



Agenda and Business Papers Burke Shire Council Ordinary Meeting Thursday 19 September 2019 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Presentation of First Five Forever Books at Burketown Playgroup followed by Morning Tea
12.30pm to 1.00pm	Lunch

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01. Opening of Meeting

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

02. Record of Attendance

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

03. Prayer

Led by Cr Camp

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 22 August 2019

That the Minutes of the Ordinary Meeting of Council held on Thursday 22 August 2019 as presented be confirmed by Council.



190822 Unconfirmed
Minutes.docx

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

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

08.01 Notices of Motion

None received at time of agenda preparation.

08.02 Petitions

None received at time of agenda preparation.

09. Works, Services and Finance Reports

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

Works and Services Reports

09.01.01 Works and Services Report

DEPARTMENT:	Works & Services
RESPONSIBLE OFFICER:	Geoff Rintoul, EMWI
PREPARED BY:	Philip Keirle (EMSP), Tony Joyce (Workshop & Fleet Manager); Dave Marshall (Water & Sewer Officer).
DATE REPORT PREPARED:	9 September 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 August 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 as they are approved.

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
2018-06_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
W4Q-R2	66%	235 days	Mon 7/05/18	Fri 29/03/19
Phillip Yanner Memorial Oval Upgrade	50%	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
Bollard Installation Boat Ramp Parking Area	10%	15 days	9 Sep 2019	24 Sep 2019

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	95%	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	15% TBC	Tender awarded to GBE. Contract PC of 10 December 2019
<ul style="list-style-type: none"> Lawn Hill NP Road Riversleigh Road 	2018 NDRRA – Package 4	50% TBC	Tender awarded to KG Booth. Contract PC of 10 December 2019. Mobilising 5 th July 2019
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. ON Hold -
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.

Construction Crews are currently carrying out shoulder grading on the Doomadgee East road and are about 50% complete.

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
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

Year	Project No	Road	Cat	Type	Distance (km)
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. TMR representatives and Council Staff closed out the 2018/19 Financial Year and reviewed the Key Performance Indicators. Council is still awaiting the formal scoring however given the staffing and other performance matters the over all rating was reasonable.
- c. Staff are utilising Reflect software to assist in the management of works/projects.
- d. Planed works activities scheduled for the first quarter including:
 - 1) Pot hole and Crack Sealing along 78A
 - 2) Signage repair and replacement along 78A and 6801
 - 3) Medium Formation Grading and Gravel Re-sheet along 6801. This includes several areas that have not seen any or minimal maintenance for over 5 years.

5. AIRPORT/REX SERVICES

- i. The Airport Manual is currently at draft stage and under review by BSC Airport inspectors. The intent will be to update and submit to Council for approval at the October meeting. It will be updated to allow for future changes planned for next year as required;
- ii. The annual inspections of the Burketown Airstrip is scheduled for September 2019 and will be carried out in conjunction with the regional program; Wednesday 11-09-19
- 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 been 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; Not sure when this is going to be replaced as Council has not made a decision on whether to replace.
- 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. Still ongoing as no formal date has been planned.

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:

- a. 519 –Jetpatcher. Waiting on manufacturer to arrange for technical staff to carry out a site visit to rectify a number of outstanding faults. Scheduling is still to be confirmed.
- b. 522 – 140 M Grader. Now operational and condition being monitored;
- c. 523 – 140 M Grader. Now operational and condition being monitored;
- d. 480 – Prime mover. Repairs made to outstanding items – condition being monitored;
- e. 551 – Prime mover. Recent inspections have found misalignment of drive axels which is presently being investigated; and
- f. 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.

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.

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 items, 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
July 2019 15818 kl	August 2019 15347 kl	-471 kl
	Daily Usage (Kilo litres)	Outflow To Town (Litres/Second)
Highest Daily Usage	606 kl	Avg 9/s
Lowest Daily Usage	388 kl	Avg 5 l/s

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference

	Daily Usage (Kilo litres)	Outflow To Town (Litres/Second)
July 2019 3234 kl	August 2019 3080 kl	-154 kl
Highest Daily Usage	106 kl	4.11 L/S
Lowest Daily Usage	42 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. Please note that SCADA was down from the 7-9-19 to 23-9-19 (Telstra Issue).

Water Treatment results

Burke Shire – Treated Water – 21 August 2019 Project No : 097687

Sample Number	Sample	Result Name	Guidelines	Result	Unit
722014	Burketown - Bowen St Res.	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
722012	Burketown - WTP	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
722010	Marshall Street	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
722020	Gregory - Pub	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
722025	Gregory - Depot	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
722027	Gregory - Water Treatment Plant	E coli	< 1.0 CFU/100mL	<1	CFU/100mL

Treatment Plant Operation Summary

GREGORY

- Gregory plant operating well with a few Scada issues that we are managing. The 3G and 4G mobile network was down for 18 days and we were without Scada access to the Plant. We have fixed the issue and we also had the DATAMAX modem replaced due to a fault.
- Scada has been an issue especially with the SOLAR array. Q Energy had been onsite to inspect and repair issues.
- Gregory Raw Water pump well has had the new submersible pump installed and the power has been tested. Electrical cables have been tested by Q Energy and they have confirmed that the cables are okay.
- 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.
- We are having an issue with the float level in the clear water tank which is overflowing a couple of times a week. We have now adjusted the float levels and this has not occurred so far.

BURKETOWN

- Plant operating well.
- New filters are operating real well with noticeable changes within the turbidity reading.
- Weekly Maintenance ongoing.
- We have been using Potable water at the oval and Fire Fly St for dust suppression so there has been considerable daily usage over the past 2 months.

Water Reticulation Summary

GREGORY

- System operating well with only minor repairs carried out.

