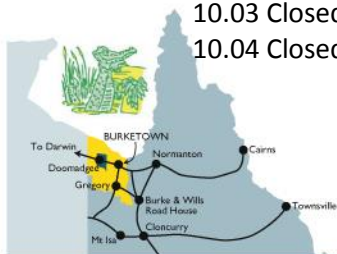




Agenda and Business Papers Burke Shire Council Ordinary Meeting Thursday 22 August 2019 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch

01. Opening of Meeting	3
02. Record of Attendance	3
02.01 LGR 2012 Section 276 – Attendance by teleconferencing.....	3
03. Prayer	3
04. Consideration of applications for leave of absence	3
05. Confirmation of minutes of previous meeting(s)	3
05.01 Ordinary Meeting 18 July 2019 and Special Meeting 24 July 2019	3
06. Condolences.....	4
07. Declaration of Interests	4
08. Consideration of Notice(s) of Motion and Petitions.....	4
08.01 Notices of Motion	4
08.02 Petitions	4
09. Works, Services and Finance Reports	4
09.01.01 Works and Services Report	5
09.02.01 Finance Monthly Update Report	14
09.03.01 Strategic Projects Reports.....	26
10. Closed Session Reports	30
10.01 Closed Session Report - Register of Prequalified Suppliers – Trades and Professional Services	30
10.02 Closed Session Report - Works 4 Queensland 2017-19.....	30
10.03 Closed Session Report - Rates Exemption Request	30
10.04 Closed Session Report - Rates Debt Collection	30



11. Chief Executive Officer Reports	31
11.01 Chief Executive Officer Report	32
11.02 Temporary Delegation	33
12. Corporate and Community Services	36
12.01 Corporate and Community Services Report	37
12.02 2019-20 Donation Requests.....	41
12.03 Council HR Policies – Higher Duties Policy and Overtime Policy	46
13. Mayoral Report	48
14. Councillor Reports.....	48
15. New business of an urgent nature admitted by Council	48
16. Deputations and presentation scheduled for meeting	48
17. Closure of meeting.....	48

01. Opening of Meeting

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

02. Record of Attendance

Members	Cr Ernie Camp; Mayor – Chair Cr Paul Poole; Deputy Mayor Cr John Clarke Cr John Yanner Cr Tonya Murray
Officers	Clare Keenan; Chief Executive Officer Darren Thomson; Deputy CEO Geoff Rintoul; Executive Manager Works and Infrastructure Simbarashe Chimpaka; Executive Manager Finance Philip Keirle; Executive Manager Strategic Projects Madison Marshall; Executive Assistant (Minutes)

02.01 LGR 2012 Section 276 – Attendance by teleconferencing

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

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

03. Prayer

Led by Cr Murray

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting 18 July 2019 and Special Meeting 24 July 2019

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

- i. Ordinary Meeting of Council held on Thursday 18 July 2019
- ii. Special Meeting of Council held on Wednesday 24 July 2019

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

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

08.01 Notices of Motion

None received at time of agenda preparation.

08.02 Petitions

None received at time of agenda preparation.

09. Works, Services and Finance Reports

09.01.01 Works and Services Report

09.02.01 Finance Monthly Update Report

09.03.01 Strategic Projects Reports

Works and Services Reports

09.01.01 Works and Services Report

DEPARTMENT:	Works & Services
RESPONSIBLE OFFICER:	Geoff Rintoul, EMWI
PREPARED BY:	Philip Keirle (EMSP) and Dave Marshall (Water & Sewer Officer).
DATE REPORT PREPARED:	12 August 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 2019/20 financial year and onwards will be made available as soon as projects start to become available and approved by the relevant agencies.

Council should note that we are progressing with a number of projects for the 2019/20 F/Y including the NDRRA projects that are presently at approval stage. These will be updated at the September meeting report.

Projects from the 2018/19 F/Y that have been completed will be removed from the next report.

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 TIDS/R2R/BSC	100%	20 days	Mon 22/04/19	Fri 17/05/19
2018-08_VIC	100%	50 days	Mon 4/06/18	Mon 13/08/18

Task Name	% Complete	Duration	Start	Finish
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
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	90%	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	5%	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	100%	Underway
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	100%	All works completed in late July as part of 2018/19 and general maintenance works.
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	100%	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	1000%	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

The 5 Year road program is presently under review in order to bring it in line with current priorities and funding. A revised program will be available as soon as possible with the intent to present at the September Council meeting.

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

Year	Project No	Road	Cat	Type	Distance (km)
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
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

- The RMPC Contract for 2019/20 Financial Year has been forwarded Executed by both parties and is now under Contract.

- TMR representatives will be on site within the next few weeks to close out 2018/19 F/Y.
- Staff are utilising Reflect software to assist in the management of works/projects.
- Council staff completed a number of projects in July including some minor road repairs and signage on both roads.
- Planned works activities scheduled for the first quarter including:
 - Pot hole and Crack Sealing along 78A
 - Signage repair and replacement along 78A and 6801
 - 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.

5. AIRPORT/REX SERVICES

- 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 ready for the September 2019 airport inspections;
- The annual inspections of the Burketown Airstrip is scheduled for September 2019 and will be carried out in conjunction with the regional program;
- A range of minor maintenance items are also being followed up based on recommendations from the above inspection;
- Grading of the fire breaks of the Burketown airstrip are completed and now looking at the grading of the apron area in preparation for additional aircraft associated with the Morning Glory events;
- The PAL system at the Burketown aerodrome is still not operational and with the airport lights being turned on at night as a management solution;
- Staff are now carrying out routine inspections of the Gregory airstrip; and
- 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. Staff have liaised with QFRS staff to site the tanks.

6. WORKSHOP & FLEET

The Workshop and Fleet Manager has completed an overall review of the current conditions of the major plant items. We are in the process of engaging an additional Diesel Fitter to assist in repairs of plant.

The general status of key plant items is as follows:

- 519 –Jetpatcher. Electronic/Air issue with the controls. Contacted manufacturer and arranging for a technician to visit site to inspect and rectify along with providing additional training.
- 522 – 140 M Grader. Recurring wiring harness fault – Technician replaced same and plant is now working, staff will continue to monitor;
- 523 – 140 M Grader. Leaking hydraulics – Staff repaired/replaced same and plant is now working, staff will continue to monitor;

- 480 – Prime mover. Repairs and replacement of Alternator and replacement of Injector. Still having engine/ coolant leakage and battery charging issues– Recent inspections have found misalignment of drive axels which is presently being investigated;
- 551 – Prime mover. Recent inspections have found misalignment of drive axels which is presently being investigated; and
- General servicing of minor and white plant.

Tender Update

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:

Staff are still reviewing 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 and will likely commence with the installation of NAVMAN.

7. 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.

Staff are emptying both the Adel's Grove and Gregory pump outs on a weekly basis at the moment.

8. WASTE MANAGEMENT

EMWI and EMSP have 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.

The Burketown clean up resulted in an additional 6 cars and about 20 truck loads of various no household wastes.

9. HOUSING/BUILDING MAINTENANCE

This area has now picked up and completed a number of project works on various housing.

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

Staff are waiting to gain access number of houses that are in the process of being vacated in order to scope up repair works.

10. BIOSECURITY

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

11. WATER

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
June 2019 17740 kl	July 2019 15818 kl	-1922 kl
	Daily Usage (Kilo litres)	Outflow To Town (Litres/Second)
Highest Daily Usage	681 kl	Avg 9/s
Lowest Daily Usage	277 kl	Avg 5 l/s

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
	Daily Usage (Kilo litres)	Outflow To Town (Litres/Second)
June 2019 3422 kl	July 2019 3234 kl	-188 kl
Highest Daily Usage	299 kl	4.11 L/S
Lowest Daily Usage	31 kl	0.5 L/S

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 – 17th July 2019 Project No : 097243

Sample Number	Sample	Result Name	Guidelines	Result	Unit
713859	Burketown - Bowen St Res.	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
713857	Burketown - WTP	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
713855	Marshall Street	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
713865	Gregory - Pub	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
713868	Gregory - Depot	E coli	< 1.0 CFU/100mL	<1	CFU/100mL

Sample Number	Sample	Result Name	Guidelines	Result	Unit
713870	Gregory - Water Treatment Plant	E coli	< 1.0 CFU/100mL	<1	CFU/100mL

Water Reticulation Summary

GREGORY

- System operating well with only minor repairs carried out.

