



# Agenda and Business Papers Burke Shire Council Ordinary Meeting Thursday 17 September 2020 9.00am Council Chambers

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

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## 01. Opening of Meeting

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

## 02. Record of Attendance

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

- Philip Keirle, Executive Manager Strategic Projects (EMSP)
- Shaun Jorgensen, Senior Accountant

## 03. Prayer

Led by Cr Murray

## 04. Consideration of applications for leave of absence

None received at time of agenda preparation.

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

### 05.01 Ordinary Meeting Thursday 20 August 2020

That the Minutes of the Ordinary Meeting of Council held on Thursday 20 August 2020 as presented be confirmed by Council.



200820 Unconfirmed  
Minutes.docx

## 06. Condolences

None received at time of agenda preparation.

## 07. Declaration of Interests

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

### 08.01 Notices of Motion

None received at time of agenda preparation.

### 08.02 Petitions

None received at time of agenda preparation.

## 09. Works, Services and Finance Reports

09.01.01 Engineering and Services Monthly Report

09.01.02 Water and Wastewater Engineering Consultancy – Expression of Interest for a 3 Year (+1)  
Services Agreement Contract No.: 5000-2120-1

09.02.01 Finance Report

09.03.01 Strategic Projects Reports

## Works and Services Reports

### 09.01.01 Engineering and Services Monthly Report

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DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	07 September 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24   Operational Plan 2019-20

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#### 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

- Schakarne Aitkens (Works and services Labourer) appointed
- EOI for Gregory services advertised

##### 2.2 General Works (including Parks, Gardens and Cemetery)

- Water storage Tank Failure at PYMO , repairs made to keep up oval progressing. Purchase of new tanks under way
- Gregory –As mentioned in last months report- increase in tourist numbers has resulted in increase service requirements ie toilet maintenance and dump ezy pump outs.
- Adel’s Grove – Currently assessing costs being charged for dump ezy pump outs following discussions. Request to reduce the cost being charged as a show of support from Council. Council’s position is that a fee for service is to be charged with no loss.

##### 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 cycle ways. State govt reviewed all councils’ proposals with confirmation of funding potentially within next few months
- Mellish Park DRFA19 completed

- 3.2 km Section on the Camooweal Road identified for maintenance works - completed under RMPC
- Maintenance Grade commenced on 12km section between Lawn Hill station T/O to Adel's Grove;
- Culvert Condition Assessments for whole of network commenced. 6 culverts found to be in a critical condition requiring immediate action. Backfilling with concrete undertaken with long term (replacement) solution being explored pending funding. Discussions with Federal and State governments commenced to secure funding.

#### 2.4 Plant and Fleet

- Progressing through fleet maintenance, listed defects are reducing .
- Review of fleet asset management strategy being undertaken with CT Management Group (c'fwd).

#### 2.5 Water & Sewerage

- Mains break occurred on Sloman St in front of the Caravan Park, causing interruption of the Burketown water supply. Repair was attended to within customer service levels.
- Testing of potable supply now back to Cairns Laboratory;
- Sewage treatment plant at Practical Completion – recommencement of environmental testing to be commenced next quarter (c'fwd).

#### 2.6 Airports

- Whole of Life cost analysis underway for lighting options to Gregory and Burketown. To be presented to Council in separate report in October;
- Tree lopping for Gregory and Burketown commenced. Burketown currently 85 % completed and Gregory 75 % completed.

#### 2.7 Waste Management

- Tyre stockpile removal stage 2 (2x road train loads) remaining – completing works under existing contract
- Gregory – Rubbish collection increase due to tourist and Myuma taking up residency during the new seal project on Camooweal Rd. Road crew have done a general tidy up at the Gregory dump
- Gregory dump – current discussion with DES to confirm compliant location prior to investing any money in fencing etc

### 3. OFFICER'S RECOMMENDATION

That Council receives and notes Engineering and Services report.

