



Confirmed Minutes
Burke Shire Council Ordinary Meeting
Thursday 23 July 2020
9.00am Council Chambers

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01. Opening of Meeting

The Chair declared the meeting open at 9.10am.

02. Record of Attendance

Cr Ernie Camp; Mayor – Chair
Cr Tonya Murray; Deputy Mayor
Cr John Clarke
Cr John Yanner
Cr Rosita Wade

Clare Keenan; Chief Executive Officer
Dan McKinlay; Deputy CEO
Philip Keirle; Executive Manager Strategic Projects
Graham O’Byrne; Acting Executive Manager of Engineering
Madison Marshall; Executive Assistant (Minutes)

02.01 LGR 2012 Section 276 – Attendance by teleconferencing

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

- **Clare Keenan; Chief Executive Officer**
- **Philip Keirle, Executive Manager Strategic Projects**
- **Graham O’Byrne; Acting Executive Manager of Engineering**

Moved: Cr Camp

Seconded: Cr Wade

Carried 200723.01 5/0

03. Prayer

Cr Wade led Council in prayer.

04. Consideration of applications for leave of absence

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

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting 18 June 2020 and Special Meeting 25 June 2020

That the Minutes of the Ordinary Meeting of Council held on Thursday 18 June 2020 and the Special Meeting of Council held on Thursday 25 June 2020 as presented be confirmed by Council.

Moved: Cr Yanner

Seconded: Cr Wade

Carried 200723.02 5/0

Attendance

Cr Yanner left the meeting from 9.13am to 9.14am.

06. Condolences

No condolences were noted for the meeting.

07. Declaration of Interests

No declarations of interests were noted for the meeting.

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

08.01 Notices of Motion

08.02 Petitions

No notices of motion or petitions were received.

Attendance

Clare Keenan entered the meeting at 9.27am.

09. Works, Services and Finance Reports

09.01.01 Engineering and Services

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Graham O'Byrne
DATE REPORT PREPARED:	12 July 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 Operational Plan 2019-20

1. PURPOSE

This report is for information of Council and outlines the works carried out by the Engineering and Services Department for the month of June 2020. The attachment to this report provides detail on routine reporting matters and general information.

2. SUMMARY

The key items for noting are provided below with background detail and matters relating to other business aspects provided in the Attachment to this report.

2.1 Workplace Health and Safety

- First Aid kit audit and Restocking Completed
- Safety Shower and eye wash station audit and upgrade completed.
- SDS folder update all areas completed
- Risk Assessments for all Chemicals completed
- No incidents for June 2020
- 9 Safety Actions/ Hazards were closed out in June.

2.2 Staff

- Mechanic/Workshop Manager appointed Dwayne Middleton .

2.3 Roads

- Floraville Rd Culvert Replacement – Contractor mobilised on site. Base slabs to be constructed in July. Remains on track for completion by October 2020
- DTMR Road Maintenance Performance Contract (RMPC) works 100% delivered. Final claim submitted
- DTMR RMPC being scheduled for 2020/21
- Review undertaken with TMR confirming BSC's desired cycle ways. State govt currently reviewing all council's proposals
- 2018 NDRRA Completed
- DRFA 19 works recommenced-Morella Road works under way.

- Lawn hill sight distance completion by the 9/7/2020
- Review of Registered Roads undertaken together with Council's responsibilities regarding maintenance. Wash out repairs done at Morella

2.4 Plant and Fleet

- Maintenance scheduling being reviewed;
- Review of fleet replacement strategy underway for inclusion in 20/21 budget.

2.5 Water & Sewage

- Water quality testing still being carried out by Carpentaria Shire until Rex airlines are back in service;
- Various issues with Supervisory Control And Data Acquisition (SCADA) being addressed with comprehensive rework proposed in 2020/21 budget;
- Sewer treatment plant at Practical Completion – recommencement of testing to be a priority;
- Significant works being undertaken regarding calibration and servicing of plant and equipment;
- Community education required regards non-flushable items such as "wet-wipes" which is causing premature pump failures (cfwd);

2.6 Airports

- Inspection/audit (independent) of lighting, etc planned for July;
- Whole of Life cost analysis underway for lighting options to Gregory and Burketown. To be presented to Council in August;

2.7 Waste Management

- Tyre stockpile to be removed from June 2020. Notices sent out to encourage residents to bring their tyres to Gregory and Burketown tips in advance of this. Removal commenced at Gregory

3. OFFICER'S RECOMMENDATION

That Council receives and notes Engineering and Services report.

09.01.01 Engineering and Services

That Council receives and notes Engineering and Services report.

Moved: Cr Camp

Seconded: Cr Murray

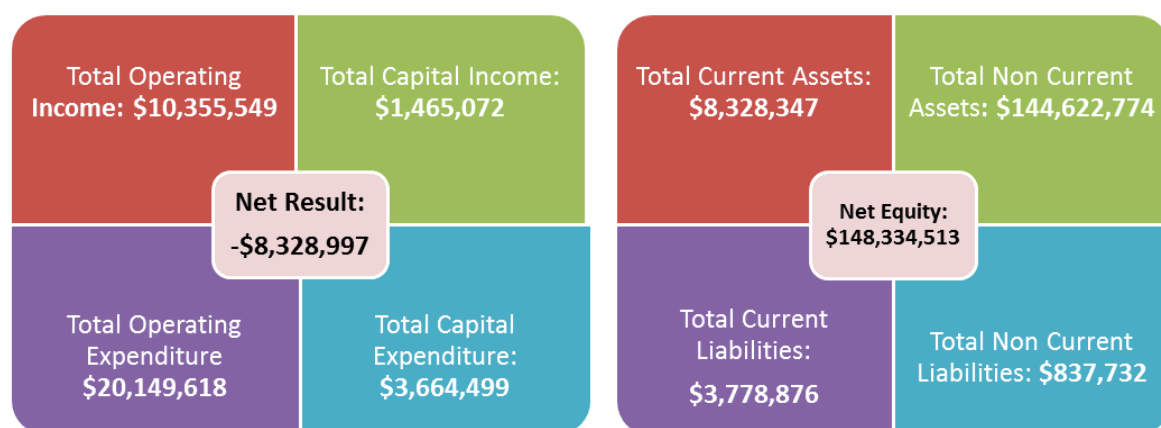
Carried 200723.03 5/0

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy Chief executive Officer
PREPARED BY:	Shaun Jorgensen; Acting senior Accountant
DATE REPORT PREPARED:	21 July 2020
LINK TO COUNCIL PLAN/S:	Operational Plan Budget

1. FINANCIAL SUMMARY (SNAPSHOT)

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



Overall Financial Performance	Year To Date Actual	Annual Budget (Target)
Operating Revenue	10,355,549	17,466,000
Operating Expenses	20,149,618	20,724,000
Operating Result (Profit/Loss)	- 9,794,069	- 3,258,000
Capital Revenue	1,465,072	4,560,000
Net Result	- 8,328,997	1,302,000

Assets & Liabilities	Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	7,053,604	9,085,367
Other Current Assets	1,274,743	1,193,784
Non Current Assets	144,622,774	147,217,006
Total Assets	152,951,121	157,496,157
Liabilities (Current)	3,778,876	1,172,224
Liabilities (Non Current)	837,732	691,323
Total Liabilities	4,616,608	1,863,547
Net Community Assets	148,334,513	155,632,610

The 12th month of the financial year (100% elapsed) is presented in the financial reports with operational expenditure to date at 98% of full year revised budget and operational income at 60% of full year revised budget.