BURKETOWN

- System operating well.
- We are now starting to complete out standing work in regards to leaking services. Some of the services have poly pipe which have been installed in the 80s and are starting to fail.

State-wide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Yearly Target	JULY 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	1	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	Per 100 connections/year	<12	1	1

complaints (any nature)				
-------------------------	--	--	--	--

12. 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.
- Results for the Effluent testing and the Ground Water have been received.

Results of Treated Effluent 17-07-2019. Samples 712082 and 712081

Analysis	Result Name	Limit of Reporting	Guideline	Result	Unit
NUTRIENTS_TOTAL	TP	<0.1	<= 30 mg/ L P	4.9	mg/ L P
NUTRIENTS_TOTAL	TN	<0.2	<= 40 mg/L N	34	mg/L N
SOLIDS_VSS_TSS	Total Suspended Solids	<1	<= 30 mg/L	21	mg/L
PH_EC_ALK_TURB	Electrical Conductance	<1	<= 1600 µS/cm	580	µS/cm
PH_EC_ALK_TURB	pH	<0.1	6.5 - 8.5	7.0	
BOD_CHLORINATED	BOD	<2	<= 20 mg/L	5.3	mg/L
CHLOR_TOT_LAB	Total Chlorine	<0.02		0.26	mg/L
CHLOR_FREE_LAB	Free Chlorine	<0.02	<= 1 mg/L	0.04	mg/L
ECOLI-TOTAL COLIFORM	E coli	<10	<= 1000 CFU/100mL	<10	CFU/100mL

Sewer Reticulation Burketown

We have now completed installations of a few outstanding connections to the Sewer Retic.

JCU building Fire Fly St/ Jeff & Leah's block on Gregory ST.

13. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

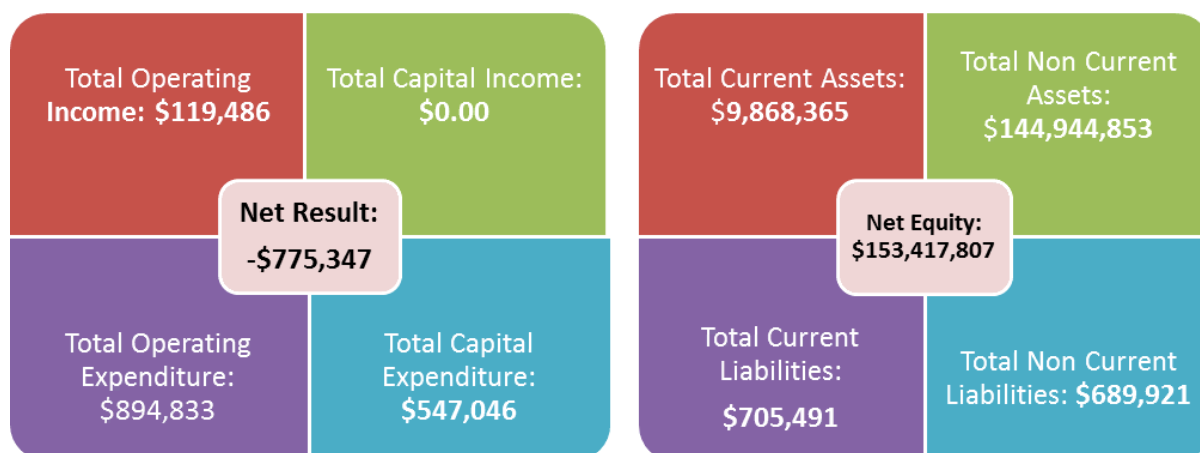
Finance Reports

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	13 August 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.



Overall Financial Performance		Year To Date Actual	Annual Budget (Target)	Actual: Budget Variance
Operating Income		119,486	16,626,544	- 16,507,058
Operating Expenditure		894,833	20,601,000	- 19,706,167
Operating Result (Profit/Loss)	-	775,347	3,974,456	- 3,199,109

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)	Actual: Budget Variance
Cash & Cash Equivalents		8,782,665	7,748,131	1,034,534
Other Current Assets		1,085,700	1,193,564	- 107,864
Liabilities (Current)		705,491	1,584,119	- 878,628
Liabilities (Non Current)		689,921	691,323	- 1,402

Council reported an operating loss of \$775K against a forecast annual operating loss of \$3.9 million (excluding capital income and capital expenditure) at the end of the reporting period.

Overall year to date operating income and expenditure are below budget reflecting the infancy of the financial year.

Cash balances decreased from \$9.5 million from the previous reporting month to \$8.7 million. Cash balances are expected to fluctuate progressively through the financial year in line with timing of

receipts and outflows for employee wages and goods and services. The annual forecast projects cash balances to sit at \$7 million at the end of the financial year.

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 on track with annual forecasts. There are no significant movements anticipated in respect of non current and current liabilities at year end.

Sustainability outlook

Financial Sustainability Ratios and Measures of Sustainability	TARGET	YTD ACTUAL	ANNUAL BUDGET
Operating Surplus Ratio (%)	Between 0% and 10%	-649%	-24%
Asset Sustainability Ratio (%)	Greater than 90%	2%	35%
Working Capital Ratio	Greater than 1:1	14	5
Net Financial Liabilities Ratio	Less than 60%	-7669%	-62%

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 14:1 (current assets to current liabilities). The year to date current ratio is positively above the annual forecast; this will fluctuate in line with cash inflows and outflows progressively through the year.

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

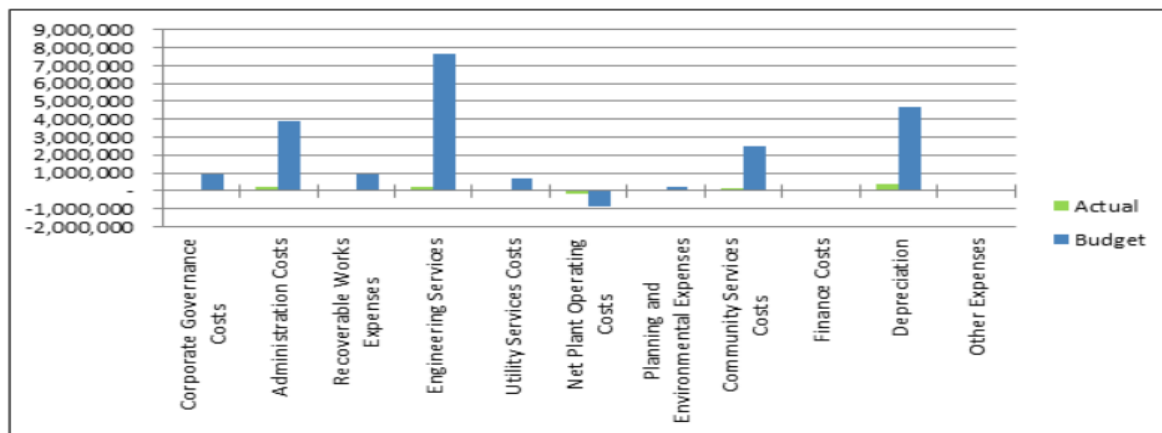
The operating surplus ratio measures council's ability to cover operational costs through operational revenues. Council's operating surplus ratio remains outside the benchmark range of between 0%-10% indicating limited capacity to cover operational expenditures through operating revenue.

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 primarily reflecting the infancy of the financial year. The budgeted asset sustainability ratio is lower than the target benchmark as the majority of the capital works budget consists of asset upgrades and new assets.

