



Confirmed Minutes
Burke Shire Council Ordinary Meeting
Thursday 20 August 2020
9.00am Council Chambers

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01. Opening of Meeting

The Chair declared the meeting open at 9.19am.

02. Record of Attendance

Cr Ernie Camp; Mayor – Chair
Cr Tonya Murray; Deputy Mayor (as indicated)
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; Executive Manager Engineering
Shaun Jorgensen; Senior Accountant (as indicated)
Madison Marshall; Executive Assistant (Minutes)

Heath Jones; Erscon Consulting Engineers

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**
- **Graham O’Byrne, Executive Manager Engineering**
- **Shaun Jorgensen, Senior Accountant**

Moved: Cr Camp
Seconded: Cr Yanner

Carried 200820.01 4/0

03. Prayer

Cr Camp led Council in prayer.

04. Consideration of applications for leave of absence

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

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 23 July 2020 and Special Meeting Thursday 30 July 2020

That the Minutes of the Ordinary Meeting of Council held on Thursday 23 July 2020 and the Special Meeting of Council held on Thursday 30 July 2020 as presented be confirmed by Council.

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 200820.02 4/0

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

That Council notes no notices of motion or petitions were received.

10. Closed Session Reports

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

(e) contracts proposed to be made by it;

(g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act;

(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Council moved into closed session at 9.21am.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 200820.03 5/0

Attendance

Heath Jones left the meeting at 10.00am.

Madison Marshall left the meeting from 10.36am to 10.39am.

Move into Open Session

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

Council resumed open session at 11.04am.

Moved: Cr Wade

Seconded: Cr Clarke

Carried 200820.04 4/0

10.01 Closed Session - Contract 19-46 Lawn Hill National Park and Riversleigh Roads –
Betterment and Restoration Works

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(e) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council note the contents of the report and relevant attachments; and
3. That, subject to formal confirmation of the funding, Council awards Contract 19-46 Lawn Hill National Park Road and Riversleigh Road – 2019 Betterment and Restoration Works to Gulf Civil Pty Ltd for the maximum contract value of \$2,376,200 (ex GST); and
4. Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract, to the maximum value of \$2,376,200.

Moved: Cr Yanner

Seconded: Cr Camp

Carried 200820.05 4/0

10.02 Closed Session Report - ATSI TIDS contracts

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(e) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council note the contents of the report and relevant attachments; and
3. That Council awards the 0280-4065-1 ATSI TIDS contract (Doomadgee East Road) to Gulf Civil Pty Ltd in the amount of \$671,360.12 (GST excl.).

Moved: Cr Camp

Seconded: Cr Wade

Carried 200820.06 4/0

10.03 Closed Session Report – Divestment of Council Housing

1. Council agrees the report and attachments be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(e)(g)(h) and that the document remain confidential unless council decides otherwise by resolution; and
2. Council resolves to dispose of Council Housing; and
3. Council notes the community and economic benefits of divestment and the positive contribution to rates of Indigenous home-ownership; and
4. Council notes the benefits to Council's Financial Sustainability and ability to build new housing to address shortages through divestment of Council housing; and
5. Council resolves to seek from the Minister of Local Government, in accordance with section

236(1)(f) of the *Local Government Regulation 2012*, an exemption from section 227 of the *Regulation* in its disposal of valuable non-current assets; and

- 6. Council resolves that if an exemption to section 227 of the Local Government Regulation 2012 is not granted, that properties are divested by tender; and**
- 7. Council agrees for Officers to enter negotiations with the Department of Housing and Public Works for the sale and transfer of the pensioner units on Musgrave Street; and**
- 8. Council resolves that the ‘fair value’ price determined solely by the Chief Executive Officer and informed by the Valuers and sale price of other housing divestment in Burketown, be applied to the disposal of Council housing; and**
- 9. Council notes that the Chief Executive Officer will negotiate mortgage finance with lenders to facilitate sales of property to owner/occupiers and investors; and**
- 10. Council resolves that, if a ‘fair value’ price is applied to sales, and the sales process is exempted from section 227 of the Local Government Regulation 2012, owner/occupiers will have restrictions placed on resale for a period of five (5) years and investors will be required to rent properties to Council for a term to be determined by Council’s housing requirements; and**
- 11. Council resolves that the Chief Executive Officer, her family and extended family be excluded from purchasing Council property that is identified for disposal in the housing divestment process, to ensure integrity of the divestment process; and**
- 12. Council resolves that the Deputy Chief Executive Officer, his family and extended family be excluded from purchasing Council property that identified for disposal in the housing divestment process, to ensure integrity of the divestment process; and**
- 13. Council resolves that the Chief Executive Officer will seek advice only from the Deputy Chief Executive and external parties and not from Councillors or other Council staff in sale of the housing stock in order to prevent perceived or real conflicts of interest in the divestment of Council property; and**
- 14. Council resolves to initiate the reconfiguration of lots for the purposes of sale; and**
- 15. Council agrees that a vacant lot may be made available for purchase where a staff member wishes to build on the property as a first home owner; and**
- 16. Council agrees to support tenants of the Department of Housing and Public Works who wish to procure their homes, in their negotiations.**

Moved: Cr Wade

Seconded: Cr Yanner

Carried 200820.07 4/0

Adjournment

That Council adjourned the meeting for morning tea from 11.08am to 11.58am; all were present at resumption including Cr Murray, Clinton Murray and David Marshall.

Attendance

Clare Keenan left the meeting from 11.59am to 12.02pm.

Shaun Jorgensen entered the meeting at 12.05pm.

09. Works, Services and Finance Reports

09.01.01 Engineering and Services Monthly Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Graham O'Byrne
DATE REPORT PREPARED:	11 August 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 Staff

- Nil matters.

2.2 General Works (including Parks, Gardens and Cemetery)

- PYMO - goal post install completed; general maintenance works ongoing
- Gregory – increase in tourist numbers has resulted in increase service requirements ie toilet maintenance and dump ezy pump outs.
- Gregory – town slashing and tidy up
- Cemetery - Clean up around fence line and Graves

2.3 Roads

- Floraville Rd Culvert Replacement – Culverts placed. Remains on track for completion by early September 2020
- Review undertaken with TMR confirming BSC's desired cycleways. State govt reviewed all councils' proposals with confirmation of funding potentially within next few months
- Morella DRFA 19 Completed
- Mellish Park DRFA19 underway
- Morella open Grade done as part of the washout repairs
- Lawn Hill sight distance improvement works completed

2.4 Plant and Fleet

- Decrease in downtime due to breakdowns with the appointment of the Workshop Manager

- Maintenance schedule taking effect . Flow of vehicles and machinery through the workshop is progressing this process
- Review of fleet asset management strategy being undertaken with CT Management Group (c'fwd).

