



Agenda and Business Papers Burke Shire Council Ordinary Meeting Thursday 12 December 2019 9.00am Council Chambers

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

01. Opening of Meeting	3
02. Record of Attendance	3
02.01 LGR 2012 Section 276 – Attendance by teleconferencing.....	3
03. Prayer	3
04. Consideration of applications for leave of absence	3
05. Confirmation of minutes of previous meeting(s)	4
05.01 Ordinary Meeting Monday 25 November 2019	4
06. Condolences.....	4
07. Declaration of Interests	4
08. Consideration of Notice(s) of Motion and Petitions.....	4
08.01 Notices of Motion	4
08.02 Petitions	4
09. Works, Services and Finance Reports	4
09.01.01 Works and Services Report	5
09.02.01 Finance Monthly Update Report	8
09.03.01 Strategic Projects Reports.....	17
10. Closed Session Reports	22
10.01 Closed Session Report - Project Breakdowns - Funding	22
10.02 Closed Session Report - DRFA Restoration of Essential Public Assets	22
11. Chief Executive Officer Reports	23
11.01 Chief Executive Officer Report.....	24

12. Corporate and Community Services	25
12.01.01 Corporate and Community Services Report	26
12.01.02 2019 Frontier Days Festival Survey Report	28
12.02.01 2020 Order of the Outback Ball	30
13. Mayoral Report	33
14. Councillor Reports	33
15. New business of an urgent nature admitted by Council	33
16. Deputations and presentation scheduled for meeting	33
17. Closure of meeting	33

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 Lyndon Keane; Executive Manager Community and Communications Geoff Rintoul; Executive Manager Works and Infrastructure Simbarashe Chimpaka; Executive Manager Finance Philip Keirle; Executive Manager Strategic Projects Madison Marshall; Executive Assistant (Minutes)

02.01 LGR 2012 Section 276 – Attendance by teleconferencing

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

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

03. Prayer

Led by Cr Murray

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Monday 25 November 2019

That the Minutes of the Ordinary Meeting of Council held on Monday 25 November 2019 as presented be confirmed by Council.



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Minutes.docx

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

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

08.01 Notices of Motion

None received at time of agenda preparation.

08.02 Petitions

None received at time of agenda preparation.

09. Works, Services and Finance Reports

<p>09.01.01 Works and Services Report 09.02.01 Finance Monthly Update Report 09.03.01 Strategic Projects Reports</p>
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Works and Services Reports

09.01.01 Works and Services Report

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:	2 December 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 Operational Plan 2019-20

1. ITEMS FOR INFORMATION AND OR DISCUSSION WITH COUNCIL

This report is for information of Council and outlines the works carried out by the Works and Infrastructure Department of the month of November 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:
 - Recent incident involving a strain to the knee – follow up tool box session completed;
 - Sessions and updated on working in hot conditions completed however on going; and
 - WHSQ have scheduled a site visit on 12 December 2019 as a follow up to recent audit inspections.
- b) **Staff:-** There are a number of items noting in relation to staffing:
 - Diesel Fitter commenced work 2 December 2019;
 - Training on Level 1 and 2 Traffic control was completed and staff are now progressing through the practical phase of the course; and
 - Reviewing staffing levels for road and parks and garden crews;
- c) **Projects:-** Project delivery is progressing generally as planned with the following projects being delivered at the now and until Christmas;
 - Philip Yanner Memorial Oval – grass has been planted and now progressing through with maintenance.
 - Burketown Sewerage Treatment Plant upgrade work is progressing 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
- d) **Burke Shire Roads:-**
 - Tenders have been advertised for the Floraville Road Culverts.

- e) **RMPC:-** Works have commenced on 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.
- Claim for RMPC up to end November 2019 have been submitted and additional claims for December will be made as required;
 - Maintenance works on both 78A and 6801 has been progressed with the RFQ of local contract or to complete rock fill placement of a number of wash outs at flood wars/culverts and washout repairs to the Beames Brook Bridge
- f) **Plant and Fleet: -**
- Work on repairs is progressing and on a number of minor and major plant;
 - Progressing through plant replacement focusing on the small vehicle/Ute fleet at the moment; and
 - Diesel fitter has commenced works and working through a priority list.
- 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
 - Cairns Water staff on site 2-5 December to progress 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. Budget allocation for a new PALLC and line marking has been requested
- j) **Parks and Gardens:-** Staff are assisting with training and maintenance of the PYMO works.
- k) **Facilities and Housing:-** Ongoing however no major items of works are scheduled
- l) **Waste Management: -** Planning for the upgrade of the Burketown land fill is progressing.
- m) **Biosecurity:-**
- Pest weed management is being reviewed on 78A for post Christmas spraying on growth beside the roads shoulder;
 - Shire wide 1080 baiting program has progressed and is almost complete.
- n) **Cycle Way program:-**This is a follow up from the November meeting. TMR are presently reviewing all submissions and will advice Council in early 2020 on the move forward.
- o) **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