#### ATTACHMENTS

1. Background Detail to End of August 2020 - Engineering and Services Report



Attachment 01  
(Sept20).docx

## Works and Services Reports

### 09.01.02 Water and Wastewater Engineering Consultancy – Expression of Interest for a 3 Year (+1) Services Agreement Contract No.: 5000-2120-1

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DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O’Byrne; Executive Manager Engineering
PREPARED BY:	Graham O’Byrne; Executive Manager Engineering
DATE REPORT PREPARED:	08 September 2020
LINK TO COUNCIL PLAN/S:	

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#### 1. PURPOSE

This report requests endorsement by Council to progress with an Expression of Interest (EOI) from suitably qualified consultants for the provision of Engineering Consultancy services relating to Water and Wastewater. This request is made in accordance with the Local Government Regulation 2012, Clause 228 (3), being in the public interest to do so. With the broad scope of services being relatively undefined, and the partnering nature of the relationship being sought, the EOI process is deemed the most appropriate.

It is proposed that Burke Shire Council (BSC) seeks Expressions of Interest (EOI) for the consulting services with the intent to enter into a three (3) year contract, with a one (1) year option to extend. The overall extent of services sought includes, but is not limited to the following:

- Project scoping, design, general project and contract management;
- Project budget assistance;
- Technical and operational support as needed;
- Business Case and/or funding application assistance.

Further to the EOI it is proposed to select a preferred consultant to then enter into a Local Buy contract. The Contract would be executed pending Council’s endorsement of the recommended successful consultant.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

BSC, due to its remoteness and size has difficulty in attracting and retaining skilled professionals. This leads to BSC having limited engineering resources and technical capability in the area of water and wastewater. As such Council are looking to appoint an engineering consulting practice to partner with to manage day-to-day operational challenges as well as specific project related aspects. The services will be based on an agreed schedule of rates to be submitted in the EOI. For services relating to a defined project scope an estimate of the overall charges to delivery the project would be sought. The consultancy services to be provided may also involve working with Council to develop the actual scope of a particular project.

Historically Council has engaged a consultant on a case-by-case basis. With Council’s relatively small capital program, and yet its need for external expertise, the fees that are charged can tend to be on the high side. By pulling all the required services together under a single contract, and including

project related works, the economy of scale will encourage a more competitive pricing model. It will also deliver a team of resources that will work alongside council to develop scoping and budget estimates, which has in the past been a challenge for Council.

### **Scope of Services**

The extent of services required includes, but is not limited to the following:

- Project Business Case and/or funding application assistance;
- Project budget assistance;
- Project scoping, design, project and contract management;
- Technical and operational support as needed.

The engineering disciplines that will be required are those that provide support to all aspects of the water and wastewater sector, including but not limited to:

- Structural, hydraulic, mechanical, electrical (power, reticulation, communications and SCADA), civil, geotechnical, process, environmental;
- Survey;
- Planning;
- Project and Contract management.

An indication of the type of projects to be included within this Agreement is provided below:

- Currently there are a number of projects to be delivered for the 2020-21 Financial Year, with the type of projects indicated below. The current capital budget is in the order of \$1.1m.
  - Water Treatment Plant (WTP) Upgrades;
  - Sewage Treatment Plant (STP) – Irrigation; and
  - Sewerage Network – Inflow and Infiltration, and network remediation
- Future years projects include:
  - Gregory WTP review and possible downsize/replacement;
  - Smart Water Meters and Intelligent Water Network;
  - Demand Management Strategy and implementation;
  - Water Security Strategy and Total Water Cycle Management.

In addition to the above, late in 2019 BSC worked with Cairns Water (Cairns Regional Council) in conducting a comprehensive review of the Water operations. There are a number of improvement opportunities highlighted within this review which are to be progressed within the near future. One of the key exercises for the consultant would be to action these opportunities.

With BSC currently in the process of kick starting a Queensland Water Regional Alliance Program (QWRAP) for the region there may also be a potential to provide services from a regional perspective.

It is anticipated that the average annual consultancy spend under this Services Agreement would be in the order of \$250,000 to \$300,000 (excl. GST). In the lead up to its annual budget Council would work with the consultant to provide a predicted level of expenditure through the Services Agreement for the next financial year. Indeed it is envisaged that the consultant will provide assistance in setting the project scopes and overall budget estimates.



