



# Agenda and Business Papers

## Burke Shire Council Ordinary Meeting

### Thursday 17 October 2019

### 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	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 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 Yanner

## 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 19 September 2019 and Special Meeting 27 September 2019

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

- i. Ordinary Meeting of Council held on Thursday 19 September 2019
- ii. Special Meeting of Council held on Friday 27 September 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
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## Works and Services Reports

### 09.01.01 Works and Services Report

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

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#### 1. ITEMS FOR INFORMATION AND OR DISCUSSION WITH COUCNIL

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

This is a new format being trialed to present pertinent information to Council for information and discussion as required. The Attachment to this report provides detail on routine reporting matters and general information.

- a) **Work Place Health and Safety:** - Works and Infrastructure are now managing Workplace Health and Safety for Council. The key matters for information are as follows:
  - Progressing through the action items relating to the improvement notices issued by Workplace Health and Safety Queensland; and
  - Conducting relevant training in regards to the above and items of specific operational requirements such as PPE and Heat management
- b) **Staff:-** There are two (2) items for noting in relation to staffing:
  - Unauthorised Absenteeism has significantly reduced and in the last four-five months and has now reduced to zero. This is a marked improvement and should be recognised as a significant achievement;
  - We are in the process of recruitment of a number of staff including Works Manager/Coordinator, Plant operators and MC drivers and a part time administration officer;
  - Training on Level 1 and 2 Traffic control was completed and staff are now progressing through the practical phase of the course; and
  - A temporary Workplace Health and Safety Advisor will commence on 11 October until the Christmas Close Down to assist in updating our safety management system.
- c) **Projects:-** Project delivery is progressing generally as planed with the following projects being delivered at the now and until Christmas;
  - Philip Yanner Memorial Oval – Completion of the storm water drainage, irrigation and turf along with the relevant training of staff; and

- Burke town Sewerage Treatment Plant upgrade including diversion works and commencement of civil construction Mechanical Contracts; and
  - Works are scheduled to commence of the maintenance and NDRRA works the Gregory Lawn Hill Road within the next few weeks.
- d) **Burke Shire Roads:** - Council will be aware of the failure of one (1) culvert on the Floraville Road and a recent inspection of the other culvert of similar design indicated a serious potential failure. Detours are now being constructed and the replacement of both culverts will be detailed in a separate report to Council at this meeting.
- e) **RMPC:** - No specific matter to raise.
- f) **Plant and Fleet:** - Council's Plant and Fleet Manager will attend the Council meeting to discuss plant replacement options in general and specifically items of plant including multi tyre roller.
- g) **Water:** - Staff are presently monitoring the river heights at the Nicholson River which is currently about 1 meter below the causeway. This has a likely impact of water quality and sustainability moving forward.
- h) **Sewerage:-** No specific matter to raise
- i) **Airport:** - CASA and Council's Airport Inspectors carried out their annual inspections and we are now awaiting the formal reports. There will be a number of recommendations made that Council will need to action for both the facilities and the updating of the Airport Manual and
- j) **Parks and Gardens:-** No specific matter to raise
- k) **Facilities and Housing:-**
- l) **Waste Management:** - Planning for the upgrade of the Burketown land fill is progressing. Key matters for discussion will be the removal of tyres and scrap steel along with the development of a Transfer Station concept for the site.
- m) **Biosecurity:-** No specific matter to raise
- n) **Any other matters to be raised:** - Nil at this stage.

## 2. OFFICER'S RECOMMENDATION

That Council notes the information provided and contents of the Works and Infrastructure report.

## ATTACHMENTS

1. Details information and data



Attachment to Works  
and Infrastructure Report

## Finance Reports

### 09.02.01 Finance Monthly Update Report

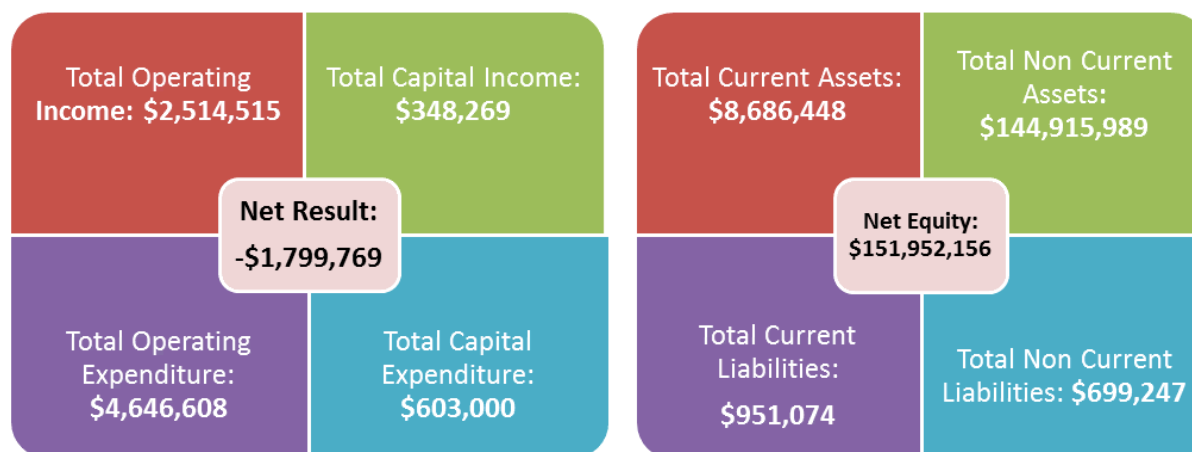
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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	4 October 2019
LINK TO COUNCIL PLAN/S:	Operational Plan   Budget

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#### 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	2,498,570	16,626,544
Operating Expenses	4,646,608	20,601,000
<b>Operating Result (Profit/Loss)</b>	<b>- 2,148,038</b>	<b>- 3,974,456</b>
Capital Revenue	348,269	2,927,000
<b>Net Result</b>	<b>- 1,799,769</b>	<b>- 1,047,456</b>

Assets & Liabilities	Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	5,708,335	7,748,131
Other Current Assets	2,978,153	1,193,564
Non Current Assets	144,915,989	146,288,006
<b>Total Assets</b>	<b>153,602,477</b>	<b>155,229,701</b>
Liabilities (Current)	951,074	1,172,224
Liabilities (Non Current)	699,247	691,323
<b>Total Liabilities</b>	<b>1,650,321</b>	<b>1,863,547</b>
<b>Net Community Assets</b>	<b>151,952,156</b>	<b>153,366,154</b>

Council's operating position at month end is a \$2,1m 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 \$1,8m deficit against a forecasted net loss of \$1m; this net result is above annual budget figures, this variance is mainly due to timing factors.

Cash balances decreased from \$7.2 million from the previous reporting month to \$5.7 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 were within annual forecast, this figure will fluctuate progressively through the year. 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 with the exception of unexpended grants and contract revenues (in line with changes to accounting standards) requiring unspent grants and contract revenues to be treated as liabilities instead of income at the reporting date.

#### Sustainability outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Year To Date Actual
Operating Surplus Ratio (%)	Between 0% and 10%	-86%
Asset Sustainability Ratio (%)	Greater than 90%	0%
Working Capital Ratio	Greater than 1:1	9
Net Financial Liabilities Ratio	Less than 60%	-310%

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 9:1 (current assets to current liabilities). The year to date current ratio remained 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.

