pm.

Adjournment

That Council adjourned the meeting for lunch from 12.34pm to 1.40pm; all were present at resumption except Martin Blennerhassett.

09.03.01 Strategic Projects Reports

DEPARTMENT:	Works and Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	09 July 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. MAJOR PROJECTS (>\$1m)

BURKETOWN SEWERAGE TREATMENT PLANT UPGRADE PROJECT

Project Status Report	
Project Name	Burketown Sewerage Treatment Plant Upgrade Project
Project Manager	Philip Keirle, BSC
Project Superintendent	TBC
Contractor(s)	Simmonds & Bristow; Austek Communications Pty Ltd; ARUP Pty Ltd; Erscon Consulting; MBS Water Solutions.
Status Update Provided	9 July 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"> Installation of groundwater monitoring bores
Forthcoming work	<ul style="list-style-type: none"> Detailed design and procurement

Key Parameters	Status	Comments
Schedule	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Construction of passive lagoon system and installation of primary treatment infrastructure: <ul style="list-style-type: none"> 10.05.2019-31.11.2019
Scope	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Construction of passive lagoon system + installation of primary treatment (Imhoff tank + screens) and installation/integration of SCADA.
Procurement	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Progressive procurement from May 2019.
Town Planning	On-Track At-Risk Off-track	<ul style="list-style-type: none"> No MCU required.
Budget	On-Track At-Risk Off-track	<ul style="list-style-type: none"> The revised scope of works will reduce budgetary pressure.

Key Parameters	Status	Comments
Reporting	On-Track At-Risk Off-track	▪ Monthly reporting to Dept. Local Government submitted.

2. PROJECTS (<\$1m)

Project	Description	Update/activity for reporting month
Works 4 Queensland Projects	Covered in separate report	▪ All variation requests (budget, scope, time) endorsed by Department of Local Government (DLGRMA)
Burke Shire Planning Scheme	Adoption of new Planning Scheme	▪ Following receipt of final OLS mapping, Council will seek Ministerial approval to notify the Planning Act 2016 aligned scheme.
Burke Shire Sport & Recreation Strategy	Develop a Sport and Recreation Strategy for the Burke Shire Council	▪ Draft Sport and Recreation Strategy presented to Council for approval.
Register of Prequalified Suppliers (Plant Hire)	Extension of ROPS without re-refreshing ROPS via tender	▪ Contracts now under final Extension of Term.
Register of Prequalified Suppliers (Trade and Professional Services)	ROPS for 5 categories and 43 sub-categories of trades and professional services	▪ ROPS tender closed on 8 July 2019.
Burke Shire Council GIS Project	Adoption of ArcGIS/ESRI platform for Burke's GIS and mapping	▪ Rates data added to GIS platform.
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	▪ Draft ILUA prepared and presented to Negotiator Team and Preston Law for drafting.
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial developments.	▪ Reconfiguration of Lot process commissioned.

Project	Description	Update/activity for reporting month
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"> Betterment application being developed for upgrading approaches to the Leichhardt River Crossing based on design

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
W4Q CCTV and Solar Lighting Project	Installation of CCTV and Solar Lighting at sites throughout Burketown and Gregory	Submit acquittal documentation
Burketown Wharf ILUA	Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation to enable construction of marine infrastructure at the BKT Wharf	ILUA registered.

4. CURRENT/RECENT TENDERS

Tender	Description	Opened	Closes	Awarded
19/0947	ROPS for the supply of Trade and Professional Services (5 categories and 43 sub-categories)	14 June 2019	8 July 2019	

5. PROJECTS UNDER DEVELOPMENT

Project	Description
Burke Shire Council Corporate Plan 2019-2024	Draft Corporate Plan 2019-24 presented to Council in May 2019 and circulated for community review throughout May-June 2019. Final version for adoption to be submitted at July Council meeting.
Burke Shire Council Operational Plan 2019-20	Operational Plan 2019-20 to be submitted to Council for adoption at the July Council meeting.

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	DSDMIP has sent revised Deeds of Agreement for consideration.
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.	DSDMIP has sent revised Deeds of Agreement for consideration.
Doomadgee 4G Feasibility Study	Feasibility Study to define solution to ongoing issue with 4G services in Doomadgee	DSDMIP has sent revised Deeds of Agreement for consideration.

