



Confirmed Minutes  
Burke Shire Council Ordinary Meeting  
Monday 25 November 2019  
9.00am Gregory Hall

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## 01. Opening of Meeting

**The Chair declared the meeting open at 9.08am.**

## 02. Record of Attendance

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

**Darren Thomson; Deputy Chief Executive Officer**  
**Lyndon Keane; Executive Manager Community and Communications**  
**Geoff Rintoul; Executive Manager Works and Infrastructure**  
**Simbarashe Chimpaka; Executive Manager Finance – as indicated**  
**Philip Keirle; Executive Manager Strategic Projects**  
**Madison Marshall; Executive Assistant (Minutes)**

**On Leave      Clare Keenan; Chief Executive Officer**

### 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)**
- **Graham O’Byrne**

**Moved:            Cr Clarke**

**Seconded:      Cr Yanner**

**Carried 191125.01      5/0**

## 03. Prayer

**Cr Clarke led Council in prayer.**

## 04. Consideration of applications for leave of absence

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

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

### 05.01 Ordinary Meeting Thursday 17 October 2019

**That the Minutes of the Ordinary Meeting of Council held on Thursday 17 October 2019 as presented be confirmed by Council.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 191125.02 5/0**

## 06. Condolences

**Council notes the passing of Gertie Booth and Julie Yamaguchi and expresses their condolences to the families.**

## 07. Declaration of Interests

**No declarations of interests were noted for the meeting.**

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

### 08.01 Notices of Motion

### 08.02 Petitions

**No notices of motion or petitions were received for the meeting.**

## Attendance

Simba Chimpaka and Graham O'Byrne phoned into the meeting at 9.13am.

## 09. Works, Services and Finance Reports

### 09.01.01 Works and Services Report

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DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Geoff Rintoul, EMWI
PREPARED BY:	Philip Keirle (EMSP), Tony Joyce (Workshop & Fleet Manager); Dave Marshall (Water & Sewer Officer).
DATE REPORT PREPARED:	11 November 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24   Operational Plan 2019-20

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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 October and generally up to date of reporting. 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:
- All improvement notices issued by Workplace Health and Safety Queensland have been closed out;
  - Staff are continuing to work through general improvements required to increase the level of safety management within the council. This is ongoing; and
  - Staff are progressing with relevant training and information sessions. This included a recent session with LGW.
- b) **Staff:-** There are a number of items noting in relation to staffing:
- Interviews have been carried out for plant operators and will progress with labourers as required. At this stage we will likely 2 plant operators post Christmas;
  - We are presently recruiting for a diesel fitter for the workshops and are in discussion with a hopeful candidate. While we expect he will initially be on a roster, we would hope to attract him to Burketown with his wife and four children under-eight.
  - Airport Report Officer training, refresher training and management training was done by staff.
  - A temporary Workplace Health and Safety Advisor commenced on 11 October. He will return in February.
- c) **Projects:-** Project delivery is progressing generally as planned, with the following projects being delivered from now and until Christmas;
- Philip Yanner Memorial Oval – Storm water drainage is 95% complete with only minor works remaining. The field preparation has progressed and the irrigation system is being installed.

- Burketown Sewerage Treatment Plant upgrade work has commenced with civil works on new ponds progressing;
- NDRRA works are progressing on the Doomadgee/Lawn Hill Road and scheduled for completion by the end of December; and
- Works have commenced on the maintenance and NDRRA works the Gregory Lawn Hill Road and should be completed by the end of November.

d) **Burke Shire Roads:** -

- Council will be aware of the failure of one (1) culvert on the Floraville Road and the other culvert of similar design indicated a serious potential failure. Detours are now in place and maintained. Tenders will be prepared and advertised by they end of November; and
- Works have been completed on the shoulder grading of Doomadgee East road.

e) **RMPC:** - Works will commence on 6801 (Gregory/Camooweal road) and progress through to late December and early next year. The intent is to formation grade the entire section of the gravel road. TMR have also advised that 5 kilometres of 6801 will be resealed by the end of the month.

f) **Plant and Fleet:** - Maintenance of plant has become a priority and is being hampered by staffing levels.

g) **Water:** -

- Arrangements for a temporary pumping of water from the Nicholson river as the water level drops close to the existing pump inlets; and
- Staff are progressing with a project to upgrade the Burketown WTP building, chemical handling and SCADA.

h) **Sewerage:-** No specific matter to raise

i) **Airport:** - Reports form CASA and Council's Airport Inspectors are being reviewed. There are a number of recommendations made that Council will need to action for both the facilities and the updating of the Airport Manual.

j) **Parks and Gardens:** - Staff are preparing for training on the PYMO works.

k) **Facilities and Housing:-** Ongoing

l) **Waste Management:** - Planning for the upgrade of the Burketown land fill is progressing.

m) **Biosecurity:-**

- Pest weed management has been completed at the Burketown Cemetery, Sewerage Treatment Plant and parts of Floraville Road;
- Preparation is now being made for the shire-wide 1080 baiting program. They are delayed as the rangers have gone to help with the bushfires.

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.

**09.01.01 Works and Services Report**

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

**Moved: Cr Yanner**

**Seconded: Cr Murray**

**Carried 191125.03 5/0**

## 10. Closed Session Reports

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

**(c) the local government's budget; and**

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

**Council moved into closed session at 9.28am.**

**Moved: Cr Clarke**

**Seconded: Cr Yanner**

**Carried 191125.04 5/0**

## Attendance

Cr Poole left the meeting from 9.48am to 9.54am.

Cr Murray left the meeting from 9.49am to 9.51am.

Philip Keirle left the meeting from 9.51am to 10.05am.

Cr Poole left the meeting from 9.58am to 10.02am.

Cr Clarke left the meeting from 10.10am to 10.30am.

Geoff Rintoul left the meeting from 10.12am to 10.24am.

## Move into Open Session

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

**Council resumed open session at 10.35am.**

**Moved: Cr Camp**

**Seconded: Cr Clarke**

**Carried 191125.05 5/0**

## Adjournment

That Council adjourned the meeting for morning tea from 10.36am to 11.02am; all were present at resumption except Graham O'Byrne.

## 09. Works, Services and Finance Reports

### 09.02.01 Finance Monthly Update Report

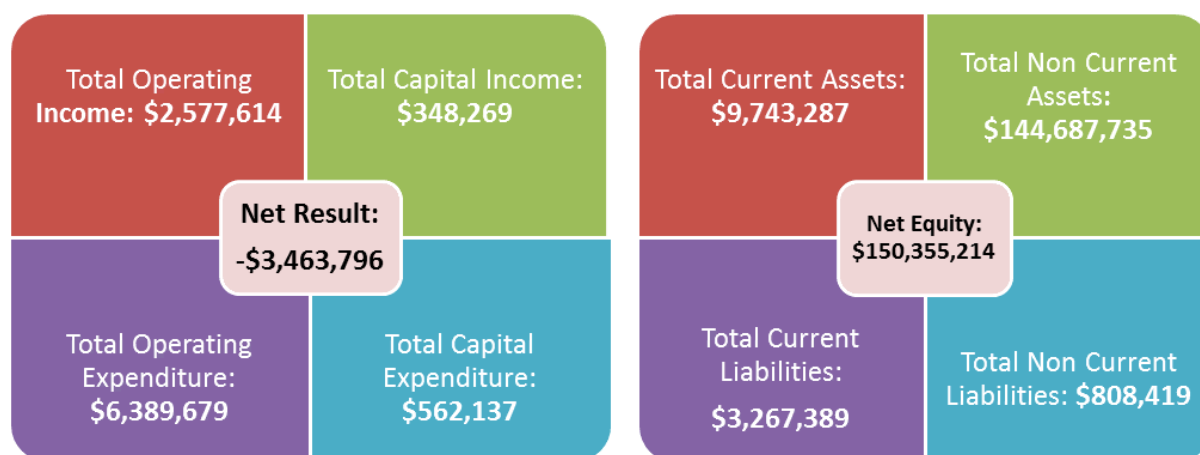
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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	8 November 2019
LINK TO COUNCIL PLAN/S:	Operational Plan   Budget

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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	2,577,614	16,626,544
Operating Expenses	6,389,679	20,601,000
<b>Operating Result (Profit/Loss)</b>	<b>- 3,812,065</b>	<b>- 3,974,456</b>
Capital Revenue	348,269	2,927,000
<b>Net Result</b>	<b>- 3,463,796</b>	<b>- 1,047,456</b>

Assets & Liabilities	Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	8,411,514	7,748,131
Other Current Assets	1,331,773	1,193,564
Non Current Assets	144,687,735	146,288,006
<b>Total Assets</b>	<b>154,431,022</b>	<b>155,229,701</b>
Liabilities (Current)	3,267,389	1,172,224
Liabilities (Non Current)	808,419	691,323
<b>Total Liabilities</b>	<b>4,075,808</b>	<b>1,863,547</b>
<b>Net Community Assets</b>	<b>150,355,214</b>	<b>153,366,154</b>

Year to date operating revenues sat at \$2,5m while operating expenditure sat at \$6,3m. Consequently, Council's operating position at month end was a \$3,8m deficit against a forecast annual operating deficit of \$3.9 million (excluding capital income and capital expenditure).