BURKETOWN

- System operating well.
- 2 water service connection that are to be repaired 1 on Gregory St and 1 on Sloman St. These services cross the road and the timing hasn't been good to repair due to staff shortages, work commitments. These services are near the Caravan park and Police Stn so timing is essential due to Traffic usage.

State-wide Water Information Management (SWIM)

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

12. SEWERAGE

Treatment Plant

- Blivet operating well with no major issues.
- Results for the Effluent testing received. Results of Treated Effluent 21-9-2019.
- We had 2 failures this sampling period – BOD 32 mg/l : Guideline 20mg/l - TSS 84 mg/l: Guideline 30 mg/l.

Analysis	Result Name	Limit of Reporting	Guideline	Result	Unit
NUTRIENTS_TOTAL	TP	<0.1	<= 30 mg/ L P	4.2	mg/ L P
NUTRIENTS_TOTAL	TN	<0.2	<= 40 mg/L N	26	mg/L N
SOLIDS_VSS_TSS	Total Suspended Solids	<1	<= 30 mg/L	84	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	32	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

Currently no issues – System operating Well

13. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

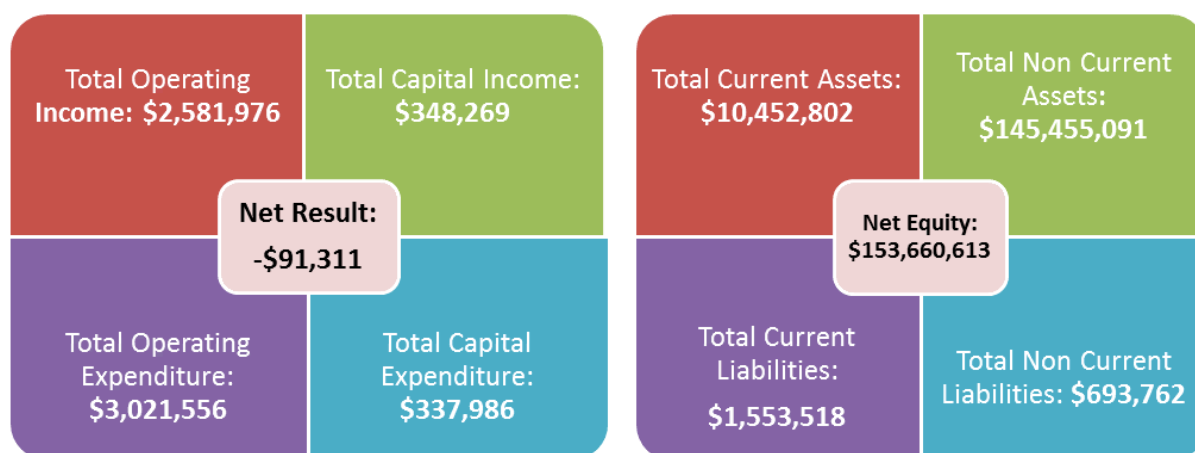
Finance Reports

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	4 September 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)
Operating Revenue	2,581,976	16,626,544
Operating Expenses	3,021,556	20,601,000
Operating Result (Profit/Loss)	- 439,580	- 3,974,456
Capital Revenue	348,269	2,927,000
Net Result	- 91,311	- 1,047,456

Assets & Liabilities	Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	7,239,697	7,748,131
Other Current Assets	3,213,105	1,193,564
Non Current Assets	145,455,091	146,288,006
Total Assets	155,907,893	155,229,701
Liabilities (Current)	1,553,518	1,172,224
Liabilities (Non Current)	693,762	691,323
Total Liabilities	2,247,280	1,863,547
Net Community Assets	153,660,613	153,366,154

Council's operating position at month end is a \$439K deficit against a forecast annual operating loss of \$3.9 million (excluding capital income and capital expenditure).

Council's net result (after capital revenue) at month end is a \$91K deficit against a forecasted net loss of \$1m; this net result is within annual budget figures.

Cash balances decreased from \$8.7 million from the previous reporting month to \$7.2 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 were unfavourably above annual forecast however this is a timing variance and not a permanent variance. 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	Year To Date Actual
Operating Surplus Ratio (%)	Between 0% and 10%	-17%
Asset Sustainability Ratio (%)	Greater than 90%	2%
Working Capital Ratio	Greater than 1:1	7
Net Financial Liabilities Ratio	Less than 60%	-345%

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.

