



## Agenda and Business Papers Burke Shire Council Ordinary General Meeting Thursday 18 October 2018 9.00am Gregory Hall

9.00am	Opening of Meeting
9.00am	Andrew Kerr – Preston Law
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch

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## 01. Opening of Meeting

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

## 02. Record of Attendance

Members	Cr Ernie Camp; Mayor – Chair Cr Paul Poole; Deputy Mayor Cr John Clarke Cr John Yanner Cr Tonya Murray
Officers	Sharon Daishe; Chief Executive Officer Ferne Clarke; Executive Manager Corporate & Community Services Simbarashe Chimpaka; Executive Manager Finance Philip Keirle; Executive Manager Strategic Projects Madison Marshall; Executive Assistant (Minutes)
On Leave	Mark Poynter; Executive Manager Works & Infrastructure

### 02.01 LGR 2012 Section 276 – Attendance by teleconferencing

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

- Philip Keirle, Executive Manager Strategic Projects (EMSP)
- Andrew Kerr, Preston Law

## 03. Prayer

Led by Cr Camp

## 04. Consideration of applications for leave of absence

None received at time of agenda preparation.

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

### 05.01 General Meeting Thursday 20 September 2018

That the Minutes of the General Meeting of Council held on Thursday 20 September 2018 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 Monthly 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 Monthly Report

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DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Mark Poynter
DATE REPORT PREPARED:	10 October 2018
LINK TO COUNCIL PLAN/S:	Works Program

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#### 1. PROJECTS

Project progress for FY18/19 Capital projects:

Task Name	% Complete
BSC Master Project Schedule	27%
2018-05_SES Building	45%
2018-06_Contractor Accommodation	5%
BSC 2018 Works Program	32%
Boat Ramp Carpark	100%
2017 NDRRA REPA	31%
RMPC	1%
2018/19 – TIDS, ATSI TIDS, R2R	10%
2018-08_VIC	100%
W4Q-R2	14%

#### 2. ROADS

##### Town Streets

- Ongoing local maintenance

##### Shire Roads

- TIDS works commenced on Doomadgee West Rd in association with NDRRA works.

##### RMPC

- Third claim submitted. Expenditure as planned.

##### NDRRA

- Restoration of Essential Public Asset (REPA) underway on Doomadgee West Road and completed Lawn Hill / Riversleigh areas. Works underway on the Gregory – Lawn Hill Rd. Weekly project status reports are provided weekly to Councillors and Executive for information.

#### 3. AIRPORTS/REX Services

- REX services have resumed as normal after recent schedule modifications due to Doomadgee airport closures.

- Recent staff changes has undermined the ability to deliver effective REX services. Additional training being sought for alternate staff.

#### 4.      WORKSHOP AND FLEET

##### Tender/procurement items

- Office Hiace Van- Quotes sourced
- Tendered sale of Rosa Bus- Documents pending approval and distribution

##### Cost KPIs

- Monthly fuel consumption for the yellow fleet was 6,840 litres.
- Financial year to date revenue vs. expenditure is not available due to recent account system changes.
- Lifetime revenue vs. life expenditure is 24.68%. A 2.53% improvement on last month.

##### Repairs

Plant #	Description	Maintenance	Scheduled	Comment
119	Septic Pump Out Unit	Weld frame back together	No	Rough road and old
461	Poison Sprayer	Mount new tank	No	Aged
522	140M Grader	R/H Joy Stick	No	Failed
523	140M Grader	A/C and tyres	No	Wear and rocks
528	Gregory Genset	Alternator	No	Fit charger
542	Camp Genset	1000 hr service	Yes	Scheduled
551	Prime Mover	Exhaust, bonnet, P/steering	No	Rough roads
554	Roadtrain	Tyres, ram	No	Coarse rocks
567	WHOS Hilux	Fit VHF	Yes	Airport vehicle now
572	Job Truck	75k service, window, brake	Yes	Scheduled
583	950K Loader	Fuel and DPF faults	No	Sent to Hastings
584	Landcruiser Dual Cab	130k and 135k service, tyres	Yes	Scheduled
585	Job Truck	105k service, fuel pump	Yes	Scheduled
588	10 Tonner	Fuel fault	No	Ongoing problem
589	RMPC Truck	Batteries, front tyres	No	Wear
591	Gregory Hilux	75k and 80k services, tyres	Yes	Scheduled
592	Water Truck	Drive tyres	Yes	Wear
593	Job Truck	95k service, radiator	Yes and no	Hit rock
598	WM Hilux	50k service	Yes	Scheduled
599	EMWI Hilux	Remove canopy	No	Smashed window
600	Workshop Truck	15k service	Yes	Scheduled
	Whippers and Mowers	Keep operational	No	Ongoing

#### 5.      TOWN AND RURAL SERVICES

##### Parks

- One of the morning glory park irrigations pumps that failed has been replaced.

- The ranger conference led to the morning glory park not being watered for approximately one week. Additional watering has been implemented to improve its health.

#### Waste

- Consultant has been engaged to assist Council with responding to EHP warning letter regarding waste management practices.

#### 6.       HOUSING/BUILDING MAINTENANCE

- Ongoing minor maintenance activities underway.
- Jay's Real Estate in Mt Isa has been engaged to assist with property management and rental agreement preparation.

#### 7.       BIOSECURITY

- The draft biosecurity plan is currently in development with planned for distribution for initial public consultation in late October.

#### 8.       SEWERAGE

##### Collection

- Pump-outs have stabilised as demand/usage from tourists eases.
- Upon inspections and maintenance of the sewer pump station pumps we have found 3 pumps that have issues with damages to their housing. Seeking quotes for various size pumps.
- Review and design of alternatives for Gregory and Adel's Grove ezy-dumps has commenced.

##### Treatment Plant

- No major issues with the Blivet.

#### 9.       WATER

##### Treatment Plant Operations

Annual SWIM data has been submitted to QLD Water for all Burke Shire water and sewer schemes.

##### Burketown

- The Chlorine in-situ plant is now fully services and running in a stable state.
- RFQ for the replacement of filters has been released with planned award mid-October.

##### Gregory

- Issues with the newly installed water storage tanks have been repaired. They are now online and operational. They replace the existing eight poly tanks that will be decommissioned over the coming months.
- Pump replacement works were completed in early September but not without unplanned-major interruptions to the water supply to Gregory. The project plan was not observed by the contractors due to a failure of (contractor) management communicating it to on-ground staff. BSC staff and the BSC CEO worked to communicate with the local community, providing mitigating PR. The two new pumps replaced five aging pumps and are providing great service and efficiency.

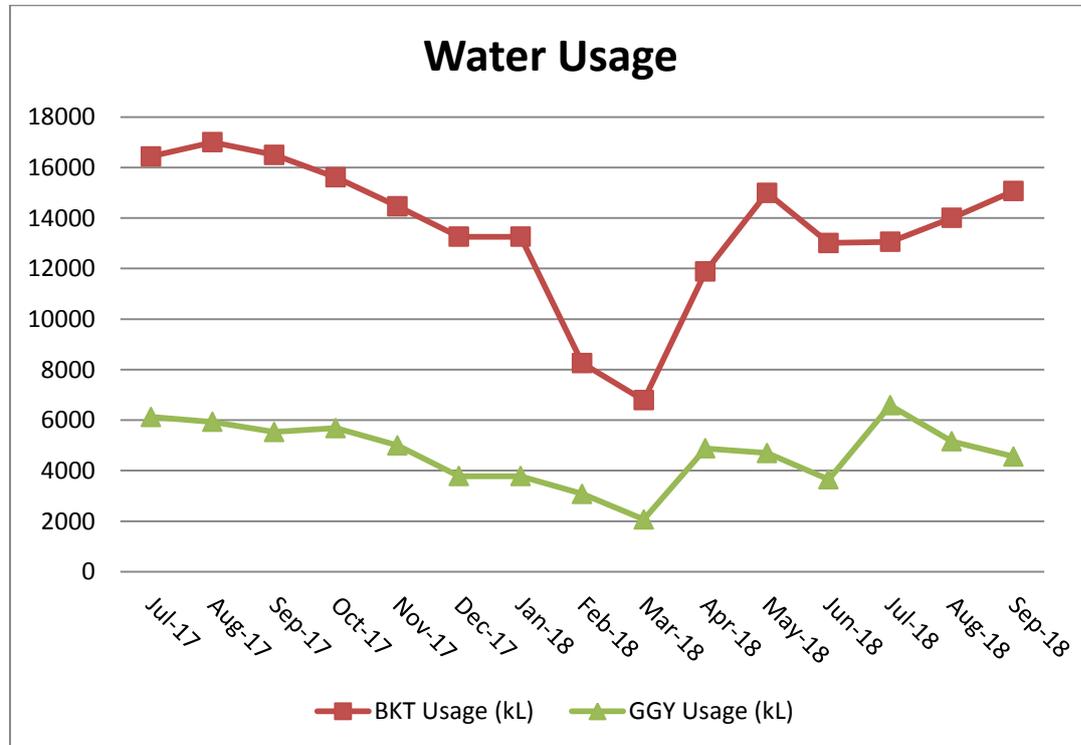
Water Reticulation

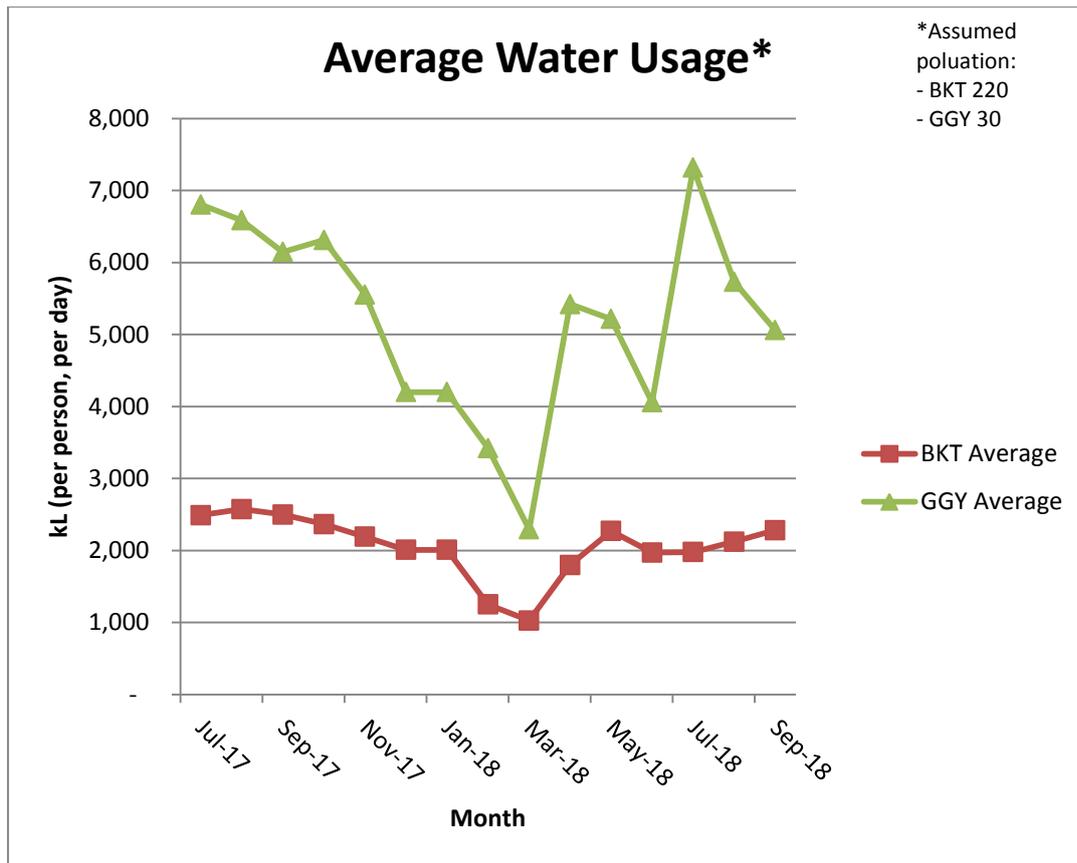
Burketown

- Water meter readings completed.

Gregory

- Water meter readings completed.





10. COMPLIANCE ISSUES

Airport

- Operations manual and emergency procedures need to be reviewed.