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 Camp

Seconded: Cr Murray

Carried 190718.06 5/0

12. Corporate and Community Services

12.04 Accommodation Policy

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	08 July 2019
LINK TO COUNCIL PLAN/S:	Operational Plan - 1.5 - Outcome: Council's policies, procedures, local laws and delegations are compliant and deliver effective, accountable and transparent governance.

1. PURPOSE

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

2. BACKGROUND

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

3. PROPOSAL

The current Accommodation Policy was reviewed by the Executive Manager Corporate and Community Services. Some changes to the existing Policy provisions have been proposed. The Policy has also been reformatted to align with the Policy Framework Policy. The Accommodation Policy, in the revised format, is attached to this report for reference. It is proposed that Council notes the review undertaken of the Policy and adopt the Policy for a period until the next scheduled review.

Section Changed	Changes made
Eligibility	Council will retain housing for short-term contractor/staff requirements rather than specifically stating that Council will retain two units at 172 Musgrave St, and removed reference to Pensioner Units. This is to provide greater flexibility in the allocation and use of Council's housing.
Rent	Added clarification that rent is due by employees during periods of leave without pay unless otherwise approved in writing.
Rent	Added 2019/20 rental rates
Conditions of Tenancy	Added conditions of tenancy section to provide greater clarity on expectations and requirements of tenants.
Definitions	Added definitions section

Proposed Rental Rates 2019/20:

ACCOMMODATION TYPE	Rates 1 July 2018 to 30 June 2019	Rates 1 July 2019 to 30 June 2020
Three bedroom, two bathroom house		
Fully furnished	\$226.00	\$256.00
Partially furnished	\$220.00	\$250.00
Unfurnished	\$209.00	\$209.00
Three bedroom, one bathroom house		
Fully furnished	\$220.00	\$250.00
Partially furnished	\$215.00	\$235.00
Unfurnished	\$204.00	\$204.00
Two bedroom house		
Fully furnished	\$204.00	\$235.00
Partially furnished	\$198.00	\$230.00
Unfurnished	\$187.00	\$187.00
One / Two bedroom unit		
Self contained (Short-term only)	\$204.00	\$234.00
Fully furnished	\$193.00	\$230.00
Partially furnished	\$197.00	\$225.00
Unfurnished	\$165.00	\$165.00

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Risk Type	What could happen	Possible consequence
Compliance	<ul style="list-style-type: none"> The endorsement of the policy clarifies the accommodation allocation and management practices, reducing the risk of noncompliance and inconsistency. It should also increase staff awareness and understanding with regards to recruitment practices. 	<ul style="list-style-type: none"> Decreased likelihood of inconsistency in Council accommodation allocation and management practice.

6. POLICY & LEGAL IMPLICATIONS

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

7. CRITICAL DATES & IMPLICATIONS

The next scheduled review of the Accommodation Policy will be March 2020.

8. CONSULTATION

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

9. CONCLUSION

Council's Accommodation Policy has been reviewed and is presented to Council for endorsement.

10. OFFICER'S RECOMMENDATION

That Council adopts version 10 of the Accommodation Policy.

12.04 Accommodation Policy

That Council adopts version 10 of the Accommodation Policy excluding the removal of reference to pensioner units.

Moved: Cr Murray

Seconded: Cr Poole

Carried 190718.07 5/0

12.02 Management of Historical and Heritage Items Policy

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	08 July 2019
LINK TO COUNCIL PLAN/S:	Operational Plan - 1.5 - Outcome: Council's policies, procedures, local laws and delegations are compliant and deliver effective, accountable and transparent governance.

1. PURPOSE

To present Council's Management of Historical and Heritage Items Policy for consideration and endorsement.

2. BACKGROUND

Council develops Policies as required to meet strategic and operational requirements of local government. It has previously been identified by Councillors and the Burke Shire community that Council would benefit from having a Policy to address the management of Historical and Heritage Items.

3. PROPOSAL

The Management of Historical and Heritage Items Policy was developed by the Executive Manager Corporate and Community Services. A copy of the draft policy is attached to this report for reference. It is proposed that Council adopts the Policy for a period until the next scheduled review.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Risk Type	What could happen	Possible consequence
Compliance	<ul style="list-style-type: none">The endorsement of the policy clarifies the management practices, reducing the risk of incompliance and inconsistency. It should also increase staff awareness and understanding.	<ul style="list-style-type: none">Decreased likelihood of inconsistency in Council management practices.