Capital revenues (revenues relating to the construction, renewal, replacement or purchase of assets) sat at \$348K against an annual forecast of \$2.9m.

Cash balances increased from \$5.7 million to \$8.1million from the previous reporting month. The closing cash balance at the end of the month is favourably above the annual cash flow forecast of ~\$7m at year end, however it should be noted that cash balances are expected to fluctuate progressively through the financial year in line with timing of receipts and outflows for employee wages, materials and services.

Current liabilities increased significantly from the previous reporting month primarily due to larger volumes of payables invoices processed as works and projects progress. However, it should be noted that this figure will fluctuate progressively through the year. While fluctuations are expected in the short term 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%	-148%
Asset Sustainability Ratio (%)	Greater than 90%	0%
Working Capital Ratio	Greater than 1:1	3
Net Financial Liabilities Ratio	Less than 60%	-251%

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 despite the decrease from 9:1 at the end of September to 3:1 at the end of October. The drop in the ratio was primarily driven by the short term increase in current liabilities at the end of October. Despite anticipated fluctuations in the working capital ratio (heavily impacted by timing of receipts and outflows); annual budget forecasts indicate that council is in a position to offset current liabilities with current assets.

**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.

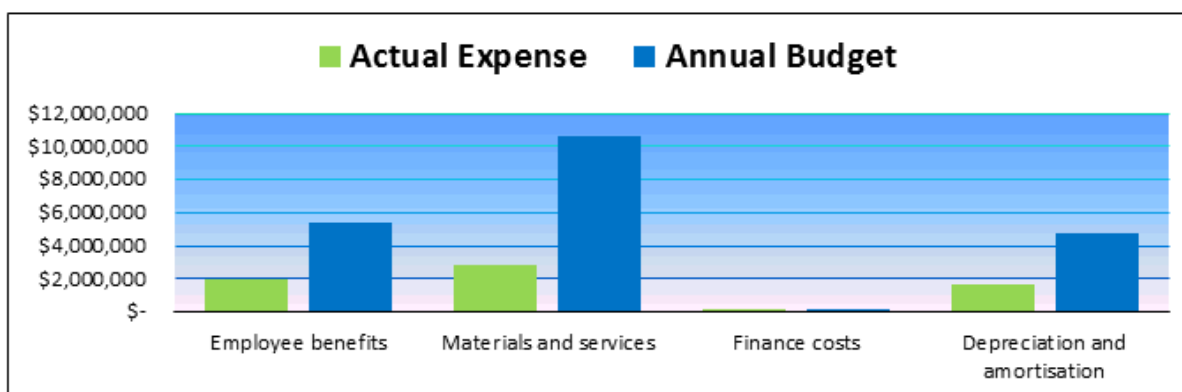
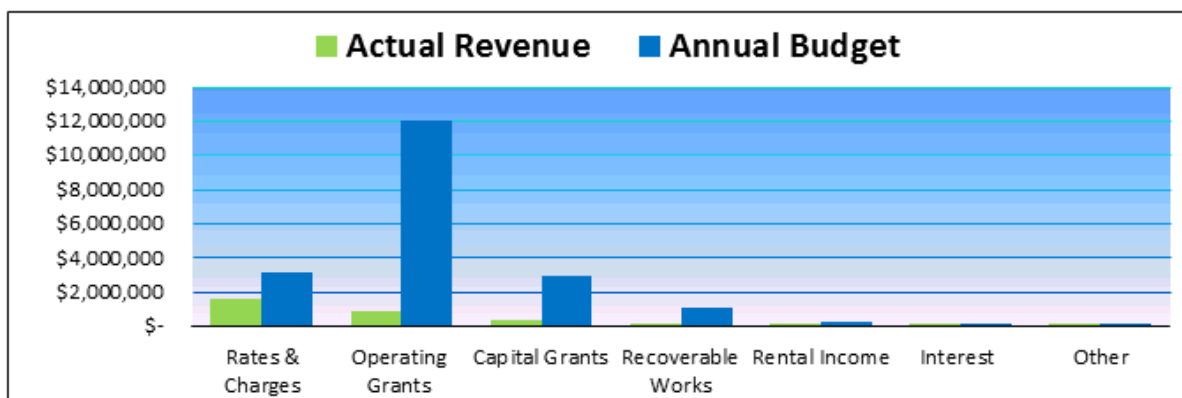
**The operating surplus ratio:** measures council's ability to cover operational costs through operational revenues. Council's operating surplus ratio remains outside the benchmark range of between 0%-10% indicating limited capacity to cover operational expenditures through operating revenue.

**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.

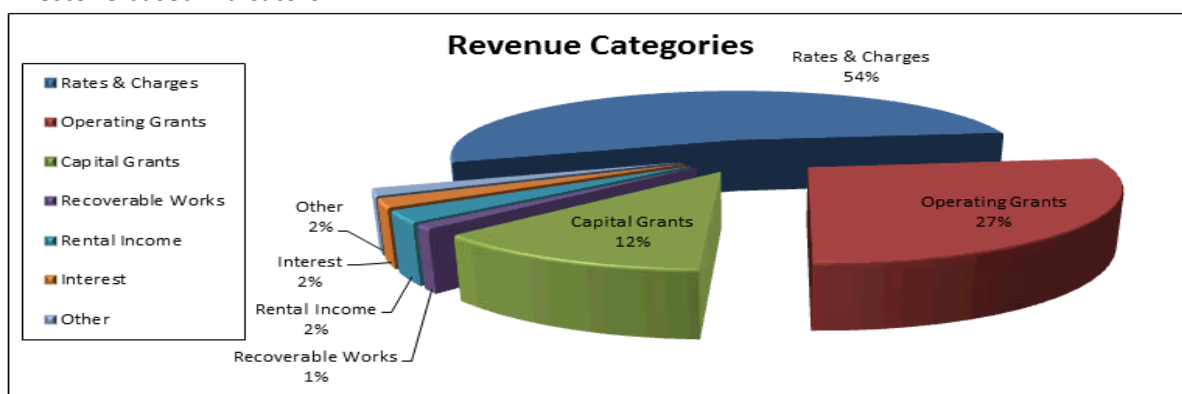
## 2. STATEMENT OF COMPREHENSIVE INCOME

STATEMENT OF INCOME AND EXPENDITURE					
	Year to Date		Annual		Actual to
		Actual		Budget	Budget
					Variance
<b>Recurrent Revenue</b>					
Rates levies and Charges		1,566,520		3,081,000 -	1,514,480
Fees & Charges		22,857		97,000 -	74,143
Rental Income		72,207		230,000 -	157,793
Interest		56,534		127,000 -	70,466
Recoverable Works Revenue		28,541		1,055,000 -	1,026,459
Other Income		25,916		28,000 -	2,084
Donations		-		13,000 -	13,000
Developer Contributions		-		-	-
Subsidies and Grants		805,039		11,995,544 -	11,190,505
<b>Total Recurrent Revenue</b>		<b>2,577,614</b>		<b>16,626,544 -</b>	<b>14,048,930</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>2,925,883</b>		<b>19,553,544 -</b>	<b>16,627,661</b>
<b>Recurrent Expenses</b>					
Employee benefits	-	1,977,905	-	5,310,000	3,332,095
Materials and services	-	2,800,753	-	10,603,000	7,802,247
Finance costs	-	4,200	-	15,000	10,800
Depreciation and amortisation	-	1,606,821	-	4,673,000	3,066,179
<b>TOTAL RECURRENT EXPENSES</b>	-	<b>6,389,679</b>	-	<b>20,601,000</b>	<b>14,211,321</b>
<b>NET RESULT</b>	-	<b>3,463,796</b>	-	<b>1,047,456 -</b>	<b>2,416,340</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	1,212,605	1,213,000	- 395	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 remained on track 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	1,710,498	2,660,000	6,000,000	-	6,000,000
Flood Damage 2018 - 2019 Events	6,856,000	-	1,500,000	73,545	-	1,500,000	2,043,589	2,956,411
<b>Total</b>			<b>9,046,000</b>	<b>1,814,371</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 by Type

Expenses are classified according to type: Wages and employee entitlements, materials and services, depreciation and finance costs.