Attachment 1 -
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1. Details information and data

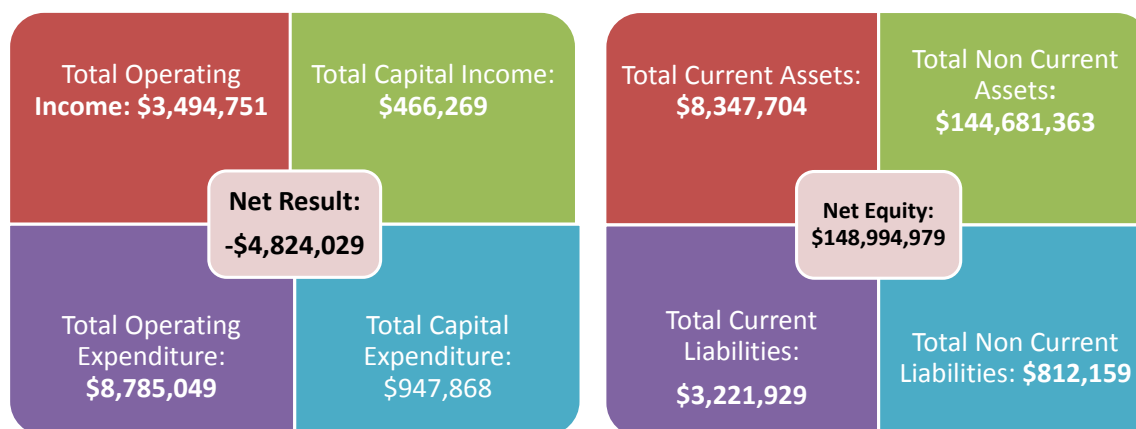
Finance Reports

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	5 December 2019
LINK TO COUNCIL PLAN/S:	Operational Plan Budget

1. FINANCIAL SUMMARY (SNAPSHOT)

This monthly report illustrates the financial performance and position of Burke Shire Council compared to its adopted budget.



Overall Financial Performance	Year To Date Actual	Annual Budget (Target)
Operating Revenue	3,494,751	16,626,544
Operating Expenses	8,785,049	20,601,000
Operating Result (Profit/Loss)	- 5,290,298	- 3,974,456
Capital Revenue	466,269	2,927,000
Net Result	- 4,824,029	- 1,047,456

Assets & Liabilities	Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	7,296,300	7,748,131
Other Current Assets	1,051,404	1,193,564
Non Current Assets	144,681,363	146,288,006
Total Assets	153,029,067	155,229,701
Liabilities (Current)	3,221,929	1,172,224
Liabilities (Non Current)	812,159	691,323
Total Liabilities	4,034,088	1,863,547
Net Community Assets	148,994,979	153,366,154

Year to date operating revenues sat at \$3,5m while operating expenditure sat at \$8,8m consequently council's operating position at month end was a \$4,8m 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 \$466K against an annual forecast of \$2.9m

Cash balances decreased from \$8.1 million to \$7.2million 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 the receipt of unearned flood damage revenue, such receipts will be recognised as actual income once the relevant funding obligations are met i.e. on completion of road restoration works. Fluctuations in liabilities are expected in the short term however there are no significant movements anticipated in respect of non current and current liabilities at year end.

Sustainability outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Year To Date Actual
Operating Surplus Ratio (%)	Between 0% and 10%	-151%
Asset Sustainability Ratio (%)	Greater than 90%	0%
Working Capital Ratio	Greater than 1:1	3
Net Financial Liabilities Ratio	Less than 60%	-147%

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 remained unchanged from the previous month at 3:1 at the end of November. Fluctuations in the working capital ratio on a month on month basis are expected (heavily impacted by timing of receipts and outflows); however annual budget forecasts indicate that council is in a position to offset current liabilities with current assets.