2.5 Water & Sewage

- Mains meters now rectified giving accurate water usage;
- Austek replacing Raw Water Filter Feed Sensors under warranty.
- Water quality testing still being carried out by Carpentaria Shire until Rex airlines are back in service;
- Calibration and servicing of plant and equipment carried out;
- Sewer treatment plant at Practical Completion – recommencement of testing to be commenced next quarter.

2.6 Airports

- Inspection/audit of lighting, and general equipment carried out by Aerodrome Services;
- Whole of Life cost analysis underway for lighting options to Gregory and Burketown. To be presented to Council in separate report

2.7 Waste Management

- Tyre stockpile removal stage 2 to commence in August. It is anticipated At this stage the contract and funding will not achieve 100% removal of the tyres.
- Gregory - Commenced Rubbish Transfer to Burketown on Thursday

3. OFFICER'S RECOMMENDATION

That Council receives and notes Engineering and Services report.

09.01.01 Engineering and Services Monthly Report

That Council receives and notes Engineering and Services report.

Moved: Cr Camp

Seconded: Cr Clarke

Carried 200820.08 5/0

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Shaun Jorgensen; Senior Accountant
DATE REPORT PREPARED:	12 August 2020
LINK TO COUNCIL PLAN/S:	Operational Plan 2020-21 Budget 2020-21

1. PURPOSE OF REPORT

This report has been constructed to provide a snapshot of the progress of council's operations (financial) against budget targets as adopted by budget on the 30 July 2020. The below report will focus on provided information to key decision makers in regards to key metrics, trends and actuals for the month ended July 2020.

2. SUMMARY

As a review of council's performance over the month of July 2020; we noted that cash is up by \$613k, this is a result of the receipt of capital grants during the month. It was also noted that comparative to the budget, that council operations are inline with the expected budgeted spend for July 20 (total expenditure against budget as at 31 July 2020 was 4%). As it stands, council operations are currently within budget expectations for the year to date.

Note that for August we do expect to see some changes to revenue stemming from rating levying to be performed on the 21 August 2020; in addition to this, we expect that council will need to make some large payments against the Floraville capital project to the sum of approximately \$1.2mil (grant funded capital works under ROSI).

The following report will cover off on the following key areas (in order) of the list

1. Overall Operating Summary (Actual v Budget)
2. Statement of Cash Flows
3. Statement of Income and Expenditure
4. Organisational Services Performance
5. Statement of Financial Position
6. Exercise of Delegations
7. Officer's Recommendations

3. OVERALL OPERATING SUMMARY (ACTUAL VS BUDGET)

The below summary shows a brief snapshot of how council is tracking in the current year against the budget for the year as adopted by council on the 30 July 2020.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	160,192	12,940,159	1%
Operating Expenses	(2)	775,321	20,715,000	4%
Operating Result (Profit/Loss)	-	615,129	- 7,774,841	8%
Capital Revenue	(3)	998,000	6,639,613	15%
Net Result		382,871	- 1,135,228	-34%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	7,667,133	5,422,354
Other Current Assets	(5)	1,412,428	1,533,626
Non Current Assets	(6)	144,337,909	147,698,724
Total Assets		153,417,470	154,654,704
Liabilities (Current)	(7)	4,249,071	3,540,000
Liabilities (Non Current)	(8)	840,823	860,000
Total Liabilities		5,089,894	4,400,000
Net Community Assets		148,327,576	150,254,704

Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Year To Date Actual
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-384%
² Working Capital Ratio	Greater than 1:1	2
³ Net Financial Liabilities Ratio	Less than 60%	-3015%

Notes:

- (1) Operating revenues** - as July is the first month of the new financial year for council; we do not expect revenue to move largely as council will not be due to levy until August at this. Additionally, DRFA claims are not due into council until September onwards.
- (2) Operating Expenses** - are minimal as the primary costs incurred for the month consisted of standard wage costs. As this month we predominantly used for budgeting and forecasting costs estimates for the forward months, we did not incur significant expenditure as the budget for 20-21 had not yet been adopted until 30 July by council. It is expected that expenditure will increase in August 2020.
- (3) Capital Revenue** - funding was received during the month for works for QLD projects current in progress by council to the value of 998k of funding.
- (4,5,6,7,8)** - Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; as such no items by exception to report at this stage.

Definitions

- ¹ The working capital ratio: measures council's ability to offset short term obligations with current assets.
- ² The net financial liabilities ratio: measures council's ability to increase borrowings where necessary.
- ³ The operating surplus ratio: measures council's ability to cover operational costs through operational revenues.

4. STATEMENT OF CASH FLOWS

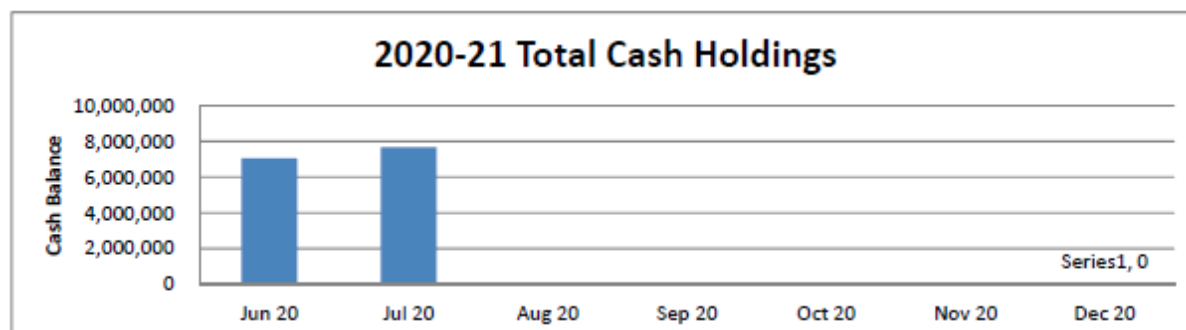
The below statement shows a comparison between the cashflow of July 2019 in the previous year v July 2020 actuals v the budgeted estimated cashflow for 30 June 2020.