### Intent of the Agreement

The term of the Agreement will be for three (3) years from the date of appointment with an option, at Council's discretion, to extend the Agreement by a period of one (1) year. Further to the EOI a preferred consultant will be selected and engaged under Local Buy. The detailed terms of the Agreement will be negotiated based around the following key performance criteria:

- Quality of deliverables;
- Timeliness of responses;
- Commitment of nominated key personnel;
- Flexibility in service provision;
- Cost of services.

### 3. FINANCIAL & RESOURCE IMPLICATIONS

There is no financial or resource implication.

All of the costs associated with the engineering consulting services are budgeted for. Council has allocated a budget of \$155,000 for general consulting services, which includes advice on water and wastewater. In addition to this, individual project budgets include the costs of consultants.

### 4. OPTIONS

There are three options for Council to consider:

1. Council endorses progressing with the EOI as detailed above; or
2. Council does not endorse the EOI process and proceeds with a full open tender; or
3. Council does not endorse either Option 1) or 2) above and decides to continue on an "as needs" basis for engaging consulting services.

### 5. RISK v BENEFIT

Option	Pro	Con	Risk Mitigation
<b>Option 1: EOI and then Services Agreement through Local Buy</b>	<ul style="list-style-type: none"> <li>• Consistency and continuity in nominated personnel</li> <li>• Expedites engagement process (with multi-discipline consultants well known in North Qld)</li> <li>• Avoids receipt of in-appropriate submissions, wasting both the consultants and council officers time in assessing</li> <li>• Promotes a "partnering" approach</li> <li>• Going to known good performers with capability</li> </ul>	<ul style="list-style-type: none"> <li>• Doesn't embrace full market</li> <li>• Complacency develops over term of contract</li> </ul>	<ul style="list-style-type: none"> <li>• Market for suitably capable consultants is well known</li> <li>• Performance Criteria are set and regularly measured</li> <li>• Council has unilateral right of early termination of the contract</li> </ul>

Option	Pro	Con	Risk Mitigation
	and capacity		
<b>Option 2: Open tender for Services Agreement</b>	<ul style="list-style-type: none"> <li>Consistency and continuity in nominated personnel</li> <li>Goes out to broader market</li> </ul>	<ul style="list-style-type: none"> <li>Receipt of submissions from consultants without the capability and/or capacity</li> <li>Extended time required for bid process</li> <li>Services are not 100% defined – leading to high potential for variations</li> </ul>	<ul style="list-style-type: none"> <li>Performance Criteria are set and regularly measured</li> <li>Council has unilateral right of early termination of the contract</li> </ul>
<b>Option 3: Maintain status quo – services sought as required</b>	<ul style="list-style-type: none"> <li>Can pick and choose expertise as required</li> <li>Provides a highly competitive marketplace</li> </ul>	<ul style="list-style-type: none"> <li>Utilization of smaller firms leads to longer lead times and resource uncertainty</li> <li>In-house expertise lacking to manage initial scoping</li> <li>Treating consultants as contractors – lack of “partnering”</li> <li>Lack of continuity of knowledge</li> <li>Lack of operational based expertise “on-call”</li> </ul>	<ul style="list-style-type: none"> <li>Allow longer to deliver results</li> <li>Use and select preferentially from Local Buy (however – this does not facilitate market competitiveness)</li> </ul>

## 6. POLICY & LEGAL IMPLICATIONS

Council is also required to meet all relevant local government procurement requirements as outlined in the *Local Government Act 2009*, Local Government Regulation 2012 and in Council’s Procurement Policy. These requirements will be met through the proposed EOI and Local Buy engagement processes.

## 7. OFFICER’S RECOMMENDATION

1. That Council endorse progressing with an Expression of Interest for the provision of Engineering Consultancy services relating to Water and Wastewater. This request is made in accordance with the Local Government Regulation 2012, Clause 228 (3).

## ATTACHMENTS

Nil

## Finance Reports

### 09.02.01 Finance Monthly Update Report

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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Senior Accountant
DATE REPORT PREPARED:	16 September 2020
LINK TO COUNCIL PLAN/S:	Operational Plan 2020-21   Council Budget 2020-21

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#### 1. PURPOSE

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 31 August 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 August 2020.