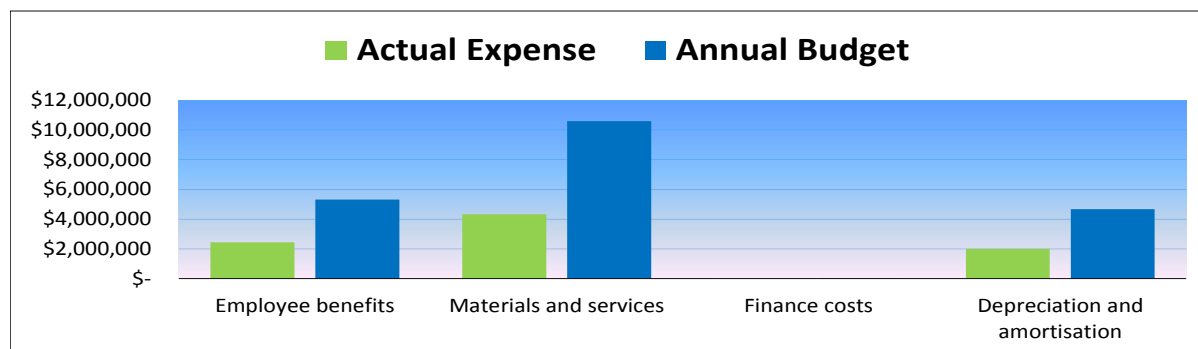
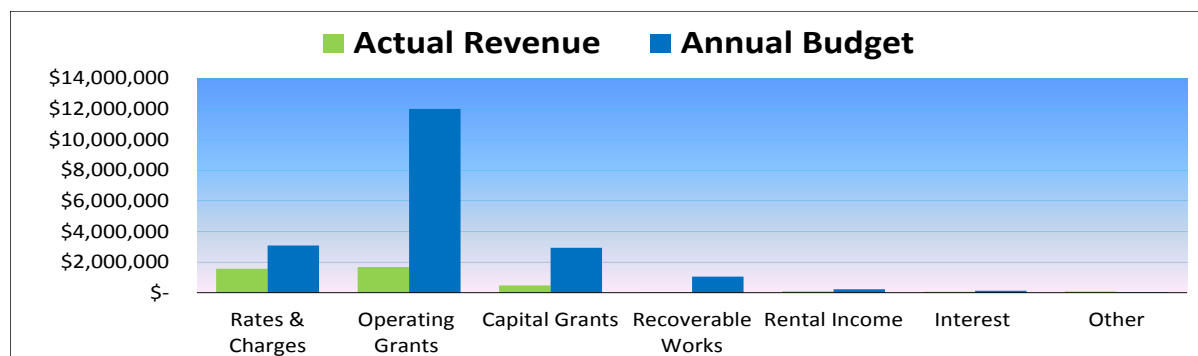
The net financial liabilities ratio: measures council's ability to increase borrowings where necessary; council has no borrowings to date as reflected in the recurrent high year to date percentage versus a benchmark target of less than 60%. The year to date actual result is positively above the annual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

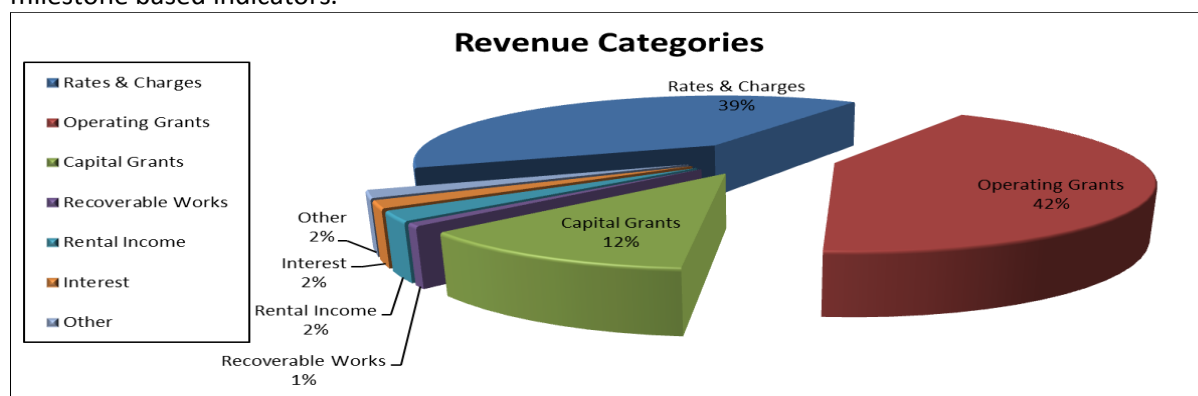
2. STATEMENT OF COMPREHENSIVE INCOME

STATEMENT OF INCOME AND EXPENDITURE					
	Year to Date		Annual		Actual to Budget Variance
	Actual		Budget		
Recurrent Revenue					
Rates levies and Charges	1,566,354		3,081,000	-	1,514,646
Fees & Charges	33,319		97,000	-	63,681
Rental Income	87,325		230,000	-	142,675
Interest	67,569		127,000	-	59,431
Recoverable Works Revenue	28,541		1,055,000	-	1,026,459
Other Income	35,582		28,000		7,582
Donations	-		13,000	-	13,000
Developer Contributions	-		-		-
Subsidies and Grants	1,676,061		11,995,544	-	10,319,483
Total Recurrent Revenue	3,494,751		16,626,544	-	13,131,793
Capital Revenue					
Sale of non-current assets	-		-		-
Contributions	-		-		-
Subsidies and Grants	466,269		2,927,000	-	2,460,731
Total Capital Revenue	466,269		2,927,000	-	2,460,731
TOTAL INCOME	3,961,020		19,553,544	-	15,592,524
Recurrent Expenses					
Employee benefits	-	2,442,433	-	5,310,000	2,867,567
Materials and services	-	4,338,540	-	10,603,000	6,264,460
Finance costs	-	5,152	-	15,000	9,848
Depreciation and amortisation	-	1,998,924	-	4,673,000	2,674,076
TOTAL RECURRENT EXPENSES	-	8,785,049	-	20,601,000	11,815,951
NET RESULT	-	4,824,029	-	1,047,456	- 3,776,573