Water Treatment Plants

- Nil

Sewer Treatment Plants

- We are currently monitoring the influx from Dump-ezy and portaloos to see how this is impacting on the sewerage treatment process. This issue has likely lead to the failure of following sewer samples.

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result
615813	Sewer	19-9-18	BOD	20 mg/l	23 mg/l

Rubbish Dumps

A fire in the pit of the Burketown dump on September 27 was reported to DES with additional follow-up calls received from DES in the days following.

State-wide Water Information Management (SWIM) results

Performance Indicator	Performance Measure	Yearly Target	Sept. 2018	Actual Total (YTD)
<b>Water Services</b>				
Water mains breaks	Per 10km/year	<3	0	0
Incidents of unplanned interruptions	Per 100 connections/year	<0	1	1
Water quality related complaints	Per 100 connections/year	<1	0	0
Drinking water quality	% of samples tested with no E. coli detection/year	98%	100%	100%
Time to respond to water incidents – water quality complaints, burst water mains, supply interruption	% of response to incident <12hrs	>95%	100%	100%
<b>Sewerage Services</b>				
Sewer mains breaks and chokes (blockages)	Per 10km/year	<2.5	0	0
Sewerage complaints – overflow on properties and odour	Per 100 connections/year	<5	0	0
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	100%	100
<b>Combined</b>				
Total water and sewerage complaints (any nature)	Per 100 connections/year	<12	1	1

11. OFFICER’S RECOMMENDATION

That Council notes the content of the Executive Manager Works and Infrastructure report.

ATTACHMENTS

1. Works for Queensland Monthly Report



## Finance Reports

### 09.02.01 Finance Monthly Update Report

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	11 October 2018
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.

KEY FINANCIAL RESULTS	ANNUAL BUDGET	PRO RATA BUDGET	YTD ACTUAL	YTD VARIANCE	YTD VARIANCE %	STATUS FAVOURABLE UNFAVOURABLE
Total Operating Revenue	12,248,000	3,062,000	2,122,538	- 939,462	-31%	✓
Total Operating Expenditure	18,912,000	4,728,000	3,335,062	- 1,392,938	-29%	✓
<b>Operating Surplus/Deficit</b>	<b>- 6,664,000</b>	<b>- 1,666,000</b>	<b>- 1,212,524</b>	<b>453,476</b>	<b>-27%</b>	✓
Closing Cash & Cash Equivalents	6,828,215		8,435,477	1,607,262		✓

Council reported an operating loss of \$1,2million at the end of the reporting period (31 September 2018). Total operating grants and subsidies income is significantly lower than pro rata and annual estimates primarily due to timing differences. Rates and utility charges for the first half of the year are on track with half year budget forecast. Overall operating expenses are within annual and pro rata budget estimates with a few exceptions at a line item level. The favorable variance in recurrent expenditure is primarily due to timing differences. Depreciation expense for this year will be higher than previous years due to increases in asset values related to the most recent desktop indexation of assets and investment in new assets in the 2017-18 financial year.

Capital grants, subsidies and contributions are below budget mainly due to timing of works as most capital grants are paid on completion of works or delivery on established milestones.

Council's overall capital works expenditure is below budget due to timing of works for a number of infrastructure projects, timing of capital acquisitions and fleet replacement with a few exceptions on a project by project basis.

Council's year to date cash balance is greater than annual estimates due to timing differences, the cash balance is expected to decline to ~\$6 million dollars at the close of the financial year.

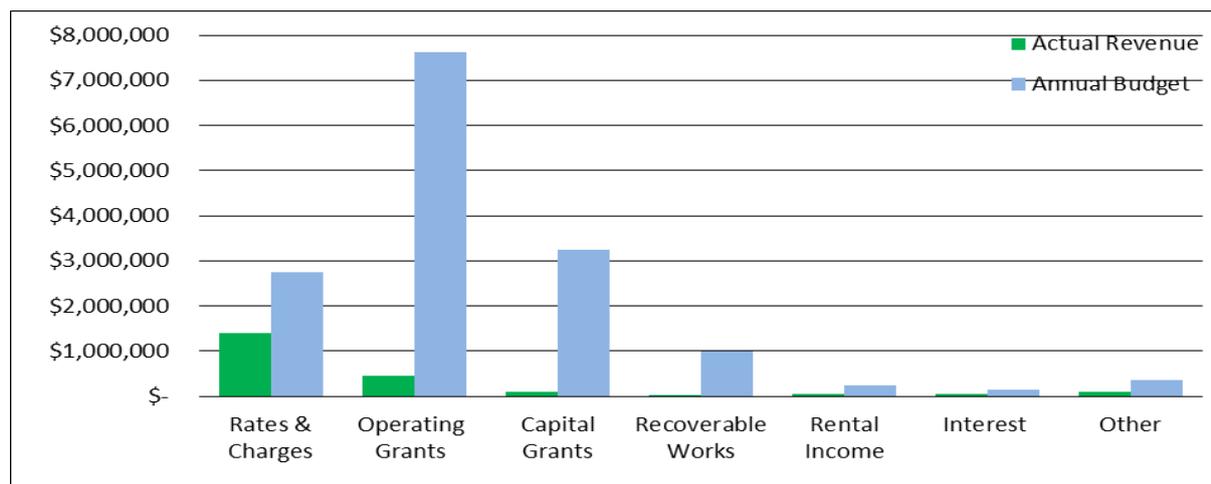
Constrained cash reserves at the end of August represent 23% down from 28% in the previous month of the total cash balance.

Financial Sustainability Ratios and Measures of Sustainability	Status Achieved Not Achieved	ANNUAL BUDGET	YTD ACTUAL	TARGET
Operating Surplus Ratio (%)	✗	-54%	65%	Between 0% and 10% (over the long term)
Asset Sustainability Ratio (%)	✗	130%		Greater than 90% (over the long term)
Current Ratio	✓	10	13	Greater than '1:1 (over the long term)
Net Financial Liabilities Ratio	✓	-58%	-437%	Less than 60% (over the long term)

Councils year to date ratios indicate sufficient capacity to offset short term obligations however the operating surplus ratio indicates limited capacity to cover operational expenditures.

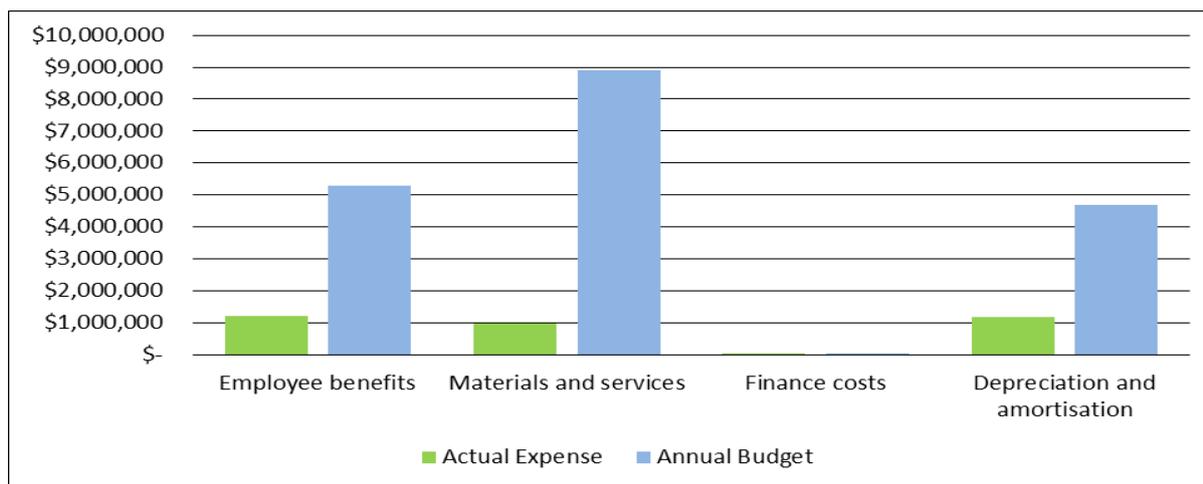
## 2. STATEMENT OF INCOME AND EXPENDITURE

STATEMENT OF INCOME AND EXPENDITURE				
	Annual	YTD	YTD	YTD
	Budget	Pro rata Budget	Actual	Variance
<b>Recurrent Revenue</b>				
Rates levies and Charges	2,761,000	690,250	1,411,167	720,917
Fees & Charges	93,000	23,250	15,011	- 8,239
Rental Income	247,000	61,750	58,530	- 3,220
Interest	154,000	38,500	62,615	24,115
Recoverable Works Revenue	993,000	248,250	27,812	- 220,438
Other Income	357,000	89,250	91,632	2,382
Donations	24,000	6,000	-	- 6,000
Developer Contributions	-	-	-	-
Subsidies and Grants	7,619,000	1,904,750	455,772	- 1,448,978
<b>Total Recurrent Revenue</b>	<b>12,248,000</b>	<b>3,062,000</b>	<b>2,122,539</b>	<b>- 939,461</b>
<b>Capital Revenue</b>				
Sale of non-current assets	-	-	-	-
Contributions	-	-	-	-
Subsidies and Grants	3,241,000	810,250	108,182	- 702,068
<b>Total Capital Revenue</b>	<b>3,241,000</b>	<b>810,250</b>	<b>108,182</b>	<b>- 702,068</b>
<b>TOTAL INCOME</b>	<b>15,489,000</b>	<b>3,872,250</b>	<b>2,230,721</b>	<b>- 1,641,529</b>
<b>Recurrent Expenses</b>				
Employee benefits	- 5,302,000	- 1,325,500	- 1,203,043	122,457
Materials and services	- 8,914,000	- 2,228,500	- 960,331	1,268,169
Finance costs	- 23,000	- 5,750	- 3,438	2,312
Depreciation and amortisation	- 4,673,000	- 1,168,250	- 1,168,250	-
<b>TOTAL RECURRENT EXPENSES</b>	<b>- 18,912,000</b>	<b>- 4,728,000</b>	<b>- 3,335,062</b>	<b>1,392,938</b>
<b>NET RESULT</b>	<b>- 3,423,000</b>	<b>- 855,750</b>	<b>- 1,104,341</b>	<b>- 248,591</b>



### 3. NORMALISED OPERATING RESULTS

<b>NORMALISED OPERATING STATEMENT</b>				
	Annual	YTD	YTD	YTD
	Budget	Pro rata Budget	Actual	Variance
<b>Recurrent Revenue</b>				
Rates levies and Charges	2,761,000	690,250	1,411,167	720,917
Fees & Charges	93,000	23,250	15,011	- 8,239
Rental Income	247,000	61,750	58,530	- 3,220
Interest	154,000	38,500	62,615	24,115
Recoverable Works Revenue	993,000	248,250	27,812	- 220,438
Other Income	357,000	89,250	91,632	2,382
Donations	24,000	6,000	-	6,000
Developer Contributions	-	-	-	-
Subsidies and Grants	3,276,000	819,000	392,190	- 426,810
<b>TOTAL RECURRENT REVENUE (Excl flood damage)</b>	<b>7,905,000</b>	<b>1,976,250</b>	<b>2,058,957</b>	<b>82,707</b>
<b>Recurrent Expenses</b>				
Corporate Governance Costs	926,000	231,500	218,546	- 12,954
Administration Costs	3,050,000	762,500	926,385	163,885
Recoverable Works Expenses	910,000	227,500	42,132	- 185,368
Engineering Services	1,519,000	379,750	696,744	316,994
Utility Services Costs	688,000	172,000	140,138	- 31,862
Net Plant Operating Costs	- 1,073,000	- 268,250	- 402,635	- 134,385
Planning and Environmental Expenses	139,000	34,750	7,107	- 27,643
Community Services Costs	1,257,000	314,250	360,062	45,812
Finance Costs	23,000	5,750	3,438	- 2,312
Depreciation	4,673,000	1,168,250	1,168,250	-
Other Expenses	-	-	-	-
<b>TOTAL RECURRENT EXPENSES (Excl Flood damage)</b>	<b>12,112,000</b>	<b>3,028,000</b>	<b>3,160,167</b>	<b>132,167</b>
<b>NET RESULT</b>	<b>- 4,207,000</b>	<b>- 1,051,750</b>	<b>- 1,101,210</b>	<b>- 49,460</b>



\*The normalised operating report shows council operating revenues and expenditure excluding flood damage income and expenditure.