#### 2. SUMMARY

As a review of council's performance over the month of August 2020; we noted that cash is up by \$191k, this is a result of the receipt of grants during the month. It was also noted that comparative to the budget, that council operations are inline with the expected budgeted spend for August 20 (total expenditure against budget as at 31 August 2020 was 15%). As it stands, council operations are currently within budget expectations for the year to date.

Note that moving into the September 20 month we do expect some adjustments stemming from the 2020FY audit carry forward balances. Also noted that we will be capitalising a number of WIP projects in the later end of the September month.

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 V 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 31 August 2020.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	2,204,673	12,940,159	17%
Operating Expenses	(2)	2,595,651	20,715,000	13%
<b>Operating Result (Profit/Loss)</b>	-	<b>390,978</b>	<b>- 7,774,841</b>	5%
Capital Revenue	(3)	499,000	6,639,613	8%
<b>Net Result</b>		<b>108,022</b>	<b>- 1,135,228</b>	-10%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	7,859,002	5,422,354
Other Current Assets	(5)	1,809,398	1,533,626
Non Current Assets	(6)	153,043,382	147,698,724
<b>Total Assets</b>		<b>162,711,782</b>	<b>154,654,704</b>
Liabilities (Current)	(7)	3,144,446	3,540,000
Liabilities (Non Current)	(8)	838,468	860,000
<b>Total Liabilities</b>		<b>3,982,914</b>	<b>4,400,000</b>
<b>Net Community Assets</b>		<b>158,728,868</b>	<b>150,254,704</b>

Financial Sustainability Ratios and Measures of Sustainability	Target	Year To Date Actual
<sup>1</sup> Operating Surplus Ratio (%)	Between 0% and 10%	-18%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	3
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-296%

**Notes:**

- (1) **Operating revenues** - noted that council issued the levy 1 notices to rate payers for August 2020 during August. This makes up a large portion of the revenue recognised for the month of August. Other material sources of income generated during the month also related to the receipt of FAGs funding for 303k. A further 184k was received in for the August 2020 month in relation to the 18/19 flood event.
- (2) **Operating Expenses** - noted that costs appear to be tracking on schedule with expectations for the month as noted above. In relation to employee benefits costs against the budget, we have currently expended 950k against a budget of 5.31mil for the year. This is an actual spend of 17.8% against an expected 17% per the budget, this will be slightly up due to additional staffing hires and termination.
- (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, unfortunately due to the change of contract recognition criteria under AASB15; we have been required to adjust this figure down to 499k in the 20/21FY as the difference related to works completed in the 19/20FY. Going forwards council

<sup>1</sup> The working capital ratio: measures council's ability to offset short term obligations with current assets.

<sup>2</sup> The net financial liabilities ratio: measures council's ability to increase borrowings where necessary.

<sup>3</sup> The operating surplus ratio: measures council's ability to cover operational costs through operational revenues.

is required to within its best ability to match revenue and expenditure within the same year from a 30 June reporting perspective.

**(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.

#### 4. STATEMENT OF CASH FLOWS

The below statement shows a comparison between the cash flow of August 2019 in the previous year v August 2020 actuals v the budgeted estimated cash flow for 30 June 2021.