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)	778,399	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	118,000	678,000	- 560,000	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, first claim to be lodged in December	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	470,596	5,529,404
Flood Damage 2018 - 2019 Events	6,856,000	-	1,500,000	73,545	-	1,500,000	2,043,589	2,956,411
Total			9,046,000	1,814,371	7,373,651	8,652,000	2,866,533	9,285,467

Council received a progress claim payment of \$470K in flood damage revenues relating to the 2017-18 flood events with a balance of \$5.5m to be received. While month on month results do not reflect revenues received after the last day of the reporting month it should be noted that council received \$290K in flood damage revenue relating to the 2016-17 flood event in December.

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.

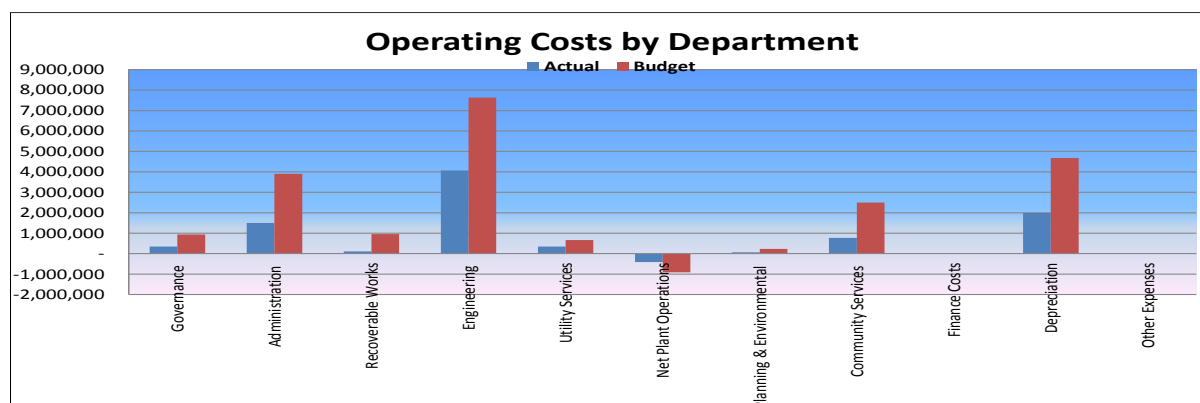
Depreciation and Finance costs; Depreciation and finance costs (bank charges) are on track with pro rata and annual forecast.

Analysis of Costs by Type				
Cost	Year To Date Actual	Forecasted Pro Rata Budget	Variance to Pro Rata Forecast	Exception
Employee benefits	2,442,433	2,450,769	8,336	On track with pro rata estimates
Materials and services	4,338,540	4,417,917	79,377	Favourably below pro rata estimates
Finance costs	5,152	6,250	1,098	On track with pro rata estimates
Depreciation and amortisation	1,998,924	1,947,083	- 51,841	Slightly above pro rata estimates
Total	8,785,049	8,583,750	- 201,299	Favourably below pro rata estimates

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 part of the half year budget review process.

Analysis of Expenditure By Program				
Program	Year To Date Actual	Annual Budget	Variance	Exception
Corporate Governance Costs	342,226	938,000	595,774	Within Budget, nil significant exceptions
Administration Costs	1,500,271	3,901,000	2,400,729	Within Budget, nil significant exceptions
Recoverable Works Expenses	104,363	952,000	847,637	Within Budget, nil significant exceptions
Engineering Services	4,067,006	7,635,000	3,567,994	Overall spend within Budget, however there are a few line by line exceptions
Utility Services Costs	342,362	668,000	325,638	Within Budget, nil significant exceptions
Net Plant Operating Costs	- 408,743	- 913,000	- 504,257	Within Budget, nil significant exceptions
Planning and Environmental Expenses	65,375	230,000	164,625	Within Budget, nil significant exceptions
Community Services Costs	768,113	2,502,000	1,733,887	Within Budget, nil significant exceptions
Finance Costs	5,152	15,000	9,848	Within Budget, nil significant exceptions
Depreciation	1,998,924	4,673,000	2,674,076	Within Budget, nil significant exceptions
Other Expenses	-	-	-	Within Budget, nil significant exceptions
Total	8,785,049	20,601,000	11,815,951	Within Budget, nil exception



5. STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION			
	Opening Balance	Year To Date	Annual Forecast
	As at 1 July 2019	Actual	Budgeted
Current Assets			
Cash and cash equivalents	9,595,818	7,296,300	7,748,131
Trade and other receivables	1,012,126	500,445	729,000
Inventories	230,813	260,088	230,813
Other financial assets	307,845	290,871	233,751
Non-current assets classified as held for sale	-	-	-
Total current assets	11,146,602	8,347,704	8,941,695
Non-current Assets			
Receivables	-	-	-
Property, plant and equipment	209,710,488	211,091,121	214,331,152
Accumulated Depreciation	- 64,410,834	- 66,409,758	- 68,043,146
Intangible assets	-	-	-
Total non-current assets	145,299,654	144,681,363	146,288,006
TOTAL ASSETS	156,446,256	153,029,067	155,229,701
Current Liabilities			
Trade and other payables	1,441,271	3,093,534	1,103,921
Borrowings	-	-	-
Provisions	142,848	128,395	68,303
Other	-	-	-
Total current liabilities	1,584,119	3,221,929	1,172,224
Non-current Liabilities			
Trade and other payables	-	-	-
Interest bearing liabilities	-	-	-
Provisions	686,323	812,159	691,323
Other	-	-	-
Total non-current liabilities	686,323	812,159	691,323
TOTAL LIABILITIES	2,270,442	4,034,088	1,863,547
NET COMMUNITY ASSETS	154,175,813	148,994,979	153,366,154
Community Equity			
Shire capital	39,529,889	39,529,889	39,529,889
Asset revaluation reserve	86,418,456	86,418,456	86,418,456
Retained surplus/(deficiency)	28,227,468	23,046,633	27,417,809
Other reserves	-	-	-
TOTAL COMMUNITY EQUITY	154,175,813	148,994,979	153,366,154

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	1.69%	53,672	\$ 6,204,022
Westpac General Fund	0%	-	\$ 1,091,995
Cash Floats	0%	-	\$ 283
Total			\$ 7,296,300

6. 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 \$124K to \$93K. Month end results indicate that approximately 82% or \$76K of total outstanding debt (\$93K) 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 23% of total customers with debts owed to council.

Collectability Analysis	90 Days & Over	60 Days	30 Days	Current	Total
Low Risk of default	54				\$ 54
Low Risk of default				2,649	\$ 2,649
Low Risk of default	6,370				\$ 6,370
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				3,256	\$ 3,256
Low Risk of default	184				\$ 184
Low Risk of default		1,526			\$ 1,526
Low Risk of default	64				\$ 64
Low Risk of default					\$ -
Low Risk of default					\$ -
Low Risk of default					\$ -
Low Risk of default					\$ -
Low Risk of default					\$ -
Total	\$ 83,290	\$ 4,322	\$ -	\$ 5,905	\$ 93,517
Default risk percentage of total outstanding	82%				
Projected Bad Debts write of in \$ Terms	\$ 76,569				

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	\$ 95,916	\$ 44,362	\$ 59,834	\$ -	\$ 200,112
SEWERAGE CHARGES	\$ 2,421	\$ 431	\$ 2,948	\$ -	\$ 5,801
GARBAGE CHARGES	\$ 2,413	\$ 586	\$ 3,137	\$ 4	\$ 6,139
WATER ACCESS CHARGES	\$ 47,273	\$ 8,736	\$ 22,435	\$ 137	\$ 78,581
WATER - EXCESS CONSUMPTION	\$ 49,579	\$ 2,537	\$ 16,766	\$ 358	\$ 69,239
STATE GOVT EMERGENCY SVCE LEVY	\$ 2,043	\$ 658	\$ 1,692	\$ -	\$ 4,393
TOTAL	\$ 199,645	\$ 57,310	\$ 106,811	\$ 499	\$ 364,265

Liabilities

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

7. STATEMENT OF CASH FLOWS

STATEMENT OF CASH FLOWS				
		Year To Date		Annual Forecast
		Actual		Budgeted
Cash flows from operating activities				
Receipts from customers		2,296,184		4,574,314
Payments to suppliers & employees	-	5,945,058	-	15,997,545
	-	3,648,874	-	11,423,231
Interest received		67,569		127,000
Rental income		87,325		230,000
Non capital grants and subsidies		1,676,061		11,995,544
Net cash inflow (outflow) from operating activities	-	1,817,920		929,313
Cash flows from investing activities				
Payments for property plant & equipment	-	947,868	-	5,938,000
Proceeds from sale of property plant & equipment		-		234,000
Capital grants, subsidies, contributions and donations		466,269		2,927,000
Net cash inflow (outflows) from investing activities	-	481,599	-	2,777,000
Cash flows from financing activities				
Proceeds from borrowings		-		-
Repayment of borrowings		-		-
Depreciation		-		-
Net cash inflow (outflow) from financing activities		-		-
Net cash increase (decrease) in cash held	-	2,299,518	-	1,847,687
Cash at beginning of the reporting period		9,595,818		9,595,818
Cash at end of the reporting period		7,296,300		7,748,131