For the month ended 31 July 2020

	Note Ref	31 July 2019 \$	31 July 2020 \$	2020-21 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	432,676	(78,021)	4,026,118	-2%
Payments to suppliers and employees	(2)	(1,313,342)	(419,418)	(13,198,366)	3%
		(880,666)	(497,439)	(9,172,248)	5%
Rental Income	(3)	17,004	17,303	230,000	8%
Interest Received	(4)	17,907	5,198	120,000	4%
Operating Grants and Contributions	(5)	67,720	92,852	8,305,000	1%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		(778,035)	(382,086)	(517,248)	74%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(35,118)	(2,385)	(7,754,000)	0%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	-	0%
Capital Grants and Subsidies	(7)	0	998,000	6,640,000	15%
Net cash inflow (outflow) from investing activities		(35,118)	995,615	(1,114,000)	-89%
Cash flows from financing activities:					
Proceeds from Borrowings		-	-	-	0%
Repayment of Borrowings		-	-	-	0%
Net cash inflow (outflow) from financing activities		-	-	-	0%
Net increase (decrease) in cash held	(8)	(813,153)	613,529	(1,631,248)	-38%
Cash at beginning of reporting period		9,595,818	7,053,604	7,053,604	100%
Cash at end of reporting period	(8)	8,782,665	7,667,133	5,422,355	141%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.93%	5,198	6,401,382
Westpac General Fund	-	-	1,265,469
Cash Floats	-	-	283
Total			7,667,133

Cash and Cash Equivalents Movement Comparison ChartNotes to the Statement of Cashflow:

- (1) Receipts from customers** - was impacted from balance sheet current asset movements for the start of the year, we expect this movement to consist of largely rates receipts come August. At this stage there are no significant movement from an operating income level to report.

- (2) Payments to suppliers and employees** - as July is the first month of the year, we did not encounter significant level of expenditure beyond payroll costs as the 20/21 budget had not yet been adopted; this resulted in some interim limitations imposed on spending during the month as amounts had not yet been fully agreed to until the 30/7/2020. We expect cash disbursements to increase in the August month as project work winds up and council progresses into the new financial year.
- (3) Rental Income** - rental income is consistent with this time last year comparably and is on track against budget
- (4) Interest Received** - interest has declined comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate council has been provided by the QTC (0.93%). In discussions with Westpac bank; he advised that there were no term deposit facilities provided by Westpac that would introduce council to a better rate than that provided by the QTC. Currently the Australian economy is in decline so we do not expect this rate to improve.
- (5) Operating Grants and Contributions** - two grants from training (12k) and coastal hazard funding (80.3k) were received during the month. We expect this to increase in the coming months.
- (6) Payments for Property, Plant and Equipment** - there was minimal capital expenditure during the month. This is partly due to internal road crews being tasked to DRFA road works. We expect this to change in the following months.
- (7) Capital Grants and Subsidies** - two grants were received during the month for works for Queensland capital funding projects to the sum of \$998k.
- (8) Net Cash Movement** - as a positive note for the month, council's cash holdings were up 613k, to a total balance of 7.66mil in the bank/QTC. While we do expect this to decrease in August, this is an improvement month on month.

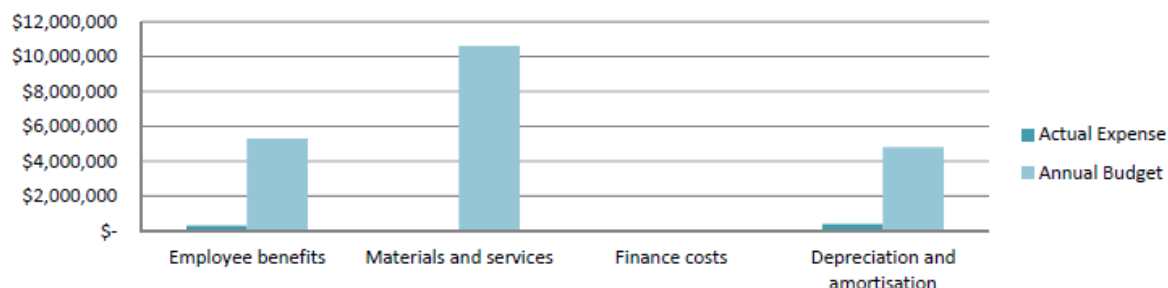
5. STATEMENT OF INCOME AND EXPENDITURE

The below statement shows a comparison between the income and expense statement of July 2019 in the previous year v July 2020 actuals v the budgeted income and expenditure for 30 June 2021.

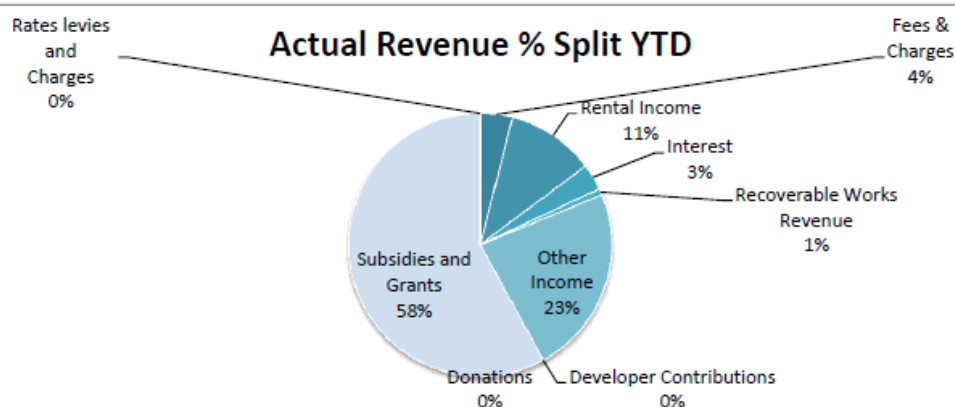
For the month ended 31 July 2020

	Note Ref	31 July 2019 \$	31 July 2020 \$	2020-21 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		-	-	3,038,000	0%
Fees & Charges	(1)	2,317	6,372	85,500	7%
Rental Income	(2)	17,004	17,303	230,000	8%
Interest	(3)	17,907	5,198	120,000	4%
Recoverable Works Revenue	(4)	640	1,248	1,060,500	0%
Other Income	(5)	15,178	37,219	101,000	37%
Donations		-	-	-	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	67,720	92,852	8,305,159	1%
Total Recurrent Revenue		119,486	160,192	12,940,159	1%
Capital Revenue					
Sale of non-current assets		-	-	-	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	-	998,000	6,639,613	15%
Total Capital Revenue		-	998,000	6,639,613	15%
TOTAL INCOME		119,486	1,158,192	19,579,772	6%
Recurrent Expenses					
Employee benefits	(8)	369,538	307,240	5,310,000	6%
Materials and services	(9)	84,494	68,042	10,603,000	1%
Finance costs	(10)	1,140	839	12,000	7%
Depreciation and amortisation	(11)	404,216	399,200	4,790,000	8%
TOTAL RECURRENT EXPENSES		859,388	775,321	20,715,000	4%
NET RESULT		- 739,902	382,871	1,135,228	-34%

Expenditure Actual v Budget



Actual Revenue % Split YTD



Notes to the Statement of Income and Expenditure:

- (1) **Fees & Charges** - fees and charges is on track with the budget for the month.
- (2) **Rental Income** - rental income is consistent with this time last year comparably and is on track against budget expectations.