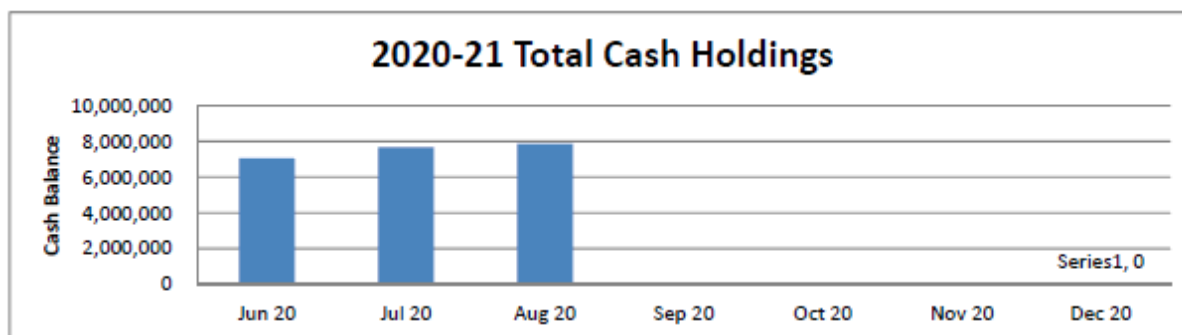
*For the month ended 31 August 2020*

	Note Ref	31 August 2019 \$	31 August 2020 \$	2020-21 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	113,229	1,086,274	4,026,118	27%
Payments to suppliers and employees	(2)	(2,799,098)	(378,672)	(13,198,366)	3%
		(2,685,869)	707,602	(9,172,248)	-8%
Rental Income	(3)	34,369	33,827	230,000	15%
Interest Received	(4)	30,320	12,861	120,000	11%
Operating Grants and Contributions	(5)	829,268	581,016	8,305,000	7%
Borrowing Costs		-	-	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		<b>(1,791,913)</b>	<b>1,335,306</b>	<b>(517,248)</b>	<b>-258%</b>
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	(912,476)	(1,028,908)	(7,754,000)	13%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	-	0%
Capital Grants and Subsidies	(7)	348,269	499,000	6,640,000	8%
<b>Net cash inflow (outflow) from investing activities</b>		<b>(564,208)</b>	<b>(529,908)</b>	<b>(1,114,000)</b>	<b>48%</b>
<b>Cash flows from financing activities:</b>					
Proceeds from Borrowings		-	-	-	0%
Repayment of Borrowings		-	-	-	0%
<b>Net cash inflow (outflow) from financing activities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Net increase (decrease) in cash held</b>	(8)	<b>(2,356,121)</b>	<b>805,398</b>	<b>(1,631,248)</b>	<b>-49%</b>
Cash at beginning of reporting period		9,595,818	7,053,604	7,053,604	100%
<b>Cash at end of reporting period</b>	(8)	<b>7,239,697</b>	<b>7,859,002</b>	<b>5,422,355</b>	<b>145%</b>

#### Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.73%	12,861	6,455,704
Westpac General Fund	-	-	1,403,016
Cash Floats	-	-	283
<b>Total</b>			<b>7,859,002</b>

### Cash and Cash Equivalents Movement Comparison Chart



#### Notes to the Statement of Cash flow:

- (1) **Receipts from customers** - as noted in our expectation from last month, councils receipts from customers has increased in kind with the raising of rates levies etc for Aug 2020. Noted our cash flow are up based on grants being receipts in August 2020 but have been required to be recognised as part of 30 June 2020 as a contract asset relating to that year. This will showed a disconnect between accounting revenue and grants cash flow based on the changes to AASB15 and 1058 for 30 June.
- (2) **Payments to suppliers and employees** - due to new accounting treatments for contract assets and contract as well as movements in the accounts payable GL as part of the standard cash flow mapping in PCS, this has distorted our payments to suppliers and employees for the month; pending some further reversing adjustments to be posted in September. True cash expenditure equated to 1.7mil at the end of Aug 20; this equates to a total cash spend of 13.62% YTD against the budgeted target of 17% for 31 Aug 20. This means council spending is on track for the month from a cash flow perspective.
- (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 (0.73%). This is down from 0.93% in July.
- (5) **Operating Grants and Contributions** - We received both the first instalments of the FAGs general and roads grants during August for 303k and 52k each. Additionally 27k was received for airport grants and 184k for the 18/19 QRA flood event.
- (6) **Payments for Property, Plant and Equipment** - the 1.028 mil related to the payment to Durrack for the Floraville Culvert works carried out.
- (7) **Capital Grants and Subsidies** - the grant amount comparative to July 20 has decreased in Aug 20 as a result of the requirement for council to recognise contract assets and liabilities for 30 June. Note that the decrease in this line of the cash flow has been recognised against payments to suppliers and employees as part of the liability account movements.
- (8) **Net Cash Movement** - as a positive note for the month, council's cash holdings were up 191k, to a total balance of 7.859mil in the bank/QTC. This simply means we are spreading costs appropriately and adhering to the council budget within an acceptable level as at August 2020.