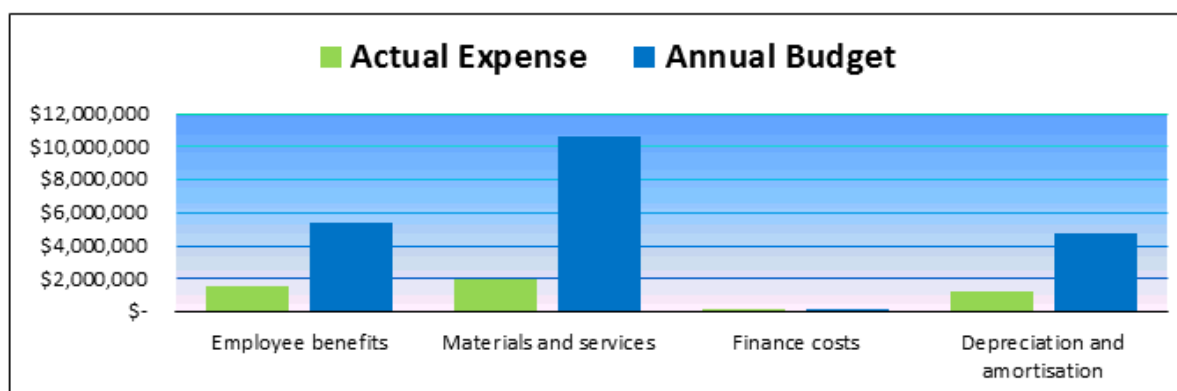
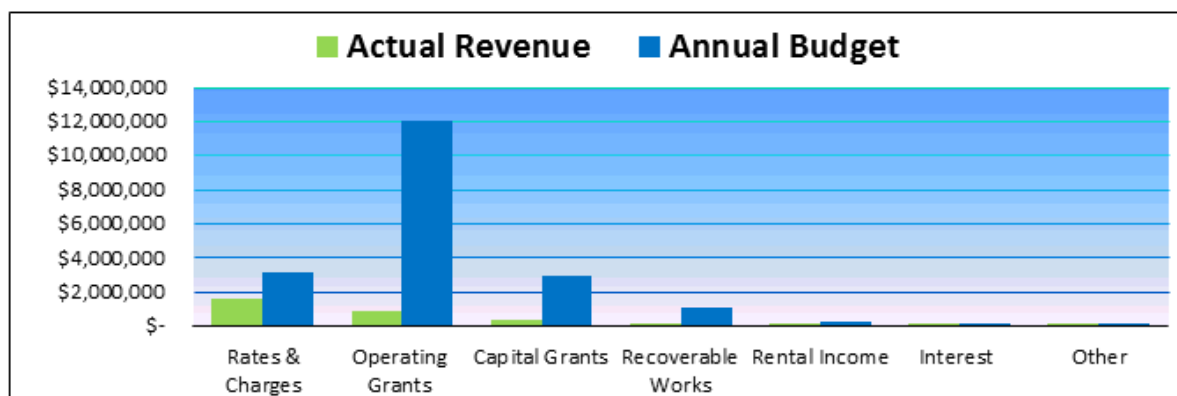
**The operating surplus ratio:** measures council's ability to cover operational costs through operational revenues. Council's operating surplus ratio remains outside the benchmark range of between 0%-10% indicating limited capacity to cover operational expenditures through operating revenue.

**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.



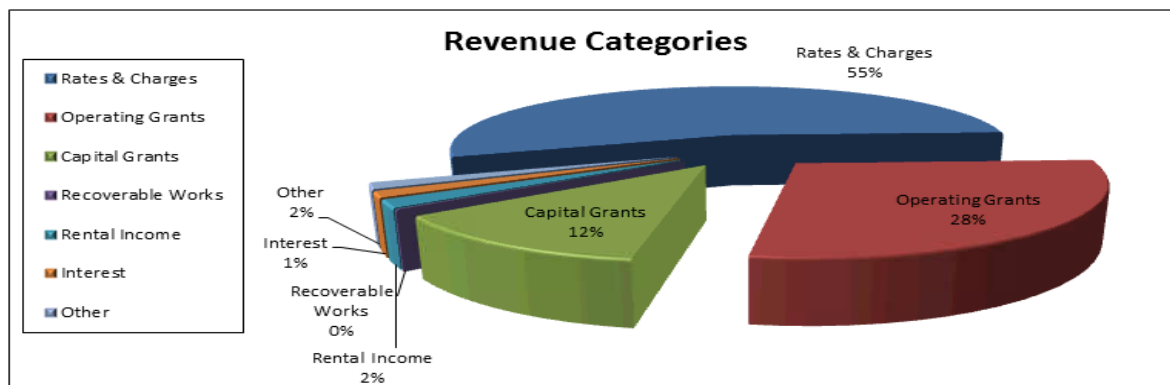
## 2. STATEMENT OF COMPREHENSIVE INCOME

STATEMENT OF INCOME AND EXPENDITURE					
	Year to Date		Annual		Actual to
	Actual		Budget		Budget
					Variance
<b>Recurrent Revenue</b>					
Rates levies and Charges		1,560,060	3,081,000	-	1,520,940
Fees & Charges		15,838	97,000	-	81,162
Rental Income		49,116	230,000	-	180,884
Interest		38,893	127,000	-	88,107
Recoverable Works Revenue		4,108	1,055,000	-	1,050,892
Other Income		25,515	28,000	-	2,485
Donations		-	13,000	-	13,000
Developer Contributions		-	-	-	-
Subsidies and Grants		805,040	11,995,544	-	11,190,504
<b>Total Recurrent Revenue</b>		<b>2,498,570</b>	<b>16,626,544</b>	-	<b>14,127,974</b>
<b>Capital Revenue</b>					
Sale of non-current assets		-	-	-	-
Contributions		-	-	-	-
Subsidies and Grants		348,269	2,927,000	-	2,578,731
<b>Total Capital Revenue</b>		<b>348,269</b>	<b>2,927,000</b>	-	<b>2,578,731</b>
<b>TOTAL INCOME</b>		<b>2,846,839</b>	<b>19,553,544</b>	-	<b>16,706,705</b>
<b>Recurrent Expenses</b>					
Employee benefits	-	1,508,755	-	5,310,000	3,801,245
Materials and services	-	1,966,557	-	10,603,000	8,636,443
Finance costs	-	3,046	-	15,000	11,954
Depreciation and amortisation	-	1,168,250	-	4,673,000	3,504,750
<b>TOTAL RECURRENT EXPENSES</b>	-	<b>4,646,608</b>	-	<b>20,601,000</b>	<b>15,954,392</b>
<b>NET RESULT</b>	-	<b>1,799,769</b>	-	<b>1,047,456</b>	- <b>752,313</b>



### 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	1,205,070	1,213,000	- 7,930	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 not met, new project required	High
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	-	30,328	4,713,651	1,152,000	352,348	799,652
Flood Damage 2017 - 2018 Events	8,699,000	1,153,000	7,546,000	1,257,847	2,660,000	6,000,000	-	6,000,000
Flood Damage 2018 - 2019 Events	6,856,000	-	1,500,000	-	-	1,500,000	2,043,589	2,956,411
<b>Total</b>			<b>9,046,000</b>	<b>1,288,175</b>	<b>7,373,651</b>	<b>8,652,000</b>	<b>2,395,937</b>	<b>9,756,063</b>

Approximately \$6,8m in flood damage funding has been approved in relation to the 2019 flood events consequently council received a 30% advance payment of \$2m for the progression of restoration works.