Financial performance (operating results)

Year to date operating revenues sat at \$10.3 against an annual forecast of \$17.4m while operating expenditure sat at \$20.1 against an annual budget of \$20.7m, consequently council's operating position at month end was an \$8.3m deficit against (excluding capital income and capital expenditure). Timing of operating grants and subsidies income has had an impact on this figure.

Note that as it is end of financial year as at 30 June; we expect accruals adjustments to change this result and as such, this report represents only an interim accounting of the operating position of Burke Shire Council and not the final operating result that will be shown in the annual audited financial statements.

Capital revenue (capital projects)

Capital revenues (revenues relating to the construction, renewal, replacement or purchase of assets) sat at \$1.46m against a revised annual forecast of \$4.56m. This indicates council is currently tracking behind on acquitting capital income or said income is subject to the changes to revenue recognition per AASB 15 and 1058 in 2019/20 requiring council to record revenue on the completion of contractual milestones for projects on not on cash receipt.

Cash and cash equivalents

Cash balances increased to \$7.05m from \$7.9m the previous month. While the cash flow forecast reflects a closing cash balance of \$6.705m (final revised budget – not shown above due to PCS budget setup timing) at financial year end, the actual closing cash balance is likely to be partially affected by factors outside of councils control, mainly relating to the impact of the corona virus. It is noted that the estimated Cash balances at 30th June 2020, based on original budget was \$7.749 million. Timing of grants and subsidies for both operating and capital income has had an impact on this figure.

Liabilities

Fluctuations in current liabilities are expected in the short term depending on the volumes and timing of payables. There are no significant movements anticipated in respect of non current and current liabilities at year end however the closing balance is also likely to be influenced by the impact of the corona virus.

Sustainability outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Year To Date Actual
Operating Surplus Ratio (%)	Between 0% and 10%	-95%
Working Capital Ratio	Greater than 1:1	2
Net Financial Liabilities Ratio	Less than 60%	-44%

Sustainability ratios are a reasonable measure of council's financial performance and financial position.

The working capital ratio: measures council's ability to offset short term obligations with current assets. Council's year to date working capital ratio stayed at 2:1 compared to the previous month at the end of the June 20 reporting month.

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

The operating surplus ratio: measures council's ability to cover operational costs through operational revenues; councils operating surplus ratio remains outside the benchmark range of

between 0%-10% indicating limited capacity to cover operational expenditures through operating revenue. Currently council is expecting to report a deficit for 30 June which will be inline with the 2019/20 budget.

2. STATEMENT OF COMPREHENSIVE INCOME

STATEMENT OF INCOME AND EXPENDITURE													
Annual analysis						Pro rata analysis							
	2019-20 Year To Date Actual	2019-20 Annual Budget	Variance to Annual Budget	Actual Percentage of Full Year Budget		2019-20 Year to Date Actual	2019-20 Pro Rata Forecast	Variance to Pro Rata Forecast					
Recurrent Revenue													
Rates levies and Charges	3,007,884	3,012,000	-	4,116	100%	3,007,884	3,012,000	-	4,116				
Fees & Charges	77,237	84,000	-	6,763	92%	77,237	84,000	-	6,763				
Rental Income	209,891	230,000	-	20,109	91%	209,891	230,000	-	20,109				
Interest	123,783	135,000	-	11,217	92%	123,783	135,000	-	11,217				
Recoverable Works Revenue	1,071,615	1,055,000		16,615	102%	1,071,615	1,055,000		16,615				
Other Income	105,254	112,000	-	6,746	94%	105,254	112,000	-	6,746				
Donations	-	13,000	-	13,000	0%	-	13,000	-	13,000				
Developer Contributions	-	-	-	-		-	-	-	-				
Subsidies and Grants	8,515,385	12,825,000	-	4,309,615	66%	8,515,385							
Total Recurrent Revenue	13,111,049	17,466,000	-	4,354,951	75%	21,820,951	-	26,175,902	47,996,853				
Capital Revenue													
Sale of non-current assets	-	-	-	-		-	-	-	-				
Contributions	-	-	-	-		-	-	-	-				
Subsidies and Grants	1,465,072	4,560,000	-	3,094,928	32%	1,465,072	4,560,000	-	3,094,928				
Total Capital Revenue	1,465,072	4,560,000	-	3,094,928	32%	1,465,072	4,560,000	-	3,094,928				
TOTAL INCOME	14,576,121	22,026,000	-	7,449,879	66%	23,286,023	-	21,615,902	44,901,925				
Recurrent Expenses													
Employee benefits	-	5,661,264	-	5,310,000	-	351,264	107%	-	5,661,264	-	5,310,000	-	351,264
Materials and services	-	9,638,068	-	10,603,000	-	964,932	91%	-	9,638,068	-	10,603,000	-	964,932
Finance costs	-	76,141	-	15,000	-	61,141	508%	-	76,141	-	15,000	-	61,141
Depreciation and amortisation	-	4,774,145	-	4,796,000	-	21,855	100%	-	4,774,145	-	4,796,000	-	21,855
TOTAL RECURRENT EXPENSES	-	20,149,618	-	20,724,000	-	574,382	97%	-	20,149,618	-	20,724,000	-	574,382
NET RESULT	-	5,573,497	1,302,000	-	6,875,497	-428%	3,136,405	-	42,339,902	45,476,307			

The statement of comprehensive income shows total income (operating and capital) and total expenditure by type i.e. total expenditure is classified as;

Employee benefits - includes wages and other employee entitlements such as superannuation, paid annual leave, paid public holiday and paid sick leave.

Materials and services - includes costs of goods and services.

Finance costs - includes bank fees and charges and expenditure relating to bad debts.

Depreciation - costs relating to the reduction in value of assets overtime, depreciation represents how much of an assets value has been used up over time.