8. 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	

9. 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

DEPARTMENT:	Works and Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	3 December 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"> Installation of groundwater monitoring bores
Forthcoming work	<ul style="list-style-type: none"> Procurement and installation

Key Parameters	Status	Comments
Schedule	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Construction of passive lagoon system and installation of primary treatment infrastructure: <ul style="list-style-type: none"> 10.05.2019-31.11.2019
Scope	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Construction of passive lagoon system + installation of primary treatment equipment
Procurement	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Progressive procurement from May 2019.
Town Planning	On-Track At-Risk Off-track	<ul style="list-style-type: none"> No MCU required.
Budget	On-Track At-Risk Off-track	<ul style="list-style-type: none"> On track. One variation to put through.

Key Parameters	Status	Comments
Reporting	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Monthly reporting to Dept. Local Government submitted.

2. PROJECTS (<\$1m)

Project	Description	Update/activity for reporting month
DRFA Monsoonal Trough Suite of Projects	Covered in separate report and below	<ul style="list-style-type: none"> Separate report attached
Works 4 Queensland Projects 2019-21 Suite of Projects		
Burke ICT Project	Full review of Council's ICT requirements with a view to progressive implementation of improvements	<ul style="list-style-type: none"> Site Visit to Brighton Council completed; Separate ICT report attached.
Phillip Yanner Memorial Oval Upgrade	Oval upgrade to establish playing surface capable of hosting regional events.	<ul style="list-style-type: none"> Training on system completed; Soil condition report received; Assessing strike rate of stoloinisation process.
Gregory Showgrounds Bar/Kitchen	Design, construction and fit-out of Bar & Kitchen at the Gregory Showgrounds.	<ul style="list-style-type: none"> RFQ and contract documentation under development
Gregory Showgrounds: Judge's Tower & Jockey Change rooms	Relocate and upgrade Judge's Tower; Renovate Jockey Change-rooms	<ul style="list-style-type: none"> Review of design and quotes; Revised options analysis completed and distributed.
Burke Shire Planning Scheme	Adoption of new Planning Scheme	<ul style="list-style-type: none"> Request for Ministerial approval to adopt Planning Scheme issued on 3 December 2019.
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"> First draft due on 13 December 2019.
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> Draft ILUA & State Land Transfer Agreement forwarded to Waanyi for review.
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial (Utilities) developments.	<ul style="list-style-type: none"> Reconfiguration of Lot and Operational Works process commissioned and commenced.

Project	Description	Update/activity for reporting month
Maturing the Infrastructure Project Pipeline: Raising and Realignment of the Leichhardt River Crossing (Detailed Design)	Detailed design for raising and realigning the Leichhardt River Crossing	<ul style="list-style-type: none"> Project in final acquittal stage.
IT Coverage – 4G small cell at Hells Gate	Installation of 4G small cell at Hells Gates	<ul style="list-style-type: none"> Awaiting final documentation from Telstra: Enterprise Works Agreement to proceed. Confirmation of any additional agreements required.
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.	<ul style="list-style-type: none"> Confirmation of mount, fencing requirements, concrete and conduit requirements.

3. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
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.

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. Business Case submitted on 26 November 2019.
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 submitted on 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 st Term: Apr 2017 – Apr 2018 2 nd Term: Apr 2018 – Apr 2019 3 rd Term: Apr 2019 – Apr 2020	Work to commence on new ROPS (Plant Hire) in 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"> ▪ Building trades and services (carpentry, building, electrical, plumbing etc.). ▪ Freight ▪ Survey and Planning ▪ Waste Management ▪ Water & Sewer 1 st 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	12 Dec 2019
2019-	19-44 2019 DRFA Works – Doomadgee West Road and Nugaburra Road	09 Nov 2019	03 Dec 2019	12 Dec 2019
2019-	19-45 2019 DRFA Works – Bowthorn Road and DMG to Lawn Hill Road	09 Nov 2019	03 Dec 2019	12 Dec 2019

7. PROJECTS UNDER DEVELOPMENT

Project	Description
Elevated transfer station at BKT Landfill	Options Analysis/Design underway. RFQ documentation requested.
Burketown WTP Shed Replacement	Options analysis progressed. Costings under review.
Burketown Water Storage Project	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. RFQ released, submissions received, evaluated and recommendations made.	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. Deliverable due

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 - DRFA Restoration of Essential Public Assets

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

Chief Executive Officer Reports

11.01 Chief Executive Officer Report

A verbal report will be provided to the meeting.