**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.

**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.

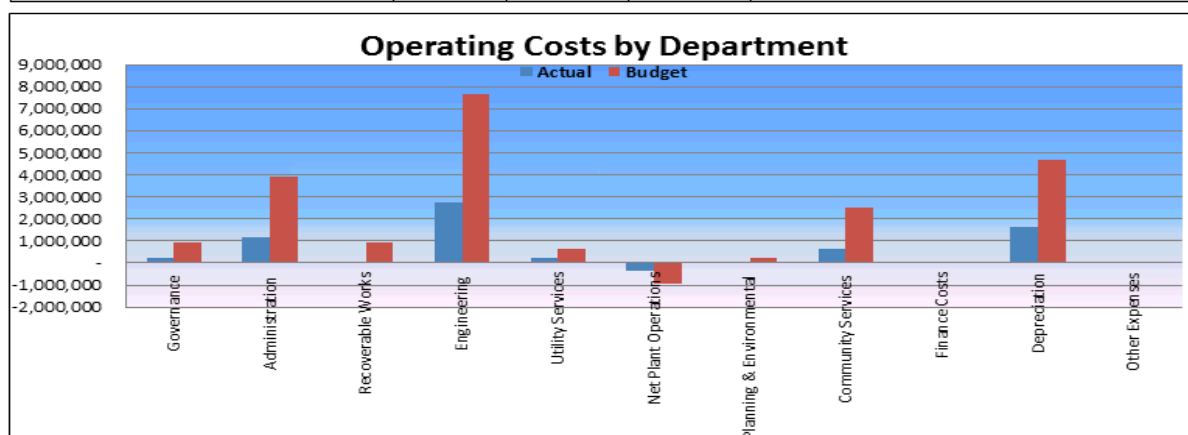
**Depreciation and Finance costs;** Depreciation and finance costs (bank charges) are on track with pro rata and annual forecast.

Analysis of Costs by Type				
Cost	Year To Date Actual	Forecasted Pro Rata Budget	Variance to Pro Rata Forecast	Exception
Employee benefits	1,977,905	1,838,077	- 139,828	On track with pro rata estimates
Materials and services	2,800,753	3,534,333	733,580	Favourably below pro rata estimates
Finance costs	4,200	5,000	800	On track with pro rata estimates
Depreciation and amortisation	1,606,821	1,557,667	- 49,154	On track with pro rata estimates
<b>Total</b>	<b>6,389,679</b>	<b>6,867,000</b>	<b>477,321</b>	<b>Favourably below pro rata estimates</b>

### Expenditure by Program

There are a few exceptions on a line by line basis however overall expenditure at a program level is within budget. Line by line exceptions will be reviewed and amended accordingly as of the half year budget review process.

Analysis of Expenditure By Program				
Program	Year To Date Actual	Annual Budget	Variance	Exception
Corporate Governance Costs	253,953	938,000	684,047	Within Budget, nil significant exceptions
Administration Costs	1,168,755	3,901,000	2,732,245	Within Budget, nil significant exceptions
Recoverable Works Expenses	52,636	952,000	899,364	Within Budget, nil significant exceptions
Engineering Services	2,736,667	7,635,000	4,898,333	Within Budget, nil exception
Utility Services Costs	255,176	668,000	412,824	Within Budget, nil significant exceptions
Net Plant Operating Costs	- 361,727	- 913,000	- 551,273	Within Budget, nil significant exceptions
Planning and Environmental Expenses	52,152	230,000	177,848	Within Budget, nil significant exceptions
Community Services Costs	621,046	2,502,000	1,880,954	Within Budget, nil significant exceptions
Finance Costs	4,200	15,000	10,800	Within Budget, nil significant exceptions
Depreciation	1,606,821	4,673,000	3,066,179	Within Budget, nil significant exceptions
Other Expenses	-	-	-	
<b>Total</b>	<b>6,389,679</b>	<b>20,601,000</b>	<b>14,211,321</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	8,411,514	7,748,131
Trade and other receivables	1,012,126	555,977	729,000
Inventories	230,813	259,828	230,813
Other financial assets	307,845	515,968	233,751
Non-current assets classified as held for sale	-	-	-
<b>Total current assets</b>	<b>11,146,602</b>	<b>9,743,287</b>	<b>8,941,695</b>
<b>Non-current Assets</b>			
Receivables	-	-	-
Property, plant and equipment	209,710,488	210,705,390	214,331,152
Accumulated Depreciation	- 64,410,834	- 66,017,655	- 68,043,146
Intangible assets	-	-	-
<b>Total non-current assets</b>	<b>145,299,654</b>	<b>144,687,735</b>	<b>146,288,006</b>
<b>TOTAL ASSETS</b>	<b>156,446,256</b>	<b>154,431,022</b>	<b>155,229,701</b>
<b>Current Liabilities</b>			
Trade and other payables	1,441,271	3,138,994	1,103,921
Borrowings	-	-	-
Provisions	142,848	128,395	68,303
Other	-	-	-
<b>Total current liabilities</b>	<b>1,584,119</b>	<b>3,267,389</b>	<b>1,172,224</b>
<b>Non-current Liabilities</b>			
Trade and other payables	-	-	-
Interest bearing liabilities	-	-	-
Provisions	686,323	808,419	691,323
Other	-	-	-
<b>Total non-current liabilities</b>	<b>686,323</b>	<b>808,419</b>	<b>691,323</b>
<b>TOTAL LIABILITIES</b>	<b>2,270,442</b>	<b>4,075,808</b>	<b>1,863,547</b>
<b>NET COMMUNITY ASSETS</b>	<b>154,175,813</b>	<b>150,355,214</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	24,406,869	27,417,809
Other reserves	-	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>154,175,813</b>	<b>150,355,214</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%	43,136	\$ 7,496,712
Westpac General Fund	0%	-	\$ 914,519
Cash Floats	0%	-	\$ 283
<b>Total</b>			<b>\$ 8,411,514</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 declined from \$560K to \$124K indicating significant collection of outstanding receivables i.e. 78% outstanding debt collected from the previous month. Month end results indicate that approximately 66% or \$83K of total outstanding debt (\$124K) has been assessed as high risk based on customer and debt analysis however it should be noted that the total number of defaulting customers in percentage terms equates 29% of total customers with debts owed to council.

Collectability Analysis	90 Days & Over	60 Days	30 Days	Current	Total
Low Risk of default				23,083	\$ 23,083
Low Risk of default			1,716		\$ 1,716
Low Risk of default				3,792	\$ 3,792
Low Risk of default		54			\$ 54
High 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				1,980	\$ 1,980
High Risk of default	6,782				\$ 6,782
High Risk of default	4,026				\$ 4,026
Low Risk of default				816	\$ 816
Low Risk of default		49			\$ 49
Low Risk of default				2,475	\$ 2,475
Low Risk of default		184			\$ 184
Low Risk of default	5,500				\$ 5,500
Low Risk of default				1,526	\$ 1,526
High Risk of default	64				\$ 64
Low Risk of default					\$ -
Low Risk of default					\$ -
<b>Total</b>	<b>\$ 88,503</b>	<b>\$ 287</b>	<b>\$ 2,516</b>	<b>\$ 33,672</b>	<b>\$ 124,979</b>
Default risk percentage of total outstanding	66%				
Projected Bad Debts write of in \$ Terms	\$ 83,003				

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 remained low as several large debts remain outstanding.