3. OPERATING STATEMENT

OVERALL OPERATING STATEMENT						
	Last year (2018-19) YTD Actual	2019-20 Year To Date Actual	2019-20 Annual Budget	Actual to Annual Budget Variance	Actual Percentage of Full Year Budget	Percentage of Year Lapsed
Recurrent Revenue						
Rates levies and Charges	2,822,357	3,061,683	3,066,000 -	4,317	100%	100%
Less Discounts, Rebates & Remissions	- 57,475	- 53,799	- 54,000	201	100%	100%
Net Rates levies & Charges	2,764,882	3,007,884	3,012,000 -	4,116	100%	100%
Fees & Charges	88,136	77,237	84,000 -	6,763	92%	100%
Rental Income	207,317	209,891	230,000 -	20,109	91%	100%
Interest	189,133	123,783	135,000 -	11,217	92%	100%
Recoverable Works Revenue	613,173	1,071,615	1,055,000	16,615	102%	100%
Other Income	430,860	105,254	112,000 -	6,746	94%	100%
	1,528,619	1,587,780	1,616,000 -	28,220	98%	100%
Donations	-	-	13,000 -	13,000	0%	100%
Developer Contributions	-	-	-	-		
Subsidies and Grants	7,378,753	8,515,385	12,825,000 -	4,309,615	66%	100%
	7,378,753	8,515,385	12,838,000 -	4,322,615	66%	100%
TOTAL RECURRENT REVENUE	11,672,254	13,111,049	17,466,000 -	4,354,951	75%	100%
Recurrent Expenses						
Corporate Governance Costs	575,755	846,067	871,000	24,933	97%	100%
Administration Costs	1,628,349	3,378,213	3,494,000	115,787	97%	100%
Recoverable Works Expenses	790,428	538,192	952,000	413,808	57%	100%
Engineering Services	4,272,294	8,904,163	8,599,000 -	305,163	104%	100%
Utility Services Costs	573,559	814,613	790,000 -	24,613	103%	100%
Net Plant Operating Costs	700,755 -	715,241 -	724,000 -	8,759	99%	100%
Planning and Environmental Expenses	65,674	175,141	230,000	54,859	76%	100%
Community Services Costs	1,135,983	1,358,185	1,784,000	425,815	76%	100%
Finance Costs	10,545	76,141	15,000 -	61,141	508%	100%
Depreciation	4,333,402	4,774,145	4,796,000	21,855	100%	100%
Other Expenses	-	-	-	-		
TOTAL RECURRENT EXPENSES	14,086,744	20,149,619	20,807,000	657,381	97%	100%
NET OPERATING RESULT	- 2,414,490 -	7,038,570 -	3,341,000 -	3,697,570	211%	100%

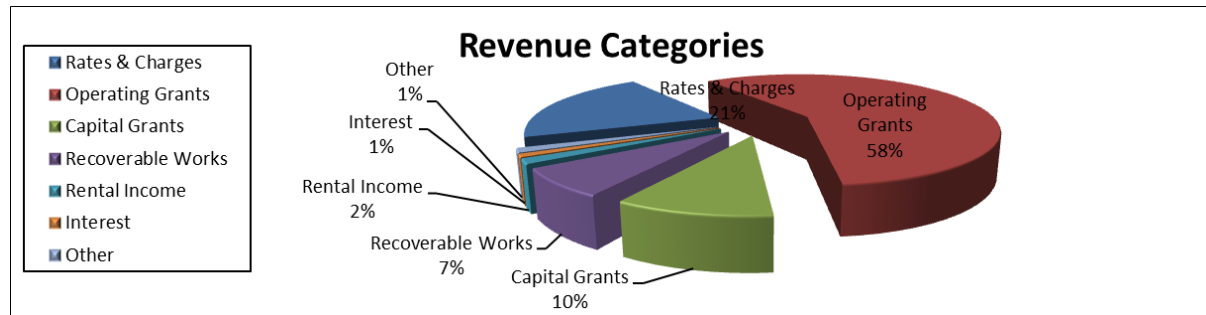
***The overall operating statement shows council operating income and operating expenditure by program or service. This report includes flood damage revenues and flood damage related expenditure. The normalised operating statement below excludes flood damage revenue and expenditure and presents a more realistic perspective of council's financial performance.*

4. NORMALISED OPERATING STATEMENT

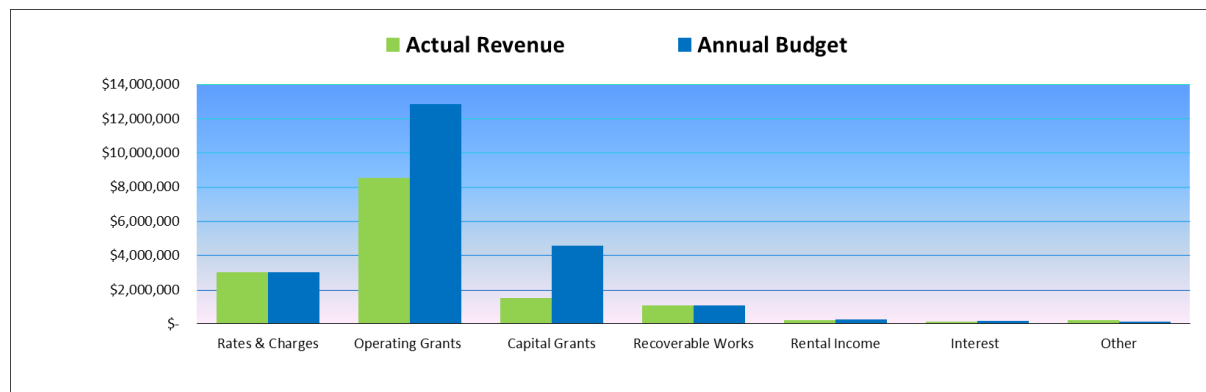
NORMALISED OPERATING STATEMENT							
	(Last year) 2018-19 YTD Actual	2019-20 Year To Date Actual	2019-20 Annual Budget	YTD Actual to Annual Budget Variance	Actual Percentage of Full Year Budget	Percentage of Year Lapsed	
Recurrent Revenue							
Rates levies and Charges	2,822,357	3,061,683	3,066,000	- 4,317	100%	100%	
Less Discounts, Rebates & Remissions	- 57,475	- 53,799	- 54,000	201	100%	100%	
	2,764,882	3,007,884	3,012,000	- 4,116	100%	100%	
Fees & Charges	88,136	77,237	84,000	- 6,763	92%	100%	
Rental Income	207,317	209,891	230,000	- 20,109	91%	100%	
Interest	189,133	123,783	135,000	- 11,217	92%	100%	
Recoverable Works Revenue	613,173	1,071,615	1,055,000	16,615	102%	100%	
Other Income	430,860	105,254	112,000	- 6,746	94%	100%	
	1,528,619	1,587,780	1,616,000	- 28,220	98%	100%	
Donations	-	-	13,000	- 13,000	0%	100%	
Developer Contributions	-	-	-	-			
Subsidies and Grants (Excl flood damage revenue)	2,404,236	1,791,049	8,131,305	- 6,340,256	22%	100%	
	2,404,236	1,791,049	8,144,305	- 6,353,256	22%	100%	
TOTAL RECURRENT REVENUE (EXCL FLOOD DAMAGE REVENUE)							
	6,697,737	6,386,713	12,772,305	- 6,385,592	50%	100%	
Recurrent Expenses							
Corporate Governance Costs	575,755	846,067	871,000	24,933	97%	100%	
Administration Costs	1,628,349	3,378,213	3,494,000	115,787	97%	100%	
Recoverable Works Expenses	790,428	538,192	952,000	413,808	57%	100%	
Engineering Services (Excl flood damage expenses)	- 644,374	2,099,652	5,632,910	3,533,257	37%	100%	
Utility Services Costs	573,559	814,613	790,000	- 24,613	103%	100%	
Net Plant Operating Costs	700,755	715,241	724,000	- 8,759	99%	100%	
Planning and Environmental Expenses	65,674	175,141	230,000	54,859	76%	100%	
Community Services Costs	1,135,983	1,358,185	1,784,000	425,815	76%	100%	
Finance Costs	10,545	76,141	15,000	- 61,141	508%	100%	
Depreciation	4,333,402	4,774,145	4,796,000	21,855	100%	100%	
Other Expenses	-	-	-	-			
TOTAL RECURRENT EXPENSES (EXCL FLOOD DAMAGE EXPENSES)							
	9,170,076	13,345,108	17,840,910	4,495,801	75%	100%	
NET RESULT							
	- 2,472,339	- 6,958,396	- 5,068,605	- 1,889,791	137%	100%	

5. REVENUE ANALYSIS

Revenue streams have been classified and measured against seasonal forecasts and project milestone based indicators to negate the distortions related a simplified actual to pro rata comparison as this is not always the best basis of measurement of financial performance. A combination of the various techniques presents a better perspective on council's financial performance and financial position.