2. OPERATING STATEMENT

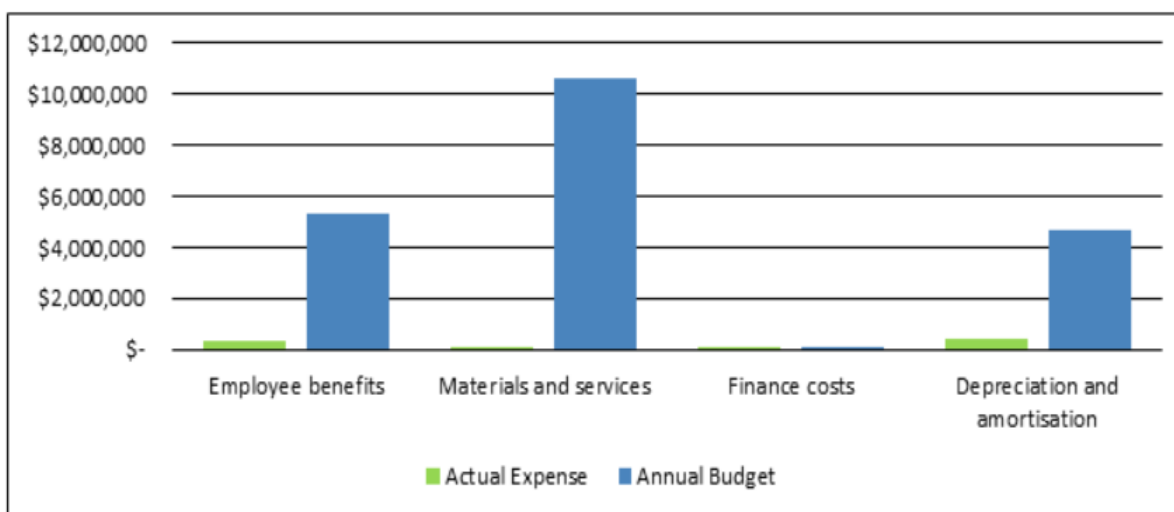
OPERATING STATEMENT				
	YTD	Annual	Actual to	
	Actual	Budget	Budget	
			Variance	
Recurrent Revenue				
Rates levies and Charges	-	3,081,000	-	3,081,000
Fees & Charges	2,317	97,000	-	94,683
Rental Income	17,004	230,000	-	212,996
Interest	17,907	127,000	-	109,093
Recoverable Works Revenue	- 640	1,055,000	-	1,055,640
Other Income	15,178	28,000	-	12,822
Donations	-	13,000	-	13,000
Developer Contributions	-	-	-	-
Subsidies and Grants	67,720	11,995,544	-	11,927,824
			-	-
TOTAL RECURRENT REVENUE	119,486	16,626,544	-	16,507,058
Recurrent Expenses				
Corporate Governance Costs	51,934	938,000	-	886,066
Administration Costs	226,743	3,901,000	-	3,674,257
Recoverable Works Expenses	36,102	952,000	-	915,898
Engineering Services	208,884	7,635,000	-	7,426,116
Utility Services Costs	70,822	668,000	-	597,178
Net Plant Operating Costs	- 204,492	913,000	-	708,508
Planning and Environmental Expenses	1,478	230,000	-	228,522
Community Services Costs	112,806	2,502,000	-	2,389,194
Finance Costs	1,140	15,000	-	13,860
Depreciation	389,417	4,673,000	-	4,283,583
Other Expenses	-	-	-	-
			-	-
TOTAL RECURRENT EXPENSES	894,834	20,601,000	-	19,706,166
NET OPERATING RESULT				
	- 775,348	3,974,456	-	3,199,108
Capital Revenues	-	2,927,000	-	2,927,000
Other Capital Items	-	-	-	-
			-	-
Net Result	- 775,348	1,047,456	-	272,108

Actual year to date expenditure by function



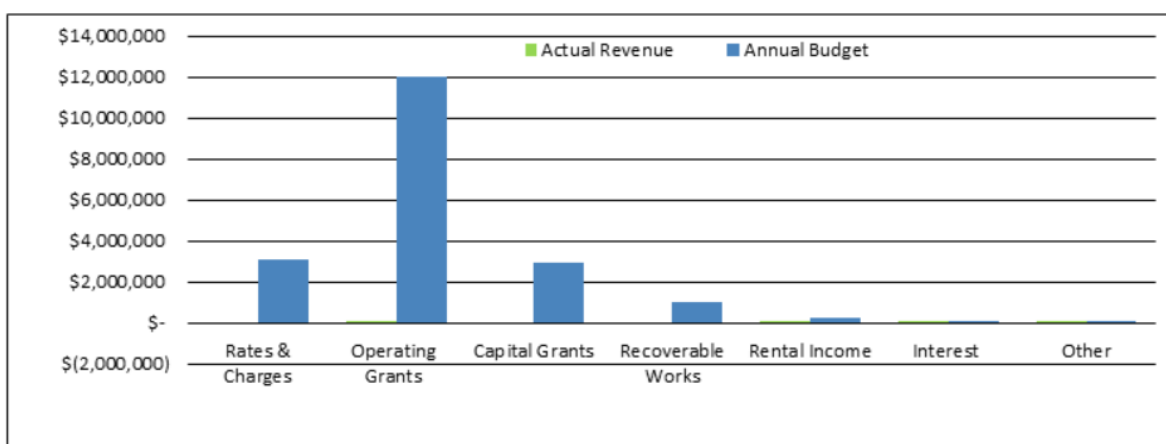
3. INCOME STATEMENT

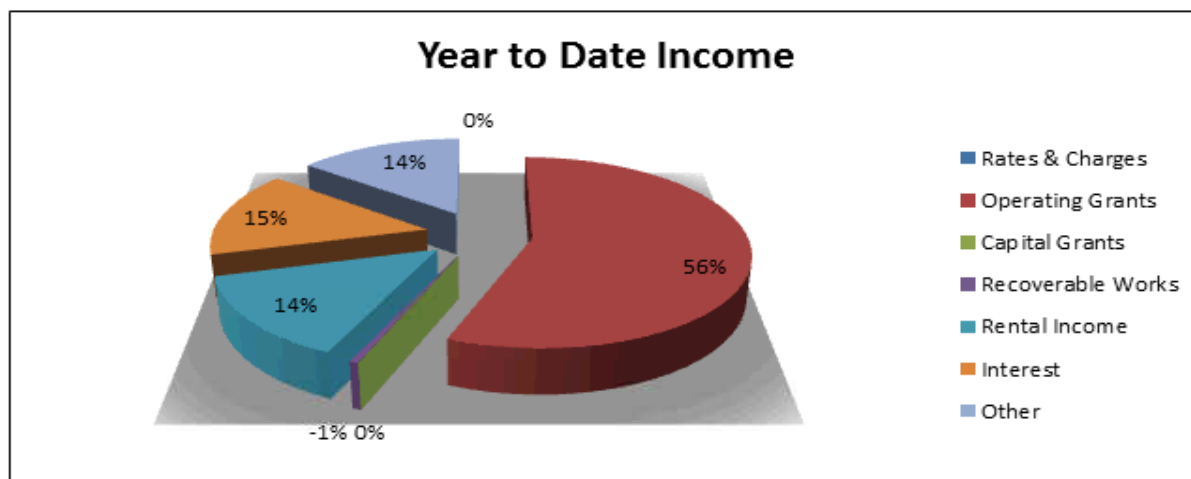
STATEMENT OF INCOME AND EXPENDITURE			
	YTD	Annual	Actual to
	Actual	Budget	Budget Variance
Recurrent Revenue			
Rates levies and Charges	-	3,081,000	- 3,081,000
Fees & Charges	2,317	97,000	- 94,683
Rental Income	17,004	230,000	- 212,996
Interest	17,907	127,000	- 109,093
Recoverable Works Revenue	- 640	1,055,000	- 1,055,640
Other Income	15,178	28,000	- 12,822
Donations	-	13,000	- 13,000
Developer Contributions	-	-	-
Subsidies and Grants	67,720	11,995,544	- 11,927,824
Total Recurrent Revenue	119,486	16,626,544	- 16,507,058
Capital Revenue			
Sale of non-current assets	-	-	-
Contributions	-	-	-
Subsidies and Grants	-	2,927,000	- 2,927,000
Total Capital Revenue	-	2,927,000	- 2,927,000
TOTAL INCOME	119,486	19,553,544	- 19,434,058
Recurrent Expenses			
Employee benefits	- 369,538	5,310,000	4,940,462
Materials and services	- 134,738	10,603,000	10,468,262
Finance costs	- 1,140	15,000	13,860
Depreciation and amortisation	- 389,417	4,673,000	4,283,583
TOTAL RECURRENT EXPENSES	- 894,833	20,601,000	19,706,167
NET RESULT	- 775,347	1,047,456	272,109

Actual year to date expenditure by type

4. DETAILED REVENUE ANALYSIS

Revenue streams are below annual estimates however are expected to increase progressively as project milestones are met. Rates and utility charges for the first half of the financial year are scheduled to be raised in August bringing half yearly actuals in line with half yearly budgetary estimates.