OUTSTANDING LEVIES & CHARGES					
LEVY/CHARGE	366+ DAYS ARREARS	181-365 DAYS ARREARS	31-180 DAYS ARREARS	1-30 DAYS ARREARS	Total Outstanding
GENERAL RATES	\$ 95,384	\$ 43,958	\$ 67,164	\$ 2,289	\$ 208,794
SEWERAGE CHARGES	\$ 2,402	\$ 426	\$ 2,918	\$ 71	\$ 5,817
GARBAGE CHARGES	\$ 2,392	\$ 580	\$ 3,316	\$ 62	\$ 6,350
WATER ACCESS CHARGES	\$ 46,918	\$ 11,171	\$ 25,772	\$ 735	\$ 84,596
WATER - EXCESS CONSUMPTION	\$ 49,186	\$ 2,488	\$ 16,624	\$ 594	\$ 68,893
STATE GOVT EMERGENCY SVCE LEVY	\$ 2,027	\$ 719	\$ 1,830	\$ 42	\$ 4,618
<b>TOTAL</b>	<b>\$ 198,309</b>	<b>\$ 59,341</b>	<b>\$ 117,624</b>	<b>\$ 3,794</b>	<b>\$ 379,068</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		1,995,594	4,574,314
Payments to suppliers & employees	-	3,899,810	- 15,997,545
	-	<b>1,904,216</b>	- <b>11,423,231</b>
Interest received		56,534	127,000
Rental income		72,207	230,000
Non capital grants and subsidies		805,039	11,995,544
<b>Net cash inflow (outflow) from operating activities</b>	-	<b>970,437</b>	<b>929,313</b>
<b>Cash flows from investing activities</b>			
Payments for property plant & equipment	-	562,137	- 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>	-	<b>213,868</b>	- <b>2,777,000</b>
<b>Cash flows from financing activities</b>			
Proceeds from borrowings		-	-
Repayment of borrowings		-	-
Depreciation		-	-
<b>Net cash inflow (outflow) from financing activities</b>		-	-
<b>Net cash increase (decrease) in cash held</b>	-	<b>1,184,305</b>	- <b>1,847,687</b>
Cash at beginning of the reporting period		9,595,818	9,595,818
<b>Cash at end of the reporting period</b>		<b>8,411,513</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.

**09.02.01 Finance Monthly Update Report**

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

**Moved: Cr Poole**

**Seconded: Cr Clarke**

**Carried 191125.06 5/0**

## 11. Chief Executive Officer Reports

### 11.02 Burke Shire Planning Scheme

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

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#### 1. PURPOSE

To seek Ministerial approval to adopt the proposed Burke Shire Planning Scheme.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has progressed the review and amendment of its Draft Planning Scheme in partnership with the Department of State Development, Manufacturing, Infrastructure and Planning (the Department).

At the February 2019 Council meeting, Council endorsed a set of queries to the Department to facilitate the finalisation of the draft Planning Scheme and its conversion to a Planning Act 2016 aligned version.

#### **09.03.03 Burke Shire Planning Scheme**

1. That Council note the contents of the report; and
2. That Council endorses the submission of the attached response (“190220 – BSC Revision of DSDMIP amendments to Planning Scheme”) to the Department of State Development, Manufacturing, Infrastructure and Planning to enable the following process to re-commence:
  - a. Final DSDMIP review and conversion of proposed scheme into a Planning Act 2016 aligned version;
  - b. Re-notification and public consultation as required;
  - c. Adoption and gazettal of the Burke Shire Planning Scheme.

Moved: Cr Poole

Seconded: Cr Yanner

**190226.08 5/0**

At the April 2019 Council meeting, Council endorsed the Department’s recommended and required changes to the final elements under review and endorsed the conversion of the current draft Scheme into a Planning Act 2016 aligned format.

#### **09.03.02 Burke Shire Planning Scheme**

1. Notes that the Department has provided a revised Planning Scheme for consideration (A0001 – Planning Scheme (March 2019) - DSDMIP);
2. Notes Council’s feedback on the revised Planning Scheme (BSC Commentary on “A0001 – Planning Scheme (March 2019) – DSDMIP”);
3. Endorses the submission of Council’s feedback to the Department on the revised Planning Scheme in order to initiate the Department’s conversion of the current version of the Planning Scheme into a Planning Act 2016 aligned version to enable:
  - a. Final review of the Planning Scheme in a Planning Act 2016 aligned format;
  - b. Re-notification and public consultation as required;
  - c. Adoption and gazettal of the Burke Shire Planning Scheme.

Moved: Cr Poole

Seconded: Cr Yanner

**190319.08 5/0**

At the July 2019 Council meeting, Council requested Ministerial endorsement to proceed to public consultation on the Planning Act 2016 aligned version of the draft Planning Scheme.

#### **10.02 Closed Session – Burke Shire Planning Scheme**

- 1) Council notes the contents of this report.
- 2) Council endorses Option 1 – Consult on a Planning Act 2016 aligned Planning Scheme.

Moved: Cr Yanner

Seconded: Cr Poole

**190516.13 5/0**

Ministerial endorsement to proceed to public consultation was received on 20 August 2019:

- Council released the Planning Scheme for public consultation on 30 August 2019
- Council hosted community consultation sessions on the proposed Planning Scheme in Burketown on 25 September 2019 and in Gregory on 26 September 2019.
- Consultation closed on 11 October 2019.
- Council received two (2) properly made submissions on the proposed Planning Scheme.

Council has reviewed all properly made submissions and made minor adjustments to the Scheme in consequence. The revised Scheme is now presented to Council for endorsement, which will enable Council to seek the Minister’s approval to adopt the proposed Planning Scheme.

#### **3. OPTIONS**

Option 1: Council requests Ministerial approval to adopt the proposed Planning Scheme.

Option 2: Council delays requesting Ministerial approval to adopt the proposed Planning Scheme.

## 4. PROPOSAL

That Council endorses Option 1 for the following reasons:

- Council has taken on board and incorporated submissions from key stakeholders during the previous public consultation/submission stage of this Planning Scheme adoption process;
- Council has taken on board and incorporated submissions from key stakeholders during the most recent public consultation/submission stage of this Planning Scheme adoption process;
- The minor amendments made to the Planning Scheme as a result of the most recent consultation process ensure the Scheme aligns with Council's intent and with the requirements of the State Planning Provisions;
- Further delay would likely delay adoption of the Planning Scheme until after the outcome of the 2020 Local Government elections.

## 5. FINANCIAL &amp; RESOURCE IMPLICATIONS

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

## 6. RISK

Risk Type	What could happen	Possible consequence	Mitigation
Time	<ul style="list-style-type: none"> <li>▪ Delays at different stages of the consultation, review and adoption process.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to adopt the Planning Scheme impacted by 2020 LG elections and caretaker mode restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ BSC has already progressed through most of these processes already, therefore times should be abridged</li> </ul>

## 7. POLICY &amp; LEGAL IMPLICATIONS

The Statutory Guideline 01/16 Making and amending local planning schemes identifies the relevant stages of the Planning Scheme process.

Division 2 of the *Planning Act 2016* outlines the requirements for making, amending or repealing local planning instruments. This includes:

Instrument	Reference	Details
<i>Planning Act 2016</i>	18(1)	This section applies if a local government proposes to make or amend a planning scheme.
	18(2)	The local government must give notice of the proposed planning scheme, or proposed amendment, (the instrument) to the chief executive.
	18(3)	After consulting with the local government, the chief executive—(a) must give a notice about the process for making or amending the planning scheme to the local government; and (b) may give an amended notice about the process for making or amending the planning scheme to the local government.
	18(4)	The chief executive must consider the Minister's guidelines when preparing the notice or an amended notice.