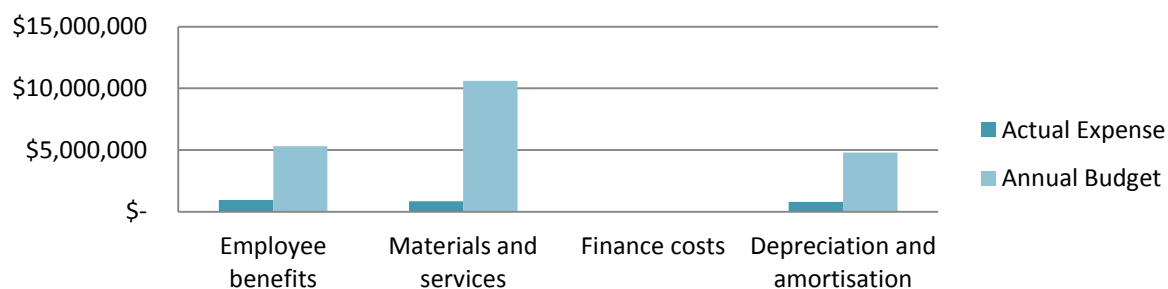
## 5. STATEMENT OF INCOME AND EXPENDITURE

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

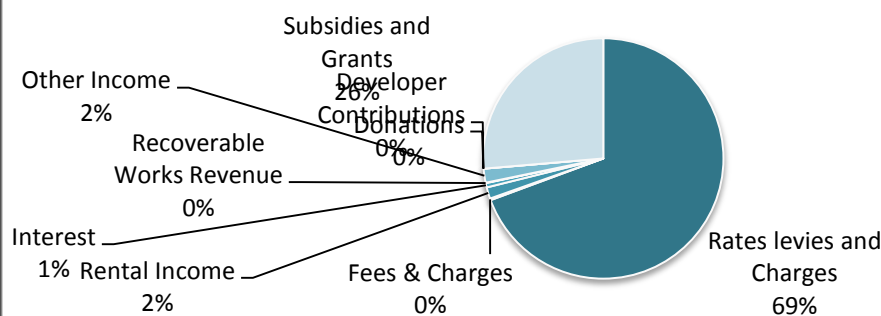
*For the month ended 31 August 2020*

	Note Ref	31 August 2019 \$	31 August 2020 \$	2020-21 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		1,586,821	1,529,218	3,038,000	50%
Fees & Charges	(1)	8,488	4,939	85,500	6%
Rental Income	(2)	34,369	33,827	230,000	15%
Interest	(3)	30,320	12,861	120,000	11%
Recoverable Works Revenue	(4)	69,837	1,248	1,060,500	0%
Other Income	(5)	22,873	41,564	101,000	41%
Donations		-	-	-	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	829,268	581,016	8,305,159	7%
<b>Total Recurrent Revenue</b>		<b>995,155</b>	<b>2,204,673</b>	<b>12,940,159</b>	<b>17%</b>
<b>Capital Revenue</b>					
Sale of non-current assets		-	-	-	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	-	499,000	6,639,613	8%
<b>Total Capital Revenue</b>		<b>-</b>	<b>499,000</b>	<b>6,639,613</b>	<b>8%</b>
<b>TOTAL INCOME</b>		<b>995,155</b>	<b>2,703,673</b>	<b>19,579,772</b>	<b>14%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	871,827	950,061	5,310,000	18%
Materials and services	(9)	1,487,059	845,381	10,603,000	8%
Finance costs	(10)	2,208	1,809	12,000	15%
Depreciation and amortisation	(11)	808,431	798,400	4,790,000	17%
<b>TOTAL RECURRENT EXPENSES</b>		<b>3,169,525</b>	<b>2,595,651</b>	<b>20,715,000</b>	<b>13%</b>
<b>NET RESULT</b>		<b>- 2,174,370</b>	<b>108,022</b>	<b>1,135,228</b>	<b>-10%</b>