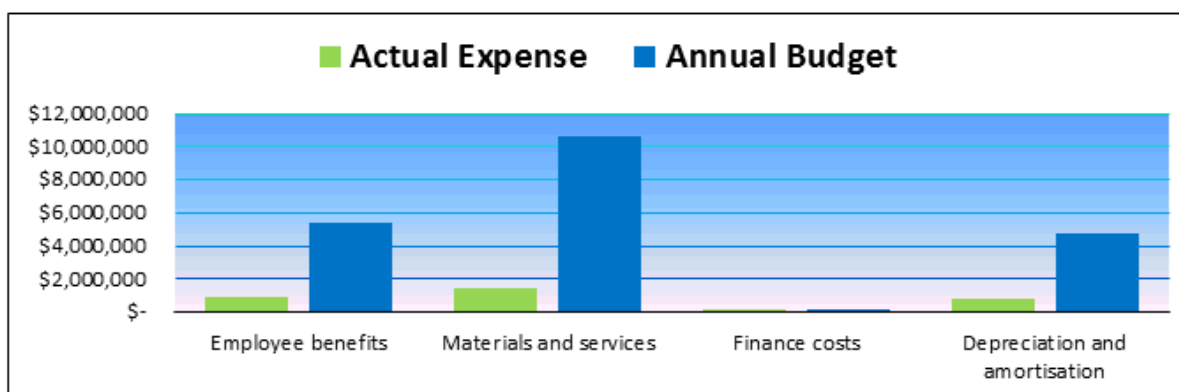
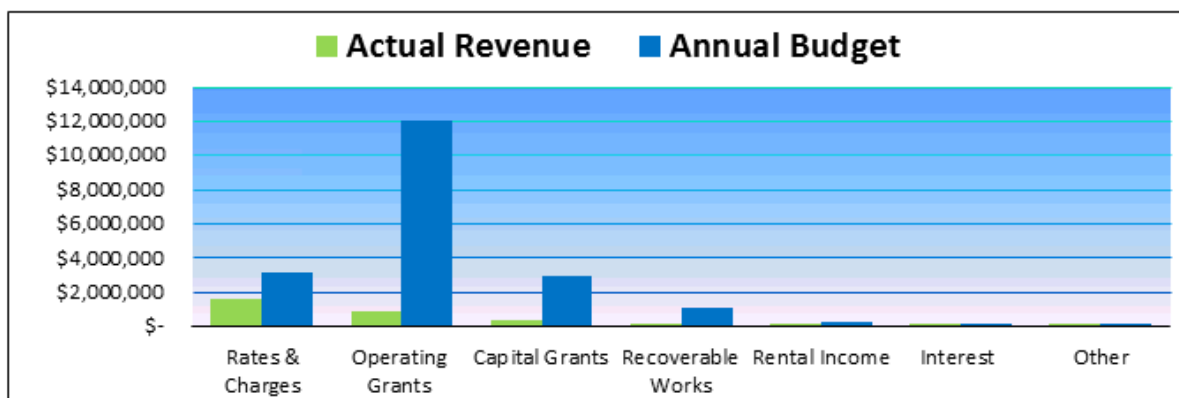
The net financial liabilities ratio: measures council's ability to increase borrowings where necessary; council has no borrowings to date as reflected in the recurrent high year to date percentage versus a benchmark target of less than 60%. The year to date actual result is positively above the annual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

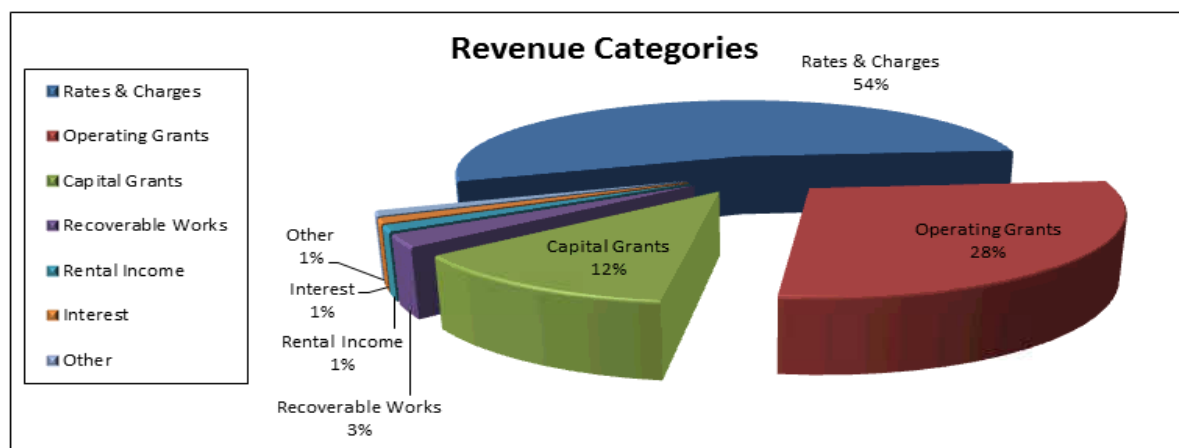
2. STATEMENT OF COMPREHENSIVE INCOME

STATEMENT OF INCOME AND EXPENDITURE				
	Year to Date		Annual	Actual to
	Actual		Budget	Budget
				Variance
Recurrent Revenue				
Rates levies and Charges	1,586,821		3,081,000 -	1,494,179
Fees & Charges	8,488		97,000 -	88,512
Rental Income	34,369		230,000 -	195,631
Interest	30,320		127,000 -	96,680
Recoverable Works Revenue	69,837		1,055,000 -	985,163
Other Income	22,873		28,000 -	5,127
Donations	-		13,000 -	13,000
Developer Contributions	-		-	-
Subsidies and Grants	829,268		11,995,544 -	11,166,276
Total Recurrent Revenue	2,581,976		16,626,544 -	14,044,568
Capital Revenue				
Sale of non-current assets	-		-	-
Contributions	-		-	-
Subsidies and Grants	348,269		2,927,000 -	2,578,731
Total Capital Revenue	348,269		2,927,000 -	2,578,731
TOTAL INCOME	2,930,245		19,553,544 -	16,623,299
Recurrent Expenses				
Employee benefits	- 872,065	-	5,310,000	4,437,935
Materials and services	- 1,368,450	-	10,603,000	9,234,550
Finance costs	- 2,208	-	15,000	12,792
Depreciation and amortisation	- 778,833	-	4,673,000	3,894,167
TOTAL RECURRENT EXPENSES	- 3,021,556	-	20,601,000	17,579,444
NET RESULT	- 91,311	-	1,047,456	956,145



3. REVENUE ANALYSIS

Revenue streams have been classified and measured against seasonal forecasts and project milestone based indicators.



Seasonal Revenue Analysis

Seasonal Revenue Variance Analysis					
Income Stream	Year To Date Actual	Seasonal Forecast	Seasonal Variance	Key Financial Performance Indicator/Comment	Risk
Financial Assistance Grant (General Purpose & Road Maintenance Grants)	389,200	389,200	-	On track with quarterly payment schedule.	Nil
General Rates	1,212,301	1,213,000	- 699	Revenue on track with seasonal forecast.	Nil
Waste Management Charges	54,155	54,500	- 345	Revenue on track with seasonal forecast.	Nil
Sewerage Service Charges	81,871	83,000	- 1,129	Revenue on track with seasonal forecast.	Nil
Water Service Charges	193,729	193,000	729	Revenue on track with seasonal forecast.	Nil

Rates and utility charges for the first half of the financial year were raised as scheduled bringing half yearly actuals in line with half yearly budgetary estimates. Financial Assistance grants are on track with seasonal forecasts.