12. Corporate and Community Services

<p>12.01.01 Corporate and Community Services Report 12.01.02 2019 Frontier Days Festival Survey Report 12.02.01 2020 Order of the Outback Ball</p>
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Deputy Chief Executive Officer Reports

12.01.01 Corporate and Community Services Report

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

1. GENERAL BUSINESS

Administration and Community Services

Young Ambassador

There are two students graduating this year, Jagama Yanner Junior and Phillip McPhee. The ambassador packs have been prepared and will be provided to the students in December.

Upcoming Events

- Council break-up party

Human Resources

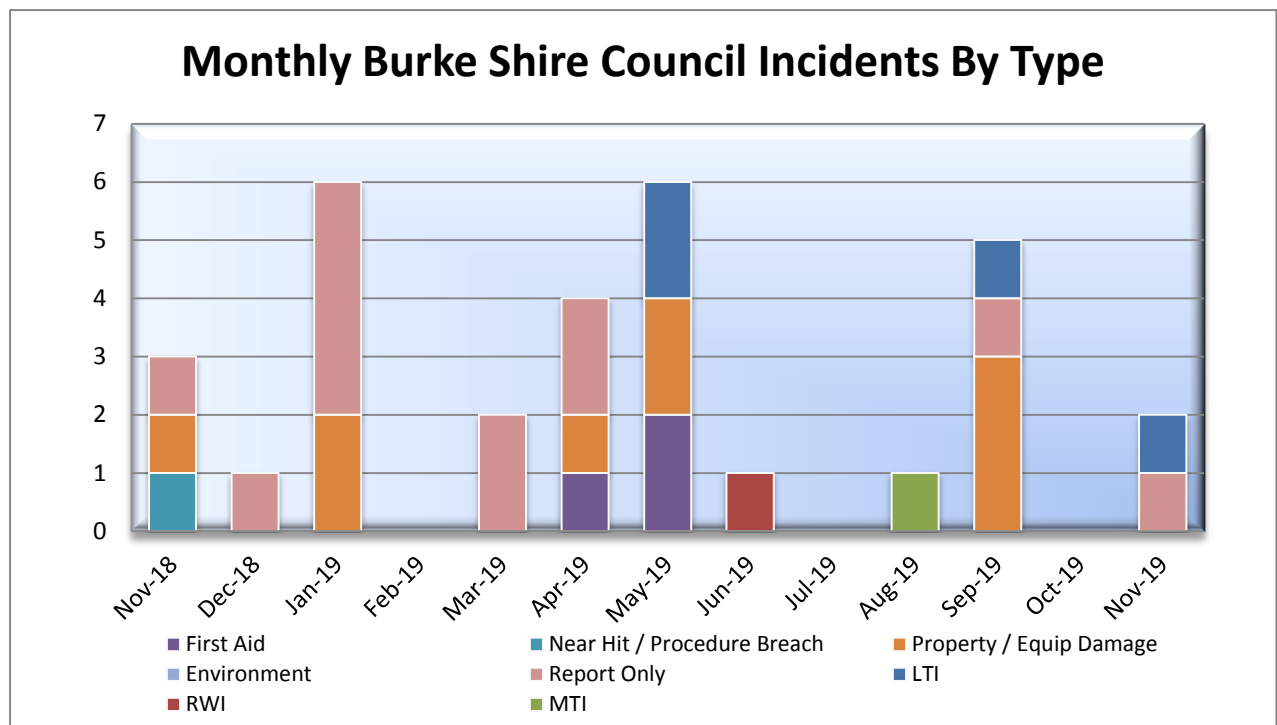
Council's Leave Liability (as at 30 November 2019):

Leave Type	October 2019 Liability (hrs)	November 2019 Liability (hrs)	October 2019 Liability (\$)	November 2019 Liability (\$)
Annual Leave	5,899	5,757	\$305,913	\$303,248
Sick Leave	5,797	6,009	\$264,071	\$273,169
Long Service Leave	Liability Due – 1,443 Liability Accruing – 6,269	Liability Due – 1,823 Liability Accruing – 6,297	Liability Due – \$58,443 Liability Accruing – \$231,811	Liability Due – \$66,535 Liability Accruing – \$230,884

Workplace Health and Safety

There were two WHS incidents reported in November 2019:

- 1 x Lost Time Injury
- 1 x Report Only



2. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Deputy Chief Executive Officer Reports

12.01.02 2019 Frontier Days Festival Survey Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, DCEO
DATE REPORT PREPARED:	03 December 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2019/20

1. PURPOSE

To consider the results of the 2019 Frontier Days Festival Survey.

2. BACKGROUND

In August 2019, the third iteration of the Frontier Days Festival was held in Burketown. As part of reflection in regards to the 2019 Festival, Council conducted a community event questionnaire via Survey Monkey in November 2019.