#### 4. EXPENDITURE ANALYSIS

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

##### Expenditure by Type

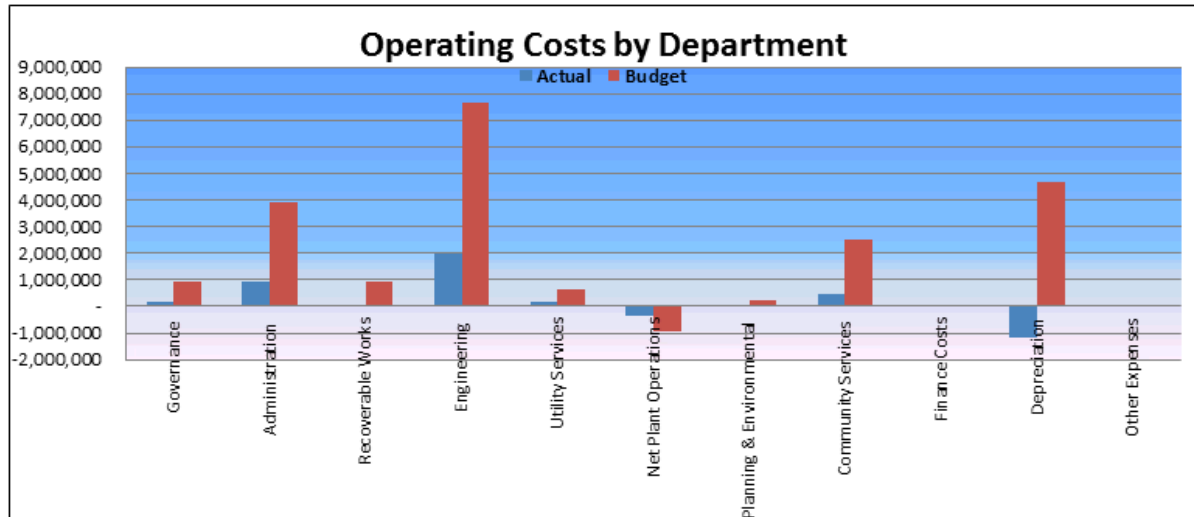
**Employee Benefits;** Employee benefits include all labour related expenses including wages, allowances, salaries and on-costs such as superannuation, leave entitlements, training and fringe benefits tax. Employee benefits are within budget at the end of the reporting month and are on track with quarterly forecasts.

**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	1,508,755	1,531,731	22,976	On track with pro rata estimates
Materials and services	1,966,557	2,650,750	684,193	Favourably below pro rata estimates
Finance costs	3,046	3,750	704	On track with pro rata estimates
Depreciation and amortisation	1,168,250	1,168,250	-	On track with pro rata estimates
<b>Total</b>	<b>2,310,108</b>	<b>5,150,250</b>	<b>2,840,142</b>	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	175,807	938,000	762,193	Within Budget, nil exception
Administration Costs	942,379	3,901,000	2,958,621	Within Budget, nil exception
Recoverable Works Expenses	50,193	952,000	901,807	Within Budget, nil exception
Engineering Services	1,972,077	7,635,000	5,662,923	Within Budget, nil exception
Utility Services Costs	188,440	668,000	479,560	Within Budget, nil exception
Net Plant Operating Costs	- 347,423	- 913,000	- 565,577	Within Budget, nil exception
Planning and Environmental Expenses	15,595	230,000	214,405	Within Budget, nil exception
Community Services Costs	478,244	2,502,000	2,023,756	Within Budget, nil exception
Finance Costs	3,046	15,000	11,954	Within Budget, nil exception
Depreciation	- 1,168,250	4,673,000	5,841,250	Within Budget, nil exception
Other Expenses	-	-	-	
<b>Total</b>	<b>2,310,108</b>	<b>20,601,000</b>	<b>18,290,892</b>	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
<b>Current Assets</b>			
Cash and cash equivalents	9,595,818	5,708,335	7,748,131
Trade and other receivables	1,012,126	1,842,397	729,000
Inventories	230,813	263,527	230,813
Other financial assets	307,845	872,229	233,751
Non-current assets classified as held for sale	-	-	-
<b>Total current assets</b>	<b>11,146,602</b>	<b>8,686,488</b>	<b>8,941,695</b>
<b>Non-current Assets</b>			
Receivables	-	-	-
Property, plant and equipment	209,710,488	210,495,073	214,331,152
Accumulated Depreciation	- 64,410,834	- 65,579,084	- 68,043,146
Intangible assets	-	-	-
<b>Total non-current assets</b>	<b>145,299,654</b>	<b>144,915,989</b>	<b>146,288,006</b>
<b>TOTAL ASSETS</b>	<b>156,446,256</b>	<b>153,602,477</b>	<b>155,229,701</b>
<b>Current Liabilities</b>			
Trade and other payables	1,441,271	808,226	1,103,921
Borrowings	-	-	-
Provisions	142,848	142,848	68,303
Other	-	-	-
<b>Total current liabilities</b>	<b>1,584,119</b>	<b>951,074</b>	<b>1,172,224</b>
<b>Non-current Liabilities</b>			
Trade and other payables	-	-	-
Interest bearing liabilities	-	-	-
Provisions	686,323	699,247	691,323
Other	-	-	-
<b>Total non-current liabilities</b>	<b>686,323</b>	<b>699,247</b>	<b>691,323</b>
<b>TOTAL LIABILITIES</b>	<b>2,270,442</b>	<b>1,650,321</b>	<b>1,863,547</b>
<b>NET COMMUNITY ASSETS</b>	<b>154,175,813</b>	<b>151,952,156</b>	<b>153,366,154</b>
<b>Community Equity</b>			
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	26,003,811	27,417,809
Other reserves	-	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>154,175,813</b>	<b>151,952,156</b>	<b>153,366,154</b>

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	1.69%	35,077	\$ 5,588,902
Westpac General Fund	0%	-	\$ 119,150
Cash Floats	0%	-	\$ 283
<b>Total</b>			<b>\$ 5,708,335</b>

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 \$560K, approximately 13% or \$72K 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			9,000	-	\$ 9,000
Low Risk of default			1,716	-	\$ 1,716
Low Risk of default		54		-	\$ 54
Low Risk of default	6,370			-	\$ 6,370
Low Risk of default			800	-	\$ 800
High Risk of default	65,761			-	\$ 65,761
Low Risk of default		130		-	\$ 130
High Risk of default	6,782			-	\$ 6,782
Low Risk of default	4,026			-	\$ 4,026
Low Risk of default			454,599	-	\$ 454,599
Low Risk of default		49			\$ 49
Low Risk of default		200			\$ 200
Low Risk of default	32		5,610		\$ 5,642
Low Risk of default		184			\$ 184
Low Risk of default	5,500				\$ 5,500
Low Risk of default					\$ -
High Risk of default	64				\$ 64
Low Risk of default					\$ -
Low Risk of default					\$ -
<b>Total</b>	<b>\$ 88,535</b>	<b>\$ 617</b>	<b>\$ 471,725</b>	<b>\$ -</b>	<b>\$ 560,878</b>
Default risk percentage of total outstanding	13%				
Projected Bad Debts write of in \$ Terms	<b>\$ 72,607</b>				

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.

The rates receivable balance at the end of September is expected to decline significantly by the end of October as rates payments are remitted to council.