Project / Milestone Based Revenue Stream Analysis					
Income Stream	Year To Date Actual	Milestone Forecast	Milestone Variance	Key Financial Performance Indicator/Comment	Risk
TIDS	417,000	348,269	- 68,731	Milestone on target, revenue on track with forecast.	Nil
ATSI TIDS	-	298,000	- 298,000	Pending completion of works	Low
Roads to Recovery (R2R)	305,000	305,000	-	Received June 20.	Low
MIPP Grant	41,000	41,000	-	Milestone on target	Nil
Works for Queensland Funding	118,000	678,000	- 560,000	Work in progress, funding to be received on lodgement of claims	Low
Sewerage Upgrade Project Grant	665,020	665,020	0	Milestone on target, revenue on track with forecast.	Nil
RMPC	1,037,660	1,017,000	20,660	Claim for 171k lodged to DMTR for the 10/6/2020.	Low
Get Playing Places and Spaces Grant	115,500	115,500	-	Works expected to be completed by 30 June.	Low
				Milestone on target	Nil



6. EXPENDITURE ANALYSIS

The table below is an extract from the income statement, the table highlights operating expenditure by type compared against pro rata estimates.

Analysis of Costs by Type				
Cost	Year To Date Actual	Forecasted Pro Rata Budget	Variance to Pro Rata Forecast	Exception
Employee benefits	5,661,264	5,310,000	- 351,264	Due to budget not reflecting change in org. structure and the associated wages. To be amended for 30 June.
Materials and services	9,638,068	10,603,000	964,932	M/S expenditure lower than expected
Finance costs	76,141	15,000	- 61,141	Due to increase in doubtful debt prov. in March 20
Depreciation and amortisation	4,774,145	4,796,000	21,855	Slightly above pro rata estimates
Total	20,149,619	20,724,000	574,381	Slightly above pro rata estimates

Employee benefits; Employee benefits include all labour related expenses including wages, allowances, salaries and on-costs such as superannuation, leave entitlements, training and fringe benefits tax. Please note the above balance indicates an overspend against budget, however this over spend was factored into the 30 June budget amendment for 2020; due to timing the above budget within PCS has not yet been updated.

Finance costs; Finance costs consist of bank charges and bad debts written off – finance costs no within annual budget estimates due to the recognition of an additional doubtful debt against the provision in March 20.

Depreciation and finance costs; Depreciation costs are within annual estimates and on track with pro rata forecast. This will change however based on the comprehensive valuation data yet to be uploaded to the asset register for 30 June.

Materials and services; Materials and services include all products and services required to deliver community services and projects. Materials and services are within the pro rata forecast and within the annual forecast, following the review and amendment of the annual budget there are no significant exceptions to report.

7. STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION			
	Opening Balance	Year To Date	Annual Forecast
	As at 1 July 2019	Actual	Budgeted
Current Assets			
Cash and cash equivalents	9,595,818	7,053,604	9,085,367
Trade and other receivables	1,012,126	532,284	729,220
Inventories	230,813	249,372	230,813
Other financial assets	307,845	493,087	233,751
Non-current assets classified as held for sale	-	-	-
Total current assets	11,146,602	8,328,347	10,279,151
Non-current Assets			
Receivables	-	-	-
Property, plant and equipment	209,710,488	213,807,753	216,549,152
Accumulated Depreciation	- 64,410,834	- 69,184,979	- 69,332,146
Intangible assets	-	-	-
Total non-current assets	145,299,654	144,622,774	147,217,006
TOTAL ASSETS	156,446,256	152,951,121	157,496,157
Current Liabilities			
Trade and other payables	1,441,271	3,642,883	1,103,921
Borrowings	-	-	-
Provisions	142,848	135,993	68,303
Other	-	-	-
Total current liabilities	1,584,119	3,778,876	1,172,224
Non-current Liabilities			
Trade and other payables	-	-	-
Interest bearing liabilities	-	-	-
Provisions	686,323	837,732	691,323
Other	-	-	-
Total non-current liabilities	686,323	837,732	691,323
TOTAL LIABILITIES	2,270,442	4,616,608	1,863,547
NET COMMUNITY ASSETS	154,175,813	148,334,513	155,632,610
Community Equity			
Shire capital	39,529,889	39,529,889	39,529,889
Asset revaluation reserve	86,418,456	86,418,456	86,418,456
Retained surplus/(deficiency)	28,227,468	22,386,167	29,684,265
Other reserves	-	-	-
TOTAL COMMUNITY EQUITY	154,175,813	148,334,512	155,632,610

8. CASH AND INVESTMENT ACCOUNTS SUMMARY

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.88%	95,819	\$ 6,597,566
Westpac General Fund	0%	-	\$ 455,755
Cash Floats	0%	-	\$ 283
Total			\$ 7,053,604

9. OUTSTANDING RECEIVABLES

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

Ageing of general debts analysis

Outstanding general debts increased from \$87.6K to \$201.3k from the previous reporting month. Month end results indicate that approximately \$72K of total outstanding debt (\$201.3k) has been assessed as high risk based on customer and debt analysis.

Collectability Analysis	90 Days & Over	60 Days	30 Days	Current	Total
Low Risk of default	523				\$ 523
Low Risk of default	54				\$ 54
Low Risk of default	1,179				\$ 1,179
High Risk of default	6,370				\$ 6,370
Low Risk of default				642	\$ 642
High Risk of default	65,761				\$ 65,761
Low Risk of default	1,980				\$ 1,980
Low Risk of default	6,782				\$ 6,782
Low Risk of default	1,851				\$ 1,851
Low Risk of default	1,925				\$ 1,925
Low Risk of default		383			\$ 383
High Risk of default	816				\$ 816
Low Risk of default				96,250	\$ 96,250
Low Risk of default	49				\$ 49
Low Risk of default				16,500	\$ 16,500
Low Risk of default	184				\$ 184
Low Risk of default	64				\$ 64
Low Risk of default					\$ -
Total	\$ 87,539	\$ 383	\$ -	\$ 113,392	\$ 201,314
Default risk percentage of total outstanding	36%				
Projected Bad Debts write of in \$ Terms	\$ 72,947				

10. OUTSTANDING RATES, LEVIES AND CHARGES

Council commenced debt recovery actions relating to general rates and utility charges in May 2019.