Actual Revenue Vs Budget



Rates levies and charges

RATES, LEVIES & CHARGES				
	YTD	Annual	Annual	
	Actual	Budget	Variance	Status
General Rates	-	2,426,000	- 2,426,000	×
Sewerage Charges	-	166,000	- 166,000	×
Waste Management Charges	-	109,000	- 109,000	×
Water Supply Charges	-	386,000	- 386,000	×
Water Excess Consumption Charge	-	52,000	- 52,000	×
Total Rates, Levies & Charges	-	3,139,000	- 3,139,000	×

Operating grants

There are nil permanent variances to report, variances reflected in the table below mainly relate to timing of receipt of funds. Final Financial Assistance Grant allocations as released by the Department of Local Government, Racing and Multicultural Affairs (DILGRMA) Council are very close to budgeted estimates; General Purpose Grant Allocation - \$2,679,617 & Roads Component - \$436,139 respectively.

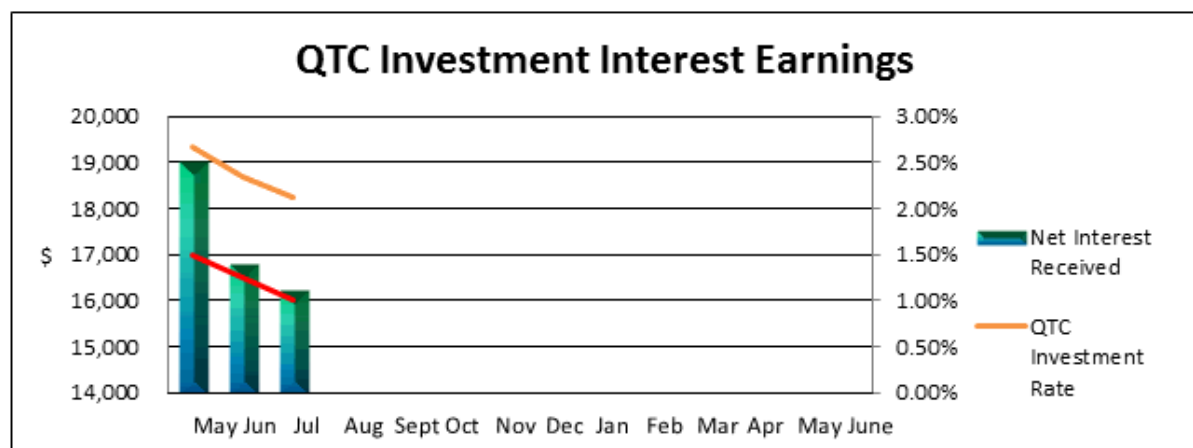
OPERATING GRANTS					
	YTD	Annual	Annual		
	Actual	Budget	Variance	Status	Comment
Financial Assistance Grant (General Purpose)	-	2,686,000	- 2,686,000	×	Timing variance
Financial Assistance Grant (Road Component)	-	425,544	- 425,544	×	Timing variance
Flood Damage 2016 - 2017 Event Claims	-	1,152,000	- 1,152,000	×	Timing variance
Flood Damage 2017 - 2018 Event Claims	-	6,000,000	- 6,000,000	×	Timing variance
Flood Damage 2018 - 2019 Event Claims	-	1,500,000	- 1,500,000	×	Timing variance
Other Operating Grants	67,720	232,000	- 164,280	×	Timing variance
Total Operating Grants	67,720	11,995,544	- 11,927,824	×	Timing variance

Capital grants

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

CAPITAL GRANTS					
	YTD	Annual	Annual		
	Actual	Budget	Variance	Status	Comment
Roads To Recovery Grant	-	305,000	- 305,000	✗	Timing variance
TIDS Grant	-	567,000	- 567,000	✗	Timing variance
ATSI TIDS	-	298,000	- 298,000	✗	Timing variance
Works for Queensland Grant	-	678,000	- 678,000	✗	Timing variance
Grant - Sewerage Passive Lagoon	-	950,000	- 950,000	✗	Timing variance
Grant - Get Playing Places & Spaces	-	105,000	- 105,000	✗	Timing variance
Grant - MIPP	-	24,000	- 24,000	✗	Timing variance
Total Capital Grants	-	2,927,000	- 2,927,000	✗	Timing variance

Investment Earnings



5. STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION			
	Opening Balance	YTD	Annual Forecast
	As at 1 July 2019	Actual	Budgeted
Current Assets			
Cash and cash equivalents	9,595,818	8,782,665	7,748,131
Trade and other receivables	1,012,126	488,480	729,000
Inventories	230,813	235,165	230,813
Other financial assets	307,845	362,055	233,751
Non-current assets classified as held for sale	-	-	-
Total current assets	11,146,602	9,868,365	8,941,695
Non-current Assets			
Receivables	-	-	-
Property, plant and equipment	209,710,488	209,745,104	214,331,152
Accumulated Depreciation	- 64,410,834	- 64,800,251	- 68,043,146
Intangible assets	-	-	-
Total non-current assets	145,299,654	144,944,853	146,288,006
TOTAL ASSETS	156,446,256	154,813,218	155,229,701
Current Liabilities			
Trade and other payables	1,441,271	562,643	1,103,921
Borrowings	-	-	-
Provisions	142,848	142,848	68,303
Other	-	-	-
Total current liabilities	1,584,119	705,491	1,172,224
Non-current Liabilities			
Trade and other payables	-	-	-
Interest bearing liabilities	-	-	-
Provisions	686,323	689,921	691,323
Other	-	-	-
Total non-current liabilities	686,323	689,921	691,323
TOTAL LIABILITIES	2,270,442	1,395,412	1,863,547
NET COMMUNITY ASSETS	154,175,813	153,417,807	153,366,154
Community Equity			
Shire capital	39,529,889	39,529,889	39,529,889
Asset revaluation reserve	86,418,456	86,418,456	86,418,456
Retained surplus/(deficiency)	28,227,468	27,469,462	27,417,809
Other reserves	-	-	-
TOTAL COMMUNITY EQUITY	154,175,813	153,417,807	153,366,154

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	2.13%	16,207	\$ 8,564,532
Westpac General Fund	0%	-	\$ 217,849
Cash Floats	0%	-	\$ 283
Total			\$ 8,782,665

Outstanding receivables

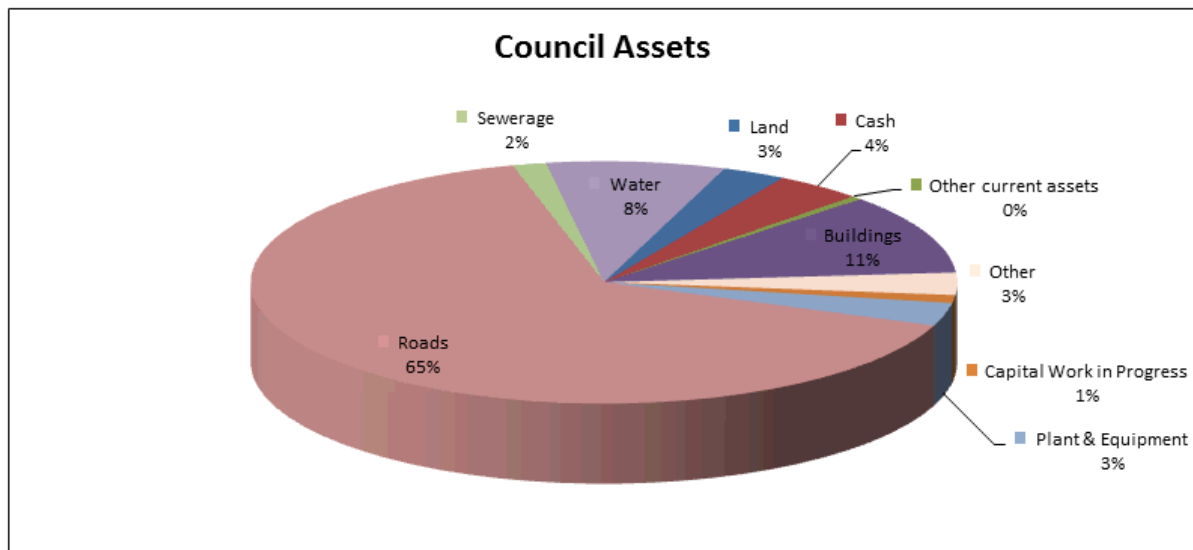
Council commenced debt recovery actions relating to general rates and utility charges in May 2019/ Progressive updates will continue to be provided in relation to debt recovery actions. The graphs below provide a breakdown of the amounts owed to Council in respect of services that have been provided to the community.