Instrument	Reference	Details
	18(5)	<p>The notice, or amended notice, must state at least</p> <ul style="list-style-type: none"> <li>(a) the local government must publish at least 1 public notice about the proposal to make or amend the planning scheme; and</li> <li>(b) the local government must keep the instrument available for inspection and purchase for a period (the consultation period) stated in the public notice of at least— <ul style="list-style-type: none"> <li>(i) for a proposed planning scheme—40 business days after the day the public notice is published in a newspaper circulating in the local government area; or</li> <li>(ii) for a proposed amendment—20 business days after the day the public notice is published in a newspaper circulating in the local government area; and</li> </ul> </li> <li>(c) the public notice must state that any person may make a submission about the instrument to the local government within the consultation period; and</li> <li>(d) a communications strategy that the local government must implement about the instrument; and</li> <li>(e) the local government must consider all properly made submissions about the planning scheme or amendment; and</li> <li>(f) the local government must notify persons who made properly made submissions about how the local government dealt with the submissions; and</li> <li>(g) the local government must give the Minister a notice containing a summary of the matters raised in the properly made submissions and stating how the local government dealt with the matters; and</li> <li>(h) After the planning scheme is made or amended, the local government must publish a public notice about making or amending the planning scheme.</li> </ul>
	18(6)	The local government must make or amend the planning scheme by following the process in the notice or amended notice.
	18(7)	If the notice requires the Minister to approve the instrument, the Minister may approve the instrument if the Minister considers the instrument appropriately integrates State, regional and local planning and development assessment policies, including policies under an applicable State planning instrument.

Instrument	Reference	Details
	18(8)	A planning scheme replaces any other planning scheme that the local government administers.

## 8. CRITICAL DATES & IMPLICATIONS

The following table identifies where Council currently sits in the process for making and adopting a new Planning Scheme (Stage 1) and the timeframes associated with each successive stage as per [Statutory Guideline 01/16 Making and amending local planning schemes](#):

Stage	Description	Starts	Finishes
Stage 1	Planning and preparation: LG provides the proposed Planning Scheme and supporting information to the Minister		22 July 2019
Stage 2	State interest review: review completed and Minister advises LG that it may proceed to Stages 3 or 4 with or without conditions. 40 Business Days	22.07.2019	Actual: 20.08.2019
Stage 3a	Public consultation: LG carries out public consultation (15 business days preparation allowed [actual: 6 business days], 30 business days consultation required)	Actual: 20.08.2019	Actual: 11.10.2019
Stage 3b	Council considers each properly made submission and provides Scheme to the Minister (55 business days allowed [actual: 30 business days])	Actual: 14.10.2019	Actual: 25.11.2019
Stage 3c	Minister reviews and determines whether Scheme can be adopted (40 business days)	25.11.2019	~30.01.2020
Stage 4	Council adopts Scheme		

Council has already shaved 36 business days off the allowed timeframes through Stages 3a and 3b above. Council is hopeful that Stage 3c will also be truncated, which may allow Council to adopt the Planning Scheme at the January 2020 Council meeting.

## 9. CONSULTATION

Consultation has taken place between Council, the community and the Department of State Development, Manufacturing, Infrastructure and Planning.

## 10. CONCLUSION

Council's endorsement of the proposed Planning Scheme will enable Council to seek Ministerial approval to endorse the Planning Scheme. The Minister's endorsement, in turn, will enable Council to formally adopt the Planning Scheme thereafter.

## 11. OFFICER'S RECOMMENDATION

- 1) That Council notes the contents of this report and all attachments;
- 2) That Council resolves to make changes to the proposed planning scheme to address items raised in the properly made submissions included in Attachment 3; and
- 3) That Council resolves to advise each person in writing who made a properly made submission as to how the local government has dealt with their submission; and
- 4) That Council notes that the changes made to the planning scheme do not result in a significantly different planning scheme to the version released for public consultation; and
- 5) That Council resolves, pursuant to step 7.6 of the Statutory Guideline *Making or Amending a Local Planning Instrument 01/16*, to proceed with seeking the Minister's approval to adopt the proposed planning scheme following completion of Items 2 and 3 above.

**11.02 Burke Shire Planning Scheme**

- 1) That Council notes the contents of this report and all attachments;**
- 2) That Council resolves to make changes to the proposed planning scheme to address items raised in the properly made submissions included in Attachment 3; and**
- 3) That Council resolves to advise each person in writing who made a properly made submission as to how the local government has dealt with their submission; and**
- 4) That Council notes that the changes made to the planning scheme do not result in a significantly different planning scheme to the version released for public consultation; and**
- 5) That Council resolves, pursuant to step 7.6 of the Statutory Guideline *Making or Amending a Local Planning Instrument 01/16*, to proceed with seeking the Minister's approval to adopt the proposed planning scheme following completion of Items 2 and 3 above.**

**Moved: Cr Poole**

**Seconded: Cr Yanner**

**Carried 191125.07 5/0**

## Attendance

Cr Yanner left the meeting at 11.24am.

## 09. Works, Services and Finance Reports

### 09.02.02 2018-19 Financial Statements and Auditor-Generals' observation report.

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka, Executive Manager Finance
PREPARED BY:	Simba Chimpaka, Executive Manager Finance
DATE REPORT PREPARED:	11 November 2019
LINK TO COUNCIL PLAN/S:	Operational Plan, External Audit.

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#### 1. PURPOSE

To present the 2018-19 audited financial statements and the Auditor-General's observation report on the audit of council's financial statements for the 2018-19 financial year.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council completed the audit of the 2018-18 financial statements in October 2019 following which the Auditor-General issued an observation report on the audit of council's financial statements in accordance with Section 213 of the *Local Government Regulation 2012*.

Per Section 213 (2) of the *Local Government Regulation 2012*; an Auditor-General's observation report, about an audit of a local government's financial statements, is a report about the audit prepared under section 54 of the *Auditor-General Act 2009* that includes observations and suggestions made by the Auditor-General about anything arising out of the audit.

The Auditor-General issued an unmodified audit opinion on council's financial statements.

#### 3. PROPOSAL

Council receives the Auditor General's observation report and the audited financial statements for the 2018-19 financial year.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council meets and satisfies annual financial reporting obligations.

## 5. RISK

Risk Type	What could happen	Possible consequence	Mitigation
Financial	<ul style="list-style-type: none"> <li>Council does not obtain assurance on its financial performance and financial position.</li> </ul>	<ul style="list-style-type: none"> <li>Financial loss through withholding of grant funding.</li> <li>Inability to make informed financial decisions</li> </ul>	<ul style="list-style-type: none"> <li>Queensland Audit Office completes the audit and certification of councils annual financial statements</li> </ul>
Stakeholder	<ul style="list-style-type: none"> <li>Failure to comply with Local Government Regulation</li> </ul>	<ul style="list-style-type: none"> <li>Loss of confidence in council systems and processes</li> </ul>	<ul style="list-style-type: none"> <li>Council adopts the auditor generals observation report</li> </ul>

## 6. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Regulation 2012</i>	Section 213 Presentation of auditor-general's observation report	(2) An auditor-general's observation report, about an audit of a local government's financial statements, is a report about the audit prepared under section 54 of the <i>Auditor-General Act 2009</i> that includes observations and suggestions made by the auditor-general about anything arising out of the audit.

## 7. CRITICAL DATES &amp; IMPLICATIONS

21 November 2019.

## 8. CONSULTATION

Queensland audit office (QAO).

## 9. CONCLUSION

The Mayor is required to present the Auditor-Generals observation report about the audit of the financial statements at the ordinary council meeting. The Auditor-Generals observation report highlights identified risks and opportunities for improvement, council will address the identified risks progressively through the year while exploring opportunities for improvement.

## 10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Council receives and notes the content of the Auditor-General's observation report on the audit of the 2018-19 financial statements.
3. Council receives the certified financial statements for the 2018-19 financial year.

**09.02.02 2018-19 Financial Statements and Auditor-Generals' observation report.**

- 1. That Council note the contents of the report; and**
- 2. Council receives and notes the content of the Auditor-General's observation report on the audit of the 2018-19 financial statements.**
- 3. Council receives the certified financial statements for the 2018-19 financial year.**

**Moved: Cr Poole**

**Seconded: Cr Camp**

**Carried 191125.08 4/0**

**Attendance**

Cr Yanner entered the meeting at 11.26am.

## 11. Chief Executive Officer Reports

### 11.03 Adoption of Burke Shire Council Annual Report 2018-19

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan, CEO
DATE REPORT PREPARED:	12 November 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan – Corporate Planning Framework

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#### 1. PURPOSE

To adopt Burke Shire Council's annual report for the financial year ended 30 June 2019.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The annual report for the financial year has been prepared for consideration in accordance with the relevant legislative provisions. The report documents Council's financial performance and operational progress for the financial year, presents reports from the Mayor and CEO, and includes background information about Burke Shire and its councillors.