OUTSTANDING LEVIES & CHARGES					
LEVY/CHARGE	366+ DAYS ARREARS	181-365 DAYS ARREARS	31-180 DAYS ARREARS	1-30 DAYS ARREARS	Total Outstanding
GENERAL RATES	\$ 86,102	\$ 15,868	\$ 79,724	\$ -	\$ 181,694
SEWERAGE CHARGES	\$ 2,554	\$ 643	\$ 10,035	\$ -	\$ 13,232
GARBAGE CHARGES	\$ 2,784	\$ 888	\$ 4,344	\$ -	\$ 8,016
WATER ACCESS CHARGES	\$ 52,803	\$ 10,938	\$ 22,344	\$ -	\$ 86,085
WATER - EXCESS CONSUMPTION	\$ 42,144	\$ 10,907	\$ -	\$ -	\$ 53,051
STATE GOVT EMERGENCY SVCE LEVY	\$ 2,374	\$ 1,125	\$ 3,652	\$ -	\$ 7,151
TOTAL	\$ 188,761	\$ 40,368	\$ 120,099	\$ -	\$ 349,228

Debt Collection Actions to Date			
Action	Details	Date	Comments
First Reminder letters issued	43 letters issued	2/10/2019	
Second reminder letters issued	22 letters issued	31/10/2019	
Referral to debt collection agency	32 assessments	21/05/2019	
Judgement entered	4 debtors	11/11/2019	Total legal fees incurred by council \$6,847
Legal fees billed to debtor	4 debtors	28/02/2020	Total legal fees billed to debtors \$6,847

Liabilities

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

11. STATEMENT OF CASH FLOWS

STATEMENT OF CASH FLOWS			
		Year To Date	Annual Forecast
		Actual	Budgeted
Cash flows from operating activities			
Receipts from customers		4,749,323	4,576,094
Payments to suppliers & employees	-	13,941,169	- 16,080,545
	-	9,191,846	- 11,504,451
Interest received		123,783	135,000
Rental income		209,891	230,000
Non capital grants and subsidies		8,515,385	12,825,000
Net cash inflow (outflow) from operating activities	-	342,788	1,685,549
Cash flows from investing activities			
Payments for property plant & equipment	-	3,664,499	- 6,987,000
Proceeds from sale of property plant & equipment		-	231,000
Capital grants, subsidies, contributions and donations		1,465,072	4,560,000
Net cash inflow (outflows) from investing activities	-	2,199,427	- 2,196,000
Cash flows from financing activities			
Proceeds from borrowings		-	-
Repayment of borrowings		-	-
Depreciation		-	-
Net cash inflow (outflow) from financing activities		-	-
Net cash increase (decrease) in cash held	-	2,542,214	- 510,451
Cash at beginning of the reporting period		9,595,818	9,595,818
Cash at end of the reporting period		7,053,604	9,085,367

12. EXERCISE OF DELEGATIONS

Clause 9 of Council's Rate Debt Recovery Policy determines how debtors can enter into a plan to pay their outstanding debts (rates and charges and other receivables) to Council. Clause 11 delegate's authority to negotiate payment plans to the CEO and Executive Manager Finance. The following delegations were exercised.

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

13. OFFICER'S RECOMMENDATION

That Council notes the contents of the Finance Monthly Report.

09.02.01 Finance Monthly Update Report

That Council notes the contents of the Finance Monthly Report.

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 200723.04 5/0

09.03.01 Strategic Projects Reports

DEPARTMENT:	Works and Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	20 July 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PROJECTS

Project	Description	Update/activity for reporting month
DRFA Monsoonal Trough Projects	Suite of projects being delivered under the W4Q2019-21 and DRFA \$1m bucket	<ul style="list-style-type: none"> DRFA monsoonal trough process moving through final acquittal Monthly reporting requirements for W4Q 2019-21 met; 50% expenditure milestone reached for W4Q2019-21.
Works 4 Queensland Projects 2019-21 Projects		
Phillip Yanner Memorial Oval Upgrade	Oval upgrade to establish playing surface capable of hosting regional events.	<ul style="list-style-type: none"> GPPS R07 monthly report submitted for June 2020 and final acquittal submitted. Field survey and goal post installation completed.
Gregory Showgrounds Bar/Kitchen	Design, construction and fit-out of Bar & Kitchen at the Gregory Showgrounds.	<ul style="list-style-type: none"> Final building inspection completed. Acquittals underway with relevant funding agencies.
Gregory Showgrounds: Judge's Tower	Relocate and upgrade Judge's Tower	<ul style="list-style-type: none"> Final building inspection completed. Acquittals under way with Racing Queensland and DRFA Flexible Funding Round 2

Project	Description	Update/activity for reporting month
Waste tyre removal and recycling	Council has secured funding to remove waste tyre stockpiles from	<ul style="list-style-type: none"> First collections in Gregory completed 16-17 June 2020; First collections in Burketown completed 15-16 July 2020. Final collections scheduled for 11-12 August 2020.
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> Teleconference discussions with Waanyi on 25 June 2020.
IT Coverage – 4G small cell at Hells Gate	Installation of 4G small cell at Hells Gates	<ul style="list-style-type: none"> Installation completed.
Coastal Hazard Adaptations Strategy – phases 3-5	Complete phases 3-5 of Burke's Coastal Hazard Adaptation Strategy.	<ul style="list-style-type: none"> Phase 3 report completed. Phase 4 commenced. Site visit scheduled for 1st week of August
Burke ICT Project	Full review of Council's ICT requirements with a view to progressive implementation of improvements	<ul style="list-style-type: none"> Burke ICT Strategy - 1st draft underway; iTERRA installed Durlga video/teleconference reconnected
Waste Reduction & Recycling Plan	Local Governments are required to adopt and update Waste Reduction and Recycling Plans.	<ul style="list-style-type: none"> Reviewing opportunities to reduce putrescible waste at the Burketown landfill;
Asset Management Plans	Council is required to update Asset Management Plans for key assets on an annual basis	<ul style="list-style-type: none"> To be progressed pending receipt of final asset valuations.
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial (Utilities) developments.	<ul style="list-style-type: none"> Reconfiguration of Lot and Operational Works process commissioned and commenced.

2. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
iTERRA Satellite	Installation of iTerra satellite in Burketown to provide a backup internet system in the event of the failure of the fibre connection.	<ul style="list-style-type: none"> Incorporated into final DRFA acquittal

3. CURRENT FUNDING SUBMISSIONS

Funding program	Description	Update/activity for reporting month
DRFA Flexible Funding R2	Gregory Showgrounds – Jockey Change Room replacement	Application successful
DRFA Flexible Funding R2	Phillip Yanner Memorial Oval: change room restoration and concrete works	Application successful
DRFA Betterment	Transport betterment projects: <ul style="list-style-type: none"> Upgrade to LH National Park Road 	Application successful
Regional Recycling Transport Assistance Package	Transportation costs of recyclable waste (tyres)	Application successful

4. REGISTERS OF PRE-QUALIFIED SUPPLIERS

Register	Description	Comment
Plant Hire (Wet & Dry)	Council to exercise final extension clause to assist in navigating the caretaker period in the lead up to the RFT documentation currently under review in preparation for post-election release.	<ul style="list-style-type: none"> See below for RFT opening and closing dates Aim is to establish panel at the August 2020 Council meeting.

Register	Description	Comment
Trades & Services	<p>ROPS for provision of wide-range of trades and services:</p> <p>1st Term: Aug 2019 – Aug 2020</p> <p>Utilised to date for building, electrical, plumbing, building certification services.</p>	<ul style="list-style-type: none"> Established on Vendor Panel on 30 Aug 2019. Looking at opportunities to extend categories as part of the ROPS re-fresh for 2020-21.