Project Based Revenue Analysis

Project /Milestone Based Revenue Stream Analysis					
Income Stream	Year To Date Actual	Milestone Forecast	Milestone Variance	Key Financial Performance Indicator/Comment	Risk
TIDS	348,269	348,269	- 0	Milestone on target, revenue on track with forecast	Nil
ATSI TIDS	-	298,000	- 298,000	Works have not commenced.	Low
Roads to Recovery (R2R)	-	305,000	- 305,000	Milestone met, funds to be claimed	Nil
MIPP Grant	-	24,000	- 24,000	Milestone not met, work in progress	Low
Work for Queensland Funding	-	678,000	- 678,000	Work in progress	Low
Sewerage Upgrade Project Grant	-	950,000	- 950,000	Work in progress	Low
RMPC	-	1,017,000	-1,017,000	Work in progress	Low
Get Playing Places and Spaces Grant	-	105,000	- 105,000	Work in progress	Low

Flood Damage Programme Revenue Analysis

Flood Damage Revenue Stream Analysis								
Income Stream	Approved Project Costs	Historical Costs Incurred	Projected Budgeted Costs	Current Year Actual Costs	Prior Year Receipts	Current Year Budgeted Receipts	Current Year Actual Receipts	Balance to be claimed
Flood Damage 2016 - 2017 Events	5,870,000	5,919,000	-	35,568	4,713,651	1,152,000	352,348	799,652
Flood Damage 2017 - 2018 Events	8,699,000	1,153,000	7,546,000	829,279	2,660,000	6,000,000	-	6,000,000
Flood Damage 2018 - 2019 Events	5,000,000	-	1,500,000	24,153	-	1,500,000	-	5,000,000
Total			9,046,000	889,000	7,373,651	8,652,000	352,348	11,799,652

4. EXPENDITURE ANALYSIS

Expenditure at a program level is within budget, there are no significant variances to report.

Expenditure by Type

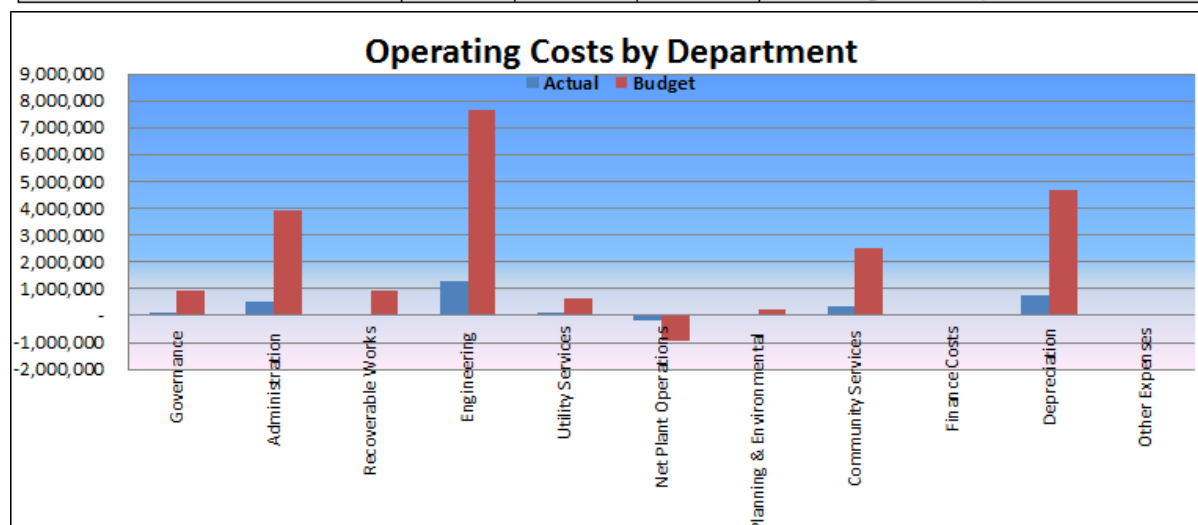
Employee Benefits; Employee benefits include all labour related expenses including wages, allowances, salaries and on-costs such as superannuation, leave entitlements, training and fringe benefits tax. Employee benefits are within budget at the end of the reporting month and are forecast to remain within budget for the remainder of the quarter.

Materials and services; Materials and services include all products and services required to deliver community services and projects. Materials and services are favorably within the pro rata forecast.

Analysis of Costs by Type				
Cost	Year To Date Actual	Forecasted Pro Rata Budget	Variance to Pro Rata Forecast	Exception
Employee benefits	872,065	885,000	12,935	Favourably below pro rata estimates
Materials and services	1,368,450	1,767,167	398,717	Favourably below pro rata estimates
Finance costs	2,208	2,500	292	Favourably below pro rata estimates
Depreciation and amortisation	778,833	778,833	-	On track with pro rata estimates
Total	3,021,557	3,433,500	411,943	Favourably below pro rata estimates