OUTSTANDING LEVIES & CHARGES					
LEVY/CHARGE	366+ DAYS ARREARS	181-365 DAYS ARREARS	31-180 DAYS ARREARS	1-30 DAYS ARREARS	Total Outstanding
GENERAL RATES	\$ 94,607	\$ 45,154	\$ 5,739	\$ 912,577	\$ 1,058,077
SEWERAGE CHARGES	\$ 2,381	\$ 425	\$ 118	\$ 12,448	\$ 15,373
GARBAGE CHARGES	\$ 2,369	\$ 577	\$ 124	\$ 5,287	\$ 8,358
WATER ACCESS CHARGES	\$ 46,582	\$ 11,256	\$ 2,426	\$ 30,244	\$ 90,509
WATER - EXCESS CONSUMPTION	\$ 48,757	\$ 2,495	\$ 2,049	\$ 18,933	\$ 72,233
STATE GOVT EMERGENCY SVCE LEVY	\$ 2,022	\$ 781	\$ 118	\$ 4,110	\$ 7,031
<b>TOTAL</b>	<b>\$ 196,718</b>	<b>\$ 60,688</b>	<b>\$ 10,575</b>	<b>\$ 983,600</b>	<b>\$ 1,251,581</b>

### 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
<b>Cash flows from operating activities</b>			
Receipts from customers	314,600		4,574,314
Payments to suppliers & employees	- 4,960,206	-	15,997,545
	- 4,645,606	-	11,423,231
Interest received	38,893		127,000
Rental income	49,116		230,000
Non capital grants and subsidies	805,040		11,995,544
<b>Net cash inflow (outflow) from operating activities</b>	- 3,752,558		929,313
<b>Cash flows from investing activities</b>			
Payments for property plant & equipment	- 483,193	-	5,938,000
Proceeds from sale of property plant & equipment	-		234,000
Capital grants, subsidies, contributions and donations	348,269		2,927,000
<b>Net cash inflow (outflows) from investing activities</b>	- 134,924	-	2,777,000
<b>Cash flows from financing activities</b>			
Proceeds from borrowings	-		-
Repayment of borrowings	-		-
Depreciation	-		-
<b>Net cash inflow (outflow) from financing activities</b>	-		-
<b>Net cash increase (decrease) in cash held</b>	- 3,887,482	-	1,847,687
Cash at beginning of the reporting period	9,595,818		9,595,818
<b>Cash at end of the reporting period</b>	<b>5,708,336</b>		<b>7,748,131</b>

## 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.

ATTACHMENTS

Nil



## Strategic Projects Reports

### 09.03.01 Strategic Projects Reports

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DEPARTMENT:	Works and Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	1 October 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, Microfloc
Status Update Provided	1 October 2019
Original completion date	30 May 2019 (Tertiary Treatment System)
Revised completion date	Extension of Time secured to 30.11.2019
Project Scope	Installation of primary treatment, passive lagoon system and wet weather storage area.
Work recently completed	<ul style="list-style-type: none"> <li>Installation of groundwater monitoring bores</li> </ul>
Forthcoming work	<ul style="list-style-type: none"> <li>Procurement and installation</li> </ul>

Key Parameters	Status	Comments
Schedule	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Construction of passive lagoon system and installation of primary treatment infrastructure:               <ul style="list-style-type: none"> <li>10.05.2019-31.11.2019</li> </ul> </li> </ul>
Scope	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Construction of passive lagoon system + installation of primary treatment (Imhoff tank + screens) and installation/integration of SCADA.</li> </ul>
Procurement	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>Progressive procurement from May 2019.</li> </ul>

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

## 2. PROJECTS (&lt;\$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	▪ Separate report attached
Flood Monitoring Feasibility Study	DRFA-funded project to audit current Flood Monitoring capabilities and to assess opportunities to enhance these capabilities.	<ul style="list-style-type: none"> <li>▪ Telstra commissioned to complete initial Feasibility/Prelim Design study for the Burke Shire.</li> <li>▪ Report will be presented to October meeting if available.</li> </ul>
DRFA Flexible Funding GRG Showgrounds – Judge’s Box & Cold Room/Freezer	DRFA-funded project to deliver a new Judge’s Tower and Cold Room & Freezer at the Gregory Showgrounds.	▪ Funding secured, project plan under development
DRFA Flexible Funding BKT Showgrounds – Shelter Structure for Rodeo & Camp Draft	DRFA-funded project to install additional shade structures for rodeo and campdraft.	▪ Funding secured, project plan under development
Burke ICT Project	Full review of Council’s ICT requirements with a view to progressive implementation of improvements	<ul style="list-style-type: none"> <li>▪ Review of pricing from vendors, particularly in relation to Managed Services elements of delivery and post-delivery;</li> <li>▪ Release of RFQ to scope improved cabling between Burketown facilities (Admin Office, Depot, Stores, Durlga)</li> </ul>
Burke Shire Planning Scheme	Adoption of new Planning Scheme	▪ Community consultation sessions held in Burketown (25 <sup>th</sup> Sept 2019) and Gregory (26 <sup>th</sup> Sept 2019).

Project	Description	Update/activity for reporting month
Burketown Flood Risk Management Study	Completion of a risk-based assessment of planning and development opportunities in and around Burketown	<ul style="list-style-type: none"> <li>Session held with Engeny and key stakeholders on 25 September 2019 in Burketown.</li> </ul>
Burke Shire Council GIS Project	Adoption of ArcGIS/ESRI platform for Burke's GIS and mapping	<ul style="list-style-type: none"> <li>Council accessing new format of DNRME's digital cadastre. Demonstration to be provided during Council meeting.</li> </ul>
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> <li>Draft ILUA prepared and to be presented to Negotiator Team in early October 2019.</li> </ul>
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial (Utilities) developments.	<ul style="list-style-type: none"> <li>Reconfiguration of Lot and Operational Works process commissioned and commenced.</li> </ul>
Maturing the Infrastructure Project Pipeline: Raising and Realignment of the Leichhardt River Crossing (Detailed Design)	Detailed design for raising and realigning the Leichhardt River Crossing	<ul style="list-style-type: none"> <li>Project completion due late September 2019. Project likely to be delivered mid-October 2019 due to delays with geotechnical sampling.</li> </ul>

### 3. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Works 4 Queensland 2017-19	Suite of projects, including CCTV installation, bunded fuel, Gregory Showgrounds upgrades, Gregory Airport Shed installation, fencing & earthworks at the Phillip Yanner Memorial Oval etc.	Acquitted

### 4. CURRENT FUNDING SUBMISSIONS

Funding program	Description	Update/activity for reporting month
DRFA Betterment	Transport betterment projects: <ul style="list-style-type: none"> <li>Upgrade to LH National Park Road</li> <li>Upgrade to Leichhardt River approaches</li> <li>Upgrade to Archie/Dinner Creek</li> </ul>	Upgrade to Lawn Hill National Park Road shortlisted. Detailed Application due by 30 November 2019.

Funding program	Description	Update/activity for reporting month
DRFA Flexible Funding	Upgrade to BKT Showgrounds	Funding approved
DRFA Flexible Funding	Upgrade to GRG Showgrounds	Funding approved
Building Our Regions R05	Detailed Design for the Burketown Mineral Baths Project	Application submitted 27 Sep 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 <sup>st</sup> Term: Apr 2017 – Apr 2018 2 <sup>nd</sup> Term: Apr 2018 – Apr 2019 3 <sup>rd</sup> Term: Apr 2019 – Apr 2020	Work to commence on new ROPS (Plant Hire) in November 2019 with preliminary work to commence in October.
Trades & Services	ROPS for provision of wide-range of trades and services, including: <ul style="list-style-type: none"> <li>▪ Building trades and services (carpentry, building, electrical, plumbing etc.).</li> <li>▪ Freight</li> <li>▪ Survey and Planning</li> <li>▪ Waste Management</li> <li>▪ Water &amp; Sewer</li> </ul> 1 <sup>st</sup> Term: Aug 2019 – Aug 2020	Established on Vendor Panel on 30 Aug 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 Jun 2019	8 Jul 2019	22 Aug 2019
2019-20	DRFA Gregory to Lawn Hill Road	30 Aug 2019	20 Sep 2019	27 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. Quotes received.
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 - Project Breakdowns - Funding

10.02 Closed Session Report - Rates Exemption Request

## 11. Chief Executive Officer Reports

- 11.01 Chief Executive Officer Report
- 11.02 Operational Plan 2018-19 Quarterly Report to 30 June 2019
- 11.03 Operational Plan 2019-20 Quarterly Report to 30 September 2019
- 11.04 Sport and Recreation Strategy – Quarterly Update
- 11.05 Adoption of Council Meeting Dates for 2020

## Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan, Chief Executive Officer
DATE REPORT PREPARED:	14 October 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**

With Workplace Health and Safety issues in hand, I have asked our contractor, Graham O'Rourke to turn his attention to areas where Council can save or make money. He is now in Cairns with Simba looking over a range of issues, including how we price our roadworks and services. His contract ends on 25 October.