Outstanding Charge	Total Amount \$	Percentage of total outstanding charges
General Rates	\$ 145,497	39%
Sewer Charges	\$ 2,927	1%
Waste Management Charges	\$ 3,068	1%
Water Charges	\$ 103,859	28%
Sundry Debtors	\$ 121,875	32%
Total Outstanding Receivables	\$ 377,226	

Detailed outstanding rates, levies and charges

OUTSTANDING LEVIES & CHARGES					
LEVY/CHARGE	366+ DAYS ARREARS	181-365 DAYS ARREARS	31-180 DAYS ARREARS	1-30 DAYS ARREARS	Total Outstanding
GENERAL RATES	57,304	41,018	45,937	1,238	145,497
SEWERAGE CHARGES	2,046	425	430	25	2,927
GARBAGE CHARGES	2,112	355	573	28	3,068
WATER ACCESS CHARGES	41,705	7,122	12,242	529	61,597
WATER - EXCESS CONSUMPTION	28,633	13,628	-	-	42,261
STATE GOVT EMERGENCY SVCE LEVY	1,527	578	900	26	3,031
TOTAL	133,328	63,125	60,083	1,846	258,382

Current and Non Current Assets Breakdown



6. STATEMENT OF CASH FLOWS

STATEMENT OF CASH FLOWS				
		YTD		Annual Forecast
		Actual		Budgeted
Cash flows from operating activities				
Receipts from customers		486,291		4,574,314
Payments to suppliers & employees	-	1,367,459	-	15,997,545
	-	881,168	-	11,423,231
Interest received		17,907		127,000
Rental income		17,004		230,000
Non capital grants and subsidies		67,720		11,995,544
Net cash inflow (outflow) from operating activities	-	778,538		929,313
Cash flows from investing activities				
Payments for property plant & equipment	-	34,616	-	5,938,000
Proceeds from sale of property plant & equipment		-		234,000
Capital grants, subsidies, contributions and donations		-		2,927,000
Net cash inflow (outflows) from investing activities	-	34,616	-	2,777,000
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	-	813,154	-	1,847,687
Cash at beginning of the reporting period		9,595,818		9,595,818
Cash at end of the reporting period		8,782,664		7,748,131

7. 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	Outstanding rates and utility charges balance of \$3,356.79 to be settled by 30.10.19.	CEO

8. CAPITAL WORKS

CAPITAL WORKS EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2020					
PROJECT	YTD Actual Ind committed costs	Annual Forecast Budgeted	Budget Remaining	Percentage Complete	Status Within budget
Old Town Hall (Lot 10 on B13620)	-	60,000	60,000		
Various lots in Gregory (Gregory ILUA)	-	400,000	400,000		
Lot behind the Council Works Depot in BKT (Lot 1 on B13611)	-	65,000	65,000		
Gregory Showground Spectator Facility (W4Q)	178,322	240,000	61,678		
Water (Burketown Water Wise Projects) Raw water bypass + supply of water to various sites: PYMO, Rodeo, Cemetery, School Oval. (W4Q)	-	100,000	100,000		
Water (Gregory Water Wise Projects) Raw water bypass + supply of water along both sides of Wills Developmental Road. (W4Q)	-	100,000	100,000		
Water (Burketown WTP Plant) Maintenance/upgrades to the BKT WTP (including SCADA, chemical dosing and storage shed). (W4Q)	13,605	150,000	136,395		
Water (Gregory WTP Plant) Maintenance/upgrades to the GRG WTP (including SCADA, chemical dosing). (W4Q)	-	50,000	50,000		
Buildings and Facilities (Gregory Accommodation + STP) Donga accommodation units.(W4Q)	-	100,000	100,000		
Burketown Waste Management (Transfer station, various bins, trailers etc). (W4Q)	-	250,000	250,000		
Accommodation (new or replacement). (W4Q)	-	300,000	300,000		
Burketown Showgrounds (Ablutions, sheds, shelters, other).	101,775	100,000	- 1,775		
Upgrade to Phillip Yanner Memorial Ground: installation of sub-surface irrigation and establishment of playing fields	-	180,000	180,000		
Burketown Boat ramp New Fence and Gates	3,758	7,500	3,742		
Burketown Free camping area; 1 Km of fencing Grading of Tracks	-	50,000	50,000		
Replace deck at Burketown Water Tower and install Red Aviation light	-	15,000	15,000		
Loading Ramp	-	15,000	15,000		
Cat Multi Tyred Roller	-	228,000	228,000		
Ride on Mower	-	32,000	32,000		
Toyota Hilux 4x4 Dual cab with tray	-	50,000	50,000		
Kluger	-	60,000	60,000		
Safety Flashing Lights	25,538	25,000	- 538		
Roller (2-3 tonne)	-	60,000	60,000		
Recycling Trailer	-	7,500	7,500		
Toyota Landcruiser	-	73,000	73,000		
Landcruiser Dual Cab	-	73,000	73,000		
Isuzu NPR 400 Job Truck	-	100,000	100,000		
Hilux Single Cab- Gregory	-	50,000	50,000		
Hilux Extra Cab	-	55,000	55,000		
SR5 Dual Cab Hilux	-	58,000	58,000		
Gregory Lawn Hill Road Reseal	80,055	388,000	307,945		
Gregory Lawn Hill Road Resheet	-	500,000	500,000		
Gregory Lawn Hill Road Sight Distance Improvement	-	100,000	100,000		
Doomadgee East Road Pavement and Sealing	-	298,000	298,000		
Floraville Road Culvert Replacement	-	550,000	550,000		
Liechardt River Crossing (Committed costs from previous year budget)	80,000	80,000	-		
Liechardt River Crossing Upgrade (Stage 1) - Betterment Project (BSC co-contribution)	-	79,000	79,000		
Lawn Hill National Park Road - Adels Grove to Boodjamula National Park Betterment Project (BSC co-contribution)	-	59,000	59,000		
STP Redesign Project	45,169	1,250,000	1,204,831		
Firefly Street Sewer Extension	18,825	468,000	449,175		
Total Capital Works	547,046	6,826,000	6,278,954		

9. OFFICER'S RECOMMENDATION

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

Strategic Projects Reports

09.03.01 Strategic Projects Reports

DEPARTMENT:	Works & Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	7 August 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	7 August 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"> Procurement and installation

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.

Key Parameters	Status	Comments
Budget	On-Track At-Risk Off-track	<ul style="list-style-type: none"> The revised scope of works will reduce budgetary pressure.
Reporting	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Monthly reporting to Dept. Local Government submitted.