6. POLICY & LEGAL IMPLICATIONS

Council's Management of Historical and Heritage Items Policy complies with the relevant sections of the Local Government Regulation 2012.

7. CRITICAL DATES & IMPLICATIONS

The next scheduled review of the Management of Historical and Heritage Items Policy will be March 2021.

8. CONSULTATION

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

9. CONCLUSION

Council's Management of Historical and Heritage Items Policy has been developed and is presented to Council for endorsement.

10. OFFICER'S RECOMMENDATION

That Council adopts version 1 of the Management of Historical and Heritage Items Policy.

12.02 Management of Historical and Heritage Items Policy

That Council adopts version 1 of the Management of Historical and Heritage Items Policy.

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 190718.08 5/0

12.03 Jolliffe Artwork

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	03 July 2019
LINK TO COUNCIL PLAN/S:	Operational Plan - 1.5 - Outcome: Council's policies, procedures, local laws and delegations are compliant and deliver effective, accountable and transparent governance.

1. PURPOSE

To determine the future of the Eric Jolliffe artworks.

2. BACKGROUND

Council owns 14 framed pieces of Eric Jolliffe's artwork. An iconic bush artist, Jolliffe bequeathed these paintings to the Shire prior to his death in 2001. Previously, 8 of these paintings were displayed in the Burke Shire Library however, due to their content (nudity and racial undertones), they were determined to be inappropriate and so were removed.

A Report was submitted to Council in November 2017 which sought steer from Council with regards to the future of the artworks. Council resolved to defer a decision on the future of the Eric Jolliffe artworks until a policy on the management of historical and heritage items had been adopted. A Management of Historical and Heritage Items was presented to the July 2019 Council meeting for consideration.

3. PROPOSAL

As per Council's Management of Historical and Heritage Items Policy, when Council acquires a historical item, the following are to be undertaken with regards the item:

- Photographed
- Catalogued (Council to maintain a register of historical items)
- Valued (where feasible)
- Stored to ensure safety until permanent home can be found

This has been undertaken in regards to the Eric Jolliffe artworks. The artworks were valued by the Australian Cartoon Museum's valuer, Ian McCall, and they are valued at \$100 each so \$1,400 for the entire set. Please note that Council does not have anywhere to appropriately store these artworks.

The staff recommendation would be that it would not be appropriate to display the artwork in a Council facility, which leaves us with the option of disposing of the items. Council's Management of Historical and Heritage Items Policy promotes methods of disposal in order are:

- Return to the donor
- Transfer to another Local History Collection/collecting body

- Sale
- Destruction

Council contacted a variety of bodies and organisations to ascertain options for loaning or bequeathing the artworks to these external parties. The list below details the responses of those organisations not interested in taking the artworks:

- **National Gallery of Australia** – Advised that the works we have would not be suitable for display in their facility.
- **Cairns Historical Society** – Their scope does not reach as far as Burke Shire.
- **State Library of Queensland** – Not sufficient connection to Queensland
- **Queensland Museum** – Do not accept long-term loans
- **Queensland Art Gallery** – Advised that the works we have would not be suitable for display in their facility.

The Australian Cartoon Museum in Melbourne, Victoria, has agreed to accept the artworks on a long-term loan. Council may wish to consider the gifting of the artwork to the Museum. The museum has advised that they are not in position to buy the artworks.

Direction is being sought from Council regarding the future display of these pieces. Two options exist:

- A. Do nothing and continue to store the artworks in Council facilities;
- B. Bequeath artworks to the Australian Cartoon Museum;

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Risk Type	What could happen	Possible consequence
Assets	<ul style="list-style-type: none">▪ Council inappropriately manages a heritage asset.	<ul style="list-style-type: none">▪ Lose of revenue.

6. POLICY & LEGAL IMPLICATIONS

Disposal of this asset would be undertaken in adherence to all relevant regulations.

7. CRITICAL DATES & IMPLICATIONS

There are no critical dates associated with this report.

8. CONSULTATION

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

9. CONCLUSION

Council has developed a Management of Historical and Heritage Items and this policy has been used to provide the recommendation for this report.

10. OFFICER'S RECOMMENDATION

That Council bequeaths the Artworks to the Australian Cartoon Museum.

12.03 Jolliffe Artwork

That Council notes the contents of this report.