5. CURRENT/RECENT TENDERS

Tender	Description	Opened	Closes	Awarded
0280-4053-2	Burketown WTP Clear Water Storage 1ML Tank	18 Jul 2020	17 Aug 2020	
0280-4065-1	Doomadgee East Road Pavement, Sealing & Culvert Works	11 Jul 2020	3 Aug 2020	
0280-4034-1	Burketown Mineral Baths – Concept Design, Business Case and Project Plan	14 Jul 2020	4 Aug 2020	
2020-02	Burke Shire – Register of Pre-qualified Suppliers – Plant Hire (Wet & Dry)	6 Jul 2020	31 Jul 2020	
19-46	DRFA Betterment – upgrade pavement + 2 coat seal on Lawn Hill National Park Road: under development	20 Jun 2020	13 Jul 2020	

6. PROJECTS UNDER DEVELOPMENT

Project	Description
Elevated transfer station at BKT Landfill	Preliminary designs and costings completed.
Landfill cell	Initial project scoping underway.
Mineral Baths	RFQ documentation for completion of design, business case and project plan released.
STP Irrigation	Initial project scoping underway for STP irrigation system and receiving environment monitoring program. Project confirmed as part of Covid-19 W4Q.

Project	Description
Sewer Treatment network	Initial project scoping completed for Inflow and Infiltration (smoke test) assessment of the Burketown sewer network. Project confirmed as part of Covid-19 W4Q.
Waste Management	Initial options analysis completed in relation to suite of measures to reduce waste and increase compliance at the Burketown landfill.
Waste Management	Tender documentation for removal/recycling of scrap metal drafted. To be released subject to confirmation of volumes available.
Gregory Show Grounds Jockey Change Rooms	Replace the Jockey change rooms at the Gregory Showgrounds. Project scoped and costed and submitted for funding to DRFA Flexible Funding Round 2. Funding application successful.
PYMO change rooms	Renovation of change room facilities. Project scoped and costed and submitted for funding to DRFA Flexible Funding Round 2. Funding application successful.

7. GULF SAVANNAH DEVELOPMENT PROJECTS

RAB PROJECTS 2019-2020

Project	Description	Update for reporting month
Remote Area Board: <ul style="list-style-type: none"> Farm Stay Tourism Blueprint 	Provision of full “how to” guide to set-up different kinds of farm stay businesses. RFQ released, submissions received, evaluated and recommendations made.	Milestone 1 achieved. Consultancy engaged to deliver project. Project extension requested and approved. Survey to be circulated.
BBRF Community Investment Stream: <ul style="list-style-type: none"> Regional Branding Strategy 	Complete Regional Branding Strategy: literature review, regional audit, supply chain logistics, legal and financial dimensions, marketing and commercial, roll-out strategy.	Milestone 1 & 2 achieved. Project extension requested and approved.
Doomadgee 4G Feasibility Study	Feasibility Study to define solution to ongoing issue with 4G services in Doomadgee.	Project completed and forwarded to RDA for assistance with advocacy.

RAB PROJECTS 2020-21

Project	Description	Update for reporting month
Local Fresh Food Production	Multi-site options analysis / technology analysis in relation to the local production of fresh fruit, vegetables and herbs in the Gulf.	Deed of Financial Assistance signed
Indigenous Tourism Products – from retail to wholesale	Explore opportunities and assist businesses to take tourism products from retail (point of sale) into wholesale distribution channels.	Deed of Financial Assistance signed
Gulf Academy	Viability analysis into establishing an accredited training facility in the Gulf.	Deed of Financial Assistance signed

8. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

09.03.01 Strategic Projects Reports

That Council receives the Strategic Projects Report.

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 200723.05 5/0

10. Closed Session Reports

No closed session reports were submitted for the meeting.

Attendance

Cr Murray left the meeting from 9.59am to 10.00am.

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy Chief Executive Officer
DATE REPORT PREPARED:	21 July 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan – Administration. Outcome 2.2 Professional administrative interaction with all stakeholders.

1. PURPOSE

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

2. MATTERS FOR YOUR INFORMATION

The 2020/2021 Budget has been a major focus for the Executive Management Team and the Acting Senior Accountant. Budget session has now been held with Council and final budget papers are being prepared for Councillors prior to adoption on the 30th July.

The CEO has been in Brisbane promoting the interests of Burke Shire in meetings with senior bureaucrats from the Department of Environment and Science, DATSIP, DNRME, DLGRMA as well as a private investor. There has also been a meeting with Steve Jones (REX), and the Productivity Commission.

Human Resources are currently also a major focus. Performance appraisals are progressing well. The new Workshop Manager has started. Employment Hero (Councils new HR Management System) is being implemented. Traffic Management Training was undertaken during the month. Staff with excess annual leave have been contacted regarding planned leave.

Attached are two reports from Council's Workplace Health and Safety Contractor, David Gornalle. I have requested that David present to Council a monthly Workplace Healthy and Safety Report and a Workplace Health and Safety Performance Report. These reports cover lost time injuries, types of injuries etc. and informs Council of progress in the WH&S area which is very important.

Policy review also remains a focus.

3. OFFICER'S RECOMMENDATION

THAT Councillors note the contents of this report.

11.01 Chief Executive Officer Report

THAT Councillors note the contents of this report.

Moved: Cr Camp

Seconded: Cr Wade

Carried 200723.06 5/0

11.02 2020-2021 Operational Plan

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy Chief Executive Officer
DATE REPORT PREPARED:	17 July 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan.

1. PURPOSE

To adopt the Operational Plan for 2020/2021.

2. BACKGROUND

Council prepares an Operational Plan for each financial year. The Operational Plan is consistent with the corporate Plan 2019-2024.

3. FINANCIAL & RESOURCE IMPLICATIONS

In accordance with the Section 175 of the Local government Regulation 2012 the Operational Plan must be consistent with the annual budget.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009.	Section 104 Financial management systems.	<p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan.</p> <p>(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.</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually.</p>
Local Government regulation 2012.	Division 4 Annual Operational Plan	<p>Section 174 Preparation and adoption of the annual operational plan</p> <p>(1) A local government must prepare and adopt an annual operational plan for each financial year.</p>

		<p>(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.</p> <p>(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.</p> <p>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</p> <p>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</p> <p>Section 175 Annual operational plan contents</p> <p>(1) (1)The annual operational plan for a local government must—</p> <p>a. be consistent with its annual budget; and</p> <p>b. state how the local government will—</p> <p>i. progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and</p> <p>ii. manage operational risks</p>
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5. RISK

Risk Type	What could happen	Possible Consequences
Strategic and operational alignment	Non-alignment between Corporate Plan, Operational Plan and Budget.	Ineffective, inefficient and noncompliant operations.
Compliance	Content requirements of Operational Plan 2020-21 not met	Plan prepared with reference to regulatory requirements

6. CRITICAL DATES & IMPLICATIONS

A local government must prepare and adopt an annual operational plan for each financial year and may choose to adopt the annual operation plan at the same time as the budget. The 2020-21 Operational Plan will be presented to Council for adoption on 23 July 2020. The 2020-21 budget will be adopted on the 30 July.

7. CONSULTATION

Consultation on the Operational Plan 2020-21 has been held with both the Executive Team and Councillors as part of the 2020-2021 budget considerations.

8. CONCLUSION

The Operational Plan has been developed with reference to the objectives, strategies and key performance indicators of the Corporate Plan.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the Operational Plan 2020-21 as presented.
3. That Council publishes the Operational Plan 2020-21 on Council's website.