Expenditure by Program

Analysis of Expenditure By Program				
Program	Year To Date Actual	Annual Budget	Variance	Exception
Corporate Governance Costs	121,039	938,000	816,961	Within Budget, nil exception
Administration Costs	514,458	3,901,000	3,386,542	Within Budget, nil exception
Recoverable Works Expenses	56,675	952,000	895,325	Within Budget, nil exception
Engineering Services	1,268,691	7,635,000	6,366,309	Within Budget, nil exception
Utility Services Costs	125,241	668,000	542,759	Within Budget, nil exception
Net Plant Operating Costs	- 204,559	- 913,000	- 708,441	Within Budget, nil exception
Planning and Environmental Expenses	6,111	230,000	223,889	Within Budget, nil exception
Community Services Costs	352,860	2,502,000	2,149,140	Within Budget, nil exception
Finance Costs	2,208	15,000	12,792	Within Budget, nil exception
Depreciation	778,833	4,673,000	3,894,167	Within Budget, nil exception
Other Expenses	-	-	-	Within Budget, nil exception
Total	3,021,557	20,601,000	17,579,443	Within Budget, nil exception



5. STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION			
	Opening Balance	Year To Date	Annual Forecast
	As at 1 July 2019	Actual	Budgeted
Current Assets			
Cash and cash equivalents	9,595,818	7,239,697	7,748,131
Trade and other receivables	1,012,126	2,423,985	729,000
Inventories	230,813	278,477	230,813
Other financial assets	307,845	510,643	233,751
Non-current assets classified as held for sale	-	-	-
Total current assets	11,146,602	10,452,802	8,941,695
Non-current Assets			
Receivables	-	-	-
Property, plant and equipment	209,710,488	210,644,758	214,331,152
Accumulated Depreciation	- 64,410,834	- 65,189,667	- 68,043,146
Intangible assets	-	-	-
Total non-current assets	145,299,654	145,455,091	146,288,006
TOTAL ASSETS	156,446,256	155,907,893	155,229,701
Current Liabilities			
Trade and other payables	1,441,271	1,410,670	1,103,921
Borrowings	-	-	-
Provisions	142,848	142,848	68,303
Other	-	-	-
Total current liabilities	1,584,119	1,553,518	1,172,224
Non-current Liabilities			
Trade and other payables	-	-	-
Interest bearing liabilities	-	-	-
Provisions	686,323	693,762	691,323
Other	-	-	-
Total non-current liabilities	686,323	693,762	691,323
TOTAL LIABILITIES	2,270,442	2,247,280	1,863,547
NET COMMUNITY ASSETS	154,175,813	153,660,613	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	27,712,268	27,417,809
Other reserves	-	-	-
TOTAL COMMUNITY EQUITY	154,175,813	153,660,613	153,366,154

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	2.13%	26,504	\$ 7,079,600
Westpac General Fund	0%	-	\$ 159,814
Cash Floats	0%	-	\$ 283
Total			\$ 7,239,697

Outstanding receivables

The tables below provide a breakdown of the amounts owed to Council in respect of services that have been provided to the community/customers.

Ageing of general debts analysis

Outstanding general debts at month end sat at \$543K, approximately 14% or \$76K of total outstanding debt has been assessed as high risk based on customer credit analysis. The majority of general debts owed to council have been assessed as collectable.

Collectability Analysis	90 Days & Over	60 Days	30 Days	Current	Total
Low Risk of default			2,746	-	\$ 2,746
High Risk of default			54	-	\$ 54
Low Risk of default	6,370			-	\$ 6,370
High Risk of default	65,761			-	\$ 65,761
Low Risk of default			130	-	\$ 130
Low Risk of default			343	-	\$ 343
High Risk of default	6,782			-	\$ 6,782
High Risk of default	4,026			-	\$ 4,026
Low Risk of default			65,003	383,095	\$ 448,098
Low Risk of default			861	-	\$ 861
Low Risk of default			200		\$ 200
Low Risk of default		208			\$ 208
Low Risk of default	32				\$ 32
Low Risk of default		208			\$ 208
Low Risk of default			184		\$ 184
Low Risk of default	5,500				\$ 5,500
Low Risk of default	335				\$ 335
High Risk of default	64				\$ 64
Low Risk of default			1,373		\$ 1,373
Total	\$ 88,871	\$ 416	\$ 70,894	\$ 383,095	\$ 543,276
Default risk percentage of total outstanding	14%				
Projected Bad Debts write of in \$ Terms	\$ 76,688				

Outstanding rates, levies and charges

Council commenced debt recovery actions relating to general rates and utility charges in May 2019/ Movements in arrears since the commencement of the financial year have been minimal as several large debts remain outstanding. Rates arrears dropped by 1.4% since the beginning of the financial year from \$272K to \$268K.

OUTSTANDING LEVIES & CHARGES					
LEVY/CHARGE	366+ DAYS ARREARS	181-365 DAYS ARREARS	31-180 DAYS ARREARS	1-30 DAYS ARREARS	Total Outstanding
GENERAL RATES	\$ 57,737	\$ 40,556	\$ 46,358	\$ 837	\$ 145,489
SEWERAGE CHARGES	\$ 2,061	\$ 410	\$ 440	\$ 17	\$ 2,927
GARBAGE CHARGES	\$ 2,128	\$ 339	\$ 588	\$ 18	\$ 3,072
WATER ACCESS CHARGES	\$ 41,869	\$ 6,776	\$ 12,020	\$ 353	\$ 61,018
WATER - EXCESS CONSUMPTION	\$ 34,829	\$ 15,766	\$ 2,399	\$ 306	\$ 53,300
STATE GOVT EMERGENCY SVCE LEVY	\$ 1,539	\$ 565	\$ 868	\$ 17	\$ 2,989
TOTAL	\$ 140,163	\$ 64,413	\$ 62,672	\$ 1,548	\$ 268,795

Liabilities

There are nil significant exceptions to report in relation to council liabilities.