#### 3. PROPOSAL

It is proposed that Council adopts the Burke Shire Council annual report as prepared in accordance with Division 3 of the Local Government Regulation 2012 and section 201 of the *Local Government Act 2009*, for the financial year ended 30 June 2019.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

There is no financial implication associated with this report.

#### 5. POLICY & LEGAL IMPLICATIONS

Instrument	Detail	Comment
Corporate Plan 2014-2019 Operational Plan for reporting year	Corporate Planning Framework	The annual report is a key record of Council's performance for the year against the operational plan and the budget.

Instrument	Detail	Comment
Local Government Regulation 2012 Division 3 Annual Report	<p>182 Preparation of annual report</p> <p>(1) A local government must prepare an annual report for each financial year.</p> <p>(2) The local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.</p> <p>(3) However, the Minister may, by notice to the local government, extend the time by which the annual report must be adopted.</p> <p>(4) The local government must publish its annual report on its website within 2 weeks of adopting the annual report.</p>	<p>Division 3 explains what an annual report for a local government must contain including particulars relating to:</p> <ul style="list-style-type: none"> <li>▪ Financial statements (s183)</li> <li>▪ Community financial report (s184)</li> <li>▪ Particular resolutions (s185)</li> <li>▪ Councillor information (s186)</li> <li>▪ Administrative action complaints (s187)</li> <li>▪ Overseas travel (s188)</li> <li>▪ Expenditure on grants to community orgs (s189)</li> <li>▪ Other contents eg: progress towards the outcomes of the corporate and operational plans; internal audit report; registers; concessions for rates and charges; invitations to change tenders etc. (s190)</li> </ul>
<i>Local Government Act 2009</i>	Section 201 requires that the annual report of a local government must also detail certain particulars relating to remuneration of senior management.	Remuneration must be detailed in incremental bands; and the exact salary of any employee is not separately stated.
Australian Accounting Standard ASA 720 'Other information'	Annual report finalisation and auditing standard – auditor to consider the final version of the annual report before it is tabled.	The aim is to avoid misalignment between the annual report prepared by management and the audited financial report in order to avoid material inconsistencies that could reduce reader confidence, and affect credibility of management and auditor.

## 6. CRITICAL DATES & IMPLICATIONS

Council must publish its annual report on its website within 2 weeks of adopting the annual report.

**7. CONSULTATION**

- The Chief Executive Officer and Executive Manager Finance prepared the annual report with input from the Mayor and other executives.
- The auditor reviewed the final version in accordance with the revised provisions of Australian Accounting Standard (ASA) 720 Other Information.

**8. CONCLUSION**

The annual report is presented for adoption by Council.

**9. OFFICER'S RECOMMENDATION**

1. That Council note the contents of the report; and
2. That in accordance with section 182 (1) and (2) of the Local Government Regulation, Council adopts the Burke Shire Council annual report as presented for the financial year ended 30 June 2019; and
3. That the annual report so adopted will be published on Council's website within 2 weeks of this decision, in accordance with section 182 (4) of the Local Government Regulation 2012.

**11.03 Adoption of Burke Shire Council Annual Report 2018-19**

1. That Council note the contents of the report; and
2. That in accordance with section 182 (1) and (2) of the Local Government Regulation, Council adopts the Burke Shire Council annual report as presented for the financial year ended 30 June 2019; and
3. That the annual report so adopted will be published on Council's website within 2 weeks of this decision, in accordance with section 182 (4) of the Local Government Regulation 2012.

**Moved:** Cr Clarke

**Seconded:** Cr Murray

**Carried 191125.09 5/0**

## 09. Works, Services and Finance Reports

### 09.02.03 Emergency Fund

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka, Executive Manager Finance
PREPARED BY:	Simba Chimpaka, Executive Manager Finance
DATE REPORT PREPARED:	11 November 2019
LINK TO COUNCIL PLAN/S:	Operational Plan

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#### 1. PURPOSE

To consider options relating to the emergency fund resolution.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire council established an Emergency Fund Trust (“Trust”) by way of a Declaration of Trust dated 20 November 2003. Anne Marie Clarke the Mayor of Burke Shire, Craig Turnour the CEO of the Burke Shire Council, William Olive an Alderman of Burke Shire Council, Ernest Camp a resident of Burke Shire, Joy Arnold a resident of Burketown, Anthony McGrady Minister for Police and Member of Mount Isa and Lawrence Evans Solicitor from Mount Isa were appointed as the Trustees and their respective successors and assigns (“Trustees”).

On 12 February 2007 Council conducted a Trust Fund Investigation into monies held in trust. As a result of this investigation a resolution was passed in 2009 hereinafter referred as the “2009 Resolution”. Per the 2009 resolution;

1. The monies held in the trust fund be transferred to Council’s General Revenue account;
2. Council establish a Recurrent Reserve for Emergency Services purposes and that interest earned on this fund be reinvested into it; and
3. The Trust be wound up

These actions would be carried out subject to approval by a majority of the Trustees.

In 2017 a review of Council’s trust accounts identified that the Trust monies were still held in a Westpac Bank trust account and that the 2009 Resolution had not been implemented.

#### **Powers under the Trust deed**

The Trustees are authorised to do the following under the Trust deed;

1. The Trust was established for the purpose of providing emergency assistance to people affected by emergency situations and natural disasters within the Shire of Burke.
2. The Trustees will have the full conduct and operation of the Trust.
3. Burke Shire Council has the right to replace or remove any of the Trustees where such Trustee leaves the Shire of Burke or Mount Isa or are otherwise unable to carry on their duties as Trustee.

4. With the consent of the majority of the Trustees, the Trustees may use any funds held by the Trust as they direct.

### Implementation of 2009 Resolution

Based on the terms of the Trust Deed approval is required before the 2009 Resolution can be implemented. The approval of the Trustees must be of a majority.

### 3. PROPOSAL

Council to seek approval from the Trustees to implement the 2009 resolution, this may be by way of a circular resolution. A copy of the resolution will be sent to all Trustees for their consideration and response, in the event that the majority of Trustees do not give their approval to the resolution or do not respond, council will investigate alternative processes in obtaining the consent.

Council is empowered under the Trust Deed to replace or remove a Trustee where such Trustee leaves Burke Shire or Mount Isa or if they are incapacitated or deceased and are therefor unable to perform their duties as Trustee.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council meets and satisfies the requirements under the Emergency Fund Trust Deed.

Resolving and implementing the outstanding 2009 resolution would unlock the Emergency Funds for use on emergency services as required.

### 5. RISK

Risk Type	What could happen	Possible consequence	Mitigation
Financial	<ul style="list-style-type: none"> <li>Inability to use Emergency funds.</li> </ul>	<ul style="list-style-type: none"> <li>Limited capacity to address community emergency service requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of 2009 emergency fund resolution.</li> </ul>
Stakeholder	<ul style="list-style-type: none"> <li>Inability to obtain consent from Trustees.</li> </ul>	<ul style="list-style-type: none"> <li>Limited access to Emergency Funds.</li> </ul>	<ul style="list-style-type: none"> <li>Seek alternative legal means to obtain authorisation to access emergency funds.</li> </ul>

## 6. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Regulation 2012</i>	Section 202 Transferring money to or from a trust fund	<p>(1) A local government may transfer trust money from a trust fund only in compliance with this section.</p> <p>(2) The local government may transfer trust money from a trust fund—</p> <p>(a) to, or for, the person who is entitled to the money, according to law; or</p> <p>(b) as required by the relevant Act under which the money was paid into the trust fund.</p> <p>(3) If the purpose for which an amount of trust money was credited to the trust fund no longer exists, the local government may, if it has resolved the purpose no longer exists, transfer the amount from the trust fund.</p>

## 7. CRITICAL DATES &amp; IMPLICATIONS

21 November 2019.

## 8. CONSULTATION

Preston Law  
Elected Members

## 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Council resolves to seek approval from the Trustees to implement the 2009 resolution.

**09.02.03 Emergency Fund**

1. That Council note the contents of the report; and
2. Council resolves to seek approval from the Trustees to implement the 2009 resolution.

Moved: Cr Murray

Seconded: Cr Poole

Carried 191125.10 5/0

## Attendance

Cr Murray left the meeting from 11.35am to 11.41am.