11.02 2020-2021 Operational Plan

- 1. That Council note the contents of the report; and**
- 2. That Council adopts the Operational Plan 2020-21 as presented.**
- 3. That Council publishes the Operational Plan 2020-21 on Council's website.**

Moved: Cr Yanner

Seconded: Cr Wade

Carried 200723.07 5/0

11.03 Budget Policy

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy Chief Executive Officer
DATE REPORT PREPARED:	17 July 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan, Good Governance- Council decision –making promotes financial and asset sustainability.

1. PURPOSE

To provide a framework for the administration of Council's budget and establish guidelines to ensure that known variations to the budget are addressed in a timely manner.

2. BACKGROUND

Council provides a wide range of services, many of them significant, to all parts of the community. It is important that guidelines are established to assist in providing financial rigour to these activities. This includes guidelines to:

- clarify limitations on the release of budgetary information prior to the formal adoption of the budget
- ensure that council reports are presented in a fiscally responsible manner
- provide guidance in the preparation of the budget reviews
- ensure that required amendments to the budget are made in a timely manner
- ensure consistency with council's Long Term Financial Forecast including Long Term Asset Management Plans.

3. FINANCIAL & RESOURCE IMPLICATIONS

Having a Budget Policy in place will improve Councils financial accountability and sustainability.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009	Section 12 Responsibilities of councillors.	Details responsibilities of councillors, in particular; 12 (3) (a) providing high quality leadership to the local government and then community; (b) being accountable to the community for the local government's performance.

5. RISK

Risk Type	What could happen	Possible Consequences
Financial	Inadequate internal financial controls regarding expenditure outside of adopted budget.	Councils budgeted expenditure being exceeded.

6. CRITICAL DATES & IMPLICATIONS

Budget Policy is adopted as part of the 2020-2021 budget process.

7. CONSULTATION

Councillors

Executive Management team

Acting Senior Accountant

8. CONCLUSION

The budget policy sets out the framework under which Council's budget is determined and how the budget is adjusted throughout the year if required. The budget should be consistent with the Council's corporate plan, long term financial forecast and the annual operational plan.

9. OFFICER'S RECOMMENDATION

THAT the attached Budget policy be adopted.

11.03 Budget Policy

THAT the attached Budget policy be adopted.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 200723.08 5/0

11.04 2020-2021 Queensland Audit Office 2020 Interim Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy Chief Executive Officer
DATE REPORT PREPARED:	17 July 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- external, internal audit and Audit Committee requirements are satisfied.

1. PURPOSE

The purpose of this report is to present the 2020 Interim Report completed by Council's External Auditors on the half of the Queensland Audit Office.

2. BACKGROUND

Under section 213 of the Local Government Regulation 2012 a copy of the Auditor General's observation report of a local government's financial statements is to be presented to Council.

The interim audit of Burke Shire Council for the year ended 30 June 2020 has been completed. As part of this process the audit team assess the design and implementation of internal controls and whether they are operating effectively.

The attached report provides details of audit matters and other information related to the audited financial statements. It is noted that there are no significant issues identified for the current year, but there are four that have progressed but are not yet closed out for the prior year. These will be getting full attention over the next few months to ensure that they are finalised.

3. FINANCIAL & RESOURCE IMPLICATIONS

Having good internal financial controls in place will improve council's financial efficiencies.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 213	This section states that a copy of the Auditor General's observation report of a local government's financial statements is to be presented to council.

5. RISK

Risk Type	What could happen	Possible Consequences
Financial	Inadequate internal financial controls.	Financial implications and organisation inefficiencies.

6. CRITICAL DATES & IMPLICATIONS

The Interim audit report should be presented at the next ordinary meeting of Council after it is received.

7. CONSULTATION

External auditors

Acting Senior Accountant

8. CONCLUSION

In accordance with section 213 of the Local Government Regulation 2012, the 2020 Interim Report is now presented to Council.

9. OFFICER'S RECOMMENDATION

THAT the Queensland Audit Office 2020 Interim Audit Report be received.

11.04 2020-2021 Queensland Audit Office 2020 Interim Report

THAT the Queensland Audit Office 2020 Interim Audit Report be received.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 200723.09 5/0

11.05 Queensland Audit Office 2019 Interim Management Report and 2019 letter and Final Management Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy Chief Executive Officer
DATE REPORT PREPARED:	20 July 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- external, internal audit and Audit Committee requirements are satisfied.

1. PURPOSE

The purpose of this report is to present the Queensland Audit Office 2019 Interim Management Report and 2019 letter and Final Management Audit report.

2. BACKGROUND

Under section 213 of the Local Government Regulation 2012 a copy of the Auditor General's observation report of a local government's financial statements is to be presented to Council.

It has come to my attention that neither of these reports (interim and final) was tabled last year which contravenes the Local government 2012 Regulations.

The attached reports provide details of audit matters and other information related to the audited financial statements 2019. Outstanding issues have been carried over to the 2020 Interim Report which is getting full attention over the next few months to ensure that they are finalised.

It is noted that the Final Audit Office letter and report for last year gives Council an unmodified audit opinion on Council's Financial Statements.

3. FINANCIAL & RESOURCE IMPLICATIONS

Having good internal financial controls in place will improve council's financial efficiencies.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 213	This section states that a copy of the Auditor General's observation report of a local government's financial statements is to be presented to council.

5. RISK

Risk Type	What could happen	Possible Consequences
Financial	Inadequate internal financial controls.	Financial implications and organisation inefficiencies.

6. CRITICAL DATES & IMPLICATIONS

The Audit Office 2019 Interim Management Report and the 2019 Final letter and Management Report should have been presented at the next ordinary meeting of Council after it was received. This did not occur.

7. CONSULTATION

External Auditors

8. CONCLUSION

In accordance with section 213 of the Local Government Regulation 2012, the 2019 Audit Office Interim Management Report and the Final letter and Management report are now presented to Council.

9. OFFICER'S RECOMMENDATION

THAT the Queensland Audit Office 2019 Interim Management Report and Final letter and Management Report be received.

11.05 Queensland Audit Office 2019 Interim Management Report and 2019 letter and Final Management Report

THAT the Queensland Audit Office 2019 Interim Management Report and Final letter and Management Report be received.

Moved: Cr Wade

Seconded: Cr Clarke

Carried 200723.10 5/0

11.06 Extension of Audit Committee Chairman

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy Chief Executive Officer
DATE REPORT PREPARED:	20 July 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- external, internal audit and Audit Committee requirements are satisfied.

1. PURPOSE

The purpose of this report is to recommend the extension of the Audit Committee Chairman to 30 June 2021.

2. BACKGROUND

Section 210 of the Local government Regulations 2012 states that the audit committee of a local government must—

(1). (a) consist of at least 3 and no more than 6 members; and

(b) include—

(i) 1, but no more than 2, councillors appointed by the local government; and

(ii) at least 1 member who has significant experience and skills in financial matters.

(2) The chief executive officer can not be a member of the audit committee but can attend meetings of the committee.

(3) The local government must appoint 1 of the members of the audit committee as chairperson.