##### **Flood resilience**

Telstra informs us that they have received the design and the network details and are in the process of compiling the final proposal to Council. The engineering firm is looking at a few last sites and they expect to have the report back to Telstra by close of business this week with their recommendations. Telstra will have the final report and proposal to Council early next week.

##### **Staff Development**

Staff development at every level of the organisation is one of my strategic goals. I attended traffic management training with the work crews on the basis that you cannot manage people if you don't understand what they do and what they have learnt. It was great to see so much talent, with the trainer taking me aside to comment on the excellent level of our staff.

To create a closer relationship between staff, I have moved a couple of computers from the depot to the general office for the staff to do the online components of the training. Supervisor meetings are now at 2pm on Fridays in the general office. This ensures that I can pop in and that the next week is planned in advance so we can get off to a flying start on Monday mornings. BBQs will be held at 1pm on the Fridays following RTOs, making it easier for Councillors and office staff to attend.

##### **Recycling**

We have just been notified by Annie Cork that Burketown is first cab off the rank in the Gulf with the pop up Containers for Change recycling. Starting on Friday 18 October, we will be receiving containers every second Friday between 11am-1pm outside the depot. Council will also be collecting containers that are packaged with Identification Numbers that are linked to individual or community organisation bank accounts, on an ongoing basis.



3.      OFFICER'S RECOMMENDATION

That Councillors note the contents of this report.

ATTACHMENTS

Nil

## Chief Executive Officer Reports

### 11.02 Operational Plan 2018-19 Quarterly Report to 30 June 2019

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan, Chief Executive Officer
DATE REPORT PREPARED:	10 June 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan – Governance and Administration   Operational Plan 2018/19

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#### 1. PURPOSE

To provide Council an outline of progress made through the fourth quarter (31 March to 30 June 2019) toward the achievement of Council's 2018/19 Operational Plan.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under Section 174(3) of the Local Government Regulation 2012 the Chief Executive Officer is required to present a written assessment of the progress made toward implementing the annual Operational Plan at regular intervals of not more than three months.

Attached is the fourth quarter review of progress against Council's 2018/19 Operational Plan for Council consideration.

#### 3. PROPOSAL

That Council receives the fourth quarter review report of progress toward implementation of the 2018/19 Operational Plan.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The annual Operational Plan is aligned to the annual Budget in accordance with the principle of integrated planning and the provisions of Section 104 of the Local Government Act 2009.

#### 5. RISK

There are no risk implications concerning this report.

#### 6. POLICY & LEGAL IMPLICATIONS

This report meets the requirements of Section 104 of the Local Government Act 2009 and Section 174 of the Local Government Regulation 2012.

There are no Policy or legal implications with this report.

7.      CRITICAL DATES & IMPLICATIONS

The Local Government Regulation 2012 requires the report on progress in implementation of the Operational Plan be presented to Council at least quarterly.

8.      CONSULTATION

All Executive Managers have contributed to the compilation of this report.

9.      CONCLUSION

The report highlights Council's implementation of the 2018/19 Operational Plan actions/projects.

10.     OFFICER'S RECOMMENDATION

1. That Council receives and notes the contents of this report and attachments regarding Council's progress toward the implementation of the 2018/19 Operational Plan.

ATTACHMENTS

1. 2018/19 Operational Plan progress report as at 30 June 2019



2018-19 Operational  
Plan Progress Report

## Chief Executive Officer Reports

### 11.03 Operational Plan 2019-20 Quarterly Report to 30 September 2019

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan, Chief Executive Officer
DATE REPORT PREPARED:	1 October 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan – Governance and Administration. Operational Plan 2019/20

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#### 1. PURPOSE

To provide Council an outline of progress made through the first quarter (1 July to 30 September 2019) toward the achievement of Council's 2019/20 Operational Plan.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under Section 174(3) of the Local Government Regulation 2012 the Chief Executive Officer is required to present a written assessment of the progress made toward implementing the annual Operational Plan at regular intervals of not more than three months.

Attached is the first quarter review of progress against Council's 2019/20 Operational Plan for Council consideration.

#### 3. PROPOSAL

That Council receives the first quarter review report of progress toward implementation of the 2019/20 Operational Plan.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The annual Operational Plan is aligned to the annual Budget in accordance with the principle of integrated planning and the provisions of Section 104 of the Local Government Act 2009.

#### 5. RISK

There are no risk implications concerning this report.

#### 6. POLICY & LEGAL IMPLICATIONS

This report meets the requirements of Section 104 of the Local Government Act 2009 and Section 174 of the Local Government Regulation 2012.

There are no Policy or legal implications with this report.

7.      CRITICAL DATES & IMPLICATIONS

The Local Government Regulation 2012 requires the report on progress in implementation of the Operational Plan be presented to Council at least quarterly.

8.      CONSULTATION

All Executive Managers have contributed to the compilation of this report.

9.      CONCLUSION

The report highlights Council's progress towards implementation of the 2019/20 Operational Plan actions/projects.

10.     OFFICER'S RECOMMENDATION

1. That Council receives and notes the contents of this report and attachments regarding Council's progress toward the implementation of the 2019/20 Operational Plan.

ATTACHMENTS

1. 2019/20 Operational Plan progress report as at 30 September 2019



2019-20 Operational  
Plan Progress Report

## Chief Executive Officer Reports

### 11.04 Sport and Recreation Strategy – Quarterly Update

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	9 October 2019
LINK TO COUNCIL PLAN/S:	BSC Sport and Recreation Strategy 2019-24

---

#### 1. PURPOSE

To provide a quarterly update on the implementation of the Burke Shire Sport and Recreation Strategy 2019-24.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the Sport and Recreation Strategy 2019-24 at the July Council meeting.

#### **11.04 Burke Shire Sport and Recreation Strategy**

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

Moved: Cr Poole

Seconded: Cr Clarke

190718.19 5/0

#### 3. PROPOSAL

That Council notes the contents of this report.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The majority of items in the Sport and Recreation Strategy 2019-20 financial year are funded.

#### 5. RISK

Risk Type	What could happen	Possible consequence
Reputation	<ul style="list-style-type: none"> <li>▪ Council unable to deliver the strategy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dissatisfaction with Council</li> </ul>

## 6. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Corporate Plan 2019-24</i>	Goals	Community: Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire.
<i>Corporate Plan 2019-24</i>	Strategies	<p>Community</p> <ol style="list-style-type: none"> <li>1. Council provides facilities, spaces, services, events and activities that promote and support community engagement, health, well-being and sustainability.</li> <li>2. Council supports and/or partners with organisations, services, events and activities that promote and support community engagement, health, well-being and sustainability.</li> <li>3. Council acts (directly or through facilitation, advocacy or partnerships) to address accommodation issues that impact on community well-being and sustainability.</li> </ol>

## 7. CRITICAL DATES &amp; IMPLICATIONS

The Sport and Recreation Strategy 2019-24 allocates completion timeframes for particular activities. Council's ability to fund these activities is often dependent on receipt of external funding, so these timeframes are, in many cases, aspirational.

The timing of the Detailed Design of the Burketown Mineral Baths may be brought forward (from 2020-21) depending on the outcome of the Building Our Regions R5 funding announcements for the Infrastructure Planning Stream.

## 8. CONSULTATION

Periodic consultation is taking place between Council and:

- Club and Association representatives;
- Department of Housing & Public Works (Sport and Recreation).