6. STATEMENT OF CASH FLOWS

STATEMENT OF CASH FLOWS			
	Year To Date		Annual Forecast
	Actual		Budgeted
Cash flows from operating activities			
Receipts from customers		177,097	4,574,314
Payments to suppliers & employees	-	3,142,564	- 15,997,545
	-	2,965,467	- 11,423,231
Interest received		30,320	127,000
Rental income		34,369	230,000
Non capital grants and subsidies		829,268	11,995,544
Net cash inflow (outflow) from operating activities	-	2,071,511	929,313
Cash flows from investing activities			
Payments for property plant & equipment	-	632,878	- 5,938,000
Proceeds from sale of property plant & equipment		-	234,000
Capital grants, subsidies, contributions and donations		348,269	2,927,000
Net cash inflow (outflows) from investing activities	-	284,609	- 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	-	2,356,120	- 1,847,687
Cash at beginning of the reporting period		9,595,818	9,595,818
Cash at end of the reporting period		7,239,698	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	Nil	

8. 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 and Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	06 September 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	Erscon
Contractor(s)	Simmonds & Bristow; Austek Communications Pty Ltd; ARUP Pty Ltd; Erscon Consulting; MBS Water Solutions.
Status Update Provided	6 September 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	▪ The revised scope of works will reduce budgetary pressure.
Reporting	On-Track At-Risk Off-track	▪ Monthly reporting to Dept. Local Government submitted.

2. PROJECTS (<\$1m)

Project	Description	Update/activity for reporting month
DRFA Monsoonal Trough Suite of Projects	Covered in separate report	▪ Separate report attached
Works 4 Queensland Projects 2019-21 Suite of Projects	Covered in separate report	▪ First report scheduled for September 2019-21 (partially incorporated into DRFA report referenced above).
Flood Monitoring Feasibility Study	DRFA-funded project to audit current Flood Monitoring capabilities and to assess opportunities to enhance these capabilities.	▪ Telstra commissioned to complete initial Feasibility/Prelim Design study for the Burke Shire.
Burke ICT Project	Full review of Council's ICT requirements with a view to progressive implementation of improvements	▪ Various product demonstrations held with regard to WHS systems, HR systems, enterprise systems and eDRMS systems have been held. Updated pricing received. Additional reviews to be completed.
Burke Shire Planning Scheme	Adoption of new Planning Scheme	▪ Scheme is out for Community Consultation with sessions planned for Burketown (25 th September 2019) & Gregory (26 th September 2019).
Burketown Flood Risk Management Study	Completion of a risk-based assessment of planning and development opportunities in and around Burketown	▪ Session planned with Engeny and key stakeholders for 25 September 2019 in Burketown.
Burke Shire Council GIS Project	Adoption of ArcGIS/ESRI platform for Burke's GIS and mapping	▪ No update for current month

Project	Description	Update/activity for reporting month
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 September 2019
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial (Utilities) developments.	<ul style="list-style-type: none"> Reconfiguration of Lot and Operational Works 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 completion due late September 2019. Project likely to be delivered mid-October 2019.

3. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Works 4 Queensland 2017-19	Suite of projects, including CCTV, bundled fuel, Gregory Showgrounds upgrades, Gregory Airport Shed installation, fencing & earthworks at the Phillip Yanner Memorial Oval etc.	Progressing through final acquittal. Final monthly update lodged 9 September 2019.
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.

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. Detailed Application due by 30 November 2019.
DRFA Flexible Funding	Upgrade to BKT Showgrounds	Application submitted. Announcements anticipated week beginning 16 September 2019.
DRFA Flexible Funding	Upgrade to GRG Showgrounds	Application submitted. Announcements anticipated week beginning 16 September 2019.
Building Our Regions R05	Detailed Design for the Burketown Mineral Baths Project	Submission date 27 Sept 2019.

5. REGISTERS OF PRE-QUALIFIED SUPPLIERS

Register	Description	Comment
Plant Hire (Wet & Dry)	ROPS for Wet & Dry Hire of Plant across 18 plant categories. 1 st Term: Apr 2017 – Apr 2018 2 nd Term: Apr 2018 – Apr 2019 3 rd Term: Apr 2019 – Apr 2020	Work to commence on new ROPS (Plant Hire) in September 2019. Important to factor in caretaker period associated with the March 2020 elections.
Trades & Services	ROPS for provision of wide-range of building trades and services (carpentry, building, electrical, plumbing etc.). 1 st Term: Aug 2019 – Aug 2020	Established on Vendor Panel on 30 Aug 2019
Water & Sewer	ROPS for provision of engineering, design, project delivery, design and construction services for water & wastewater projects. 1 st Term: Aug 2019 – Aug 2020	Established on Vendor Panel on 30 August 2019.
Waste Management & Landfill	ROPS for provision of waste management and landfill services including septic pump outs. 1 st Term: Aug 2019 – Aug 2020	Established on Vendor Panel on 30 August 2019.

Register	Description	Comment
Freight	ROPS for provision of courier, freight, haulage services. 1 st Term: Aug 2019 – Aug 2020	Established on Vendor Panel on 30 August 2019.

6. 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
2019-20	DRFA Gregory to Lawn Hill Road	30 Aug 2019	20 Sep 2019	

7. PROJECTS UNDER DEVELOPMENT

Project	Description
Gregory Showgrounds	Judge's Box, Jockey Change Rooms, Kitchen & Bar construction and fit-out, additional items.
IT / Telecoms	iTerra Satellite installation & 4G small cell installations.
Elevated transfer station at BKT Landfill	Options Analysis/Design underway
Burketown WTP Shed Replacement	Concept proposal commenced
Raw Water Bypass and Reticulation (BKT)	Options analysis commenced

8. 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.

9. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

ATTACHMENTS

Nil

10. Closed Session Reports

10.01 Closed Session Report – DRFA Grant

10.02 Closed Session Report – QUD747/2018 – Waanyi People # 2 Native Title Determination

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

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 September 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

Overview

The major operational issue since the previous meeting continues to be Workplace Health and Safety, which is our key priority area. With staff terminations and resignations, including that of the previous Health and Safety Advisor, we are making progress with the depot and have engaged the assistance of John Carr and Graham O’Byrne (former GM Water and Waste at Cairns Regional Council) to improve staff culture and operational efficiency.