## 09.03.01 Strategic Projects Report

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DEPARTMENT:	Works & Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	1 October 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

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## 1. MAJOR PROJECTS (&gt;\$1m)

## BURKETOWN SEWERAGE TREATMENT PLANT UPGRADE PROJECT

Project Status Report	
Project Name	Burketown Sewerage Treatment Plant Upgrade Project
Project Manager	Philip Keirle, BSC
Project Superintendent	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	On-Track   At-Risk   Off-track	<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	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>Construction of passive lagoon system + installation of primary treatment equipment</li> </ul>
Procurement	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>Progressive procurement from May 2019.</li> </ul>
Town Planning	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>No MCU required.</li> </ul>
Budget	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>On track. One variation to put through.</li> </ul>
Reporting	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>Monthly reporting to Dept. Local Government submitted.</li> </ul>

## 2. PROJECTS (&lt;\$1m)

Project	Description	Update/activity for reporting month
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.	Report submitted and circulated
Burke ICT Project	Full review of Council's ICT requirements with a view to progressive implementation of improvements	Review of Fourier report; Meeting with Datacom; Discussions with Mornington Island and Cloncurry.
Phillip Yanner Memorial Oval Upgrade	Oval upgrade to establish playing surface capable of hosting regional events.	Soil conditioning completed; Drainage nearing completion; Tanks relocated from Gregory to Burketown
Gregory Showgrounds Bar/Kitchen	Design, construction and fit-out of Bar & Kitchen at the Gregory Showgrounds.	Building certification advice received; Stakeholder meetings.
Gregory Showgrounds: Judge's Tower & Jockey Change rooms	Relocate and upgrade Judge's Tower; Renovate Jockey Change-rooms	Review of design and quotes;
Burke Shire Planning Scheme	Adoption of new Planning Scheme	Consultation period closed on 11 October 2019.  Separate report to endorse Planning Scheme considered at the November 2019 Council meeting.
Burketown Flood Risk Management Study	Completion of a risk-based assessment of planning and development opportunities in and around Burketown	Session held with Engeny and key stakeholders on 25 September 2019 in Burketown.

Project	Description	Update/activity for reporting month
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	Separate report prepared for November 2019 Council meeting
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial (Utilities) developments.	Reconfiguration of Lot and Operational Works process commissioned and commenced.
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	Project completion due late September 2019. Project likely to be delivered mid-October 2019 due to delays with geotechnical sampling.
IT Coverage – 4G small cell at Hells Gate	Installation of 4G small cell at Hells Gates	Revision of design;
IT resilience – iTerra Satellite	Installation of iTerra satellite in Burketown to provide a backup internet system in the event of the failure of the fibre connection.	Confirmation of mount, fencing requirements, concrete and conduit requirements.

## 3. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
NA		

## 4. CURRENT FUNDING SUBMISSIONS

Funding program	Description	Update/activity for reporting month
DRFA Betterment	Transport betterment projects: - Upgrade to LH National Park Road	Upgrade to Lawn Hill National Park Road shortlisted. Submitted
Building Our Regions R05	Detailed Design for the Burketown Mineral Baths Project	Application submitted 27 Sep 2019.
Regional Recycling Action Plan	Transportation costs of recyclable waste (tyres)	Application due 29 Nov 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	08 Jul 2019	22 Aug 2019
2019-20	DRFA Gregory to Lawn Hill Road	30 Aug 2019	20 Sep 2019	27 Sep 2019
2019-39	Coastal Hazard Adaptation Strategy – Phase 3-5	06 Nov 2019	28 Nov 2019	
2019-	19-44 2019 DRFA Works – Doomadgee West Road and Nugaburra Road	09 Nov 2019	03 Dec 2019	
2019-	19-45 2019 DRFA Works – Bowthorn Road and DMG to Lawn Hill Road	09 Nov 2019	03 Dec 2019	

## 7. PROJECTS UNDER DEVELOPMENT

Project	Description
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 & 2 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.

**09.03.01 Strategic Projects Report**

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

**Moved: Cr Poole**

**Seconded: Cr Yanner**

**Carried 191125.11 5/0**

## 11. Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan, Chief Executive Officer
DATE REPORT PREPARED:	14 November 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan – Administration. Outcome 2.2 Professional administrative interaction with all stakeholders

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#### 1. PURPOSE

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

#### 2. MATTERS FOR YOUR INFORMATION

##### **Recruitment**

We have been recruiting for the positions of Deputy CEO and Community and Communications Manager. The latter position is a new one, and will appointee will be responsible for all of the “outward-facing” facing of Council; namely, community engagement, library, facilities, events, tourism, grant applications, media and marketing. We have appointed Lyndon Keane to this role and welcome him to Council. We have offered the role of DCEO on a six month contract to Michael Freeman and await his acceptance. As his home base is Darwin, we will continue to recruit for a DCEO who can, along with his/her family, commit to living in Burketown.

##### **Brisbane trip**

I travelled with the Mayor to Brisbane where we met with the Department of Housing and Public Works. The DG, Michelle Woolley, was sympathetic to our concerns regarding both the allocation of State Housing and the lack of accommodation. She has asked us to present a plan to her - possibly a joint venture with other community stakeholders with regards to State Housing’s possible role in housing solutions.

We met with TMR with regards to culverts and they suggested that 80% could be funded through Roads of Strategic Importance, 10% TIDS and 10% Council or R2R. While we have allocated approximately \$375,000 of R2R funding to the culvert, Allan Chisholm has assured us that this amount can be reallocated if we receive funding from other sources. We have engaged Erscon to provide the design and will go to tender so that we are able to approach the funding bodies.

We had a further meeting with the Under Treasurer, who has indicated that he may come to Burketown.

##### **Cairn’s Staff visit**

Wendy van der Wolf and Sarath Jayasekara have been in Burketown to help us with various projects – as ever, we value their input

**Remembrance Day in Gregory**

I would like to thank all staff who contributed to make this day an exceptional event and to those who worked so hard on the new statue.

**3. OFFICER'S RECOMMENDATION**

That Councillors note the contents of this report.

**11.01 Chief Executive Officer Report**

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

**Moved:** Cr Poole

**Seconded:** Cr Murray

**Carried 191125.12 5/0**

## 12. Corporate and Community Services

### 12.01 Corporate and Community Services Report

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	12 November 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2019/20

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#### 1. GENERAL BUSINESS

##### Administration and Community Services

###### **Food Licences**

Council's Environmental Health Officer has completed inspections of local registered food businesses. Two improvement notices are being issued.

###### **Showground User Agreements**

Consultation commenced with relevant community groups in regards to the development of user agreements for the Gregory and Burketown Showgrounds.

###### **Durlga Bookings**

Council had four external bookings and one internal bookings for the period 1-31 October. In addition, Council shall be erecting signs at the Durlga to advise that it is a private venue and that unauthorised access is not permitted.

###### **SES Shed Opening Event**

The Acting Deputy Commissioner, John Bolger, was one of many special guests in attendance as Council officially opened the Burketown State Emergency Service and Rural Fire Service Facility (SES shed). The event, held at the SES Shed in Burketown on 31 October, also included a community BBQ where preparedness packs were distributed to attendees.

###### **Community Events**

A community Halloween event, hosted by the Burketown Sporting & Community Association, was held on Friday 1 November in the Morning Glory Park and included a film screening and an accompanied trick or treating community walk.