### 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 (0.73%). This is down from 0.93% in July.
- (4) Recoverable Works Revenue** - no significant movements for the month for recoverable works.
- (5) Other Income** - there was no significant movement month on month for other income.
- (6) Subsidies and Grants (operating)** - We received both the first instalments of the FAGs general and roads grants during August for 303k and 52k each. Additionally 27k was received for airport grants and 184k for the 18/19 QRA flood event.
- (7) Subsidies and Grants (capital)** - the grant amount comparative to July 20 has decreased in Aug 20 as a result of the requirement for council to recognise contract assets and liabilities for 30 June. Note that the distorting decreasing this line in the cash flow has been recognised against payments to suppliers and employees as part of the liability account movements.
- (8) Employee benefits** - for employee benefits costs against the budget, we have currently expended 950k against a budget of 5.31mil for the year. This is an actual spend of 17.8% against an expected 17% per the budget, this will be slightly up due to additional staffing hires, and the termination payment made in July 20.
- (9) Materials and services** - As expected and noted in the July 2020 finance report a number of costs have been recognised in the August month for items such as insurance, IT and Equipment Services, general operating costs, plant operating costs and engineering costs. The expenditure to date is in line with expected expenditure.
- (10) Finance costs** - minimal costs have been incurred in August 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 organisational departments of council.

It is expected that movements should be no more than 8.5% month on month (100% divided by 12 months).  
Benchmark for August 2020 17.00%

% 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)

Organisational Services					
	31 August 2019	31 August 2020	2020-21 Annual Budget	YTD Progress	Comments
	\$	\$	\$	%	
Recurrent Expenses					
Corporate Governance Costs	123,279	113,299	897,900	13%	Within budget expectation for the month (17% movt).
Administration Costs	461,602	662,732	2,934,783	23%	Higher than expected for the month. This is due to rates write-off processed for rates debtors now classified as Non-profit (exempting them from general rates).
Recoverable Works Expenses	60,705	135,012	745,000	18%	Slightly higher than expected; flagged for monitoring.
Engineering Services	1,458,761	858,763	6,710,508	13%	Within budget expectation for the month (17% movt).
Utility Services Costs	134,733	105,457	843,900	12%	Within budget expectation for the month (17% movt).
Net Plant Operating Costs	- 252,676	- 331,947	- 1,076,199	31%	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	6,111	2,365	181,580	1%	Within budget expectation for the month (17% movt).
Community Services Costs	366,369	249,760	1,230,300	20%	Slightly higher than expected; flagged for monitoring.
Finance Costs	2,208	1,809	12,000	15%	Within budget expectation for the month (17% movt).
Depreciation	808,431	798,400	4,790,000	17%	Within budget expectation for the month (17% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (17% movt).
TOTAL RECURRENT EXPENSES	3,169,523	2,595,650	17,269,772	15%	Within budget expectation for the month (17% movt).

## 7. STATEMENT OF FINANCIAL POSITION

*For the month ended 31 August 2020*

	31 August 2020	2020-21 Annual Budget
	\$	\$
<b>Current Assets</b>		
Cash and cash equivalents	7,859,002	5,422,354
Trade and other receivables	1,264,468	340,539
Inventories	276,547	300,000
Other financial assets	268,383	893,087
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>9,668,400</b>	<b>6,955,980</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	223,966,759	216,883,699
Accumulated Depreciation	- 70,923,377 -	69,184,975
Intangible assets	-	-
<b>Total non-current assets</b>	<b>153,043,382</b>	<b>147,698,724</b>
<b>TOTAL ASSETS</b>	<b>162,711,782</b>	<b>154,654,704</b>
<b>Current Liabilities</b>		
Trade and other payables	3,018,599	3,400,000
Borrowings	-	-
Provisions	125,847	140,000
Other	-	-
<b>Total current liabilities</b>	<b>3,144,446</b>	<b>3,540,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	-	-
Interest bearing liabilities	-	-
Provisions	838,468	860,000
Other	-	-
<b>Total non-current liabilities</b>	<b>838,468</b>	<b>860,000</b>
<b>TOTAL LIABILITIES</b>	<b>3,982,914</b>	<b>4,400,000</b>
<b>NET COMMUNITY ASSETS</b>	<b>158,728,868</b>	<b>150,254,704</b>
<b>Community Equity</b>		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	93,485,877	86,418,456
Retained surplus/(deficiency)	25,713,103	24,306,359
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>158,728,868</b>	<b>150,254,704</b>

## 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

1. That the financial report for 31 August 2020 be received and noted.

ATTACHMENTS

Nil

## Strategic Projects Reports

### 09.03.01 Strategic Projects Reports

DEPARTMENT:	Works and Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	8 September 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