#### 4. DETAILED REVENUE ANALYSIS

<b>RATES, LEVIES &amp; CHARGES</b>				
	Annual	YTD	YTD	YTD
	Budget	Pro rata	Actual	Variance
General Rates	2,136,000	534,000	1,067,504	533,504
Sewerage Charges	158,000	39,500	77,982	38,482
Waste Management Charges	105,000	26,250	52,224	25,974
Water Supply Charges	372,000	93,000	188,545	95,545
Water Excess Consumption Charge	37,000	9,250	51,190	41,940
<b>Total Rates, Levies &amp; Charges</b>	<b>2,808,000</b>	<b>702,000</b>	<b>1,437,445</b>	<b>735,445</b>

Rates, levies and charges are on track with half yearly pro rata estimates following the levying of rates and utility charges as scheduled. There are nil significant rates and utility charge adjustments to report following the first half levy. Second half levies will be raised around February 2019, this will bring annual actuals in line with annual budget estimates.

<b>OPERATING GRANTS</b>				
	Annual	YTD	YTD	YTD
	Budget	Pro rata	Actual	Variance
Financial Assistance Grant (General Purpose)	1,291,000	322,750	322,768	18
Financial Assistance Grant (Road Component)	210,000	52,500	52,534	34
Flood Damage 2015 - 2016 Event Claims	400,000	100,000	80,471	- 19,529
Flood Damage 2016 - 2017 Event Claims	2,500,000	625,000	-	- 625,000
Flood Damage 2017 - 2018 Event Claims	3,000,000	750,000	-	- 750,000
Other Operating Grants	218,000	54,500	-	- 54,500
<b>Total Operating Grants</b>	<b>7,619,000</b>	<b>1,904,750</b>	<b>455,772</b>	<b>-1,448,978</b>

Operating grants are below pro rata estimates, variances primarily relate to timing differences. Capital grants increased from the previous month following the receipt of \$108K under the Works for Queensland Program. Overall capital grants are still significantly lower than pro rata and annual estimates primarily due to timing differences.

<b>CAPITAL GRANTS</b>				
	Annual	YTD	YTD	YTD
	Budget	Pro rata	Actual	Variance
Roads To Recovery Grant	242,000	60,500	-	60,500
TIDS Grant	600,000	150,000	-	150,000
ATSI TIDS	70,000		-	
Workks for Queensland Grant	600,000	150,000	108,181	41,819
Main Roads (Wharf Project) Grant	397,000	99,250	-	99,250
Grant - Stronger Communities	5,000	1,250	-	1,250
Grant - Visitor Information Centre	88,000	22,000	-	22,000
Grant - SES Shed	90,000	22,500	-	22,500
Grant - Sewerage Passive Lagoon	950,000	237,500	-	237,500
Grant - Building Our Regions (Solar)	199,000	49,750	-	49,750
<b>Total Capital Grants</b>	<b>3,241,000</b>	<b>792,750</b>	<b>108,181</b>	<b>- 684,569</b>

## 5. OPERATING EXPENDITURE

<b>OPERATING COSTS BY TYPE</b>				
	Annual	YTD	YTD	YTD
	Budget	Pro rata	Actual	Variance
Employee Benefits ( <i>Wages &amp; Employee Entitlements</i> )	- 5,302,000	- 1,325,500	- 1,203,043	122,457
Materials & Services ( <i>Contractors &amp; Suppliers</i> )	- 8,914,000	- 2,228,500	- 960,331	1,268,169
Finance Costs ( <i>Bank Charges</i> )	- 23,000	- 5,750	- 3,438	2,312
Depreciation	- 4,673,000	- 1,168,250	- 1,168,250	-
<b>Total Operating Costs</b>	<b>- 18,912,000</b>	<b>- 4,728,000</b>	<b>- 3,335,062</b>	<b>1,392,938</b>

Overall operating costs are within budget estimates. Pro rata results must be considered in context of timing of activities. There are nil significant operating cost variances to report.

<b>EMPLOYEE BENEFITS &amp; FULL TIME EQUIVALENTS (FTE)</b>							
Month	FTE (Council Employees & Councillors)	Total Staff Wages & Salaries Incl Councillors	Annual Leave Long Service Leave & Entitlements	Sick Leave	Superannuation Incl Councillors	Other Employee Related Costs	Total Employee Benefits
July	52	303,290	31,969	8,699	30,047	15,440	389,445
Aug	51	318,221	32,616	6,935	32,701	14,328	404,802
Sept	53	291,479	56,244	6,204	28,479	29,303	411,709
Oct							-
Nov							-
Dec							-
Jan							-
<b>Total Benefits</b>		<b>912,990</b>	<b>120,830</b>	<b>21,837</b>	<b>91,227</b>	<b>59,071</b>	<b>1,205,956</b>

Over the month of September productive hours (wages paid for actual hours worked) expenditure constitutes 82% of total employee benefits, annual leave and long service leave accruals constitute 16% of employee benefits and sick leave constitutes 2% of employee benefits

<b>MATERIALS AND SERVICES ANALYSIS</b>			
	Actual YTD	Previous YTD	Variance
Advertising and marketing	-	1,856	- 1,856
Operating Expenses	919,886	758,625	161,261
Audit services	-	12,849	- 12,849
Communications and IT	43,274	65,855	- 22,581
Consultants	6,285	6,731	- 446
Donations paid	41,041	4,697	36,344
Repairs and maintenance	301,518	490,360	- 188,842
Recoverable Works	30,782	165,715	- 134,933
Road - Flood Damage	402,555	780,185	- 377,630
Subscriptions and registrations	-	47,271	- 47,271
Other material and services	- 785,010	- 615,150	- 169,860
<b>Total Materials &amp; Services</b>	<b>960,331</b>	<b>1,718,994</b>	<b>- 758,663</b>

## 6.      STATEMENT OF FINANCIAL POSITION

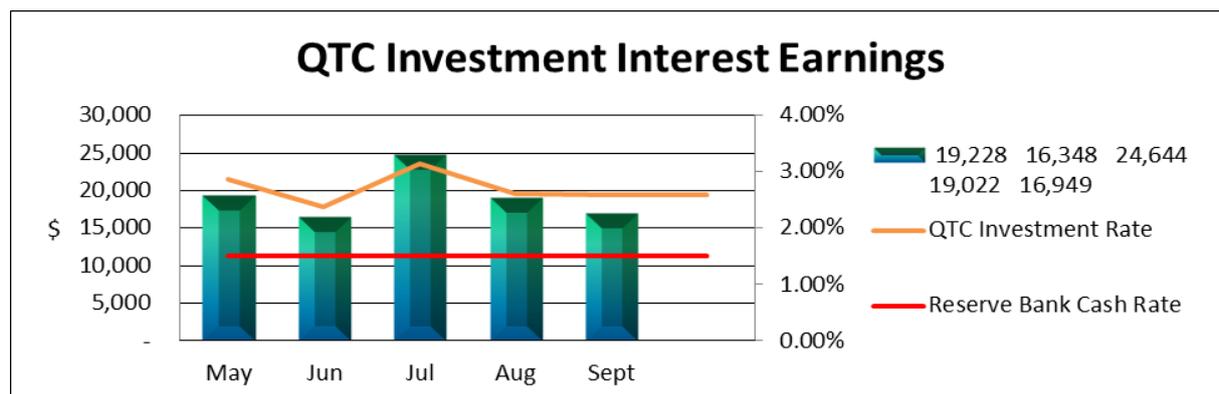
<b>STATEMENT OF FINANCIAL POSITION</b>				
	Opening Balance	YTD	YTD	Annual Forecast
	As at 1 July 2018	Actual	Movement	Budgeted
<b>Current Assets</b>				
Cash and cash equivalents	9,898,722	<b>8,435,477</b>	- 1,463,245	6,828,215
Trade and other receivables	1,583,470	<b>1,024,346</b>	- 559,124	1,496,014
Inventories	242,401	<b>286,678</b>	44,277	242,401
Other financial assets	102,528	<b>280,893</b>	178,365	57,959
Non-current assets classified as held for sale	-	-	-	-
<b>Total current assets</b>	<b>11,827,121</b>	<b>10,027,394</b>	- 1,799,727	<b>8,624,589</b>
<b>Non-current Assets</b>				
Receivables	-	-	-	-
Property, plant and equipment	204,264,969	<b>204,280,475</b>	15,506	203,639,070
Accumulated Depreciation	- 60,144,445	- <b>60,144,445</b>	-	- 66,548,946
Capital works in progress	2,423,691	<b>2,755,898</b>	332,207	4,458,918
Intangible assets	-	-	-	-
<b>Total non-current assets</b>	<b>146,544,215</b>	<b>146,891,928</b>	<b>347,713</b>	<b>141,549,042</b>
<b>TOTAL ASSETS</b>	<b>158,371,336</b>	<b>156,919,322</b>	- 1,452,014	<b>150,173,631</b>
<b>Current Liabilities</b>				
Trade and other payables	2,160,712	<b>646,537</b>	- 1,514,175	790,228
Borrowings	-	-	-	-
Provisions	117,806	<b>106,622</b>	- 11,184	33,618
Other	-	-	-	-
<b>Total current liabilities</b>	<b>2,278,518</b>	<b>753,159</b>	- 1,525,359	<b>823,846</b>
<b>Non-current Liabilities</b>				
Trade and other payables	-	-	-	-
Interest bearing liabilities	-	-	-	-
Provisions	643,996	<b>653,434</b>	9,438	654,908
Other	-	-	-	-
<b>Total non-current liabilities</b>	<b>643,996</b>	<b>653,434</b>	<b>9,438</b>	<b>654,908</b>
<b>TOTAL LIABILITIES</b>	<b>2,922,514</b>	<b>1,406,593</b>	- 1,515,921	<b>1,478,754</b>
<b>NET COMMUNITY ASSETS</b>	<b>155,448,822</b>	<b>155,512,730</b>	<b>63,908</b>	<b>148,694,877</b>
<b>Community Equity</b>				
Shire capital	39,529,889	<b>39,529,889</b>	-	39,529,889
Asset revaluation reserve	86,418,457	<b>86,418,456</b>	- 1	82,474,980
Retained surplus/(deficiency)	29,500,476	<b>29,564,385</b>	63,909	26,690,008
Other reserves	-	-	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>155,448,822</b>	<b>155,512,730</b>	<b>63,908</b>	<b>148,694,877</b>

Council's unadjusted financial position declined slightly from the previous month in line with a decrease in cash balances at the end of September. Cash balances declined by \$100k as outflows exceeded inflows, the annual forecast reflects a decline in cash balances at the end of the financial year. Current and non current liabilities remained consistent from the previous month (no significant movements in relation to short term obligations).

Balance sheet item balances will be updated and pull from audited financial closing balances on completion of the annual audit and financial statements.

Cash and Cash Equivalents

Cash & Cash Equivalents	Reserve Bank Cash Rate	QTC Investment Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	1.50%	2.60%	\$ 60,615	\$ 7,738,557
Westpac General Fund	1.50%	0.00%	\$ 0	\$ 696,437
Cash Floats	1.50%	0.00%	\$ -	\$ 483
<b>Total</b>			<b>\$ 60,615</b>	<b>\$ 8,435,477</b>



Outstanding Levies and Charges

OUTSTANDING LEVIES & CHARGES					
LEVY/CHARGE	366+ DAYS ARREARS	181-365 DAYS ARREARS	31-180 DAYS ARREARS	1-30 DAYS ARREARS	Total Outstanding
GENERAL RATES	25,395	39,063	3,125	679,598	<b>747,180</b>
SEWERAGE CHARGES	1,617	672	112	5,742	<b>8,143</b>
GARBAGE CHARGES	1,744	534	109	6,224	<b>8,612</b>
WATER ACCESS CHARGES	37,282	9,064	1,982	27,294	<b>75,622</b>
WATER - EXCESS CONSUMPTION	31,811	1,635	1,400	15,165	<b>50,012</b>
STATE GOVT EMERGENCY SVCE LEVY	1,246	692	83	3,766	<b>5,788</b>
<b>TOTAL</b>	<b>99,096</b>	<b>51,661</b>	<b>6,811</b>	<b>737,789</b>	<b>895,357</b>

Outstanding Charge	Total Amount \$	Percentage of total outstanding charges
General Rates	\$ 747,180	79%
Sewer Charges	\$ 8,143	1%
Waste Management Charges	\$ 8,612	1%
Water Charges	\$ 125,634	13%
Sundry Debtors	\$ 60,545	

Closing cash balances at the end of the month and the balance of cash equivalents ((inventory, cash receivables (outstanding rates, levies and charges and general debtors)) exceed current or short term liabilities reflecting Councils ability to offset current obligations and longer term liabilities from cash and cash equivalents, this position is in line with councils forecasted current ratio for the 2018-19 financial year.