## 9. CONCLUSION

Monitoring the implementation of the Sport and Recreation Strategy 2019-24 will help Council to progress key goals and strategies in the Corporate Plan 2019-24, particularly as these relate to community health, well being and sustainability.

## 10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report.

## ATTACHMENTS

1. Sport and Recreation Strategy – Quarterly Update – October 2019



A1 - Sport and Recreation Strategy :

## Chief Executive Officer Reports

### 11.05 Adoption of Council Meeting Dates for 2020

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Madison Marshall; Team Leader Community Services and Compliance
DATE REPORT PREPARED:	9 October 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan

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#### 1. PURPOSE

The purpose of this report is to present and adopt Council meeting dates for 2020.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has previously held their Council Meetings on the third Thursday of each month, with the exception of the December meeting being held a week earlier to complete business before the shutdown period.

#### 3. PROPOSAL

That Council continues to hold ordinary meetings on the third Thursday of each month commencing at 9am, with the exceptions noted below for the reasons noted below.

January	Thursday 23	<i>This is the 4<sup>th</sup> Thursday due to Council recommencing after shutdown on 7 Jan</i>
February	Thursday 20	
March	Thursday 19	
April	Thursday 16	
May	Thursday 21	
June	Thursday 18	
July	Thursday 16	
August	Thursday 20	
September	Thursday 17	
October	Thursday 15	
November	Thursday 19	
December	Thursday 10	<i>2<sup>nd</sup> Thursday - Likelihood that Council will close on Friday 18 December 2020 for the Christmas shut-down period.</i>

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

This is budgeted for in Council's normal operations.



5.      POLICY & LEGAL IMPLICATIONS

<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p> <p>257 Frequency and place of meetings</p>	<p>257 Frequency and place of meetings</p> <p>(1) A local government must meet at least once in each month.</p> <p>(2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.</p> <p>(3) All meetings of a local government are to be held—</p> <p style="padding-left: 40px;">(a) at 1 of the local government’s public offices; or</p> <p style="padding-left: 40px;">(b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.</p>
<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p>	<p>258 Notice of meetings</p> <p>(1) Written notice of each meeting or adjourned meeting of a local government must be given to each councillor at least 2 days before the day of the meeting unless it is impracticable to give the notice.</p> <p>(2) The written notice must state—</p> <p style="padding-left: 40px;">(a) the day and time of the meeting; and</p> <p style="padding-left: 40px;">(b) for a special meeting—the business to be conducted at the meeting.</p> <p>(3) A special meeting is a meeting at which the only business that may be conducted is the business stated in the notice of meeting.</p> <p>(4) Despite subsection (1), the written notice must be given to each councillor of an indigenous regional council at least 4 days before the day of the meeting unless it is impracticable to give the notice.</p> <p>(5) The written notice may be given to a councillor by sending the notice to the councillor electronically.</p>

<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p> <p>277 Public notice of meetings</p>	<p>277 Public notice of meetings</p> <p>(1) A local government must, at least once in each year, publish a notice of the days and times when—</p> <p style="padding-left: 40px;">(a) its ordinary meetings will be held; and</p> <p style="padding-left: 40px;">(b) the ordinary meetings of its standing committees will be held.</p> <p>(2) The notice mentioned in subsection (1) must be published—</p> <p style="padding-left: 40px;">(a) in a newspaper circulating generally in the local government’s area; and</p> <p style="padding-left: 40px;">(b) on the local government’s website.</p> <p>(3) The local government must display in a conspicuous place in its public office a notice of the days and times when—</p> <p style="padding-left: 40px;">(a) its meetings will be held; and</p> <p style="padding-left: 40px;">(b) meetings of its committees will be held.</p> <p>(4) The local government must immediately notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified.</p> <p>(5) A list of the items to be discussed at a meeting mentioned in subsection (3) must be available for inspection at the time the agenda for the meeting is made available to councillors.</p> <p>(6) The local government may publish the list of items to be discussed at a meeting, including any details or documents relating to an item, on the local government’s website.</p> <p>(7) Subsection (5) does not affect the right to discuss or deal with, at any meeting, items arising after the agenda for the meeting is made available to councillors.</p>
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## 6. CRITICAL DATES & IMPLICATIONS

It is timely to decide the meetings now, in order to advertise the public notice of meetings for next year as required under section 277 of the Local Government Regulation 2012.

## 7. CONSULTATION

Chief Executive Officer

## 8. CONCLUSION

The dates have been presented based on previous Council decisions to hold meeting on the third Thursday of each month, and adjusted where known matter warrant a different schedule.

9.      OFFICER'S RECOMMENDATION

1.    That Council note the contents of the report; and
2.    That Council adopts the dates below for the Ordinary Meeting of Council in 2020:-

January	Thursday 23
February	Thursday 20
March	Thursday 19
April	Thursday 16
May	Thursday 21
June	Thursday 18
July	Thursday 16
August	Thursday 20
September	Thursday 17
October	Thursday 15
November	Thursday 19
December	Thursday 10

ATTACHMENTS

Nil

## 12. Corporate and Community Services

<p>12.01 Corporate and Community Services Report 12.02 2019 Community Satisfaction Survey Report 12.03 Council Policy Review</p>
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## Corporate and Community Services Reports

### 12.01 Corporate and Community Services Report

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Deputy CEO
DATE REPORT PREPARED:	2 October 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2019/20

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#### 1. GENERAL BUSINESS

##### Administration and Community Services

##### **Community Satisfaction Survey**

The 2019 Community Satisfaction Survey was undertaken in September. A separate Council report has been prepared to present the results.

##### **Food Licenses**

All food businesses have paid for and obtained their food licenses.

Council's Environmental Health Officer is currently undertaking inspections of the Burke Shire food businesses. We are also in the process of developing a framework including procedure and reference manual of Council obligations, and content to go on website to assist food vendors.

##### **Durlga Bookings**

Council had three internal bookings for the period 1-30 September.

##### **End of year break-up party**

Surveys were distributed to gauge what staff want in regards to how and where the end of year break-up party is facilitated.

##### **Upcoming Events**

Event Date	Event	Host
31 October	Get Ready 19/20 - SES Opening	BSC
11 November	Launch of Gregory Cenotaph	BSC & CWA
December	Young Ambassador Program	BSC

- Halloween – a community event will be held on Friday 1 November at 5.30pm in the Morning Glory Park. Burketown Sporting & Community Assoc. will be hosting the event. A notice has been distributed.
- RADF workshop - a survey has been released to obtain feedback from the community in relation to the types of craft workshops that are of interest. This will be reviewed at the end of the month to decide on a project.

- Grant application has been submitted for the 2020 Order of the Outback Ball event.
- RASN - Savannah Way Art Trail – Ongoing. Council has allocated \$6,000 of RADF funding towards this project.