Moved: Cr Camp

Seconded: Cr Poole

Carried 190718.09 5/0

12.05 Addition to Council's 2019/20 Fees & Charges

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	08 July 2019
LINK TO COUNCIL PLAN/S:	Revenue Statement, Budget, Operational Plan

1. PURPOSE

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council reviews fees and charges for a number of services on an annual basis. This report and attachment contains proposed fees and charges relating to berthing permits at the Burketown wharf/pontoon for the 2019-20 financial year. Council considered factors such as relevant operating and maintenance costs when determining these proposed charges.

3. PROPOSAL

That Council acknowledges and adopts proposed berthing fees and charges for the 2019-20 financial year.

4. FINANCIAL & RESOURCE IMPLICATIONS

Setting of appropriate fees and charges ensures Council's ability to appropriately maintain the infrastructure.

5. POLICY & LEGAL IMPLICATIONS

N/A

6. CRITICAL DATES & IMPLICATIONS

The proposed fees and charges would be effective immediately.

7. CONSULTATION

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

8. CONCLUSION

Income generation through the levying of associated fees and charges is core to Council's ability to provide the infrastructure, facilities and services.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the proposed Berthing Fees and Charges.

12.05 Addition to Council's 2019/20 Fees & Charges

1. That Council note the contents of the report; and
2. That Council adopts the proposed Berthing Fees and Charges.

Moved: Cr Camp

Seconded: Cr Clarke

Carried 190718.10 5/0

12.01 Corporate and Community Services Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	09 July 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2018/19

1. GENERAL BUSINESS

Administration and Community Services (A&CS)

Food Licences

2019-20 food licence renewals have all been submitted to Council. Invoices will be issued to the food businesses for the renewal fees.

Auction

The public blind auction will be held on Wednesday 24 July. Auction items are currently being catalogued, and a public notice and catalogue is to be released during the week of 8 July.

Locksmith visit

Currently collating a list of jobs in preparation for a visit from Council's contracted locksmith.

Durlga Bookings

Council had two external bookings and seven internal bookings for the period 1-30 June.

Library

Council recently completed a library exchange to refresh the books available in the library. The library is being well utilised by visitors and children, especially so during the school holidays.

Staff Training

Schynayne Portch has commenced her Certificate III in Recordkeeping.

Event Calendar

Event Date	Event	Host
24 July	Public Auction	BSC
27 July	Seniors day	BSC
1-2 August	Tidy-up Burketown / Hard Rubbish Collection	BSC
3-4 August	Burketown Campdraft	Burketown Rodeo & Sporting Assoc.
15-18 August	Frontiers Day Festival	Goodidja Productions
End of August	Tidy Yards Judging	BSC

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

Human Resources

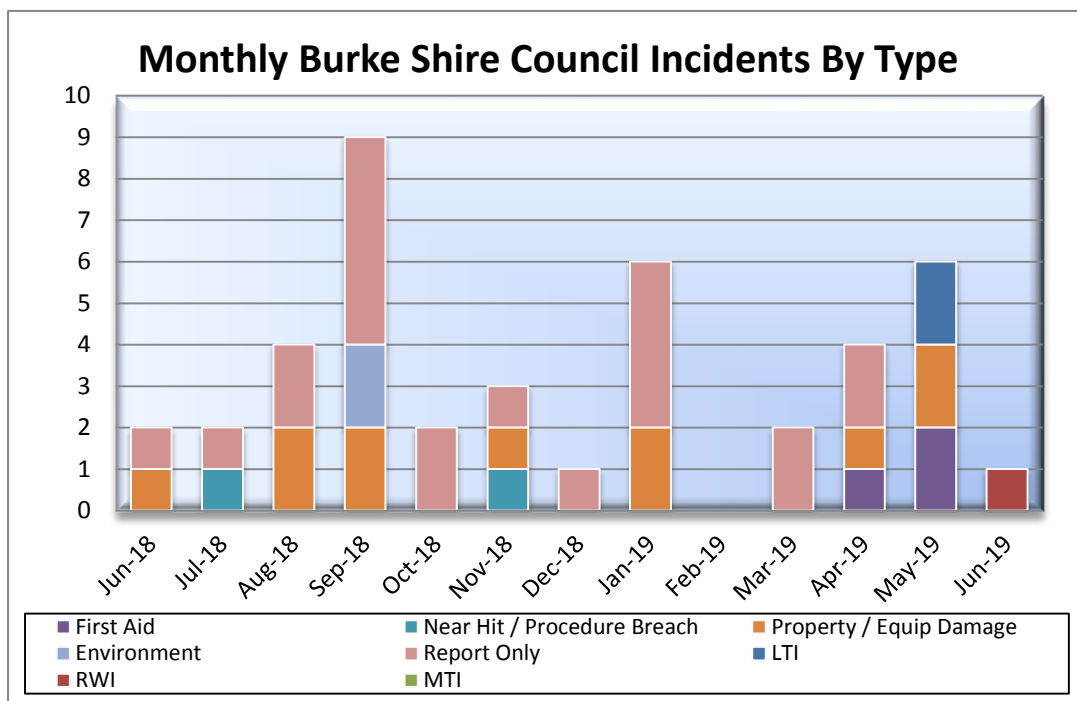
Council's Leave Liability (as at 30 June 2019):