## 7.      STATEMENT OF CASH FLOWS

<b>STATEMENT OF CASH FLOWS</b>			
	<b>YTD</b>		<b>Annual Forecast</b>
	<b>Actual</b>		<b>Budgeted</b>
<b>Cash flows from operating activities</b>			
Receipts from customers		1,926,381	4,204,000
Payments to suppliers & employees	-	3,727,010	- 14,272,582
	-	<b>1,800,629</b>	- <b>10,068,582</b>
Interest received		62,615	154,000
Rental income		58,530	247,000
Non capital grants and subsidies		455,772	7,643,000
<b>Net cash inflow (outflow) from operating activities</b>	-	<b>1,223,712</b>	- <b>2,024,582</b>
<b>Cash flows from investing activities</b>			
Payments for property plant & equipment	-	347,713	- 4,287,000
Proceeds from sale of property plant & equipment		-	-
Capital grants, subsidies, contributions and donations		108,182	3,241,000
<b>Net cash inflow (outflows) from investing activities</b>	-	<b>239,531</b>	- <b>1,046,000</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>1,463,243</b>	- <b>3,070,582</b>
Cash at beginning of the reporting period		9,898,722	9,898,797
<b>Cash at end of the reporting period</b>		<b>8,435,479</b>	<b>6,828,215</b>

Cash outlays for operating and capital projects exceed cash inflows from operating and capital activities resulting in negative cash flow in line with budget forecasts.

<b>CONSTRAINED CASH RESERVES</b>					
<b>SOURCE</b>	<b>BALANCE BORUGHT FORWARD</b>	<b>COUNCIL CO- CONTRIBUTIONS</b>	<b>RECEIPTS IN CURRENT YEAR</b>	<b>EXPENDED IN CURRENT YEAR</b>	<b>CLOSING BALANCE (RESTRAINED CASH)</b>
* FAG ROADS	215,410	-	52,534	60,129	207,815
ROAD PROJECTS (CAPITAL)	-	400,000	-	24,519	375,481
SEWER UPGRADE PROJECT	-	650,000	-	4,707	645,293
NDRRA ADVANCE PAYMENT 2016-17 FLOOD EVENT	861,000	-	-	495,089	365,911
WORKS FOR QLD ROUND 2	440,000	-	-	77,615	362,385
<b>TOTAL CONSTRAINED CASH</b>	<b>1,516,410</b>	<b>1,050,000</b>	<b>52,534</b>	<b>662,059</b>	<b>1,956,885</b>

**\*\* FAG Roads and General purpose grants are not tied to specific projects however council received an advance payment of these two funding components in the previous financial year. The total balance to be received in the 2018-19 financial year will be the difference between the full amount and the advance payment.**

## 8. BUSINESS UNITS

Roads Programs

ROADS, BRIDGES & STREETS MAINTENANCE PROGRAM					
	Annual	YTD	YTD	YTD	YTD
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	260,000	65,000	52,533	- 12,467	✓
Total Expenditure	437,000	109,250	62,843	- 46,407	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 177,000	- 44,250	- 10,310	33,940	
Depreciation Expense	- 3,139,000	- 784,750	- 784,750	-	✓
<b>Operating Surplus/Deficit</b>	<b>- 3,316,000</b>	<b>- 829,000</b>	<b>- 795,060</b>	<b>33,940</b>	<b>✓</b>

FLOOD DAMAGE PROGRAM					
	Annual	YTD	YTD	YTD	YTD
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	5,900,000	1,475,000	63,582	- 1,411,418	✗
Total Expenditure	6,400,000	1,600,000	174,895	- 1,425,105	✓
<b>Operating Surplus/Deficit</b>	<b>- 500,000</b>	<b>- 125,000</b>	<b>- 111,313</b>	<b>13,687</b>	<b>✓</b>

RMPC					
	Annual	YTD	YTD	YTD	YTD
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	969,000	242,250	14,500	- 227,750	✗
Total Expenditure	890,000	222,500	28,101	- 194,399	✓
<b>Operating Surplus/Deficit</b>	<b>79,000</b>	<b>19,750</b>	<b>- 13,601</b>	<b>- 33,351</b>	<b>✓</b>

Utilities

WATER UTILITY					
	Annual	YTD	YTD	YTD	YTD
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	409,000	102,250	239,734	137,484	✓
Total Expenditure	480,000	120,000	96,829	- 23,171	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 71,000	- 17,750	142,905	160,655	✓
Depreciation Expense	- 251,639	- 62,910	- 62,910	-	✓
<b>Operating Surplus/Deficit</b>	<b>- 322,639</b>	<b>- 80,660</b>	<b>79,995</b>	<b>160,655</b>	<b>✓</b>

SEWER UTILITY					
	Annual	YTD	YTD	YTD	YTD
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	158,000	39,500	77,982	38,482	✓
Total Expenditure	112,000	28,000	13,101	- 14,899	✓
<i>Earnings before interest and depreciation (EBITD)</i>	46,000	11,500	64,881	53,381	✓
Depreciation Expense	- 51,092	- 12,773	- 12,773	-	✓
<b>Operating Surplus/Deficit</b>	<b>- 5,092</b>	<b>- 1,273</b>	<b>52,108</b>	<b>53,381</b>	<b>✓</b>

WASTE MANAGEMENT UTILITY					
	Annual	YTD	YTD	YTD	YTD
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	105,000	26,250	52,354	26,104	✓
Total Expenditure	106,000	26,500	30,203	3,703	✗
<i>Earnings before interest and depreciation (EBITD)</i>	- 1,000	- 250	22,151	22,401	✓
Depreciation Expense	- 512	- 128	128	-	✓
<b>Operating Surplus/Deficit</b>	- 1,512	- 378	22,023	22,401	✓

## Community Services

AIRPORT OPERATIONS					
	Annual	YTD	YTD	YTD	YTD
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	69,000	17,250	8,668	- 8,582	✗
Total Expenditure	172,000	43,000	35,032	- 7,968	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 103,000	- 25,750	- 26,364	- 614	✓
Depreciation Expense	- 30,454	- 7,614	7,614	-	✓
<b>Operating Surplus/Deficit</b>	- 133,454	- 33,364	- 33,978	- 614	✓

HOUSING					
	Annual	YTD	YTD	YTD	YTD
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	247,000	61,750	58,530	- 3,220	✗
Total Expenditure	300,000	75,000	29,537	- 45,463	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 53,000	- 13,250	28,993	42,243	✓
Depreciation Expense	- 207,000	- 51,750	51,750	-	✓
<b>Operating Surplus/Deficit</b>	- 53,000	- 13,250	28,993	42,243	✓

AQUATIC CENTRE & MULTIPURPOSE CENTRES					
	Annual	YTD	YTD	YTD	YTD
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	3,000	750	447	- 303	✗
Total Expenditure	110,000	27,500	10,244	- 17,256	✓
<i>Earnings before interest and depreciation (EBITD)</i>	- 107,000	- 26,750	- 9,797	16,953	✓
Depreciation Expense	- 27,517	- 6,879	6,879	-	✓
<b>Operating Surplus/Deficit</b>	- 107,000	- 26,750	- 9,797	16,953	✓

## Other

SHARED SERVICES					
	Annual	YTD	YTD	YTD	YTD
	Budget	Pro rata	Actual	Variance	On Target
Total Revenue	350,000	87,500	78,000	- 9,500	✗
Total Expenditure (Wages)	172,000	43,000	49,180	6,180	✓
<i>Earnings before interest and depreciation (EBITD)</i>	178,000	44,500	28,820	- 15,680	✓
<b>Operating Surplus/Deficit</b>	178,000	44,500	28,820	- 15,680	✓

## 9. CAPITAL WORKS

CAPITAL WORKS FUNDING STATEMENT			
	BUDGETED	RECEIVED	COUNCIL
PROJECTS - COUNCIL AND EXTERNALLY FUNDED	EXTERNAL FUNDING	TO DATE	CO - CONTRIBUTION
Works for QLD Round 2 Projects	600,000	108,182	-
TIDS (Roads Funding)	600,000	-	600,000
Roads to Recovery (Roads Funding)	242,000	-	-
ATSI TIDS (Roads Funding)	70,000	-	-
Sewer Upgrade Grant	950,000	-	650,000
<b>TOTAL</b>	<b>2,462,000</b>	<b>108,182</b>	<b>1,250,000</b>

CAPITAL WORKS EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2019				
PROJECT	YTD	Annual Forecast	Annual	Status
	Incl committed costs	Budgeted	Variance	Within budget
SES Shed	167,626	60,000	- 107,626	✗
Visitor Information Centre	85,916			
Donga Accommodation Units	70,000			
Gregory Solar	9,400	58,000	48,600	✓
Wharf Car Park Construction	196,856			
Wharf Project (Line Marking, Entertainment Area)	60,270	109,000	48,730	✓
War memorial construction	-	15,000	15,000	✓
W4Q-R2 water treatment plant upgrade Burke & Gregory	75,250	337,000	261,750	✓
W4Q -R2 Laydown yard	-	49,000	49,000	✓
W4Q -R2 Waste management	-	50,000	50,000	✓
W4Q -R2 Gregory Airstrip storage shed	-	35,000	35,000	✓
W4Q -R2 Burke boat ramp solar & CCTV	-	109,000	109,000	✓
W4Q -R2 Reticulation & Burke Oval upgrade	6,058	120,000	113,942	✓
W4Q -R2 Gregory shwgrd spectator facility	-	250,000	250,000	✓
W4Q -R2 Bunded fuel storage	5,366			
W4Q -R2 Treated water pipeline ext	-	90,000	90,000	✓
Boom slasher	-	45,000	45,000	✓
Hiace van	-	60,000	60,000	✓
Traffic Management & Vehicle Modifications	-	30,000	30,000	✓
Doomadgee West Road Formation	-	704,000	704,000	✓
Gregory Lawn Hill Road Seal	-	88,000	88,000	✓
Truganini Road Reseal	-	44,000	44,000	✓
Doomadgee West Road Formation	-	364,000	364,000	✓
Doomadgee East Road	-	70,000	70,000	✓
Burke /Gregory Intersection	19,618			
Firefly Street Water Infrastructure Upgrade	2,782			
Sewer Treatment Plant Upgrade	36,445	1,600,000	1,563,555	✓
Firefly Street Sewerage Infrastructure Upgrade	2,782			
<b>Total Capital Works</b>	<b>738,369</b>	<b>4,287,000</b>	<b>3,931,951</b>	

Expenditure on most capital projects is within budget except the visitor information center and SES Shed; total costs to date including committed costs have exceeded annual budget estimates.

## 10. 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. Clause 13 requires an exercise of delegation in relation to writing of bad debts and negotiation of payment plans to be reported to Council at the next meeting following exercise of such delegation. The following delegations were exercised.