2. PROJECTS (<\$1m)

Project	Description	Update/activity for reporting month
Works 4 Queensland Projects 2017-19	Covered in separate report	<ul style="list-style-type: none"> All variation requests (budget, scope, time) endorsed by Department of Local Government (DLGRMA)
Works 4 Queensland Projects 2019-21 & DRFA Projects	Covered in separate report	<ul style="list-style-type: none"> New report for August 2019
Burke ICT Project	Full review of Council's ICT requirements with a view to progressive implementation of improvements	<ul style="list-style-type: none"> Various product demonstrations held with regard to WHS systems, HR systems, Enterprise systems. eDRMS to be arranged.
Burke Shire Planning Scheme	Adoption of new Planning Scheme	<ul style="list-style-type: none"> Council has sent the request for Ministerial approval to notify the Planning Act 2016 aligned scheme. Council to arrange Consultation sessions once feedback has been received.
Register of Prequalified Suppliers (Plant Hire)	Extension of ROPS without re-refreshing ROPS via tender	<ul style="list-style-type: none"> Contracts now under final Extension of Term.
Register of Prequalified Suppliers (Trade and Professional Services)	ROPS for 5 categories and 43 sub-categories of trades and professional services	<ul style="list-style-type: none"> ROPS tender closed on 8 July 2019. Subject of a separate Council meeting report
Burke Shire Council GIS Project	Adoption of ArcGIS/ESRI platform for Burke's GIS and mapping	<ul style="list-style-type: none"> Rates data added to GIS platform.
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> Draft ILUA prepared and to be presented to Negotiator Team in August 2019

Project	Description	Update/activity for reporting month
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial developments.	<ul style="list-style-type: none"> Reconfiguration of Lot process commissioned.
Maturing the Infrastructure Project Pipeline: Raising and Realignment of the Leichhardt River Crossing (Detailed Design)	Detailed design for raising and realigning the Leichhardt River Crossing	<ul style="list-style-type: none"> Project on track. Additional funding for Leichhardt River approaches via DRFA Betterment funding was not shortlisted

3. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Corporate Plan 2019-24	Council's key 5-year strategic planning document	Adopted by Council in July 2019
Sport & Recreation Strategy 2019-24	Lays out a series of recommendations for promoting Sport and Rec in Burke over the next 5 years.	Adopted by Council in July 2019. Project acquitted in August 2019
Operational Plan 2019-20	Council's annual operational plan	Adopted by Council in July 2019
W4Q CCTV and Solar Lighting Project	Installation of CCTV and Solar Lighting at sites throughout Burketown and Gregory	Submit acquittal documentation

4. CURRENT FUNDING SUBMISSIONS

Funding program	Description	Update/activity for reporting month
DRFA Betterment	Transport betterment projects: <ul style="list-style-type: none"> Upgrade to LH National Park Road Upgrade to Leichhardt River approaches Upgrade to Archie/Dinner Creek 	Upgrade to Lawn Hill National Park Road shortlisted.
DRFA Flexible Funding	Upgrade to BKT Showgrounds	Application submitted
DRFA Flexible Funding	Upgrade to GRG Showgrounds	Application submitted

5. 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	22 August 2019

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	Milestone 1 achieved.
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.	Milestone 1 achieved.
Doomadgee 4G Feasibility Study	Feasibility Study to define solution to ongoing issue with 4G services in Doomadgee	Milestone 1 achieved. EWA with Telstra signed.

7. OFFICER’S RECOMMENDATION

That Council receives the Strategic Projects Report.

ATTACHMENTS

Nil

10. Closed Session Reports

10.01 Closed Session Report - Register of Prequalified Suppliers – Trades and Professional Services

10.02 Closed Session Report - Works 4 Queensland 2017-19

10.03 Closed Session Report - Rates Exemption Request

10.04 Closed Session Report - Rates Debt Collection

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report
11.02 Temporary Delegation

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:	15 August 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. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Frontier Days Festival

I would like to acknowledge the excellent work of staff, in particular, the tireless efforts of DCEO, Darren Thomson, to facilitate Council's organisation and in-kind sponsorship of the Frontier Days Festival.

Staff

Ongoing absenteeism of a minority of the depot are of great concern for Council. We have now proceeded with disciplinary processes to either bring recidivist employees into line with our expectations or to terminate their employment. I reiterate that these employees represent a small minority of our hard working staff.

Safety

We have had a major overhaul of our Workplace Health and Safety systems with John Egan, TRC Senior Advisor, and are now on track to achieve excellence in compliance.

Media

ABC news has been in Burketown and I have provided interviews on our Flood Resilience Project, housing issues, attracting Digital Nomads and generally that Burke is 'the place to be'. Schynayne Portch was interviewed for a human interest story regarding her traineeship and scholarship.

3. OFFICER'S RECOMMENDATION

That Councillors note the contents of this report.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.02 Temporary Delegation

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Clare Keenan, CEO
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	19 August 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 [Priority Projects]

1. PURPOSE

To consider a temporary delegation to the Chief Executive Officer to enter large-sized contractual arrangements from the Register of Prequalified Suppliers (Trades and Professional Services).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council reviews Council to CEO delegations once a year as per s257(5) of the *Local Government Act 2009*. Council reviews requests for temporary delegations on an ad hoc basis.

As it currently stands, Council has not permanently delegated authority to the CEO to enter large-sized contractual arrangements off Registers of Prequalified Suppliers, preferring to enter into temporary delegations in this area. Most recently, this was done in August 2018 to manage a range of roadwork related contracts to be delivered before the end of the calendar year.

In this instance, a temporary delegation to enter large-sized contractual arrangements from the ROPS (Trades and Professional Services) is sought to enable the delivery of the STP Upgrade Project within project timeframes and in accordance with regulatory requirements related to procurement.

3. PROPOSAL

Council has engaged Erscon and MBS Water Solutions to finalise procurement requirements for the Burketown STP Upgrade Project. A few of the items to be procured (inlet screen, primary clarifier, sludge digester) have lead times of 8-12 weeks and some joint procurement opportunities might push total procurement over \$200,000 (GST excl.).

That Council resolves to adopt the following temporary delegation:

Deleg ate	Power delegated	Legislation	Rate & Resolution No.	Conditions to which the delegation is subject
CEO	Conditional power to enter into contracts for a large-sized contractual arrangement for the supply of goods or services with a supplier from a register of pre-qualified suppliers.	LGR 2012 Section 232(2)	22 August 2019	CEO is authorized to exercise this power for the purpose of engaging suppliers from Council's ROPS (Trades and Professional Services) where this is required to complete the STP upgrade project.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial implications associated with this report. However, there will be resourcing benefits in relation to the efficiency of the procurement process.

5. RISK

Risk Type	What could happen	Possible consequence
Project completion	<ul style="list-style-type: none"> Project completion timeframes more difficult to meet without delegation 	<ul style="list-style-type: none"> Reputational damage chief funding agency
Value for Money	<ul style="list-style-type: none"> Tender process may lead to more competitive prices 	<ul style="list-style-type: none"> Council pays more than it otherwise might have to complete the project.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	104(3)	<p>The Sound Contracting Principles are:</p> <ul style="list-style-type: none"> (a) Value for Money; (b) Open and effective competition; (c) The development of competitive local business and industry; (d) Environmental protection; (e) Ethical behaviour and fair dealing
<i>Local Government Act 2009</i>	257 Delegation of local government power	<p>(1) A local government may, by resolution, delegate a power under this Act or another Act to -</p> <ul style="list-style-type: none"> (a) the mayor; or (b) the chief executive officer; or <p>...</p>

Instrument	Reference	Details
Local Government Regulation 2012	232 Exception for register of prequalified suppliers	<p>(1) This section applies to a medium-sized contractual arrangement (<\$200,000) or large-sized contractual arrangement for the supply of goods or services.</p> <p>(2) A local government may enter into the contract without first inviting written quotes or tenders if the contract is entered into with a supplier from a register or pre-qualified suppliers</p> <p>...</p>

7. CRITICAL DATES & IMPLICATIONS

22 August 2019: Ordinary meeting of Council

8. CONSULTATION

Burke Shire Council has been working with Erscon and MBS Water on the procurement and project delivery strategy for the BKT STP Upgrade Project.

9. CONCLUSION

The provision of this temporary delegation will ensure the ROPS (Trades and Professional Services) can be used most effectively to complete the STP Upgrade Project in a timely manner.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council, pursuant to section 257 of the Local Government Act 2009, delegates to the CEO the power to enter into large-sized contractual arrangements for the supply of goods and services with a supplier from a register of pre-qualified suppliers where such exercise is required to complete the STP Upgrade Project in a timely manner.