Leave Type	May 2019 Liability (hrs)	June 2019 Liability (hrs)	May 2019 Liability (\$)	June 2019 Liability (\$)
Annual Leave	4,933	5,777	\$254,882	\$303,715
Sick Leave	4,951	5,307	\$221,139	\$239,471
Long Service Leave	Liability Due – 1,547 Liability Accruing – 6,264	Liability Due – 1,569 Liability Accruing – 6,668	Liability Due – \$67,717 Liability Accruing – \$227,178	Liability Due – \$68,680 Liability Accruing – \$230,751

Workplace Health and Safety

There was 1 incident reported in June 2019:

- 1 x Restricted Work Injury



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 Yanner

Seconded: Cr Murray

Carried 190718.11 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 and g)*.

(e) contracts proposed to be made by it;

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

Council moved into closed session at 2.42pm.

Moved: Cr Murray

Seconded: Cr Camp

Carried 190718.12 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 3.05pm.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 190718.13 5/0

10.01 Closed Session Report – Burke Shire Planning Scheme

- 1) That Council notes the contents of this report and all attachments;**
- 2) That Council endorses the proposed Burke Shire Planning Scheme (including all mapping) and the proposed Consultation Strategy;**
- 3) That Council, pursuant to section 287(4) of the *Planning Act 2016*, requests Ministerial endorsement to publicly consult on the proposed Burke Shire Planning Scheme.**

Moved: Cr Murray

Seconded: Cr Camp

Carried 190718.14 5/0

10.02 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 Camp

Seconded: Cr Yanner

Carried 190718.15 5/0

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan, Chief Executive Officer
DATE REPORT PREPARED:	10 July 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan – Administration. Outcome 2.2 Professional administrative interaction with all stakeholders

1. PURPOSE

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

2. MATTERS FOR YOUR INFORMATION

Following the last Council meeting, my staff and I have spent a significant time has been spent on considering the structure and staffing needs of Council, strategic direction, Council memberships in the context of the 2019/2020 budget.

A Council workshop will have taken place prior to this meeting allowing for direction from the elected representatives on matters of strategic importance, where I have felt guidance was needed.

I will also have met in Mount Isa with the Department of State Development Regional Director, Tammy Parry. Graham Locke and Brian Atherinos, Manager of Economic Diversification as well as with Iain Faithful of the Department of Prime Minister and Cabinet regarding staff development grants and Jake Hart, Director Compliance and Utilities Services to discuss tyre removal.

Gulf Savannah Development

I attended the Gulf Savannah Development meeting with the Mayor and Deputy Mayor in Croydon. Subsequent meetings and teleconferences have resulted in a review of the organisation and a commitment to Gulf branding. Normanton CEO Mark Crawley and I have nominated to work together on overseeing the contractor who will recommend on organisational structure. I further met with Carpentaria Shire CEO, Mark Crawley, in Normanton.

NAIDOC week

Council is running a short film competition to capture local stories and culture. The winning entry will be screened at the Frontiers Day Festival and receive a iPhone 8S – we wish to sincerely thank David Snowman of Telstra for providing this sponsorship.

3. OFFICER'S RECOMMENDATION

That Councillors note the contents of the report.

11.01 Chief Executive Officer Report

That Councillors note the contents of the report.