- (3) **Interest** - interest has declined comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate council has been provided by the QTC (0.93%). In discussions with Westpac bank; he advised that there were no term deposit facilities provided by Westpac that would introduce council to a better rate than that provided by the QTC. Currently the Australian economy is in decline so we do not expect this rate to improve.
- (4) **Recoverable Works Revenue** - no significant movements for the month for recoverable works.
- (5) **Other Income** - consists of an amount for 37k relating to amounts owed to council from past employees; this is currently being sought for recovery by management on councils' behalf.
- (6) **Subsidies and Grants (operating)** - two grants from training (12k) and coastal hazard funding (80.3k) were received during the month. We expect this to increase in the coming months.
- (7) **Subsidies and Grants (capital)** - two grants were received during the month for works for Queensland capital funding projects to the sum of \$998k.
- (8) **Employee benefits** - employee benefits is currently on track against budget for the year, we also noted that compared to July last year, council has had a reduction in wages costs year on year by approx. 59k. This is inline with expectations per the budgeting process undertaken by council for 20-21.
- (9) **Materials and services** - minimal costs have been incurred in July for materials and services; we expect this expenditure to increase from August 2020 onwards with billings from external contractors etc. for DRFA works.
- (10) **Finance costs** - minimal costs have been incurred in July for materials and services; we do not expect significant changes in the trend on this expenditure as this consists of such items including bank fees etc.
- (11) **Depreciation and amortisation** - is inline with the expected depreciation spend; finance is currently in the process of finalising 30 June financial statements and assets accounting; as such this amount will potentially change once further adjustments have been made.

6. BURKE SHIRE COUNCIL FINANCIAL PERFORMANCE

The below report shows the expenditure split between the various departments of council.

It is expected that movements should be no more than 8.5% month on month (100% divided by 12 months).

% YTD Actual expense v Annual Budget

- YTD actual v budget is on track
- YTD actual v budget is unfavourable (1%-5% movement larger than expected)
- YTD actual v budget requires review (>5% movement larger than expected)

Burke Shire Council Performance					Comments
	31 July 2019 \$	31 July 2020 \$	2020-21 Annual Budget \$	YTD Progress %	
Recurrent Expenses					
Corporate Governance Costs	51,934	18,904	897,900	2%	Within budget expectation for the month (8.5% movt).
Administration Costs	174,158	184,586	2,934,783	6%	Within budget expectation for the month (8.5% movt).
Recoverable Works Expenses	36,102	15,909	745,000	2%	Within budget expectation for the month (8.5% movt).
Engineering Services	207,929	284,075	6,710,508	4%	Within budget expectation for the month (8.5% movt).
Utility Services Costs	70,822	58,254	843,900	7%	Within budget expectation for the month (8.5% movt).
Net Plant Operating Costs	- 204,492	- 246,980	- 1,076,199	23%	During the month of July we noted that roads staff were actively operating on the 10/4 swing arrangement and working on DRFA works, in this process a large number of plant including prime movers, graders etc have been used which attract a higher plant recovery cost. We will monitor the plant recovery costs over the coming month.
Planning and Environmental Expenses	1,478	-	181,580	0%	Within budget expectation for the month (8.5% movt).
Community Services Costs	116,101	60,533	1,230,300	5%	Within budget expectation for the month (8.5% movt).
Finance Costs	1,140	839	12,000	7%	Within budget expectation for the month (8.5% movt).
Depreciation	404,216	399,200	4,790,000	8%	Within budget expectation for the month (8.5% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (8.5% movt).
TOTAL RECURRENT EXPENSES	859,388	775,320	17,269,772	4%	Within budget expectation for the month (8.5% movt).

7. STATEMENT OF FINANCIAL POSITION

For the month ended 31 July 2020

	31 July 2020	2020-21 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	7,667,133	5,422,354
Trade and other receivables	547,862	340,539
Inventories	264,198	300,000
Other financial assets	600,368	893,087
Non-current assets classified as held for sale	-	-
Total current assets	9,079,561	6,955,980
Non-current Assets		
Receivables	-	-
Property, plant and equipment	213,922,088	216,883,699
Accumulated Depreciation	- 69,584,179 -	69,184,975
Intangible assets	-	-
Total non-current assets	144,337,909	147,698,724
TOTAL ASSETS	153,417,470	154,654,704
Current Liabilities		
Trade and other payables	4,113,078	3,400,000
Borrowings	-	-
Provisions	135,993	140,000
Other	-	-
Total current liabilities	4,249,071	3,540,000
Non-current Liabilities		
Trade and other payables	-	-
Interest bearing liabilities	-	-
Provisions	840,823	860,000
Other	-	-
Total non-current liabilities	840,823	860,000
TOTAL LIABILITIES	5,089,894	4,400,000
NET COMMUNITY ASSETS	148,327,576	150,254,704
Community Equity		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	86,418,456	86,418,456
Retained surplus/(deficiency)	22,379,231	24,306,359
Other reserves	-	-
TOTAL COMMUNITY EQUITY	148,327,576	150,254,704

8. EXERCISE OF DELEGATIONS

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

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

9. OFFICER'S RECOMMENDATION

That the financial report for July 2020 be received and noted.

09.02.01 Finance Monthly Update Report

That the financial report for July 2020 be received and noted.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 200820.09 5/0

Attendance

Shaun Jorgensen left the meeting at 1.17pm.

Adjournment

That Council adjourned the meeting for lunch from 1.18pm to 1.50pm; all were present at resumption.

09.03.01 Strategic Projects Reports

DEPARTMENT:	Works & 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
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. Minor rectification works to be concluded in August 2020.
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
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: <ul style="list-style-type: none"> 50.14t removed (6 trailers) First collections in Burketown completed 15-16 July 2020. <ul style="list-style-type: none"> 58.46t removed (6 trailers) Final collections scheduled for 11-13 August 2020: <ul style="list-style-type: none"> Est. 72t to be removed (8 trailers)
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> Session with Councillors and Waanyi representatives held on 30 July 2020. Revised draft scope forwarded to relevant parties on 5 August 2020 Next meeting scheduled for 19 August 2020.
Coastal Hazard Adaptations Strategy – phases 3-5	Complete phases 3-5 of Burke's Coastal Hazard Adaptation Strategy.	<ul style="list-style-type: none"> Monthly reporting submitted to LGAQ. Qcoast Council Zoom sessions attended. Phase 3 report completed. Phase 4 & 5 commenced. Site visit completed

Project	Description	Update/activity for reporting month
Burke ICT Project	Full review of Council's ICT requirements with a view to progressive implementation of improvements	<ul style="list-style-type: none"> ▪ ICT draft operational plan in development; ▪ Local Buy arrangement entered into with Telstra; ▪ General procurement activities; ▪ CCTV upgrades completed; ▪ Civica security review
Waste Reduction & Recycling Plan	Local Governments are required to adopt and update Waste Reduction and Recycling Plans.	<ul style="list-style-type: none"> ▪ Arrangements to recycle 3t of waste batteries completed. ▪ Discussions between Burke and Carpentaria Shire Council have commenced. Site visits discussed and planned. ▪ Attendance at LAWMAC sessions on Friday 21 July 2020 and Friday 7 July 2020.
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"> ▪ Session with Ausnorth & Erscon on 7 August. ▪ Arrange session with Councillors to provide full update.

2. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
IT Coverage – 4G small cell at Hells Gate	Installation of 4G small cell at Hells Gates	<ul style="list-style-type: none"> ▪ Installation completed.
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
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 July 2020 and final acquittal documentation submitted.

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. Tender evaluation completed. Recommendations to August Council meeting.
Regional Recycling Transport Assistance Package	Transportation costs of recyclable waste (tyres)	Application successful. Opportunity to access additional funding lodged with the Department.

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"> Aim is to establish panel at the August 2020 Council meeting.
Trades & Services	ROPS for provision of wide-range of trades and services: 1 st Term: Aug 2019 – Aug 2020 Utilised to date for building, electrical, plumbing, building certification services.	<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-refresh 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	TBC

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

6. PROJECTS UNDER DEVELOPMENT

Project	Description
Mineral Baths	RFQ documentation for completion of design, business case and project plan released. Review of 21 submissions completed and recommendations to engage have been made.
STP Irrigation	Initial project scoping underway for STP irrigation system and receiving environment monitoring program. Project confirmed as part of Covid-19 W4Q.
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.
Waste management	Initial project scoping underway for a landfill cell.
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: ▪ 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. First draft completed. Survey documents released by Burke, Croydon, Carpentaria, Gulf Cattleman’s Association
BBRF Community Investment Stream: ▪ Regional Branding Strategy	Complete Regional Branding Strategy: literature review, regional audit, supply chain logistics, legal and financial dimensions, marketing and commercial, roll-out strategy.	Milestone 1 & 2 achieved. 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. Liaison with consultancies to confirm scope of works.
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. Procurement documentation drafted and to be released in August 2020.

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 Camp

Seconded: Cr Wade

Carried 200820.10 5/0

09.03.02 Sport and Recreation Strategy – Quarterly Update

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	26 July 2020
LINK TO COUNCIL PLAN/S:	BSC Sport and Recreation Strategy 2019-24

1. PURPOSE

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

11.04 Burke Shire Sport and Recreation Strategy

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

Moved: Cr Poole

Seconded: Cr Clarke

190718.19 5/0

3. PROPOSAL

That Council notes the contents of this report.

4. FINANCIAL & RESOURCE IMPLICATIONS

The majority of items listed for delivery in the Sport and Recreation Strategy 2019-20 financial year are fully funded through external grants:

- Upgrade to the Phillip Yanner Memorial Oval
- Upgrade to the Gregory Showgrounds:
 - o Spectator Facility
 - o Bar & Kitchen
 - o Judge's Tower

Funding for 2020-21 projects and initiatives are largely funded by external grants:

- Upgrade to the Gregory Showgrounds:
 - o Replacement of Jockey Change Rooms

- Upgrade to the Phillip Yanner Memorial Oval:
 - Drainage works
 - Concrete resiliency works

5. RISK

Risk Type	What could happen	Possible consequence
Resources and Reputation	<ul style="list-style-type: none"> ▪ Council unable to deliver the strategy due to resourcing issues 	<ul style="list-style-type: none"> ▪ Dissatisfaction with Council from key stakeholders: community, funding agencies etc.

6. POLICY & LEGAL IMPLICATIONS

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

4. CRITICAL DATES & IMPLICATIONS

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

5. CONSULTATION

Periodic consultation is taking place between Council and:

- Club and Association representatives:
 - Ongoing engagement with Gregory club representatives in relation to Gregory Showgrounds projects
 - Ongoing engagement with the Burketown Rodeo and Sporting Association in relation to infrastructure and facility management at the Burketown Showgrounds.
- Department of Housing & Public Works (Sport and Recreation).

7. CONCLUSION

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

8. OFFICER'S RECOMMENDATION

That Council note the contents of the report.

09.03.02 Sport and Recreation Strategy – Quarterly Update

That Council note the contents of the report.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 200820.11 5/0

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
DATE REPORT PREPARED:	15 August 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

Meetings Update

I have had meetings with Mount Isa DATSIP, Gidgee Healing, Major Benjamin Edwards head of Delta Co 51st Battalion, Far North Queensland Regiment, potential housing divestment funders, DESBT and Small Business Financial councillors.

Strategic and Policy Issues

Coastal Hazard Adaptation Strategy Council and community members met with Alluvium consultants to discuss the Coastal Hazard Adaptation Strategy. Council staff showed them essential Council infrastructure so that protecting of these assets will be part of their report. Burke Shire Council and Carpentaria Shire Councils have applied to LGAQ to put excess funding to stages 6,7 and 8 of the Coastal Hazard Adaptation Strategy, which will see the Strategy funded to implementation.

QWRAP

Council has approached Carpentaria Shire, Cloncurry Shire and McKinlay Shire in the formation of regional collaboration on water and sewerage services

Remote airstrip funding

Council is seeking letters of support from DATSIP, Life Flight and RFDS to assist with round 8 funding on the same basis as discrete Aboriginal Councils.

Housing strategy

Housing has been a significant focus this month, culminating in the Council Housing Report for consideration.

COVID-19 Recovery Strategy

Council is compiling a position description for a community officer to support this strategy and access COVID-related grants.

An initial discussion with the Department of Employment, Small Business and Training took place this week (including Mark Crawley of Carpentaria Shire) and DESBT will visit Burke Shire in early September to discuss support that would be useful to the community.

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 200820.12 5/0

11.02 Electoral and Other Legislation (Accountability, Integrity and Other Matters), Amendment Act 2020

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:	10 August 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan Good Governance- Conduct of Councillors and staff is ethical and lawful.

1. PURPOSE

To receive and note the attached information paper on recent changes to local government legislation and planned regulation changes. This paper has a key focus on the Electoral and Other Legislation (Accountability, Integrity and Other Matters), Amendment Act 2020.

2. BACKGROUND

The Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Bill 2019 was passed by the Queensland Government on 18 June 2020. The Bill includes amendments relating to elections, Ministerial conduct and conduct in local government.