Brendan Macrae has been Chairman since 2015. His term effectively ends with the new Council being elected but an extension can be made. A one year extension is recommended for the following reasons:

- Brendan has significant financial experience and skills as per Section 210 (1) b (ii) of the Local Government Regulations 2012. He has used these skills to very good effect as Chairman.
- There are still a number of outstanding issues arising from the Internal and External Audit Office reports that need to be finalised, of which the current Chairperson has a good understanding of.
- With a major focus in council on COVID 19 community recovery, having consistency in the Audit Committee Chairperson is seen as important over the coming year.
- The resignation of the Executive Manager Finance also justifies the retention of the experienced Chairman over the coming Financial year.
- Brendon has a very good understanding of the Council's financial systems and understands Council's sustainability issues.
- The Chairman is under Local Buy and his hourly rate is consistent with this.

3. FINANCIAL & RESOURCE IMPLICATIONS

Estimated audit committee fees are budgeted as part of the 2020/2021 budget.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 210	<p>Section 210 (1) The audit committee of a local government must—</p> <p>(a) consist of at least 3 and no more than 6 members; and</p> <p>(b) include—</p> <p>(i) 1, but no more than 2, councillors appointed by the local government; and</p> <p>(ii) at least 1 member who has significant experience and skills in financial matters.</p> <p>(2) The chief executive officer can not be a member of the audit committee but can attend meetings of the committee.</p> <p>(3) The local government must appoint 1 of the members of the audit committee as chairperson.</p>

5. RISK

Risk Type	What could happen	Possible Consequences
Financial	Inadequate internal financial controls.	Financial implications and organisation inefficiencies.

6. CRITICAL DATES & IMPLICATIONS

With a new council in place it is important to extend the Audit Committee Chairman's term for one year.

7. CONSULTATION

Brendan Macrae (Chairman Audit Committee).

Mayor

Chief Executive Officer

Acting Senior Accountant.

8. CONCLUSION

Brendan Macrae has been Chairman of the Audit Committee since 2015 and has significant financial experience and thorough knowledge of council's financial systems. For the reasons detailed in this report it is recommended that his term be extended for one further financial year, under his Local buy terms.

9. OFFICER'S Recommendation

THAT Brendan Macrae's term as Chairman of the Burke Shire Audit Committee is extended to 30 June 2021.

11.06 Extension of Audit Committee Chairman

THAT Brendan Macrae's term as Chairman of the Burke Shire Audit Committee is extended to 30 June 2021.

Moved: Cr Camp

Seconded: Cr Murray

Carried 200723.11 5/0

11.07 Workplace Health & Safety Policy

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy Chief Executive Officer
DATE REPORT PREPARED:	20 July 2020
LINK TO COUNCIL PLAN/S:	Good Governance

1. PURPOSE

The purpose of this report is to readopt the Workplace Health and Safety General Policy.

2. BACKGROUND

Council last reviewed this policy in 2017. This policy reiterates Council's commitment to workplace health and Safety and Council's adherence to the Work Health and Safety Act 2011 and the Work Health and safety Regulation 2011.

This Policy has been reviewed by David Gornalle, WH&S Contractor.

3. FINANCIAL & RESOURCE IMPLICATIONS

Council's commitment to Workplace Health and Safety will ensure there are less lost time injuries in the organisation.

4. POLICY & LEGAL IMPLICATIONS

This is not a mandated policy required by legislation; nevertheless it represents good practice to have this policy in place.

5. RISK

Risk Type	What could happen	Possible Consequences
Human Resources	Increase in Workplace Health and Safety work accidents.	More staff accidents. Increase in Workcare premiums.

6. CRITICAL DATES & IMPLICATIONS

Nil

7. CONSULTATION

David Gornalle WHS Contractor.

8. CONCLUSION

Burke Shire Council is committed to providing a safe and healthy working environment for our employees, contractors, volunteers and visitors. Council aims to achieve and maintain the highest safety standards in corporate planning and in the performance of our operations within all projects, work sites and workplaces.

9. OFFICER'S RECOMMENDATION

THAT Council adopt Workplace Health and Safety Policy version 6 attached.

11.07 Workplace Health & Safety Policy

THAT Council adopt Workplace Health and Safety Policy version 6 attached.

Moved: Cr Wade

Seconded: Cr Clarke

Carried 200723.12 5/0

11.08 Burke Shire Special Holiday 2021

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
REPORT PREPARED BY:	Madison Marshall; Team Leader Community Services and Compliance
DATE REPORT PREPARED:	17 July 2020
LINK TO COUNCIL PLAN/S:	N/A

1. PURPOSE

To confirm the 2021 Special Holiday date for the Burke Shire Council Local Government Area.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council traditionally nominates the 1st Tuesday in November as a Special Holiday in the Burke Shire Council area to coincide with Melbourne Cup Day. Consideration may be given to amending the day or adding a holiday based on the development of a signature event and/or festival in the future.

Notification of the Special Holiday and/or Bank Holiday dates for Local Governments are included in the Queensland Government Gazette and published online:

2018: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2018>

2019: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2019>

2020: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2020>

3. PROPOSAL

That Council confirms the date of the Special Holiday for 2021 by resolution and authorises the CEO to complete the notification process with the State of Queensland via the online notification page:

<https://forms.business.gov.au/aba/landing.htm?formCode=QldGov4-formSH>

4. FINANCIAL & RESOURCE IMPLICATIONS

N/A

5. POLICY & LEGAL IMPLICATIONS

Holidays Act 1983 – Section 4 Special Holidays

- (1) Subject to subsections (2) and (3) the Minister may by notification published in the Gazette appoint a day or the forenoon or afternoon of a day to be a holiday either throughout the State or within such district as may be specified.
- (2) A holiday shall not be appointed pursuant to this section in respect of a district unless the Minister has, by a date specified by the Minister, received a notice from the local government

for the area in which the district is situated signed by the chief executive officer of that local government requesting that the holiday be appointed.

(3) The holiday appointed may be the date requested or another date as the Minister thinks fit.

6. CRITICAL DATES & IMPLICATIONS

Nominations for Show Days/Special Holidays have been request by no later than Friday 21 August 2020.

7. CONCLUSION

This report enables Council to meet its notification obligations under the *Holiday Act 1983* as these relate to the gazettal of Special Holidays for Local Government Areas in Queensland.

8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council nominates Tuesday 2 November 2021 as the Special Holiday date for the Burke Shire Local Government Area.

11.08 Burke Shire Special Holiday 2021

- 1. That Council note the contents of the report; and**
- 2. That Council nominates Tuesday 2 November 2021 as the Special Holiday date for the Burke Shire Local Government Area.**

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 200723.13 5/0

12. Corporate and Community Services

No reports were submitted for the meeting.

13. Mayoral Report

That Council notes the verbal report provided by Councillor Camp.

Moved: Cr Wade

Seconded: Cr Yanner

Carried 200723.14 5/0

Attendance

Megan Munchenberg (Southern Gulf Catchments) entered the meeting at 10.30am.

Madison Marshall left the meeting from 10.31am to 10.32am.

Cr Wade left the meeting from 10.54am to 10.55am.

Cr Camp left the meeting from 11.02am to 11.04am.

14. Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Wade

Carried 200723.15 5/0

15. New business of an urgent nature admitted by Council

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

16. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled for the meeting.

17. Closure of meeting

The Chair declared the meeting closed at 11.08am.

I hereby certify that these pages numbered 1 to 43 – constitute
the Confirmed minutes of the Ordinary Council Meeting of Burke
Shire Council held on Thursday 23 July 2020.

Mayor Cr Ernie Camp