1. Debt Write off (Amount written off)	Payment arrangement and repayment term	Authorising officer (FM or CEO)
Nil	N/A	N/A

11.      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
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	10 October 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

#### 1.     BKT WHARF UPGRADE PROJECT & 70 BAY CAR-PARK – BURKETOWN

<b>Project Status Report</b>	
Project Name	Burketown Wharf Upgrade Project
Project Manager	Philip Keirle, Burke Shire Council
Project Superintendent	Heath Jones, Erscon Consulting
Contractor(s)	Ausnorth Consulting, Lodewyk (Survey); FSG (Geotechnical); CivilPlus Construction (Civil); Erscon Consulting; True Blue (tippers), Qcrush (material supply), Car-park and shelter (TBD); Royal Wolf; Gangalidda & Garawa Services.
Status Update Provided	10 October 2018
Original completion date	Barge Ramp: 30 November 2017 Car-park and entertainment area: 30 June 2018
Revised completion date	Barge Ramp: 5 December 2017 Car-park: 31 Jul 2018 Entertainment area: 31 Sep 2018
Project Scope	Replace single-lane recreational boat ramp with a barge-capable ramp with concrete hardstand; Installation of 70 all-weather CTU (car trailer unit) parking bays Installation of 2 x 4x4m shade shelters and BBQs
Work completed last week	<ul style="list-style-type: none"> <li>▪ Project acquittals for the Transport Tourism Connections Project</li> <li>▪ Secured additional maintenance funding from DTMR to assist in improving ramp traction</li> </ul>
Forthcoming work	<ul style="list-style-type: none"> <li>▪ Joint media release in relation to opening</li> </ul>

<b>Project Status Report</b>	
	<ul style="list-style-type: none"> <li>▪ Acquittal of NSRF R3 funding (all other funding acquitted)</li> <li>▪ Additional surface roughening + grooving</li> <li>▪ Reinstate all signage and install new signage</li> </ul>

<b>Key Parameters</b>	<b>Status</b>	<b>Comments</b>
Schedule	<b>On-Track</b>   At-Risk   Off-track	<ul style="list-style-type: none"> <li>▪ Boat Ramp: 4 Sep 2017 – 16 Dec 2017</li> <li>▪ Car Park: 2 Apr 2017 – 30 Jul 2017</li> <li>▪ Shelters: 2 Apr 2017 – 31 Oct 2017</li> </ul>
Scope	<b>On-Track</b>   At-Risk   Off-track	<ul style="list-style-type: none"> <li>▪ Project scope completed for boat ramp: variations endorsed;</li> <li>▪ Project scope completed for car-park;</li> <li>▪ Project scope completed for entertainment area;</li> </ul>
Procurement	<b>On-Track</b>   At-Risk   Off-track	<ul style="list-style-type: none"> <li>▪ All PM services procured (Erscon)</li> <li>▪ Boat/Ramp: completed</li> <li>▪ Procurement for car-park construction to proceed from April 2018.</li> <li>▪ Procurement for shelters/bbq to proceed from March 2018.</li> </ul>
Planning Assessment	<b>On-Track</b>   At-Risk   Off-track	<ul style="list-style-type: none"> <li>▪ Accepted Development process considered at September 2017 Council meeting;</li> <li>▪ Post-construction notifications to be sent to EHP following receipt of Certificate of Practical Completion from Civil Plus.</li> </ul>

Key Parameters	Status	Comments
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b> Budget increased to enable delivery of project. Burke's overall contribution unchanged.	<ul style="list-style-type: none"> <li>▪ All funding confirmed for funding programs: CRF (Community Resilience Fund), MIF (Marine Infrastructure Fund), NSRF (National Stronger Regions Fund), TTC (Transport &amp; Tourism Connection)</li> <li>▪ Approved variations:                             <ul style="list-style-type: none"> <li>○ Fender piles</li> <li>○ Sleeves for fender piles</li> <li>○ Additional rock-working platform</li> <li>○ Crusher dust for hardstand</li> <li>○ Surface roughening of cast in-situ slab</li> </ul> </li> </ul>
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<p><b>Community Resilience Fund reports:</b></p> <ul style="list-style-type: none"> <li>▪ Acquitted</li> </ul> <p><b>National Stronger Regions Fund reports:</b></p> <ul style="list-style-type: none"> <li>▪ 4 Aug 2017 (submitted)</li> <li>▪ 8 Jan 2018 (submitted)</li> <li>▪ 28 Feb 2018 (submitted)</li> <li>▪ 31 October 2018 (pending)</li> </ul> <p><b>Marine Infrastructure Fund reporting:</b></p> <ul style="list-style-type: none"> <li>▪ Acquitted</li> </ul> <p><b>Transport and Tourism Connections reports:</b></p> <ul style="list-style-type: none"> <li>▪ Acquitted</li> </ul>

2. SOLAR ARRAY AND TREATED WATER OPTIMISATION - GREGORY

Project Status Report	
Project Name	Gregory Water Treatment Solar Power Project
Project Manager	Philip Keirle, BSC
Project Superintendent	Joseph Estrada, GHD
Contractor(s)	Pructon Engineering Pty Ltd (Water Storage and Treatment); Q Energy Solutions (Solar Array); Austek Communications Pty Ltd (SCADA & Telemetry); FSG (Geotechnical); PH Davie Pty Ltd (Fencing)
Status Update Provided	11 Oct 2018
Original completion date	14 Oct 2017

<b>Project Status Report</b>	
Revised completion date	#1: 31 Jan 2018 #2: 09 Feb 2018 #3: 30 May 2018 #4: 31 Aug 2018 (due to rectification works for panel tank) #5: 12 Sep 2018 (due to rectification works for panel tank) Funding Agreement End Date: 15 <sup>th</sup> November 2018
Project Scope	To improve existing operations at the Gregory Water Treatment Plant through provision of a renewable power generation source and installation of improved water storage and treatment infrastructure. <ul style="list-style-type: none"> <li>▪ Replace existing 8 x 44kL water tanks with 2 x 225kL treated water storage tanks establishing new foundations and installation and commissioning of associated pipework;</li> <li>▪ Repair clarifier and install clarifier platform;</li> <li>▪ Installation of additional monitoring capability, including 3 x turbidity meters; tank modifications to enable future trim dosing upgrade.</li> <li>▪ Replacement of existing generators (x2);</li> <li>▪ Installation of fencing for Gregory Solar Array;</li> <li>▪ Installation of 50kW solar array and 75kWh energy storage system.</li> </ul>
Work recently completed	Solar Array/Storage: completed Water Treatment: <ul style="list-style-type: none"> <li>▪ Rectification works on 2 x panel tank</li> </ul>
Forthcoming work	<ul style="list-style-type: none"> <li>▪ Final acquittal of BOR funding</li> </ul>

Key Parameters	Status	Comments
Schedule	<span style="color: green;">On-Track</span>   <span style="background-color: black; color: white;">At-Risk</span>   <span style="color: red;">Off-track</span>	<ul style="list-style-type: none"> <li>▪ Revised Project Schedule and cashflow endorsed by funding agency (Department of State Development).</li> </ul>

Key Parameters	Status	Comments
Scope	<p><b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b></p>	<p>Variation approved for the following additional scope:</p> <p>Water Storage &amp; Treatment Optimisation</p> <ul style="list-style-type: none"> <li>▪ Provision of blank-flanged inlet/outlet to each storage tank (to enable future retrofit of chlorine trim dosing system) and wider pipe support to accommodate future chlorine trim dosing pipework.</li> <li>▪ Installation and commissioning of 3 No turbidity meters (supply of turbidity meters by Council)</li> </ul> <p>Solar Array and Energy Storage System</p> <ul style="list-style-type: none"> <li>▪ Installation of additional posts</li> <li>▪ Additional 2,500L of double-bunded fuel storage and fuel pump</li> <li>▪ Change from 2 x 22kVa generators to 1 x 22kVa and 1 x 60kVa generator</li> <li>▪ Removal of requirement to provide an EMP</li> <li>▪ Additional QLeave</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>▪ Fencing of solar array</li> <li>▪ Survey and Geotechnical</li> <li>▪ Additional CM and PM costs associated with Pructon’s delay</li> </ul>
Procurement	<p><b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b></p>	<ul style="list-style-type: none"> <li>▪ Completed</li> </ul>
Town Planning	<p><b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b></p>	<ul style="list-style-type: none"> <li>▪ Completed</li> </ul>

Key Parameters	Status	Comments
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Fencing: on budget</li> <li>▪ Solar array: on budget</li> <li>▪ Water Treatment/Storage: on budget</li> <li>▪ Project management: <b>over budget</b></li> <li>▪ Overall Project Budget: will meet budgeted limits of funding Deed of Agreement between BSC and the Department of State Development. However, Council has had to allocate far more internal resources than initially anticipated.</li> </ul>
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<p>Milestone 1: 30 March 2017 (completed)</p> <p>Milestone 2: 31 July 2017 (completed)</p> <p>Milestone 3: 8 January 2018 (completed)</p> <p>Milestone 4: 1 March 2018 (completed)</p> <p>Milestone 5 (added) to take account of project delays by Pructon's.</p>

### 3. BURKETOWN SEWERAGE TREATMENT PLANT UPGRADE PROJECT

<b>Project Status Report</b>	
Project Name	Burketown Sewerage Treatment Plant Upgrade Project
Project Manager	Philip Keirle, BSC
Project Superintendent	Mark Poynter, BSC
Contractor(s)	Simmonds & Bristow; Austek Communications Pty Ltd; ARUP Pty Ltd; Erscon Consulting.
Status Update Provided	12 September 2018
Original completion date	30 May 2019 (this date will need to be revised with DLGRMA)
Revised completion date	NA

<b>Project Status Report</b>	
Project Scope	<ul style="list-style-type: none"> <li>▪ Replace existing packaged treatment plant (at end of asset life) with upgraded model.</li> <li>▪ Complete earthworks and commissioning of a new wet-weather storage lagoon/treated effluent lagoon (to address compliance)</li> <li>▪ Complete trenching and pipework required to enable re-use/recycling of treated effluent on parks, gardens and recreational areas (to offset whole-of-life costs while increasing service levels to recreational areas).</li> </ul>
Work recently completed	<ul style="list-style-type: none"> <li>▪ Geotech results have now come in with positive results received. Erscon consulting</li> </ul>
Forthcoming work	<ul style="list-style-type: none"> <li>▪ Meet with the Department of Environment and Science &amp; the Department of Local Government, Racing and Multicultural Affairs to confirm any changes to the scope of the Burketown Sewerage Treatment Plant Upgrade Project.</li> </ul>

Key Parameters	Status	Comments
Schedule	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Procurement:                             <ul style="list-style-type: none"> <li>○ 30.11.18 – 30.06.18</li> </ul> </li> <li>▪ Packaged Treatment Plant                             <ul style="list-style-type: none"> <li>○ 01.07.18 – 31.03.19</li> </ul> </li> <li>▪ Wet Weather Storage Lagoons                             <ul style="list-style-type: none"> <li>○ 01.07.18 – 07.12.18</li> </ul> </li> <li>▪ Recycled Water component:                             <ul style="list-style-type: none"> <li>○ 01.04.19 – 01.06.19</li> </ul> </li> </ul>
Scope	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Install and commission packaged plant</li> <li>▪ Construct effluent storage lagoons</li> <li>▪ Construct sludge drying beds</li> <li>▪ Install pipework, pumps, storage for recycling water to school oval, rodeo reserve and Phillip Yanner Memorial ground.</li> </ul> <p>Based on unavailability of BBRF funding and the outcomes of the geotechnical investigation, it may be necessary to revise the scope of this project.</p>

Key Parameters	Status	Comments
Procurement	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Expression of Interest                             <ul style="list-style-type: none"> <li>○ Released: 17 Mar 2018</li> <li>○ Closed: 11 April 2018</li> </ul> </li> <li>▪ Tender:                             <ul style="list-style-type: none"> <li>○ Released: 22 May 2018</li> <li>○ Closed: 22 June 2018</li> </ul> </li> </ul>
Town Planning	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Not applicable (previously completed)</li> </ul>
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Burke was unsuccessful in securing BBRF funding to offset Council’s contribution to this project. Accordingly, it may be necessary to revise the scope of this project.</li> </ul>
Reporting	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	<ul style="list-style-type: none"> <li>▪ Monthly reporting to Dept. Local Government                             <ul style="list-style-type: none"> <li>○ Feb 2018 report submitted 02.02.2018</li> <li>○ Mar 2018 report submitted 03.04.2018</li> <li>○ Apr 2018 report submitted 10.05.2018</li> <li>○ May 2018 report submitted 11.06.2018</li> <li>○ Jun 2018 report submitted 11.07.2018</li> <li>○ July 2018 report submitted 11.08.2018</li> <li>○ Aug 2018 report submitted 04.09.2018</li> <li>○ Sep 2018 report submitted 11.10.2018</li> </ul> </li> </ul>

4. OTHER PROJECTS

Project	Description	Update/activity for reporting month
Burke Shire Sport & Recreation Strategy	Develop a Sport and Recreation Strategy for the Burke Shire Council	<ul style="list-style-type: none"> <li>▪ Ross Planning have been engaged to complete this Strategy and will be in Burketown in early December 2018 to progress.</li> <li>▪ Will form part of the BSC Corporate Plan 2019-2024.</li> </ul>
Burke Shire Economic Development Strategy	Develop an Economic Development Strategy for the Burke Shire Council	<ul style="list-style-type: none"> <li>▪ RFF to submit 31 October 2018</li> <li>▪ Collaboration agreement between BSC and Gangalidda &amp; Garawa under consideration.</li> </ul>