The majority of local government reforms within the Bill will come into effect by proclamation on 12 October 2020. Local Government reforms include:

- New register of interest requirements;
- New and clarified conflict of interest requirements;
- New requirements for Councillor advisors;
- A requirement to produce guidelines for Councillor administrative support staff; and
- Changes for filling Councillor and Mayoral vacancies.

The Department of Local Government, Racing and Multicultural Affairs is currently considering regulatory changes planned to come into effect in October 2020 to support these reforms and will continue to consult with stakeholders on the proposed changes before they are finalised.

3. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable.

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

No applicable.

6. CRITICAL DATES & IMPLICATIONS

The majority of local government reforms within the Bill will come into effect by proclamation on 12 October 2020.

7. CONSULTATION

Councillors

8. CONCLUSION

The majority of local government reforms within the Bill will come into effect by proclamation on 12 October 2020

In addition to the amendment Act's requirements there are also a number of proposed future regulatory amendments to come into effect later in 2020. These include improvements to transparency through changes to requirements for meeting agendas, minutes, and when matters can be considered in closed meetings.

The Department will also deliver a series of face-to-face information sessions, support by online training modules and other resources to assist Councils and Councillors implement the reforms.

9. OFFICER'S RECOMMENDATION

THAT the report be received and noted.

11.02 Electoral and Other Legislation (Accountability, Integrity and Other Matters), Amendment Act 2020

THAT the report be received and noted.

Moved: Cr Yanner

Seconded: Cr Murray

Carried 200820.13 5/0

11.03 Procurement Policy

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan Chief Executive Officer
REPORT PREPARED BY:	Dan McKinlay Deputy Chief Executive Officer.
DATE REPORT PREPARED:	12 August 2020
LINK TO COUNCIL PLAN/S:	Goal-Good Governance 1. Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk).

1. PURPOSE

To present an update of Council's Procurement Policy for consideration and endorsement.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In accordance with the Local Government Regulations 2012 section 198, Council is required to prepare and adopt a policy about procurement (a Procurement Policy), and review this Procurement Policy annually.

3. PROPOSAL

The current Procurement Policy has been reviewed by the Deputy CEO and the Executive Management Team. Key proposed changes are as follows:

- A definition section has been added.
- The purchasing thresholds and requirements table has been altered to include method of purchase.
- Petty cash purchases category has been altered from \$50 to \$100. In addition the level \$1,000 to less than \$15,000 has been altered to \$1,000 less than \$5,000, where two written quotes must be sought and at least one to be obtained. A category \$5,000 to \$15,000 has been created where two written quotes must be sought and obtained.
- Under Clause 5 Preference for Local suppliers the wording around the evaluation criteria has been expanded.
- Under Section 9 Tender Evaluation a mandatory criteria and weightings section has been added with price being a minimum of 40 % (each project to be evaluated on its requirements, with any departure from the default to be approved/agreed by the CEO).
- A number of clauses to improve governance and accountability have been added as follows:
 - Conflict Of Interest;
 - Purchasing From Related Parties;
 - Gifts and Benefits
 - Workplace Health and Safety.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications associated with this report. Nevertheless an improved Procurement Policy will enhance procurement accountability.

Compliance	The endorsement of the policy clarifies the procurement processes to be followed, reducing the risk of compliance. It should also increase staff awareness and understanding with regards to procurement practices.	Decreased likelihood of inconsistency in Council procurement practice.
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5. POLICY & LEGAL IMPLICATIONS

Local Government Regulations 2012	Section 104 Sound Contracting principles Section 198-Adoption of Procurement Policy Section 223-238-The default contracting procedures.
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6. CRITICAL DATES & IMPLICATIONS

The next scheduled review of this policy will be June 2021.

7. CONSULTATION

In preparing the content of this Report, consultation has been undertaken in regards to the Policy with Council's Executive Management Team.

8. CONCLUSION

The Procurement Policy has been reviewed to ensure compliance with accounting standards, regulations and legislation. There has been a comprehensive review to ensure greater governance and accountability of procurement practices.

9. OFFICER'S RECOMMENDATION

That the attached Procurement Policy be approved.

11.03 Procurement Policy

That the attached Procurement Policy be approved.

Moved: Cr Yanner

Seconded: Cr Camp

Carried 200820.14 5/0

Attendance

Cr Camp left the meeting from 3.06pm to 3.10pm.

11.04 Operational Plan 2019-2020 Quarterly Report - June 2020

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:	19 August 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

To provide Council with an outline of progress made through the June 2020 Quarter towards the achievement of Council's 2019/2020 Operational Plan.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

Attached is the update for the June 2020 quarter review of progress against Council's 2019/2020 Operational Plan for Council consideration.

3. PROPOSAL

That Council receives the June 2020 quarter review report of progress towards implementation of the 2019/2020 Operational Plan.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Risk Type	What could happen	Possible consequence
Strategic and operational alignment	<ul style="list-style-type: none"> Non-alignment between Corporate Plan, Operational Plan and Budget. 	<ul style="list-style-type: none"> Ineffective, inefficient and non-compliant operations.
Compliance	<ul style="list-style-type: none"> Content requirements of Operational Plan 2019-20 not met 	<ul style="list-style-type: none"> Plan prepared with reference to regulatory requirements.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
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Instrument	Reference	Details
<i>Local Government Act 2009</i>	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> <ol style="list-style-type: none"> (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. <p>Section 175 Annual operational plan contents</p> <ol style="list-style-type: none"> (1) (1)The annual operational plan for a local government must— <ol style="list-style-type: none"> a. be consistent with its annual budget; and b. state how the local government will— <ol style="list-style-type: none"> i. progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and ii. manage operational risks

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

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

9. CONCLUSION

This report highlights Council's implementation of the 2019/2020 Operational Plan actions/projects. It is noted that some of the KPI's have been impacted by the COVID 19 event.

10. OFFICER'S RECOMMENDATION

4. That Council receives and notes the contents of this report and attachments regarding Council's progress towards the implementation of the 2019/2020 Operational Plan for the June 2020 quarter.

11.04 Operational Plan 2019-2020 Quarterly Report - June 2020

- 1. That Council receives and notes the contents of this report and attachments regarding Council's progress towards the implementation of the 2019/2020 Operational Plan for the June 2020 quarter.**

Moved: Cr Murray

Seconded: Cr Yanner

Carried 200820.15 5/0

12. Corporate and Community Services

12.01 Deputy CEO Update

DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	12 August 2020
LINK TO COUNCIL PLAN/S:	Goal - Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

1. PURPOSE

To summarise the key actions and updates within the office of the Deputy CEO. The Deputy CEO area covers Financial Services, Human Resources, Workplace Health and Safety, Administration and Community Services.