### Human Resources

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

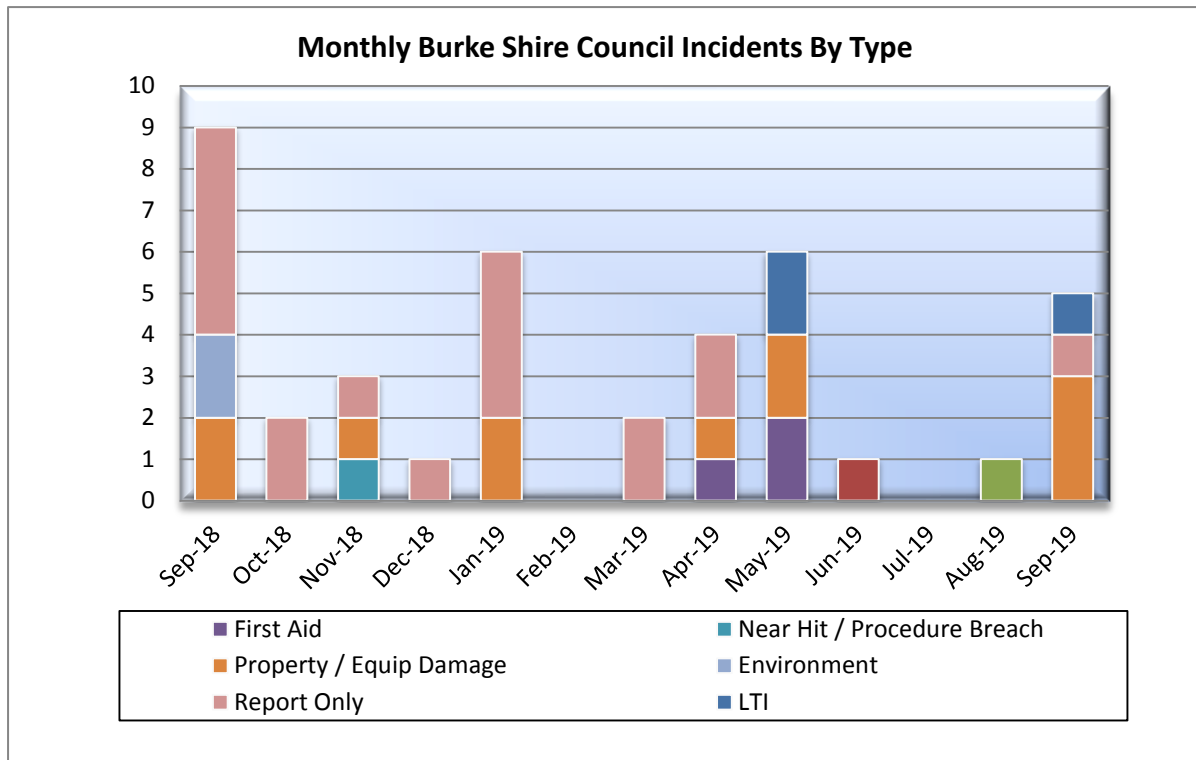
<b>Leave Type</b>	<b>August 2019 Liability (hrs)</b>	<b>September 2019 Liability (hrs)</b>	<b>August 2019 Liability (\$)</b>	<b>September 2019 Liability (\$)</b>
Annual Leave	5,799	5,797	\$304,158	\$302,503
Sick Leave	5,719	5,756	\$255,860	\$258,339
Long Service Leave	Liability Due – 1,399  Liability Accruing – 6,019	Liability Due – 1,410  Liability Accruing – 6,097	Liability Due – \$54,295  Liability Accruing – \$215,946	Liability Due – \$52,597  Liability Accruing – \$219,472

All staff, except those working in essential services, will be required to take leave from 23 December to 3 Jan inclusive (7 days).

### Workplace Health and Safety

There were 5 incidents reported in September 2019:

- 1 - Lost Time Injury
- 3 – Damage to Property
- 1 – Report only



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 2019 Community Satisfaction Survey Report

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Deputy Chief Executive Officer
DATE REPORT PREPARED:	1 October 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2018/19

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#### 1. PURPOSE

To present to Council the results of the 2019 Community Satisfaction Survey.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council conducted its first recent Community Satisfaction Survey (CSS) in late 2016, and the survey was then repeated in 2017. Morton Consulting Services Pty Ltd and Market Facts (Qld) Pty Ltd were contracted on both occasions to conduct a telephone survey of Burke Shire residents regarding a range of Local Government operations.

Morton Consulting Services utilise a standard set of questions across Queensland, which enables Council to benchmark results with other local governments across the State.

#### 3. PROPOSAL

The 2019 Community Satisfaction Survey was again conducted for Council by Morton Consulting Services Pty Ltd in conjunction with Market Facts (Qld) Pty Ltd. The questionnaire used for the survey is included in the report at Attachment E.

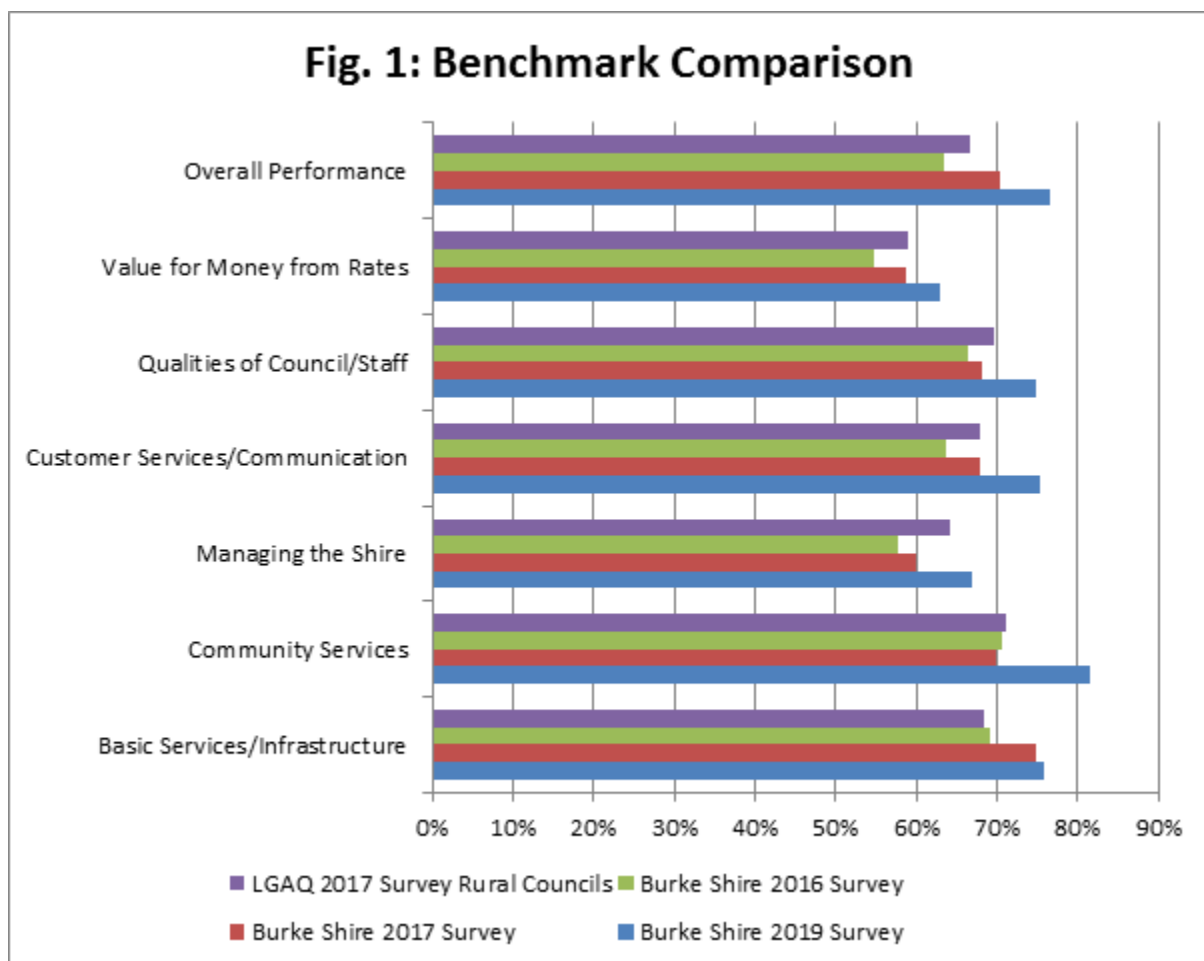
Telephone interviews were carried out between September 9th and September 21st. Overall, 42 interviews were completed from more than 556 calls or callbacks.