ATTACHMENTS

1. Council to CEO Delegations Register



A1 - Burke Shire
Council - Register of I

12. Corporate and Community Services

12.01 Corporate and Community Services Report

12.02 2019-20 Donation Requests

12.03 Council HR Policies – Higher Duties Policy and Overtime Policy

Corporate and Community Services Reports

12.01 Corporate and Community Services Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Deputy CEO
DATE REPORT PREPARED:	13 August 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2019/20

1. GENERAL BUSINESS

Administration and Community Services

Food Licences

Council received nine renewal applications and one new application for Food Business Licence.

Auction

The public silent auction was held on Wednesday 24 July from 12pm to 6pm. Below is a snapshot of the outcome:

- Total items in auction: 112
 - 67 items received bids
 - 45 items received no bids
- Total bids placed: 165
- Combined total of winning bids: \$16,873
- Highest winning bid: \$2,500
- Lowest winning bid: \$2.00

Durlga Bookings

Council had two external bookings and one internal bookings for the period 1-31 July. The Administration team have completed a tidy-up and stock take of the Durlga and are developing checklists and procedures to help with use of the facility.

Cemetery Register

The Burketown cemetery register has been updated based on local knowledge and the records available.

Seniors Day

Seniors Day took place on Saturday 27 July 2019 – the event was tied in with the CWA hosted Gardening Information and Workshop. Refer to attached CDTO report for outcome report.

Tidy-up Burketown

Tidy-up Burketown was completed on 1st and 2nd August. We received 12 requests from community properties and 5 requests from tenants of Council properties to have car bodies/large items removed and taken to the dump.

Joliffe Artwork

It has been proposed that the Joliffe Artwork be placed in the care of John and Sue Clarke, to add to Sue Clarke's historical artefacts relating to Burke Shire. The works will still belong to the Burke Shire Council. As the value of the collection is considered to be less than \$1,500 in total, there will be no insurance obligations placed on John and Sue Clarke. A transfer of custody form has been prepared should Council agree to the proposal.

Community Events

Burketown Campdraft was held on 3rd and 4th August.

Burketown Roosters were defeated 20-14 by Normanton Stingers in the first round of the finals which meant that we unfortunately didn't secure the trophy this year. Team is looking forward to having the Battle of the Gulf tournament being held in Burketown 2020.

NAIDOC Week – CLCAC and the Burketown School combined together to celebrate NAIDOC Week. Council's NAIDOC short film competition closes in August with the winner to be announced at the 2019 Frontier Days Festival.

Upcoming Events

Event Date	Event	Host
15-18 August	Frontiers Day Festival	Goodidja Productions
End of August	Tidy Yards Judging	BSC
September	Family Fun Day & Horse Sports	QCWA

- Newsletter Edition 57 – calling for articles to be submitted now. Cut off date is 20 August 2019
- Get Ready 2018/19 campaign. Still waiting on some items for the emergency packs. Due to go out by end of August.
- Get Ready 2019/20 – Council is organizing a preparedness event to tie in with the official opening of the SES shed.
- Tidy Yards – Nominations are now open and will close on Wednesday 28 August at 4.00pm. Judging will take place between 31 August to 8 September.
- Vet Visit – The North West Vet Clinic will be in Burketown from Tuesday 10 September. As apart of Council's invested interest in Animal Management and Wellbeing the following services are offered at Council's cost – microchipping and neutering. Public notices for the vet visit have been released and register developed for appointments.
- Burketown Sprint races are being held on the Sunday 18 August in conjunction with the 2019 Frontier Days Festival.
- Frontier Days Festival will be held 16, 17 and 18 August. The Council donated festival street banners have been received and are now on display around Burketown.

- Softball training has commenced every Wednesday. BSCAI are utilising the tennis courts until the grounds are ready at the oval where hopefully Burketown can get a tournament happening similar to the footballers.
- Gregory CWA Family Fun Day & Horse Sports are due to happen in September.
- RADF – Council has received funding from Regional Arts Development Fund. We will be looking into options and engaging personal interest on what workshops the community would like to be held.

Staff News

Schynayne Portch (Recordkeeping Trainee) has been invited to attend the RIMPA Qld Chapter Symposium in Caloundra from 30th October – 1st November 2019 by the RIMPA Qld Chapter. There will be approximately 70 delegates expected to attend this event. This is an excellent opportunity for Records and Information Management professionals to network with each other and find out what is happening in the industry.

Each year the Chapter sponsors someone in the industry who would benefit from the experience but may not have the opportunity to attend. The sponsorship covers full registration to the event, accommodation, meals and \$500 dollars towards travel.

During her short time back with Council, Schynayne's enthusiasm and diligent approach to her study and work has not only been noticed by the employees/management but also external stakeholders. See comments below from John Van Der Zant – Managing Director of Corpmem Business Solutions.

"At the Chapter Council meeting this week I was asked to recommend someone to be sponsored for the event. After witnessing Schynayne Portch's enthusiasm towards her certificate 3 in records management studies and her application to the role at council, I thought Schynayne would be an excellent candidate"

Well done to Schynayne!!

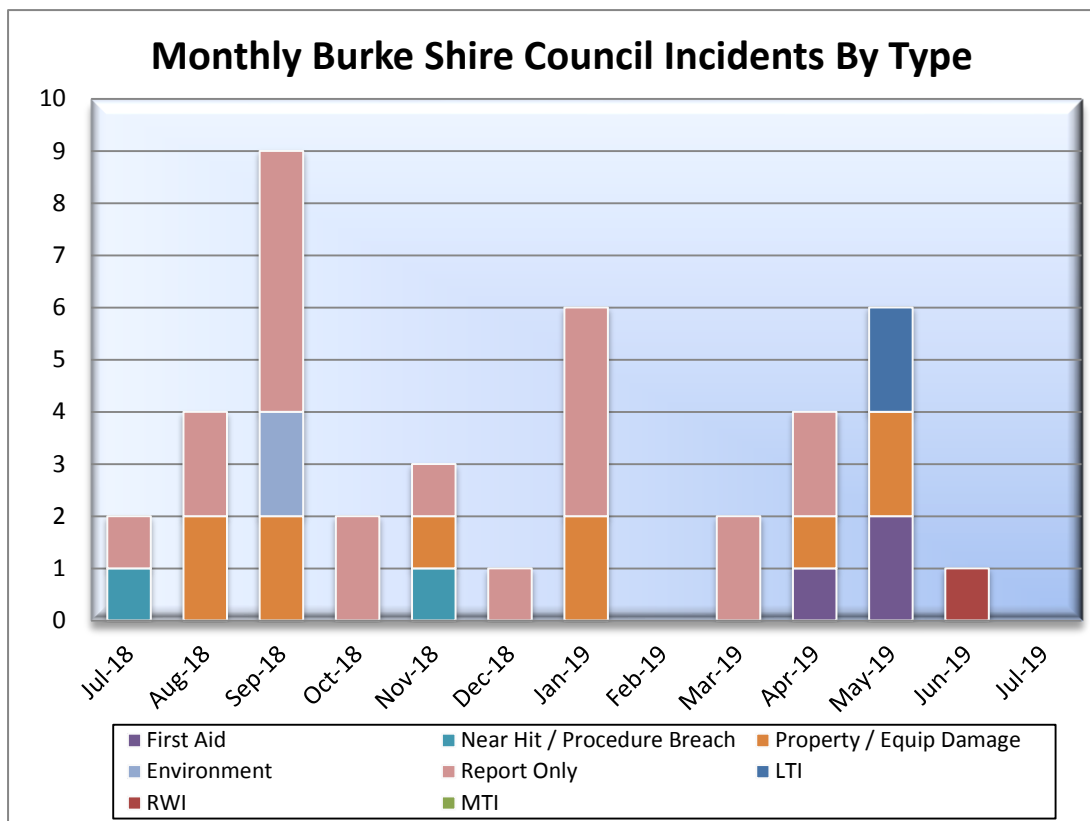
Human Resources

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

Leave Type	June 2019 Liability (hrs)	July 2019 Liability (hrs)	June 2019 Liability (\$)	July 2019 Liability (\$)
Annual Leave	5,777	6,044	\$303,715	\$322,439
Sick Leave	5,307	5,539	\$239,471	\$248,931
Long Service Leave	Liability Due – 1,569 Liability Accruing – 6,668	Liability Due – 1,377 Liability Accruing – 6,570	Liability Due – \$68,680 Liability Accruing – \$230,751	Liability Due – \$53,336 Liability Accruing – \$227,116

Workplace Health and Safety

There were zero incidents reported in June 2019:



2. OFFICER'S RECOMMENDATION

1. That Council note the contents of the Corporate and Community Services report.
2. That Council transfer custody of the Joliffe Artworks to John and Sue Clarke.