Project	Description	Update/activity for reporting month
NWQ Quarry Management Strategy	Regional project designed to improve Council compliance in relation to Quarry/Gravel Pit operations and to generate a suite of materials and schedules to facilitate improve Quarry operations and stakeholder relations.	<ul style="list-style-type: none"> <li>▪ Cultural Heritage document suite completed.</li> <li>▪ QMP workshop with all Councils completed.</li> <li>▪ Majority of QMPs completed and ready for endorsement.</li> </ul>
Cultural Heritage Project: water access tracks, turnaround points and gravel pits	Progress completion of CH Surveys of key gravel pits, transport routes, water points and access tracks within the Burke Shire with Gangalidda, Garawa and Waanyi Traditional Owner groups	<ul style="list-style-type: none"> <li>▪ UQCHU survey reports completed and under final review (some updates may be required to account for relocated artefacts in Waanyi country and to add turnaround points into some Gangalidda survey reports that were missed).</li> </ul>
Gregory ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> <li>▪ Meeting with DNRME to confirm all required processes in Cairns on 10 Oct 2018.</li> </ul>
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	<ul style="list-style-type: none"> <li>▪ Parties approaching in-principle negotiator agreement.</li> <li>▪ Recent meeting between Council and Gangalidda &amp; Garawa solicitors HWL Ebsworth on 31 Aug 2018.</li> </ul>
Burketown Mineral Baths	Installation of 3 x mineral baths (at 3 different temperatures) with associated infrastructure: decking, bird hides, barbeques etc.	<ul style="list-style-type: none"> <li>▪ Project on hold following inability to secure MIPP funding.</li> </ul>
EDQ-BSC Development Management Agreement	Progression of BKT South and BKT Light Industrial developments. Progression of remote housing initiative	<ul style="list-style-type: none"> <li>▪ BKT South concept endorsed with final plans being drafted;</li> <li>▪ BKT Light Industrial first draft presented for consideration.</li> <li>▪ Awaiting Herron Todd White's valuation of BKT Light Industrial and revised pricing from Ergon in relation to staged-upgrade to the distribution network running east-west from the Utilities compound</li> </ul>

5. PROJECTS UNDER DEVELOPMENT

Project	Description
Upgrade to the Phillip Yanner Memorial Ground	Funding application submitted to the <i>Get Playing Places and Spaces</i> funding round.
Burke Shire Council Corporate Plan 2019-2024	Stakeholder engagement sessions arranged and being arranged for Burketown and Gregory week beginning 22 October 2018.

6. RECENTLY COMPLETED PROJECTS

Project	Description	Completed	Acquitted
ROPS Plant Hire	Register of Pre-qualified Suppliers (Plant Hire) Preparation for next ROPS extension will commence in December 2018 with a contractor session.	April 2018	NA

7. GULF SAVANNAH DEVELOPMENT PROJECTS

Project	Description	Update for reporting month
Remote Area Board: ▪ Doomadgee Mobiles Project	Complete feasibility study into the best method for improving 4G mobile receptivity in Doomadgee	Project discussed with GSD MGMT Committee (endorsed). Project discussed with Doomadgee Aboriginal Shire Council and the Department of State Development (provisional support)
Remote Area Board: ▪ Farm Stay Tourism Blueprint	Provision of full “how to” guide to set-up different kinds of farm stay businesses	Project discussed with GSD MGMT Committee (endorsed).
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.	Planning commenced.

8. OFFICER’S RECOMMENDATION

1. That Council receives the Strategic Projects Report.

ATTACHMENTS

Nil

## 10. Closed Session Reports

### 10.01 Closed Session - Konka and Pendine Native Title Claims

## 11. Chief Executive Officer Reports

- 11.01 Chief Executive Officer Report
- 11.02 Audit Committee Meeting Report (s211 (4))
- 11.03 Operational Plan 2018-19 | Report 1st quarter | 01 July to 30 September 2018
- 11.02 Adoption of Council Meeting Dates for 2019

## Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, CEO
DATE REPORT PREPARED:	08 October 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

#### 1. REPORT - CURRENT MONTH

Doc ID | 245907

Activity	Description	Report for September 2018
Annual report	Refer register of governance instruments	Drafted- awaiting financial input post audit
Conferences & strategic engagement	Attend key meetings, and submit agenda papers on regional issues	LGMA - CEO attended (refer report attached) LGAQ - preparing for deputations
CRRH Student Nurse accommodation	Finalise lease of land on Firefly St to James Cook University for student nurse accommodation to enable construction to commence	Sign Lease (awaiting receipt) Construction not yet commenced (CRRH)
Executive performance review	Finalise project to harmonise executive performance review; participate in CEO annual performance review; conduct annual performance review with direct reports	Exec PRDP project: onsite consultation including CEO 360 degree performance review (consultant) EMWI annual review
ICT - major project oversight	Monitor and guide project under auspice of EMCCS to review and replace ICT architecture	SurePact - application made for sponsored flights. Awaiting response
Internal Audit Plan	17-18: finalise and develop implementation plan with relevant staff 18-19: update 3-year plan (determine focus for 18-19 as risk is to be deferred) and present to council	EMT considered scope for internal audit. Recommendation to be made to 08 October audit committee
IPR: Corporate Plan 2019-24	Council's corporate plan is in the last year of its operation. Next 5 year plan to developed in consultation with community to be effective 01 July 2019	Council adopted stakeholder engagement plan

Activity	Description	Report for September 2018
Local Disaster Management Plan	LDMG to meet at least twice per annum, and as required to respond to emergencies. Plan to be reviewed annually.	LDMP annual review reported to council to council
NWQ ROC, RRTG & CEO Forum	ROC & RRTG: submit papers on regional matters; attend monthly teleconference and quarterly meetings.  NWQ CEO Forum: provide secretariat and attend quarterly meetings (handover 2019 to Richmond)	ROC TC - attended with Deputy Mayor
Shared services	Monitor operation of shared services and seek new opportunities	Monthly meetings  Teleconference with ROC CEOs (2 attended) - discussed opportunities to collaborate with various services. Project lead Ferne Clarke, EMCCS

2.      PLANNED – NEXT MONTH

Doc ID | 245907

Activity	Description	Planned for October 2018
Annual leave	Annual leave	1.5 weeks
Annual report	Refer register of governance instruments	Provide to Auditor for review
Conferences & strategic engagement	Attend key meetings, and submit agenda papers on regional issues	LGAQ - attend
CRRH Student Nurse accommodation	Finalise lease of land on Firefly St to James Cook University for student nurse accommodation to enable construction to commence	Lease (signed at Preston Law Fri 05 October) - send for registration
Delegations CEO to officers	Requires major review - begin with focus areas	Rental tenancies & NHVL
Executive performance review	Finalise project to harmonise executive performance review; participate in CEO annual performance review; conduct annual performance review with direct reports	Complete JDs & PRDP for CEO and execs (consultant)

Activity	Description	Planned for October 2018
Internal Audit Plan	17-18: finalise and develop implementation plan with relevant staff  18-19: update 3-year plan (determine focus for 18-19 as risk is to be deferred) and present to council	17-18: present final report to audit committee  18-19 draft scope to audit committee
Local Disaster Management Plan	LDMG to meet at least twice per annum, and as required to respond to emergencies. Plan to be reviewed annually.	LDMG meeting and annual exercise - deferred to 14 Nov at request of QFES
NWQ ROC, RRTG & CEO Forum	ROC & RRTG: submit papers on regional matters; attend monthly teleconference and quarterly meetings.  NWQ CEO Forum: provide secretariat and attend quarterly meetings (handover 2019 to Richmond)	ROC TC
Shared services	Monitor operation of shared services and seek new opportunities	Monthly meetings
Training & development	Participate in leadership development	Council & EMT leadership program

### 3. GRANTS REGISTER

Doc ID | 218540

The table below shows a summary of pending grants, and grants approved or notified as unsuccessful during the reporting month. The grants register, which contains more detailed information including compliance reporting, is included in the attachments. The register is not a public document as it contains financial information that may compromise the integrity of tender processes.

Grant	Project	Status	Applied Date/ Comment
Non-Recurrent Subsidy Program 2018-19	New SES Roof Structure	Pending	30-Nov-17
Get Planning Spaces Program	Sport & Recreation Strategy	Pending	17-Apr-18
Saluting Their Service Commemorations Grants	Flagpole for the Gregory Cenotaph	Pending	28-Jun-18

### 4. REGISTER OF GOVERNANCE INSTRUMENTS

Doc ID | 197887

Council is accountable for more than 35 plans and authorities that govern or authorise its operations. These are generally required by law and are subject to regular compliance activities such as reporting, reviewing and auditing. A detailed compliance report is included in the attachments. An exception summary is provided below.

The traffic light column relates to the *possible consequences* of non-compliance:

- Red– serious detriment to operations, or individuals
- Orange– consequences are important but less detrimental
- Green– non compliance would not cause serious detriment

Governance Instrument	Lead		Compliant	Reason for non-compliance
Biosecurity Plan	EMWI		No	In development
Environmental Authority ERA Permit EPPR00542713	EMSP/EMWI		Partial	EMWI 08/04/18   EA application and compliance underway/ongoing.
Internal Audit Plan	CEO		Partial	CEO: 08/10/18 - internal audit plan to be amended for 18-19 to defer ERM (refer audit committee 25 June 18 recommendation). Consultation to occur with audit committee 8/10/18
Pest Management Plan	EMWI		To be superseded	EMWI 10/03/18   to be rolled into the Biosecurity plan
Quarry Management Plan	EMSP/EMWI		In process	Council adopted Sep 2018 – to be submitted for DAF consideration
Airport Reporting Manual	EMWI		to be reviewed	EMWI 08/04/18   New Airport manual to include requirements
Transport Security Program for Burke Shire Council	EMWI		to be reviewed	EMWI 08/04/18   New Airport manual to include requirements

## 5. DELEGATIONS CEO TO OFFICERS

Doc ID | 200935

Section 259 of the *Local Government Act 2009 (QLD)* provides for the CEO to delegate powers to an appropriately qualified employee or contractor. Section 260 requires the CEO to keep a register of such delegations, which may be inspected by the public. The register of delegations from CEO to officers is included in the attachments. The report below summarises changes during the reporting month.

Delegation	Review (refer attached register for full details)
NA	Minor admin corrections only

## 6. COMMUNICATION

**Councillor updates:** for the reporting month (as emailed on an ‘as happened’ basis during the month) are included in the attachment. Councillors who would like a printed copy can arrange through the Executive Assistant.

**Council snapshot:** this communication initiative, which highlights topics from a council meeting, was introduced in April 2017. It is now prepared and publicly released after each council meeting.

7.        SUBMISSIONS

Doc ID | 207920

The following list records submissions and surveys lodged during the reporting month. This may not be a complete list.

Nil for reporting month.

8.        MEETINGS/CONFERENCES/DEPUTATIONS

Doc ID | 196554

Following is a record of elected member, CEO and senior executive staff engagement with stakeholders and departments, and attendance at meetings, conference and other events, during the reporting month. A calendar of future meetings is provided as an attachment.