2. UPDATES

General

Finance and 2020/2021 budget has taken priority for the month of July. Policies continued to be reviewed and the Risk Management Implementation Plan is a major priority for August/September. Outstanding audit issues raised by internal/external auditors remain a priority as well as Local Law issues.

Financial Services

Major focus in July 2020 for the Executive Management Team and Financial Services was the adoption of the 2020/2021 Budget. The whole budget process and documentation was reworked to ensure a higher level of accountability. As a Council we can be pleased with the outcome particularly the drive to not only hold but in a number of activities reduce operating expenditure.

My next major exercise for Finance was to ensure ongoing monthly reporting to Management was at the same level as the detailed budget that was reviewed by Council. As a result the Senior Accountant has produced new monthly financial management reports which are excellent. There are red, orange, Green traffic light indicators which clearly highlight if an activity budget line is over budget. The indicator details are as follows:

- Red indicates that activity pro rata budget spend is greater than 5% over:
- Orange indicators indicate that activity pro rata budget spend is between 1 % and 5 % over and:
- Green indicates that the activity is within pro rata budget.

Of course timing of expenditure will have an impact, but once the explanation has been given, the indicator can be amended. An example is Insurance that is largely paid early in the financial year. This activity will show red initially but will turn green when the explanation is given re timing.

Council's Leave liability

Leave type	As at 30 June 2020	As at 30 June 2019	As at 31 July 2020	As at 31 July 2019
Annual Leave	\$ 307,306.58	\$ 304,238.82	\$ 283,745.46	\$ 321,380.28
Long service Leave	\$ 234,097.57	\$ 230,751.22	\$ 203,907.48	\$ 217,809.75
Sick leave	\$ 183,841.46	\$ 239,471.25	\$ 168,984.44	\$ 192,906.40

Comparing July 2020 with July 2019 annual leave shows an 11.7% reduction in liability. Long service leave shows a 6.4 % reduction and sick leave shows a 12.4% reduction. These are good outcomes on the basis that the EBA increase of 2.5 % in February impacts negatively on these figures.

Human Resources

Performance Appraisals have been significantly progressed.

Training for month of July

- Aeronautical Radio Operator training
- Aerodrome Reporting Officer training

New staff appointments.

- Workshop Manager

Staff who left the organisation.

- Executive Manager Finance
- Parks and Gardens Labourer
- Parks and Gardens Cleaner
- Community Development Officer

August 2020

Training

- Venomous Animals Awareness – Council session and a community session which was well attended.
- Chlorine Handling and SCBA Training – facilitated by Cloncurry Shire Council
- Upcoming:
 - Health and Safety Representative Training
 - Local Government Diploma (financial focus)
 - Certificate III Parks and Gardens

New Hires

- Administration Trainee (HR)

Positions advertised.

- Senior Accountant-Internally
- Human Resources and Special Projects Manager

Workplace Health and Safety

The Workplace Health and Safety Performance Report for the month of July 2020 is attached.

Administration and Community Services

Durlga Bookings

Council had one external booking for the month of July 2020. There have been a number of internal bookings.

Events

- Seniors Day-Burke Shire Garden Day Event 18 July 2020

The event was planned around the success of CWA's gardening event held at Gregory Station in 2019. The seniors attended that event last year and had such a great time, so after the positive feedback from local seniors it was decided to try and repeat the event.

Feedback from the Tidy Yard competition rural competitors was that they would like to showcase the Shire's rural gardens. Given that Gabe Kennedy (Escott Station) was the winner of last year's Tidy Yard Rural garden, she was asked if she would like to host the event. After consultation with CWA it was decided that as long as the COVID19 restrictions were lifted then we would go ahead with July 18 date fitting in with Towers Gardening Centre and Gabe's availability.

This was a collaborative event between CWA, Escott Station & Council. CWA donated their time and catering, Escott provided the venue and staff on the day and Council provided the facilitator, funding and administration. A lot of administration was needed to comply with COVID19 restrictions and it took a group effort to ensure that it operated as seamlessly as it did.

The breakdown of people that attended the day was as follows:

15 Children

30 seniors

40 Station People

33 Burketown

18 Doomadgee

3 Councillors

The feed back from all that it was a very successful event and many thought that it should be made a yearly event. This event requires too much man power to be entirely a Council event however in collaboration with CWA we think it could be a highly successful Shire event that showcases a part of our Shire that the general public don't often get to see.



- Photo competition

There was good interest in the photo competition, with approx. 30 adults and ten children.

Winners were:

Adult

- Common Bird-Rehanna Booth
- Rare Bird-Penny Crowley

Children

- Braxton Martin
- Anthony Martin
- Summer Martin
- Ayla Munchenberg
- Kimberley Martin

- Events planned August/September

No events planned for August or September however NAIDOC Week will be occurring.

REX

Flights recommenced as per normal on the 3rd August 2020. Council is looking at training additional staff to obtain ASIC Cards. It is estimated that this will be a 4-6 week process however on completion Council will have five staff trained in Airport operations and four in bookings.

Library

Library is currently open for borrowing of books only. Due to Covid restrictions and the fact that there is only 1 exit point we have ceased long term visits.

3. OFFICER'S RECOMMENDATION

That the Contents of the Deputy CEO's Report for July 2020 be noted and received.

12.01 Deputy CEO Update

That the Contents of the Deputy CEO's Report for July 2020 be noted and received.

Moved: Cr Camp

Seconded: Cr Wade

Carried 200820.16 5/0

12.02 2020/21 Donation Requests

DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Dan McKinlay Deputy CEO
REPORT PREPARED BY:	Shannon Moren; Administration and Community Services Co-coordinator
DATE REPORT PREPARED:	10 August 2020
LINK TO COUNCIL PLAN/S:	Operational & Corporate Plan

1. PURPOSE

To provide information to Council regarding the donation requests received for the 2020/21 financial year from various community groups and organisations.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The 2019-2020 donations were considered at the 22 August 2019 Council meeting (resolution below).