###### **Upcoming Events**

- Young Ambassador – there are two students graduating this year, Jagama Yanner Junior and Phillip McPhee. The process for ambassador packs is in progress.
- Council breakup party

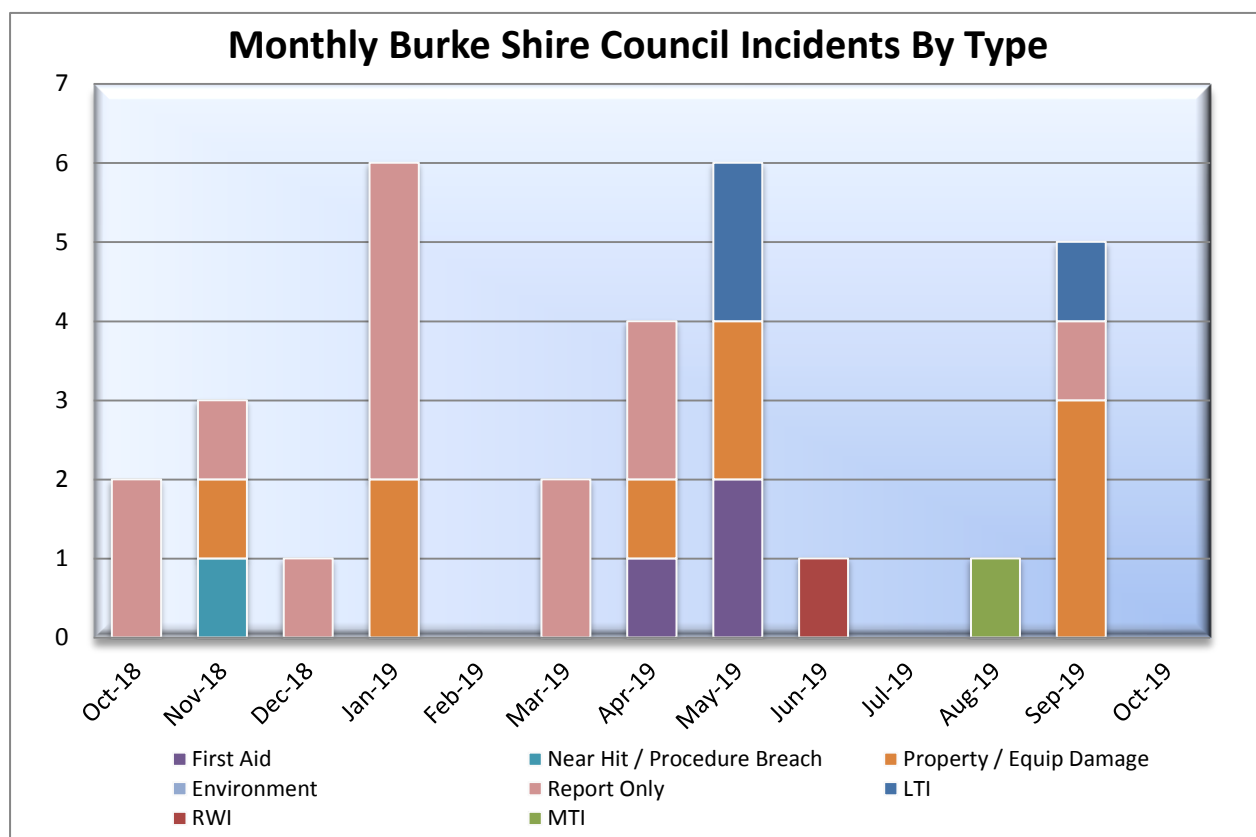
##### Human Resources

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

Leave Type	September 2019 Liability (hrs)	October 2019 Liability (hrs)	September 2019 Liability (\$)	October 2019 Liability (\$)
Annual Leave	5,797	5,899	\$302,503	\$305,913
Sick Leave	5,756	5,797	\$258,339	\$264,071
Long Service Leave	Liability Due – 1,410  Liability Accruing – 6,097	Liability Due – 1,443  Liability Accruing – 6,269	Liability Due – \$52,597  Liability Accruing – \$219,472	Liability Due – \$58,443  Liability Accruing – \$231,811

### Workplace Health and Safety

There were no WHS incidents reported in October 2019:



## 2. OFFICER'S RECOMMENDATION

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

**12.01 Corporate and Community Services Report**

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

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 191125.13 5/0**

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12.02 Review of Business Continuity Plan

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson; Deputy Chief Executive Officer
DATE REPORT PREPARED:	14 November 2019
LINK TO COUNCIL PLAN/S:	Business Continuity Plan, Corporate Plan

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## 1. PURPOSE

To consider and adopt version 5.0 of Council's Business Continuity Plan (BCP).

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

The emphasis placed on the implementation of risk management policies, processes and documentation has grown in recent years. The drafting of the Burke Shire Council Business Continuity Plan 2014-2015 (Resolution 30.141120) reflected this. Council reviewed this document again (as part of an annual review process) in February 2016, March 2017, and April 2018 to ensure the document remains current and relevant.

## 3. PROPOSAL

That Council adopts the revised Business Continuity Plan (version 5.0) as attached.

The latest review made only minor changes (tracked in the attached document):

- Amended changes of names and titles
- Update of emergency contact list
- Inclusion of content regarding alternate site arrangements for the Cairns office and Gregory Depot, separating out the Admin Building and the Depot alternate site arrangements, and being more explicit regarding alternate site arrangements if the four different facilities mentioned above are out of action.

While this review is only relatively cosmetic in nature, it is anticipated that over the next 12 to 18 months this document will undergo further review and update as Council makes enhancements to ICT resilience.

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

Nil

## 5. POLICY &amp; LEGAL IMPLICATIONS

Section 164 of the Local Government Regulation 2012 requires that:

*(1) A local government must keep a written record stating the following-*

- a) The risks the local government's operation are exposed to, to the extent they are relevant to financial management;*
- b) The control measures adopted to manage risks.*

**6. CRITICAL DATES & IMPLICATIONS**

The last review of this document was April 2018. It is proposed to review the BCP again prior to November 2020.

**7. CONSULTATION**

Consultation occurred with Council's Executive Management Team.

**8. CONCLUSION**

Adoption of the latest version of the BCP ensures that Council's risk management framework remains current and relevant to the organisation.

**9. OFFICER'S RECOMMENDATION**

1. That Council note the contents of the report; and
2. That Council adopts Version 5.0 of the Business Continuity Plan.

**12.02 Review of Business Continuity Plan**

- 1. That Council note the contents of the report; and**
- 2. That Council adopts Version 5.0 of the Business Continuity Plan.**

**Moved: Cr Camp**

**Seconded: Cr Murray**

**Carried 191125.14 5/0**

### 13. Mayoral Report

I attended the following:

- Visit by Premier and Cabinet to Mount Isa – attended Mayoral Roundtable, Community Reception and North West Minerals Province Roundtable
- Dinner meeting with Mayor and CEO Carpentaria Shire Council – road funding for the Savannah Way- with CEO and DM
- Councillor Demonstration – Surepact
- Audit Risk Committee Teleconference – with relevant BSC staff and Councillors
- Interviews with DCEO candidates
- Meetings in Brisbane with CEO – Minister de Brenni’s office – re housing in Burketown, Min Bailey’s Senior Advisor David Greene – re culverts and funding of replacements, Under Treasurer Frankie Carroll and Minister Stirling Hinchliffe – Shire sustainability challenges. Also had dinner with DCEO shortlisted candidate
- Opening of War Memorial and Remembrance Day Ceremony @ Gregory – was a great day with about 40 people present. Special thanks must go to community members who were the drivers of the project, the volunteer labour who erected the statue, the ladies who put on a delicious luncheon and those who attended including John and Jan Nelson who drove from Charters Towers ( John was the guest speaker) and Graham and Angela Carrington from Mt Isa.
- Attended LGAQ Conference in Cairns with DM
- Whilst in Cairns met with NWMP representatives
- Phone Call with Robbie Katter regarding outage of Mornington Island radar
- I also wrote a response to Dr John Robertson, General Manager, Invasive Plants and Animals, Biosecurity Queensland, regarding the future of 1080 use and supply by the Dept, at no cost to LGA’s to assist landholders with feral pest management, which is currently under review.

GSD

- Discussions around upcoming AGM – Cairns in December
- Meetings to discuss Michael Lawrence’s research into GSD
- Meeting with Savannah Way Ltd – to discuss tourism matters of mutual interest
- Met with Steve Jones in Cairns to discuss Rex’s ongoing commitment to GSD

My thoughts are with the immediate and extended family of Gertie and Donny Booth, who were both laid to rest last weekend with their beloved son Charles. I also take a moment to remember those who lost their lives in the plane crash in the Gulf twenty years ago.

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

**Moved: Cr Poole**

**Seconded: Cr Clarke**

**Carried 191125.15 5/0**

## 14. Councillor Reports

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

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 191125.16 5/0**

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

**No new business of an urgent nature was admitted by Council.**

## 16. Deputations and presentation scheduled for meeting

**No deputations or presentations are scheduled for the meeting.**

## 17. Closure of meeting

**The Chair declared the meeting close at 12.36pm.**

I hereby certify that these pages numbered 1 to 46 – constitute  
the Confirmed minutes of the Ordinary Council Meeting of Burke  
Shire Council held on Monday 25 November 2019.

Mayor Cr Ernie Camp .....