Date	Time	Meeting	Venue	Attendees
Tue, 4-Sep-18		CLCAC Rangers Forum	Burketown	Deputy Mayor, CEO
Wed, 5-Sep-18		CLCAC Rangers Forum	Burketown	
Thu, 6-Sep-18		CLCAC Rangers Forum	Burketown	
Fri, 7-Sep-18		ROC Teleconference	Teleconference	
Mon, 10-Sep-18		LGMA	Sunshine Coast	CEO, EMCCS
Tue, 11-Sep-18		LGMA	Sunshine Coast	CEO, EMCCS
Tue, 11 Sept 18		QCoast	Nijinda Durlga	EMWI, EMCCS
Wed, 12-Sep-18		LGMA	Sunshine Coast	CEO
Thu, 13-Sep-18		LGMA	Sunshine Coast	CEO
Fri, 14-Sep-18		LGMA	Sunshine Coast	CEO
Mon, 17-Sep-18		Audit Offsite		EMF
Tue, 18-Sep-18		Audit Offsite		EMF
Wed, 19-Sep-18		Audit Offsite		EMF
Wed, 19-Sep-18	10.00am	NWHHS	Burketown	CEO, Mayor
Thu, 20-Sep-18		Audit Offsite		EMF
Thu, 20-Sep-18		Council Meeting	Nijinda Durlga	Councillors, Management and EA
Fri, 21-Sep-18		Audit Exit Meeting	Phone?	Mayor, Deputy Mayor, Cr Murray, CEO, EMF
Tue, 25-Sep-18	6.00pm	QTC Regional Update Dinner	Karumba	Mayor, Deputy Mayor, CEO
Wed, 26-Sep-18		GSD Board Meeting	Karumba	Mayor, Deputy Mayor, CEO
Fri, 28-Sep-18	1.30pm	JCC Meeting	Nijinda Durlga	

9.        OFFICER'S RECOMMENDATION

That Council notes the content of the Chief Executive Officer's report for the month of September 2018.

ATTACHMENTS

SECTION	Attachment	Link
1. Report – current month	a) Work plan 18-19 CEO	 CEO Workplan.xlsx
	b) LGMA conference – snapshot report	
2. Planned – next month	c) Work plan 18-19 CEO - planned	 CEO Workplan - upcoming.xlsx
3. Grants Register	d) Grants Register: Doc ID 218540	 Grants Register.xlsx
4. Governance	e) Register of Governance Instruments: Doc ID 197887	 Governance Instruments Register
5. Delegations CEO to officers	f) Register of delegations from CEO to officers   Doc ID 200935	 Burke Shire Council - Register of Delegation
6. Communications	g) Councillor updates – as emailed for the reporting month	 Councillor updates.docx
	h) Councillor snapshot – as distributed after the previous ordinary meeting of council	 Council Meeting Snapshot September
7. Submissions	i) Submissions Register	 Submissions Register.xlsx
8. Meetings etc	j) Governance calendar – future meetings	 Governance Calendar- Meetings, (

## Chief Executive Officer Reports

### 11.02 Audit Committee Meeting Report (s211 (4))

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, CEO Prepared by Ross Higgins, Acting CEO
DATE REPORT PREPARED:	11 October 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan and Operational Plan 1.1 Governance and 3.1 Finance

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#### 1. PURPOSE

To receive the report of the Burke Shire Council Audit Committee, prepared in accordance with section 211 (1) (c) of the Local Government Regulation 2012, about the matters reviewed at its last meeting.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The audit committee met on Monday 8 October 2018. The minutes of the meeting are attached by way of report of the meeting, and additional comments are provided below.

Item	Comment
<ul style="list-style-type: none"> <li>Internal Audit Up-date</li> <li>2018/2019 Internal Audit</li> </ul>	<ul style="list-style-type: none"> <li>The Acting CEO identified a number of gaps in the recommendations of the Internal Audit Report to be presented to the Audit Committee. To ensure accuracy, the report was not presented and will be checked with the CEO.</li> <li>A proposal from Peak Services for a payroll/HR audit was not available prior to the meeting and therefore no firm recommendation could be provided to the Committee. Matter has to be further discussed by EMT</li> </ul>

#### 3. PROPOSAL

It is proposed that Council receives the report and recommendations of the audit committee regarding matters reviewed at its last meeting.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5.      POLICY & LEGAL IMPLICATIONS

The information in the table below is current as at 26 July 2018.

Instrument	Detail
<i>Local Government Act 2009</i>	Section 105 Auditing, including internal auditing (4) An <b>audit committee</b> is a committee that— (a) monitors and reviews— (i) the integrity of financial documents; and (ii) the internal audit function; and (iii) the effectiveness and objectivity of the local government’s internal auditors; and (b) makes recommendations to the local government about any matters that the audit committee considers need action or improvement.
Local Government Regulation 2012	Section 211 Audit committee meetings (1) (a) – requires the audit committee to meet at least twice per financial year (1) (b) determines that the committee will review the internal audit plan and progress report; the draft financial statements before certification and provision to the auditor-general; and the AG audit and audit observation reports (1) (c) determines that the committee will provide a written report with recommendations to the local government on the above matters (4) Requires the CEO to present the above report at the next meeting of the local government
Corporate Plan 2014-19 Operational Plan 18-19	1.1 Outcome: Council provides effective oversight of key governance frameworks 1.1.3 Ensure development and maintenance of appropriate systems, procedures and performance standards to manage risk.
FIN-POL-010 Audit Committee Charter Doc ID 123881	Outlines the authority, composition, operational guidelines and responsibilities of the Audit Committee – to be read in conjunction with the Act and Regulations. Note that the charter requires that the committee meets at least 3 times per year which is more than the minimum requirement of the <i>Act</i> .

6.      CRITICAL DATES & IMPLICATIONS

The audit committee must give the local government a written report about the matters reviewed at an audit committee meeting, and the CEO must present this report to the next ordinary meeting of Council.

7.        CONSULTATION

Audit committee, staff and advisors.

8.        CONCLUSION

The minutes of the audit committee meeting are provided.

9.        OFFICER’S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council receives the audit committee’s report about the matters reviewed at its meeting held on 8 October 2018, as presented by the CEO in accordance with Section 211 (4) of the Local Government Regulation 2012.

ATTACHMENTS



Draft October 2018  
Minutes (with updates)

1. Minutes of the Burke Shire Council audit committee meeting held on 8 October 2018

## Chief Executive Officer Reports

### 11.03 Operational Plan 2018-19 | Report 1st quarter | 01 July to 30 September 2018

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer Prepared by Ross Higgins, Acting CEO
DATE REPORT PREPARED:	11 October 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014-19

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#### 1. PURPOSE

- 1) To present the chief executive officer's written assessment of the local government's progress towards implementing the 2017-18 annual operational plan, for the three month period 01 July to 30 September 2018, in compliance with section 174 (3) of the Local Government Regulation 2012; and
- 2) To recommend amendments to the annual operational plan 2018-19 under the provisions of s174 (4) of the Local Government Regulation 2012.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Item	Date/ Decision no.	Comment
Annual operational plan – LGR s174 (1)	26 Jul 2018   180726.02	Adopted at Special meeting in conjunction with annual budget
Q1 report Jul-Sep		As presented 18 October 2018
Q2 report Oct-Dec		To be presented January 2019
Q3 report Jan-Mar		To be presented April 2019
Q4 report Apr-Jun		To be presented July 2019

#### 3. PROPOSAL

**Report:** It is proposed that Council receives and publishes the report of progress towards implementing the 2018-19 annual operational plan, for the three month period 01 July to 30 September 2018, as attached.

**Amendments:** It is proposed that Council amends the annual operational plan as per the attachment and as documented below:

Item	Change	Rationale
No changes at this time		

4. FINANCIAL & RESOURCE IMPLICATIONS

The annual operational plan is aligned to the annual budget in accordance with the principles of integrated planning, and the provisions of s104 of the *Local Government Act 2009* Financial Management Systems.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	S104 Financial management systems	(5) (a) (v) The system of financial management established by a local government must include an annual operational plan  (5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan  (7) A local government must carry out a review of the implementation of the annual operational plan annually
Local Government Regulation 2012	Division 4 Annual operational plan	S 174 Preparation and adoption of the annual operational plan  (1) A local government must prepare and adopt an annual operational plan for each financial year.  (2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.  (3) The chief executive officer must present a written assessment of the local government’s progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.  (4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.  (5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.  S 175 Annual operational plan contents
Corporate Plan	2014-2019	The last amendment of the Corporate Plan 2014-19 was approved by Council at the 20 September 2018 ordinary meeting.

6. CRITICAL DATES & IMPLICATIONS

The chief executive officer must present a written assessment of the local government’s progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.

7.      CONSULTATION

Executive management team; elected members via CEO reports

8.      CONCLUSION

The current operational plan reflects a renewed document compared to previous years. As per the attached report and keeping in mind that this is the first quarter of the financial year, most activities are on track. Some minor exceptions are as follows:

- Due to the appointment of the new EMCCS and other unscheduled leave, the development of a new governance framework for planning and development has not progressed and is now expected for completion by March 2019.
- There has been a delay on delivery of the shelter and signage for the Wharf Up-grade project however major components are completed.
- The Gregory Water Treatment Solar Power Project is complete with the acquittal to be finalised by mid-November, which will be before the final deadline.

9.      OFFICER'S RECOMMENDATION

1. That Council notes the content of this report and its attachments; and
2. That Council adopts the chief executive officer's written assessment of the local government's progress towards implementing the 2018-19 annual operational plan, for the three month period 01 July to 30 September 2018, in accordance with section 174 (3) of the Local Government Regulation 2012.

ATTACHMENTS

1. Annual operational plan 2018-19 progress report | Q1 Jul-Oct 2018



Q1 2018-19  
Operational Plan Revi

## Chief Executive Officer Reports

### 11.04 Adoption of Council Meeting Dates for 2019

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Ross Higgins; Acting CEO Prepared by: Madison Marshall, Executive Assistant
DATE REPORT PREPARED:	09 October 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

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#### 1. PURPOSE

To present and adopt proposed council meeting dates for 2019.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

#### 3. PROPOSAL

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

January	Thursday 24	4 <sup>th</sup> Thursday, later due to shutdown
February	Thursday 21	
March	Thursday 21	
April	Wednesday 17	Held on Wednesday due to Easter long weekend
May	Thursday 16	
June	Thursday 20	
July	Thursday 18	
August	Thursday 22	
September	Thursday 19	
October	Thursday 17	
November	Thursday 21	
December	Thursday 12	Likelihood that Council offices will close on Friday 20 December 2019 for the Christmas shut-down period

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

This is budgeted for in Council's normal operations.

5.      POLICY & LEGAL IMPLICATIONS

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

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

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

7. CONSULTATION

- CEO
- LGAQ

8. CONCLUSION

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

9.      OFFICER’S RECOMMENDATION

1.    That Council note the contents of the report; and
2.    That Council adopts the dates below for the Ordinary Meetings of Council in 2019:-

January	Thursday 24
February	Thursday 21
March	Thursday 21
April	Wednesday 17
May	Thursday 16
June	Thursday 20
July	Thursday 18
August	Thursday 22
September	Thursday 19
October	Thursday 17
November	Thursday 21
December	Thursday 12

ATTACHMENTS

Nil

## 12. Corporate and Community Services

- |   |
|---|
| <p>12.01 Corporate and Community Services Report<br/>12.02 Councilwise Business Case Report</p> |
|---|

## Corporate and Community Services Reports

### 12.01 Corporate and Community Services Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Ferne Clarke; Executive Manager Corporate and Community Services
PREPARED BY:	Ferne Clarke
DATE REPORT PREPARED:	9 October 2018
LINK TO COUNCIL PLAN/S:	Operational Plan

#### 1. GENERAL BUSINESS

##### EMCCS Work Plan

Project	Description	Lead	Sept	Oct
Implementation of values based culture	Development and implementation of Values Culture	EMCCS	Planning	Finalise Scope
Burketown History Book	Publication of Burke Shire Cultural History	EMCCS	Title finalised	Prep of front prototype for review
Ongoing Process Improvement	Ongoing series of process improvements	EMCCS	Digital Destruction Implemented	Rolling destruction commenced

##### Administration and Community Services (A&CS)

The 2018-19 Food Safety inspections have been conducted. A total of 10 registered food premises were inspected, with 3 warnings issued. The EHO also requested copies of their food handling certificates be provided to council to put on record.

Efficiencies have been released with the implemented of the Digitisation Destruction Policy for records. This means that hard copy records that fit the low risk criteria can be destructed instead of archived. A quality soft copy must have been classified into the business classification system before a hard copy record can be destructed.

A deeper investigation of the CouncilWise enterprise suit, has been concluded. Refer to the Business Case for CouncilWise Paper.

Consultation with event managers of the Gulf Frontier Festival for the 2019 event has commenced to ensure better engagement with Council and improved expectation management. A strategic schedule is being implemented that will be inclusive of outcome reports every month.

2018 Council Run Events Schedule

Dates	Activity
11	Nov Remembrance Day
26	Jan Australia Day

See September CorpMem report attached.

See September Civica reports attached.

See September Library Report attached.