Airport Inspection

The airport inspectors were very impressed with the state of the airport and I would like to thank Bob Marshall for his work. The box that allows pilots to know the frequency was missing and the weather box not working. The EMWI informs me that the box has been found and battery and solar panel issues appear to be the cause and are being rectified. The fence line appears to be too close to the runway at one end but the Civil Aviation Safety Authority will give their determination when they do their audit, either this week or next. ARO training will be provided in November.

Staff

DCEO Darren Thomson has tendered his resignation, but will be available to continue his role until 13 December, with a possible extension to January if needed. Darren has been invaluable and leaves Burke Shire Council in a much better place than when he started. We wish him and Victoria all the best in their planned travel around Australia.

Louise Campbell has stepped up to help with WHS (documentation), as has Brian Gaunt (inspections).

Madison Marshall has achieved her Diploma in Local Government and we congratulate her on this excellent success.

Housing

We have reallocated council housing in line with need and availability.

The Department of State Housing and Public Works will be removing asbestos and demolishing the old teachers’ house on Marshall Lane. We are negotiating a contract for maintenance of their lots.

Tidy Yards

I had the pleasure of accompanying the judges to the tidy yards competition, and saw the magnificent gardens of Nardoo, Gregory Farm, Mellish Park, Gregory Downs and Escott. It was wonderful to meet such lovely people and admire their hard work. The winner and runner up will receive their awards at the Gregory Fun Day on 29 September. Thank you to Cheryl Portch for organising this event. Thank you to the community members who completed the judging.

3. OFFICER'S RECOMMENDATION

That Councillors note the contents of this report.

ATTACHMENTS

Nil

12. Corporate and Community Services

<p>12.01 Corporate and Community Services Report 12.02 Council Policy Review</p>

Corporate and Community Services Reports

12.01 Corporate and Community Services Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	9 September 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2019/20

1. GENERAL BUSINESS

Administration and Community Services

Tidy Yards

Tidy Yard Judging completed 8th September. Presentation for Rural winners will be announced at the CWA Gregory Horse & Family Fun Day. Presentation for Urban winners is yet to be decided, possibly at Council morning tea on 19 September.

First Five funding 2019

This year, Council purchased 45 books (\$634.25) for the Burketown Kindergarten/Playgroup to boost their library and encourage student/parent/family reading.

Durlga Bookings

Council had three external bookings and five internal bookings for the period 1-31 August.

Records Management

Staff are working through a backlog of tasks including scheduled record destruction.

Options are being investigated to assist with the appropriate storage of records going forward.

VET Visit

North West Vet Clinic will be onsite in Burketown from 10 September to 13 September. There are 24 dogs registered for the vet visit – 11 to be desexed and 11 to be microchipped, with costs to be covered by Council. Other services requested were worming and parvovirus shots of pups, with costs to be covered by the owners.

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
1-8 September	Gregory Mini School	SOTA
5 September	Get Ready 2018/19 - Pack Distribution	BSC
29 September	Family Fun Day & Horse Sports	QCWA
31 October (TBC)	Get Ready 19/20 - SES Opening	BSC
11 November	Launch of Gregory Cenotaph	BSC & CWA

- Newsletter Edition 57 – being prepared.
- Get Ready 2018/19 campaign - Packs are being distributed from Council office, one per household (145 packs).
- Get Ready 2019/20 – Council is organizing a preparedness event to tie in with the official opening of the SES shed, scheduled for Thursday 31 October.
- Young Ambassador – there is only one graduate this year, Jagama Yanner. The process for ambassador packs is in progress.
- Council end of year break-up party – surveys will be distributed to staff closer to the event to gauge what staff want in regards to how and where the break-up party is facilitated.
- Launch of the Gregory Cenotaph will take place on Remembrance Day, 11 November 2019. The Queensland Premier will be invited to attend, as per the conditions of the grant Council received, and Council will collaborate with the CWA to organise the event.