ATTACHMENTS

Nil

Corporate and Community Services Reports

12.02 2019-20 Donation Requests

DEPARTMENT:	Administration and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
REPORT PREPARED BY:	Cheryl Portch, Community Development and Tourism Officer
DATE REPORT PREPARED:	7 August 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2019/20

1. PURPOSE

To provide information to Council regarding the donation requests received for the 2019/20 financial year from various community groups and organisations.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Previously donation requests were received and reported on individually.

The donation requests are now sought prior to budget preparation for consideration.

3. PROPOSAL

It is proposed that Council provide in-kind and financial assistance as per the table below:

Group/Organisation	Event Details Date	Cash Request (\$)	In-Kind Request (\$)
Burketown Barramundi Fishing Org	Fishing Competition Easter Weekend 2020	5,000	6,800
Gregory Downs Jockey Club	Saddles & Paddles Races	6,000	6,000
Burketown Rodeo & Sport Assoc	Sprint Races	1,000	2,900
Burketown Rodeo & Sport Assoc	Burketown Campdraft	Nil	2,808.96
School Of the Air(Amended)	Mini School	1,000	1,000
Burketown Kindy	Sand for sand pit	Nil	1,000

Group/Organisation	Event Details Date	Cash Request (\$)	In-Kind Request (\$)
Burketown Sport & Community Assoc Inc	Various Sporting & Community Programs	5,000	4,000
Burketown P & C	School Camp	11,580	Nil
Burketown P & C	Water Bubbler	11,000	Nil
Gregory CWA	Family Day & Horse Sports	2,500	350
Gregory Sporting Assoc	Gregory Campdraft	4,000	2,824
Landcare	Burketown School Garden	750	Nil
North West Canoe Club	Gregory Canoe Race	Nil	6,744
Frontiers Festival	Frontiers Festival	Nil (originally 10,000 for waste but alternate proposal adopted)	24,183

4. FINANCIAL & RESOURCE IMPLICATIONS

In the 2018/19 financial year, Council allocated a donation budget of \$65,000.

The donation expenditure for the 2018/19 financial year was:

Cash	24,750
In-Kind	42,521
Total Expenditure	67,271
Over/Under Budget	2,271 over budget

The requests received for the 2019/20 are as follows:

Cash	\$47,830
In-Kind	\$58,609.96
Total Expenditure	\$106,439.96

5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012	<p>s189 Expenditure on grants to community organisations</p> <p>The annual report for a financial year must contain a summary of—</p> <p>(a) the local government’s expenditure for the financial year on grants to community organisations; and</p> <p>(b) expenditure from each councillor’s discretionary fund, including—</p> <p>(i) the name of each community organisation to which an amount was allocated from the fund; and</p> <p>(ii) the amount and purpose of the allocation.</p> <p>s194 Grants to community organisations</p> <p>A local government may give a grant to a community organisation only—</p> <p>(a) if the local government is satisfied—</p> <p>(i) the grant will be used for a purpose that is in the public interest; and</p> <p>(ii) the community organisation meets the criteria stated in the local government’s community grants policy; and</p> <p>(b) in a way that is consistent with the local government’s community grants policy.</p> <p>s195 Community grants policy</p> <p>A local government must prepare and adopt a policy about local government grants to community organisations (a "community grants policy"), which includes the criteria for a community organisation to be eligible for a grant from the local government.</p>
ADM-POL-011 Grants to Community Organisations Policy	Under Council’s Grants to Community Organisations Policy, applications for \$1,000 or more, will require provision of set of audited financial statements.

6. CRITICAL DATES & IMPLICATIONS

The donation request relates to events scheduled to be held in the 2019/20 financial year.

7. CONSULTATION

Consultations (if needed) will take place closer to the events

8. CONCLUSION

The provision of financial support from Council, by way of donations, is a vital contribution to numerous local groups to deliver events and services for the Burke Shire community.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council approves the donation requests for the 2019/20 financial year as follows:

Group/Organisation	Event Details Date	Cash Request (\$)	In-Kind Request (\$)
Burketown Barramundi Fishing Org	Fishing Competition Easter Weekend 2020	5,000	6,800
Gregory Downs Jockey Club	Saddles & Paddles Races	6,000	6,000
Burketown Rodeo & Sport Assoc	Sprint Races	1,000	2,900
Burketown Rodeo & Sport Assoc	Burketown Campdraft	Nil	2,808.96
School Of the Air(Amended)	Mini School	1,000	1,000
Burketown Kindy	Sand for sand pit	Nil	1,000
Burketown Sport & Community Assoc Inc	Various Sporting & Community Programs	5,000	4,000
Burketown P & C	School Camp	11,580	Nil
Burketown P & C	Water Bubbler	11,000	Nil
Gregory CWA	Family Day & Horse Sports	2,500	350
Gregory Sporting Assoc	Gregory Campdraft	4,000	2,824
Landcare	Burketown School Garden	750	Nil
North West Canoe Club	Gregory Canoe Race	Nil	6,744
Frontiers Festival	Frontiers Festival	Nil	24,183

ATTACHMENTS

1. Donation Request Forms



BSCAI.pdf



BSS P and C.pdf



BSS.pdf

Burketown
Barramundi Fishing Oand Sporting AssociatGregory Downs
Jockey Club.pdfGregory River
Landcare.pdfGregory Sport
Association.pdf

NWCC.pdf



QCWA.pdf



SOTA.pdf

2. Financial Statements (if applicable)

NWCC 2017-2018
Auditors Report.pdf

Corporate and Community Services Reports

12.03 Council HR Policies – Higher Duties Policy and Overtime Policy

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	13 August 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2018/19

1. PURPOSE

To consider the following proposed new Council Policies:

- HRM-POL-020 – Higher Duties Policy
- HRM-POL-018 - Overtime Policy

2. BACKGROUND & 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 directions.

3. PROPOSAL

The Policies presented in this report were developed by Deputy CEO and Council's HR and Workforce Development Coordinator.

Higher Duties Policy:

This policy has been developed to ensure that higher duties are awarded in a fair, equitable and reasonable manner, and to ensure a consistent and correct approach to the payment of higher duties.

Overtime Policy:

This policy has been developed to ensure that overtime is applied consistently and paid in accordance with the Burke Shire Council Certified Agreement 2017, the Queensland Local Government Industry Award State – 2017, and the Industrial Relations Act 2016 (Qld).

The Policies are attached to this report for reference.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Risk Type	What could happen	Possible consequence
Compliance	<ul style="list-style-type: none">The endorsement of these policies ensures Council is complying with legislation and has appropriate guidelines in place.	<ul style="list-style-type: none">Greater consistency.

6. POLICY & LEGAL IMPLICATIONS

Council develops policies in line with mandated legislative and regulatory requirements.

7. CRITICAL DATES & IMPLICATIONS

Each policy has a scheduled review date.

8. CONSULTATION

In preparing the content of this Report, consultation has been undertaken with Council's Executive Management Team, and Council's Joint Consultative Committee (JCC) in regards to the draft Policies (please note that no feedback was provided by members of the JCC).

9. CONCLUSION

Developing these policies ensures that Council's approach to human resources remains up to date and appropriate.

10. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report, and
2. That Council adopt HRM-POL-020 – Higher Duties Policy
3. That Council adopt HRM-POL-018 - Overtime Policy

ATTACHMENTS

1. HRM-POL-020 – Higher Duties Policy



HRM-POL-020 draft
Higher Duties Policy -

2. HRM-POL-018 - Overtime Policy



HRM-POL-018 draft
Overtime Policy - July

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. New business of an urgent nature admitted by Council

Recommendation (if required)

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

16. Deputations and presentation scheduled for meeting

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

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 19 September 2019.