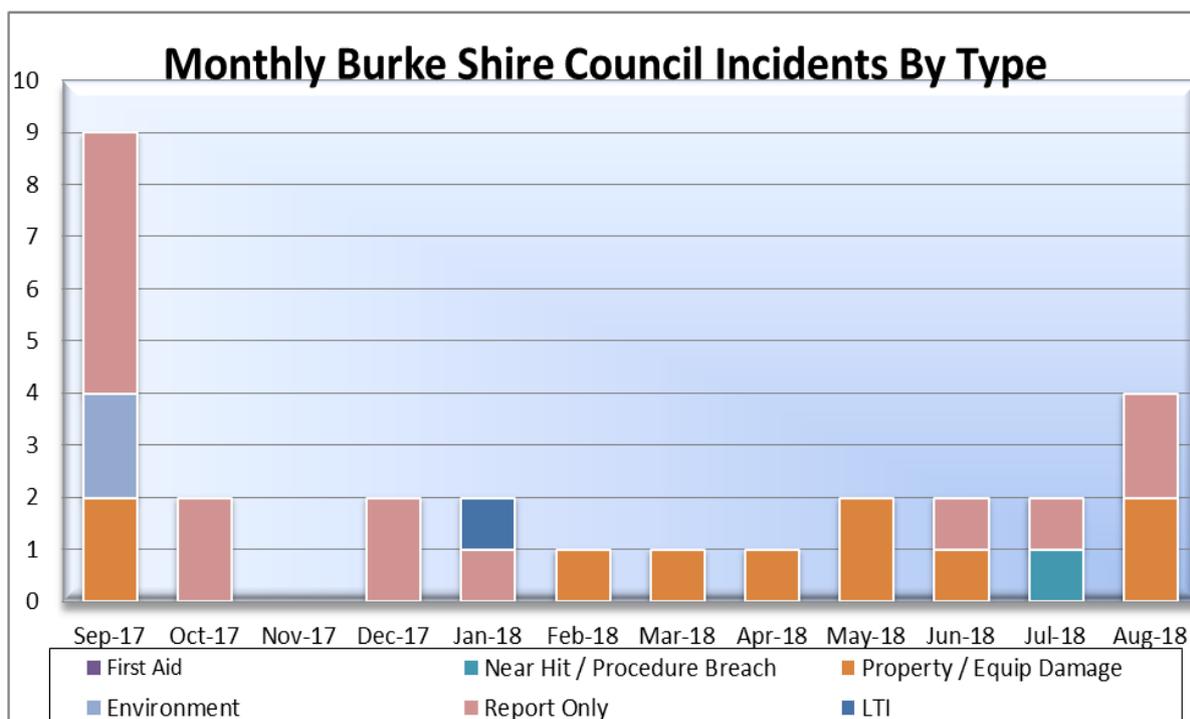
See September CDTO, Donation attached.

Human Resources

Dates	Activity
Departures	<ul style="list-style-type: none"> <li>• Narelle Poole (relief EA)</li> <li>• Will Rasmussen ( from TRC) &amp; Hayden Smith ( from TRC)</li> </ul>
Appointments	<ul style="list-style-type: none"> <li>• Mr Dennis McLeod (commenced 2 Oct)</li> </ul>
Recruitment	<ul style="list-style-type: none"> <li>• Interviews for the Administration and Community Services Coordinator position have been undertaken referees reports are currently being sourced.</li> </ul>
Future Recruitment	<ul style="list-style-type: none"> <li>• Works Manager (relief)</li> <li>• Casual Cleaner (vacant)</li> <li>• Records Officer (vacant)</li> <li>• Front Counter Officer (vacant)</li> </ul>
Training	<ul style="list-style-type: none"> <li>• The following training courses were conducted during the month:</li> <li>• LGMA Rural Management Challenge Team members training with John Carr. Competition held in September.</li> </ul>
Future Training	<ul style="list-style-type: none"> <li>• Confined Space and Gas Testing - mid October</li> <li>• Aboriginal and Torres Strait Islander Mental Health First Aid - mid October</li> </ul>

Work Health and Safety

There were no incidents reported in September 2018.



## 2. LOCAL LAWS

### Local Law No2 (Animal Management)

Activity	Mth	Canis	Feline	Total
Impoundments	Jul	4	3	7
	Aug	2		2
	Sept	Nil	Nil	Nil

## 3. OFFICER'S RECOMMENDATION

That Council note the contents of the report for September 2018

### ATTACHMENTS

SECTION	Attachment	Link
Annual Plan - EMCCS	Work plan 18-19 EMCCS	

<p>ACSC</p>	<p>CorpMem Report  Civica Report  Library Report  CDTO Report  WiFi Report</p>	 Admin Report CorpMem.pdf   Burke Civica Service Desk September 2018   September Library Report.pdf   CDTO Rep September 2018.docx   September Wifi Report.pdf
<p>HR</p>	<p>Human Resources Report</p>	 HR Rep for Sept 2018.docx

## Corporate and Community Services Reports

### 12.02 Councilwise Business Case Report

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Ferne Clarke; EMCCS
PREPARED BY:	Ferne Clarke
DATE REPORT PREPARED:	10 October 2018
LINK TO COUNCIL PLAN/S:	Corporate Plan

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#### 1. PURPOSE

To provide council with a business case for the uptake of a new enterprise platform.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council was invited to a presentation of Councilwise on 10 August 2018. Councillors asked the Executive Manager for Corporate and Community Services (EMCCS) to explore costings and determine if the system aligned with our findings from the March review of our current IT system.

#### 3. PROPOSAL

Costings analysis and review of fit for purpose determined that a saving of approximately \$115k can be made by separating from Civica and uptake of Councilwise. See attached business case for the uptake of Councilwise.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Significant savings will be made by separation from CIVICA (Councils current enterprise platform provider)

Uptake will have a minor impact. Councilwise technicians will liaise with Civica and our other 3<sup>rd</sup> party providers to prepare data. Shadow environments will run simultaneously while user testing is completed. The final uptake will go live when user trialling is completed. Staff will move into new platform and begin using prior to going fully live.

#### 5. RISK

Risk Type	What could happen	Possible consequence
People	<ul style="list-style-type: none"> <li>▪ Injury or illness to Councilwise technicians</li> </ul>	<ul style="list-style-type: none"> <li>▪ May cause minor delays to uptake</li> </ul>

Risk Type	What could happen	Possible consequence
Environmental	<ul style="list-style-type: none"> <li>▪ Current onsite hardware &amp; tech not suitable for uptake of Councilwise</li> </ul>	<ul style="list-style-type: none"> <li>▪ Would have to purchase or lease new hardware.</li> <li>▪ Confirmation has been conducted that our current hardware is Councilwise ready</li> </ul>
Assets	<ul style="list-style-type: none"> <li>▪ Councils portable device compatibility with Councilwise</li> </ul>	<ul style="list-style-type: none"> <li>▪ May not be fully compatible with a Microsoft platform</li> <li>▪ Council currently use iPhones, which already sync with Microsoft Office Suite</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>▪ Compliance with Finance, Recordkeeping applicable laws and standards</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manually reporting may be required</li> <li>▪ Councilwise have confirmed they have the capacity to build API bridges to create any reporting that may be required</li> </ul>
Financial	<ul style="list-style-type: none"> <li>▪ Cost of Councilwise is prohibitive</li> </ul>	<ul style="list-style-type: none"> <li>▪ Na</li> <li>▪ Considerable savings will be made with the uptake of Councilwise</li> </ul>
Reputation	<ul style="list-style-type: none"> <li>▪ Negative public perception and opinion.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Na</li> <li>▪ Public should see improved service delivery</li> </ul>
Operations	<ul style="list-style-type: none"> <li>▪ Human Resources, service delivery and Council operations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Data handover if not managed well can be prolonged and difficult</li> <li>▪ EMCCS will liaise and negotiate with current service providers to ensure transition is smooth and timely</li> </ul>
Technology & Systems	<ul style="list-style-type: none"> <li>▪ Information management and systems of work.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Major impact. Separation from one system to another.</li> <li>▪ Scope of works will be completed and followed by all stakeholders.</li> </ul>

## 6. POLICY & LEGAL IMPLICATIONS

Uptake of Councilwise has been reviewed for policy impacts. The following legislation was taken into consideration in the review:

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Sections 12 and 13 – responsibilities of councillors and employees	Section 12 charges councillors with ensuring the local government achieves its corporate plan. Section 13 charges council employees with carrying out their duties in a way that ensures the local government achieves its corporate plan.
<i>The Public Records Act 2002</i>	Section 7 Making and keeping public records	(1) A public authority must— (a) make and keep full and accurate records of its activities; and (b) have regard to any relevant policy, standards and guidelines made by the arch
Corporate Plan 2014-19	2.1	Outcome: Maximise the efficiency and effectiveness of Council’s internal operations
Burke Shire Council Operational Plan 2017-18	2.1.3	Successful completion of ICT Architecture review resulting in a functional, stable and accessible ICT system

## 7. CRITICAL DATES & IMPLICATIONS

Councilwise have confirmed that they can commence uptake as early as November/December 2018. A scope of works will be scheduled to manage an efficient uptake.

## 8. CONSULTATION

Councilwise visited Burke Shire 17-21 September to individually work with staff to ensure they understand how Councilwise components operate and how it can improve their work delivery. Staff was very receptive and positively looking for a prompt uptake. All departments in Council have been consulted and shown Councilwise.

Other Councils in the Gulf are considering Councilwise and are keeping a watching brief on Burkes considerations.

## 9. CONCLUSION

Councilwise aligns with Burke’s enterprise architecture business rules, has significant cost efficiencies, and will enable better decision making based on empirical data.

10.      OFFICER’S RECOMMENDATION

1.      That Council note the contents of the report; and
2.      That Council adopts the business case proposal for the uptake of Councilwise.

ATTACHMENTS

1.      Councilwise Business Case



Business Case -  
Councilwise.pdf

### 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

16.01 Andrew Kerr – Preston Law

### 17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 15 November 2018.

## Dictionary of Acronyms

<b>Acronym</b>	
ACCC	Australian Competition and Consumer Commission
ACSC	Administration and Community Services Coordinator
ALGA	Australian Local Government Association
ASBAS	Australian Small Business Advisory Service
ATSI TIDS	Aboriginal and Torres Strait Islander Transport Infrastructure Development Scheme
BBRF	Building Better Regions Fund
BCP	Business Continuity Plan
CABT	Certified Agreement Bargaining Team
CLCAC	Carpentaria Land Council Aboriginal Corporation
CRF	Community Resilience Fund
CRR	Corporate Risk Register
CSS	Community Satisfaction Survey
DAF	Department of Agriculture and Fisheries
DATSIP	Department of Aboriginal and Torres Strait Islander Partnerships
DCP	Drought Communities Program
DDMG	District Disaster Management Group
DLGRMA	Department of Local Government, Racing and Multicultural Affairs (NB: replaces DILGP Department of Infrastructure, Local Government and Plan post 2017 QLD state elections)
DMA	Development Management Agreement
DNRME	Department of Natural Resources, Mines and Energy (NB: replaces DNRM Department of Natural Resources and Mines post 2017 QLD state elections)
DRH	Department of Rural Health
DSDMIP	Department of State Development, Manufacturing, Infrastructure and Planning (NB: replaces DSD Department of State Development post 2017 QLD state elections)

<b>Acronym</b>	
DTMR	Department of Transport and Main Roads
DWQMP	Drinking Water Quality Management Plan
EDQ	Economic Development Queensland
EMCCS	Executive Manager Corporate and Community Services
EMF	Executive Manager Finance
EMSP	Executive Manager Strategic Projects
EMT	Executive Management Team
EMWI	Executive Manager Works and Infrastructure
FAGS	Financial Assistance Grants
GBA	George Bourne and Associates
GSD	Gulf Savannah Development
HRWDC	Human Resources and Workforce Development Coordinator
ILUA	Indigenous Land Use Agreement
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LGAQ	Local Government Association of Queensland
LGGC	Local Government Grants Commission
LGGSP	Local Government Grants and Subsidies Program
LGMA	Local Government Manager's Association
LRRS	Local Roads of Regional Significance
MCU	Material Change of Use
MICRRH	Mount Isa Centre for Rural and Remote Health
NDRP	Natural Disaster Resilience Program
NDRRA	Natural Disaster Relief and Recovery Arrangements
NGA	National General Assembly

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