The survey results in their entirety are attached. Below is an overall summary of the 2019 results, compared with the 2016 and 2017 results and the 2017 LGAQ Survey Rural Council average.

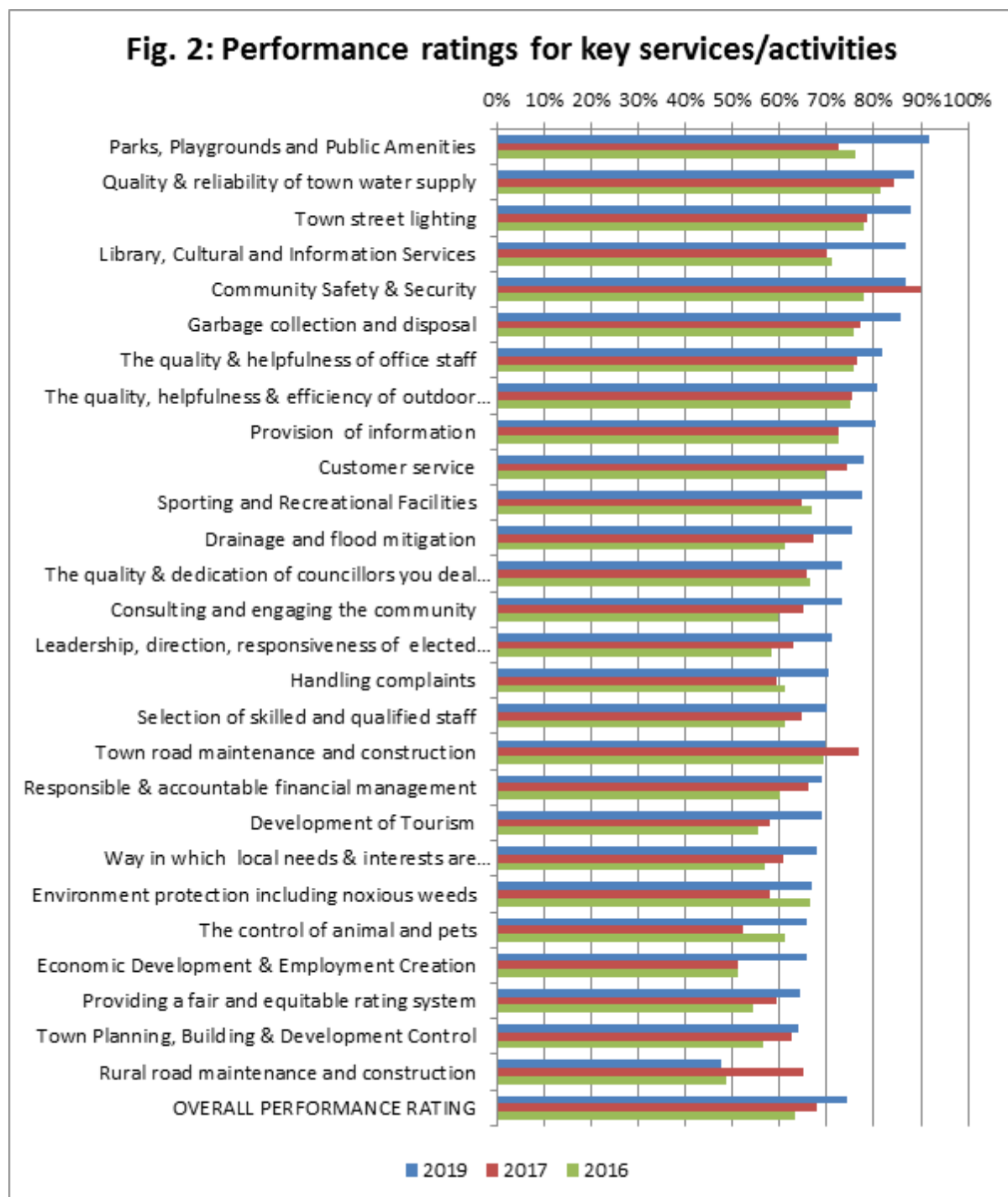
In summary:

- Council performance is well above the average (by 5-11%) for Queensland rural councils in all measures (as measured by the LGAQ Community Satisfaction Study 2017);
- On almost all aspects of the 2019 survey where rating scores are provided, Council performance has improved from both the 2017 and 2016 surveys;
- Only for 'rural road maintenance and construction', 'town road maintenance and construction' and 'community safety and security' are the 2019 ratings lower than those for 2017 (however, the 2019 'town road maintenance' and 'community safety' rating is still greater than in 2016 and would not by themselves be considered a low rating).





A breakdown of the above by key service areas follows:



#### 4. FINANCIAL & RESOURCE IMPLICATIONS

There are no resource implications concerning this report.

#### 5. RISK

There are no risk implications concerning this report.

6.      POLICY & LEGAL IMPLICATIONS

There are no Policy or legal implications with this report.

7.      CRITICAL DATES & IMPLICATIONS

There are no critical dates concerning this report.

8.      CONSULTATION

There were 42 respondents and a breakdown of the Survey Sample follows:

	<b>Non-Council Employee</b>	<b>Council Employee</b>	<b>Male</b>	<b>Female</b>	<b>Live in Town</b>	<b>Rural Res.</b>	<b>Grazing/ Farming/other</b>
Number	40	2	22	20	29	3	10
%	93%	7%	52%	48%	69%	7%	24%

The report will be made available on Council's website and promoted via public notifications.

9.      CONCLUSION

This year's satisfaction survey results demonstrated increases across almost all metrics for Council, which is a very positive outcome.

10.     OFFICER'S RECOMMENDATION

1. That Council receives and notes the contents of this report and attachments regarding the 2019 Community Satisfaction Survey; and
2. That Council release for public viewing the 2019 Customer Satisfaction Survey Report.

ATTACHMENTS

1. 2019 Burke Shire Council Community Satisfaction Survey Report



## Corporate and Community Services Reports

### 12.03 Council Policy Review

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

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#### 1. PURPOSE

To consider the review of the following Council Policies:

- ADM-POL-001 - Administrative Action Complaints Management Policy;
- GOV-POL-007 - Right to Information (RTI) 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-001 - Administrative Action Complaints Management Policy	<ul style="list-style-type: none"> <li>- Updated version information</li> <li>- Updated document formatting</li> </ul>
GOV-POL-007 - Right to Information (RTI) Policy	<ul style="list-style-type: none"> <li>- Updated version information</li> <li>- Updated document formatting</li> </ul>

4.      FINANCIAL & RESOURCE IMPLICATIONS

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

5.      RISK

<b>Risk Type</b>	<b>What could happen</b>	<b>Possible consequence</b>
Compliance	<ul style="list-style-type: none"><li>▪ The endorsement of these policies ensures Council is complying with legislation and that Council policies are up-to-date.</li></ul>	<ul style="list-style-type: none"><li>▪ Greater assurance that these policies are fit for purpose.</li></ul>

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

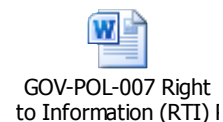
1. That Council notes the contents of this report, and
2. That Council adopt ADM-POL-001 – Administrative Action Complaints Management Policy;
3. That Council adopt GOV-POL-007 – Right to Information (RTI).

ATTACHMENTS

1. ADM-POL-001 – Administrative Action Complaints Management Policy



2. GOV-POL-007 – Right to Information (RTI) Policy



### 13. Mayoral Report

Report to be provided to meeting.

### 14. Councillor Reports

Councillors will provide reports to the meeting.

### 15. New business of an urgent nature admitted by Council

Recommendation (if required)

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

### 16. Deputations and presentation scheduled for meeting

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

### 17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 21 November 2019.