12.02 2019-20 Donation Requests**1. That Council note the contents of the report; and****2. That Council approves the donation requests for the 2019/20 financial year as follows:**

Group/Organisation	Event Details Date	Cash Request (\$)	In-Kind Request (\$)
Burketown Barramundi Fishing Org	Fishing Competition Easter Weekend 2020	5,000	6,800
Gregory Downs Jockey Club	Saddles & Paddles Races	6,000	6,000
Burketown Rodeo & Sport Assoc	Sprint Races	1,000	2,900
Burketown Rodeo & Sport Assoc	Burketown Campdraft	Nil	2,808.96
School Of the Air(Amended)	Mini School	1,000	1,000
Burketown Kindy	Sand for sand pit	Nil	1,000
Burketown Sport & Community Assoc Inc	Various Sporting & Community Programs	5,000	4,000

Gregory CWA	Family Day & Horse Sports	2,500	350
Gregory Sporting Assoc	Gregory Campdraft	4,000	2,824
Landcare	Burketown School Garden	750	Nil
North West Canoe Club	Gregory Canoe Race	Nil	6,744
Frontiers Festival	Frontiers Festival	Nil	24,183
3. That Council seek further information in regards to the details of these donation requests before making a determination			
Burketown P & C	School Camp	11,580	Nil
Burketown P & C	Water Bubbler	11,000	Nil
Moved: Cr Camp Seconded: Cr Poole Carried 190822.07 5/0			

3. PROPOSAL

It is proposed that Council approves the 2020/2021 Donation requests of in-kind and financial assistance as per the table below:

Group/ Organisation	Event Details Donation Details	Date	Cash Request	In-Kind Request (Est)	In-Kind Support Requested
Burketown Rodeo & Sporting Association	Cash to improve the facility	No Date	\$5,000.00	Nil	Nil
QCWA - Gregory Branch	Family Fun Day & Horse Sports	September 2020	\$2,500.00	\$196.00	<ul style="list-style-type: none"> Rubbish collection Erect street banners

Group/ Organisation	Event Details Donation Details	Date	Cash Request	In-Kind Request (Est)	In-Kind Support Requested
Gregory Downs Jockey Club	Saddles & Paddles Races	May 2021	\$6,000.00	\$5807.00	<ul style="list-style-type: none"> • 2000L diesel for generator • Printing of race books • Printing of program • Slashing the grounds
Gregory Landcare	School Garden Project	April 2021	\$750.00	Nil	
North West Canoe Club	Gregory Canoe Races	May 2021	Nil	\$6112.00	<ul style="list-style-type: none"> • Rubbish collection week prior and after event • Large bins at finish line and checkpoints • Portaloo at finish line
Mount Isa School of the Air	Annual Mini School Camp	30 Aug to 4 Sept 2020	Nil	\$724.00	<ul style="list-style-type: none"> • Large bin and rubbish collection
Gregory District Sporting Association	Gregory Campdraft	26 & 27 June 2021	\$4,000.00	\$2,824.00	<ul style="list-style-type: none"> • Printing of program • Portaloo
Burketown Barramundi Fishing Org	Barramundi Fishing Championship	Easter Weekend 2021	\$5,000.00	\$5,106.00	<ul style="list-style-type: none"> • Grading of local fishing tracks • Rubbish collection • Purchase of street banners
Total			\$23,250	\$20,769	

* In-kind figures are based on last year's figures or previous years support.

4. FINANCIAL & RESOURCE IMPLICATIONS

In the 2019/20 financial year, Council allocated a donation budget of \$112,000 but the actual donations expended for the 2019/20 financial year was \$20,457.40. The underspend occurred largely as a result of a number of events being cancelled due to COVID 19. The 2020/2021 budget also reflects some events not occurring.

The requests received for the 2020/21 total as follows:

Cash	\$23,250.00
In-Kind	\$20,769.00
Total Expenditure	\$44,019.00
Cash budget allocated. In- kind will be dealt with by allocation between programs.	\$33,250.00

5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012	<p>§189 Expenditure on grants to community organisations</p> <p>The annual report for a financial year must contain a summary of—</p> <p>(a) the local government’s expenditure for the financial year on grants to community organisations; and</p> <p>(b) expenditure from each councillor’s discretionary fund, including—</p> <p>(i) the name of each community organisation to which an amount was allocated from the fund; and</p> <p>(ii) the amount and purpose of the allocation.</p> <p>§194 Grants to community organisations</p> <p>A local government may give a grant to a community organisation only—</p> <p>(a) if the local government is satisfied—</p> <p>(i) the grant will be used for a purpose that is in the public interest; and</p> <p>(ii) the community organisation meets the criteria stated in the local government’s community grants policy; and</p> <p>(b) in a way that is consistent with the local government’s community grants policy.</p> <p>§195 Community grants policy</p> <p>A local government must prepare and adopt a policy about local government grants to community organisations (a "community grants policy"), which includes the criteria for a community organisation to be eligible for a grant from the local government.</p>
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ADM-POL-011 Grants to Community Organisations Policy

Under Council's Grants to Community Organisations Policy, applications for \$1,000 or more, will require provision of set of audited financial statements.

6. CRITICAL DATES & IMPLICATIONS

The donation request relates to events scheduled to be held in the 2020/21 financial year.

7. CONSULTATION

Consultations (if needed) will take place closer to the events.

8. CONCLUSION

The provision of financial support from Council, by way of donations, is a vital contribution to numerous local groups to deliver events and services for the Burke Shire community.

One of the requirements for Donations is that a set of Audited Financial Statements must be received by Council where the value of Donation is over \$1,000. Some have been received as attached but Council is still waiting on others. Payment of Donations will be subject to Financial Statements being received,

9. OFFICER'S RECOMMENDATION

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Total			\$23,250.00	\$20,769.00	
Moved: Cr Yanner Seconded: Cr Clarke Carried 200820.17 5/0					

13. Mayoral Report

I attended the following:

- ILUA Meeting with relevant BSC EMT members, Cr Clarke, Cr Wade, Waanyi PBC Chair Alec Doomadgee and legal representatives of both parties.
- Outbreak Covid Response Training Exercise – in conjunction with Doomadgee ASC. I attended in Doomadgee and Cr Murray and DCEO attended in Burketown.
- Isa Super Basin Meeting – final meeting at this point in time as the GBA team will not be moving to Stage 3 of the Project in this region. They will continue in two other regions – one in SW Qld and one in the NT
- Meetings with Executive Team as needed
- Special Meeting with Councillors, relevant members of EMT and Finance Team – adopted 20/21 budget and associated documents. Gave Mayor's speech to the budget
- Coastal Hazard Adaption Strategy Meeting – with Alluvium Representatives, BSC EMT reps, Cr Murray and Yanner, community representatives

Media:

- Spoke with ABC Radio re budget
- Spoke with ABC Radio about Burke Shire Passports

GSD:

- Have held a Management Committee Meeting. Yvonne Tunney has joined the Management Committee as a Community Representative. Formally adopted review document. Working on reinvigorating the organisation – Covid has highlighted the need to have a regional development, small business support organisation.

That Council notes the verbal report provided by Councillor Camp.

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 200820.18 5/0

14. Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Clarke

Carried 200820.19 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 4.01pm.

I hereby certify that these pages numbered 1 to 51 – constitute
the Confirmed minutes of the Ordinary Council Meeting of Burke
Shire Council held on Thursday 20 August 2020.

Mayor Cr Ernie Camp