Moved: Cr Murray

Seconded: Cr Poole

Carried 190718.16 5/0

11.02 Adoption of Corporate Plan 2019-24

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	9 July 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

To adopt the Corporate Plan for 2019-24.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council's current Corporate Plan (2014-19) expired on 30 June 2019. Council has engaged in significant stakeholder engagement in preparing the Corporate Plan for 2019-24. This included circulation of the draft Corporate Plan following the May 2019 Council meeting.

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

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

Moved: Cr Poole

Seconded: Cr Murray

Carried 190516.07 5/0

3. PROPOSAL

That Council adopts the Corporate Plan 2019-24 as presented, noting the updates that have taken place to the version circulated for consultation in May 2019 (see attachment 1).

4. FINANCIAL & RESOURCE IMPLICATIONS

The financial and resource implications of the Corporate Plan are detailed over the course of five (5) Council budgets.

5. RISK

Risk Type	What could happen	Possible consequence
Strategic and operational alignment	<ul style="list-style-type: none"> Non-alignment between Corporate Plan, Operational Plan and Budget. 	<ul style="list-style-type: none"> Ineffective, inefficient and non-compliant operations.
Compliance	<ul style="list-style-type: none"> Content requirements of Corporate Plan 2019-24 not met 	<ul style="list-style-type: none"> Plan prepared with reference to regulatory requirements.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Section 104 Financial management systems	(5) (a) (i) The system of financial management established by a local government must include a 5-year corporate plan that incorporates community engagement
Local Government Regulation 2012	Part 2 Financial Planning Documents, Division 1 5-year Corporate Plan	<p>Section 165 Preparation of 5-year Corporate Plan</p> <ol style="list-style-type: none"> A local government must prepare a 5-year corporate plan for each period of 5 financial years. A local government must adopt its 5-year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the first financial year that is covered by the plan. A local government may, by resolution, amend its 5-year corporate plan at any time. A local government must discharge its responsibilities in a way that is consistent with its 5-year corporate plan. <p>Section 166 5-year Corporate Plan Contents A local government's 5-year corporate plan must—</p> <ol style="list-style-type: none"> outline the strategic direction of the local government; and state the performance indicators for measuring the local government's progress in achieving its vision for the future of the local government area

7. CRITICAL DATES & IMPLICATIONS

18 July 2019: Council will adopt the Corporate Plan 2019-24 and the Operational Plan for 2019-20 at the Ordinary Council meeting in July 2019.

8. CONSULTATION

Consultation on the Corporate Plan 2019-24 has been derived from:

- Corporate Plan 2019-24 sessions with Councillors and community.

9. CONCLUSION

Council's Corporate Plan 2019-24 meets all statutory requirements for a Corporate Plan as dictated by the *Local Government Act 2009* and Local Government Regulation 2012.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the Corporate Plan 2019-24 as presented.
3. That Council uploads the Corporate Plan 2019-24 to Council's website.

11.02 Adoption of Corporate Plan 2019-24

- 1. That Council note the contents of the report; and**
- 2. That Council adopts the Corporate Plan 2019-24 as presented.**
- 3. That Council uploads the Corporate Plan 2019-24 to Council's website.**

Moved: Cr Camp

Seconded: Cr Murray

Carried 190718.17 5/0

11.03 Adoption of Operational Plan 2019-20

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	9 July 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

To adopt the Operational Plan for 2019-20.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council prepares an Operational Plan for each financial year. As this is the first year under a new Corporate Plan (2019-24), much of this preparation has been derived from Corporate Planning sessions held with Councillors and community.

3. PROPOSAL

That Council adopts the Operational Plan 2019-20 as presented.

4. FINANCIAL & RESOURCE IMPLICATIONS

The financial and resource implications of the Operational Plan are detailed in the 2019-20 budget.

5. RISK

Risk Type	What could happen	Possible consequence
Strategic and operational alignment	<ul style="list-style-type: none"> Non-alignment between Corporate Plan, Operational Plan and Budget. 	<ul style="list-style-type: none"> Ineffective, inefficient and non-compliant operations.
Compliance	<ul style="list-style-type: none"> Content requirements of Operational Plan 2019-20 not met 	<ul style="list-style-type: none"> Plan prepared with reference to regulatory requirements.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Section 104 Financial management systems	<p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually</p>
Local Government Regulation 2012	Division 4 Annual operational plan	<p>Section 174 Preparation and adoption of the annual operational plan</p> <ol style="list-style-type: none"> (1) A local government must prepare and adopt an annual operational plan for each financial year. (2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year. (3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months. (4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year. (5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan. <p>Section 175 Annual operational plan contents</p> <ol style="list-style-type: none"> (1) (1)The annual operational plan for a local government must— <ol style="list-style-type: none"> a. be consistent with its annual budget; and b. state how the local government will— <ol style="list-style-type: none"> i. progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and ii. manage operational risks

7. CRITICAL DATES & IMPLICATIONS

A local government must prepare and adopt an annual operational plan for each financial year and may choose to adopt the annual operation plan at the same time as the budget. The 2019-20 Operational Plan will be presented to Council for adoption on 18 July 2019. The 2019-20 budget will be adopted the following week.