The Survey asked a series of questions to acquire community feedback in regards to what events our community want and specific questions regarding events including the Frontier Days Festival.

3. PROPOSAL

The survey was completed by 25 respondents. The survey response report is attached for reference.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

There are no risks associated with this report.

6. POLICY & LEGAL IMPLICATIONS

There are no policy or legal implications associated with this report.

7. CRITICAL DATES & IMPLICATIONS

There are no critical dates associated with this report.

8. CONSULTATION

In preparing the content of this Report, consultation has been undertaken with the Burke Shire community via the survey tool.

9. CONCLUSION

Council consider the content of this report and use the information to inform planning and budgets for future events to be delivered or supported by Council.

10. OFFICER'S RECOMMENDATION

That Council notes the contents of this report.

ATTACHMENTS

1. Frontier Days Festival Survey Report



Frontier Days
Festival Survey Resul

Community Services Reports

12.02.01 2020 Order of the Outback Ball

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Lyndon Keane, Executive Manager Community and Communications
DATE REPORT PREPARED:	29 November 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 Healthy, Inclusive, Sustainable Communities KPI: 1(d) Council events program

1. PURPOSE

This report has been prepared to provide Elected Members with the information required to endorse a date for the 2020 Order of the Outback Ball ("**the ball**").

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The ball was last held on Saturday, 30 June 2018 at the Nijinda Durlga in Burketown. One of the biggest challenges involved with coordinating the ball every two years is to find a date that does not clash with other headline events being held across the region. Given the timing considerations of holding such so many events during the weather-friendly dry season, there are clearly only a limited number of dates available.

It is anticipated that once Council endorses a date for the ball, Corporate and Community Services staff can commence planning for the event, including the following preliminary steps of:

- (a) undertaking a "save the date" promotion via print and social media prior to the festive season shutdown; and
- (b) calling for expressions of interest in early January 2020 for committee members prior to a committee being formalised

3. PROPOSAL

It is proposed that the biennial Order of the Outback Ball be held on Saturday, 11 July 2020, as per the Officer's recommendation at part 10 of this report.

4. FINANCIAL & RESOURCE IMPLICATIONS

There is currently an approved allocation in the 2019-20 budget for Council to host the 2020 incarnation of the ball, and it is not anticipated at this stage in the planning process that this allocation will be exceeded.

5. RISK

Risk Type	What could happen	Possible consequence
People	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> This risk type is not anticipated to be a relevant consideration
Environmental	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> This risk type is not anticipated to be a relevant consideration
Assets	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> This risk type is not anticipated to be a relevant consideration
Compliance	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> This risk type is not anticipated to be a relevant consideration
Financial	<ul style="list-style-type: none"> Budget exceeded 	<ul style="list-style-type: none"> If responsible planning is not undertaken, the event costs may exceed Council's approved allocation in the 2019-20 budget – a poorly-selected date could limit financial contributions from event partners, which would exacerbate budgetary considerations
Reputation	<ul style="list-style-type: none"> Date selected clashes with other regional event 	<ul style="list-style-type: none"> Poor turnout at the ball, which could create reputational consequences for Council within the community and with event partners, circumstances which could impact future events
Operations	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> This risk type is not anticipated to be a relevant consideration
Technology & Systems	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> This risk type is not anticipated to be a relevant consideration

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Sections 12 and 13 – responsibilities of councillors and employees	<p>Section 12 charges councillors with ensuring the local government achieves its corporate plan.</p> <p>Section 13 charges council employees with carrying out their duties in a way that ensures the local government achieves its corporate plan.</p>
Corporate Plan 2019-24	Goals, Strategies and Performance Indicators: Community	This section of the Corporate Plan 2019-24 identifies key performance indicators Council must deliver in meeting its identified goals. KPI 1(d) specifies Council's events program, of which the Order of the Outback Ball is a major biennial element.

7. CRITICAL DATES & IMPLICATIONS

A decision on the date needs to be made at the December 2019 ordinary meeting of Council to allow Corporate and Community Services staff to commence the planning process following the festive season shutdown.

8. CONSULTATION

Corporate and Community Services staff have undertaken substantial internal and external consultation with key stakeholders to ensure that the date proposed in part 10 of this report does not conflict with the dates other headline events will be held across the region.

9. CONCLUSION

After considerable engagement with organisers of other events across the region, the potential dates on which to hold the ball were shortened considerably, with Saturday, 11 July 2020 deemed the only feasible option. As identified earlier in this report, attempting to hold the ball on a date that clashed with another event has the capacity to cause reputational damage to Council, in addition to significantly diminishing the opportunity for it to be a success.

10. OFFICER'S RECOMMENDATION

That Council endorse Saturday, 11 July 2020 as the date for the 2020 Order of the Outback Ball.

ATTACHMENTS

Nil

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 schedule for the meeting at the time of agenda preparation.

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 23 January 2020.