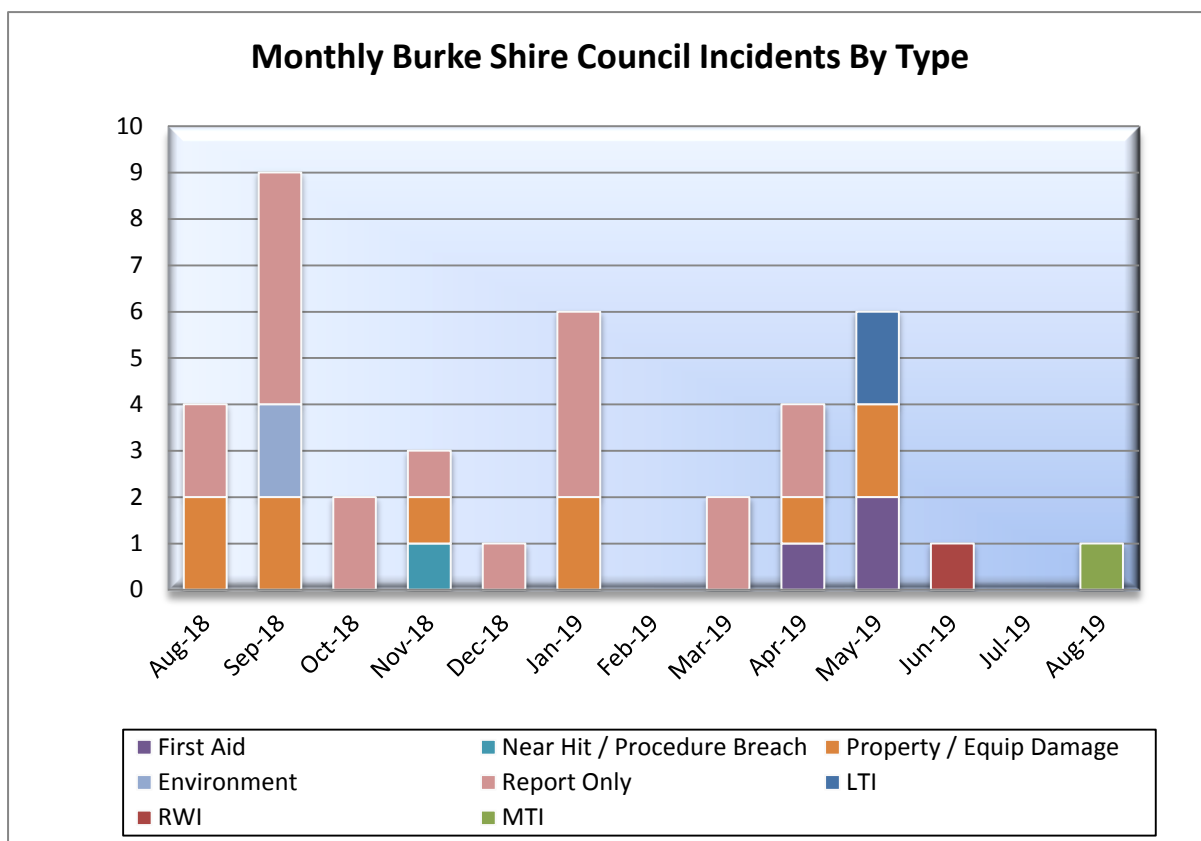
Human Resources

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

Leave Type	July 2019 Liability (hrs)	August 2019 Liability (hrs)	July 2019 Liability (\$)	August 2019 Liability (\$)
Annual Leave	6,044	5,799	\$322,439	\$304,158
Sick Leave	5,539	5,719	\$248,931	\$255,860
Long Service Leave	Liability Due – 1,377 Liability Accruing – 6,570	Liability Due – 1,399 Liability Accruing – 6,019	Liability Due – \$53,336 Liability Accruing – \$227,116	Liability Due – \$54,295 Liability Accruing – \$215,946

Workplace Health and Safety

There was one incident reported in August 2019:



2. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Corporate and Community Services Reports

12.02 Council Policy Review

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	03 September 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2018/19

1. PURPOSE

To consider the review of the following Council Policies:

- ADM-POL-011 – Grants to Community Organisations Policy
- ADM-POL-017 – Social Media Policy
- GOV-POL-003 – Risk Management Policy
- GOV-POL-005 – Public Interest Disclosure Policy
- HRM-POL-011 – Staff Travel Expenses Policy
- HRM-POL-014 – Staff Training and Development 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.

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

The policies being presented for consideration in this report were selected because they were due for review as per their next scheduled review date.

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

3. PROPOSAL

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

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

Policy	Summary of proposed changes
ADM-POL-011 – Grants to Community Organisations Policy	<ul style="list-style-type: none"> - Updated version information - Updated document formatting
ADM-POL-017 – Social Media Policy	<ul style="list-style-type: none"> - Updated version information - Updated document formatting - Content from '5a) Councillors' on page 7 of previous version incorporated into section '2.4 Councillors Roles and Responsibilities' of new policy version. - Content from '6c) Social Media Manager / Executive Officer' incorporated into section '2.5 CEO Roles and Responsibilities' of new policy version.
GOV-POL-003 – Risk Management Policy	<ul style="list-style-type: none"> - Updated version information - Updated document formatting
GOV-POL-005 – Public Interest Disclosure (PID) Policy	<ul style="list-style-type: none"> - Updated version information - Updated document formatting
HRM-POL-011 – Staff Travel Expenses Policy	<ul style="list-style-type: none"> - Updated version information - Updated document formatting - Allowances have been updated to reflect the Australian Tax Office's 2019 guidelines for staff travel allowances.
HRM-POL-014 – Staff Training and Development Policy	<ul style="list-style-type: none"> - Updated version information - Updated document formatting

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 that Council policies are up-to-date. 	<ul style="list-style-type: none"> ▪ Greater assurance that these policies are fit for purpose.

6. POLICY & LEGAL IMPLICATIONS

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

7. CRITICAL DATES & IMPLICATIONS

Each existing policy has reached its scheduled review date.

8. CONSULTATION

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

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

- 1) That Council notes the contents of this report, and
- 2) That Council adopt ADM-POL-011 – Grants to Community Organisations Policy
- 3) That Council adopt ADM-POL-017 – Social Media Policy
- 4) That Council adopt GOV-POL-003 – Risk Management Policy
- 5) That Council adopt GOV-POL-005 – Public Interest Disclosure Policy
- 6) That Council adopt HRM-POL-011 – Staff Travel Expenses Policy
- 7) That Council adopt HRM-POL-014 – Staff Training and Development Policy

ATTACHMENTS

1. ADM-POL-011 – Grants to Community Organisations Policy



ADM-POL-011 Grants
to Community Organi

2. ADM-POL-017 – Social Media Policy



DRAFT
ADM-POL-017 Social I

3. GOV-POL-003 – Risk Management Policy



GOV-POL-003 Risk
Management Policy.d

4. GOV-POL-005 – Public Interest Disclosure Policy



GOV-POL-005 Public
Interest Disclosure (P

5. HRM-POL-011 – Staff Travel Expenses Policy



HRM-POL-011 Staff
Travel Expenses Polic

6. HRM-POL-014 – Staff Training and Development Policy



HRM-POL-014 Staff
Training and Develop

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. New business of an urgent nature admitted by Council

Recommendation (if required)

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

16. Deputations and presentation scheduled for meeting

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

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 17 October 2019.

Dictionary of Acronyms

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

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

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