8. CONSULTATION

Consultation on the Operational Plan 2019-20 has been derived from:

- Corporate Plan 2019-24 sessions with Councillors and community;
- EMT allocations of the timeframes and accountabilities for deliverables;
- Budget discussions;

9. CONCLUSION

This is the first Operational Plan under Council's new Corporate Plan 2019-24 and has been developed with reference to the objectives, strategies and key performance indicators of the Corporate Plan.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the Operational Plan 2019-20 as presented.
3. That Council publishes the Operational Plan 2019-20 on Council's website.

11.03 Adoption of Operational Plan 2019-20

- 1. That Council note the contents of the report; and**
- 2. That Council adopts the Operational Plan 2019-20 as presented.**
- 3. That Council publishes the Operational Plan 2019-20 on Council's website.**

Moved: Cr Camp

Seconded: Cr Yanner

Carried 190718.18 5/0

11.04 Burke Shire Sport and Recreation Strategy

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	15 July 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

To adopt the Burke Shire Sport and Recreation Strategy 2019-24.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council secured Building Better Regions Funding to complete a Sport and Recreation Strategy. Council engaged Ross Planning to complete this Strategy.

3. PROPOSAL

That Council adopts the Sport and Recreation Strategy 2019-24.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council secured \$20,000 (excl. GST) to complete the Sport and Recreation Strategy under the BBRF grant.

5. RISK

Risk Type	What could happen	Possible consequence
Resources	<ul style="list-style-type: none"> Insufficient resources to deliver Strategy recommendations 	<ul style="list-style-type: none"> Objectives/outcomes of strategy not achieved
Staff turnover	<ul style="list-style-type: none"> High staff turnover rates make it difficult to deliver Strategy recommendations 	<ul style="list-style-type: none"> Objectives/outcomes of strategy not achieved

6. POLICY & LEGAL IMPLICATIONS

There are no regulatory requirements associated with the Sport and Recreation Strategy.

7. CRITICAL DATES & IMPLICATIONS

An 18 July 2019 adoption of the Sport and Recreation Strategy would allow Council to acquit the BBRF grant. This date would also all the Strategy to be adopted at/around the same time as the Corporate and Operational Plans and the 2019-20 budget.

8. CONSULTATION

Consultation has taken place in the following ways:

- Direct stakeholder engagement sessions in December 2018;
- Release of two (2) survey instruments, one targeting committee members of sport and recreation clubs/associations, the other at community members during April-May 2019.

9. CONCLUSION

The implementation of the Sport and Recreation Strategy has the potential to facilitate a wide-range of positive outcomes for the Burke Shire community.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the Sport and Recreation Strategy 2019-24.

11.04 Burke Shire Sport and Recreation Strategy

- 1. That Council note the contents of the report; and**
- 2. That Council adopts the Sport and Recreation Strategy 2019-24.**

Moved: Cr Poole

Seconded: Cr Clarke

Carried 190718.19 5/0

Attendance

Darren Thomson left the meeting at 3.52pm.

Cr Murray left the meeting at 3.53pm.

13. Mayoral Report

That Council notes the contents of the verbal report provided by Councillor Camp.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 190718.20 4/0

14. Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Poole

Carried 190718.21 4/0

15. New business of an urgent nature admitted by Council

Council notes no new business of an urgent nature was admitted by Council.

16. Deputations and presentation scheduled for meeting

Council notes no deputations or presentations were scheduled for the meeting.

17. Closure of meeting

The Chair declared the meeting close at 4.02pm.

I hereby certify that these pages numbered 1 to 60 – constitute
the Confirmed minutes of the Ordinary Council Meeting of Burke
Shire Council held on Thursday 18 July 2019.

Mayor Cr Ernie Camp