#### 1. PROJECTS

Project	Description	Update/activity for reporting month
Waste tyre removal and recycling	Council has secured funding to remove waste tyre stockpiles from Burketown and Gregory	<ul style="list-style-type: none"> <li>First collections in Gregory completed 16-17 June 2020:</li> <li>50.14t removed (6 trailers)</li> <li>First collections in Burketown completed 15-16 July 2020.</li> <li>58.46t removed (6 trailers)</li> <li>Final collections scheduled for 11-13 August 2020:</li> <li>Est. 72t to be removed (8 trailers)</li> </ul>
Burketown Rodeo Grounds Shade Structures	Installation of shade structures and horse stables at the Burketown Rodeo Grounds	<ul style="list-style-type: none"> <li>Major structural work completed. Roofing to be installed in September 2020;</li> <li>Practical Completion by end of September 2020.</li> </ul>
Burketown Mineral Baths	Completion of concept, business case and project plan for Burketown Mineral Baths	<ul style="list-style-type: none"> <li>Consultancy to deliver this phase of the project selected (GHD);</li> <li>Site visit scheduled for Tuesday 15 September 2020.</li> </ul>
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> <li>Session with Councillors and Waanyi representatives held on 30 July 2020.</li> <li>Revised draft scope forwarded to relevant parties on 5 August 2020</li> <li>Discussions with adjacent landowners in relation to dedication of part of Gregory River as a Reserve.</li> </ul>

Project	Description	Update/activity for reporting month
Coastal Hazard Adaptations Strategy – phases 3-8	Complete phases 3-5 of Burke's Coastal Hazard Adaptation Strategy.	<ul style="list-style-type: none"> <li>Monthly reporting submitted to LGAQ.</li> <li>Qcoast Council Zoom sessions attended.</li> <li>Phase 3 and 4 reports completed.</li> <li>Phase 5 report drafted.</li> <li>Funding application for phases 6-8 submitted to LGAQ for consideration</li> </ul>
Burke ICT Project	Full review of Council's ICT requirements with a view to progressive implementation of improvements	<ul style="list-style-type: none"> <li>Transition to Office upgrade priced;</li> <li>Transition to single GWIP/Business IP access for all offices priced;</li> </ul>
Waste Reduction & Recycling Plan	Local Governments are required to adopt and update Waste Reduction and Recycling Plans.	<ul style="list-style-type: none"> <li>Arrangements to recycle 3t of waste batteries completed.</li> <li>Discussions between Burke and Carpentaria Shire Council have commenced. Site visits discussed and planned.</li> </ul>
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial (Utilities) developments.	<ul style="list-style-type: none"> <li>Session with Ausnorth &amp; Erscon on 7 August.</li> <li>Arrange session with Councillors to provide full update.</li> </ul>

## 2. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Gregory Showgrounds: Judge's Tower	Upgrade to Judge's Tower at Gregory Showgrounds	<ul style="list-style-type: none"> <li>Final building inspection completed. Acquittals under way with Racing Queensland and DRFA Flexible Funding Round 2</li> </ul>
Gregory Bar & Kitchen	Design, construction and fit-out of Bar & Kitchen at the Gregory Showgrounds.	<ul style="list-style-type: none"> <li>Cold Room indicator lights installed;</li> <li>Mobile ice/drink troughs ordered;</li> <li>Final Building Classification received;</li> </ul>

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"> <li>Installation completed.</li> </ul>
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"> <li>Incorporated into final DRFA acquittal</li> </ul>
Phillip Yanner Memorial Oval Upgrade	Oval upgrade to establish playing surface capable of hosting regional events.	<ul style="list-style-type: none"> <li>GPPS R07 monthly report submitted for July 2020 and final acquittal documentation submitted.</li> </ul>

### 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"> <li>Upgrade to LH National Park Road</li> </ul>	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"> <li>Panel of Suppliers appointed</li> </ul>
Trades & Services	ROPS for provision of wide-range of trades and services: 1 <sup>st</sup> Term: Aug 2019 – Aug 2020 Utilised to date for building, electrical, plumbing, building certification services.	<ul style="list-style-type: none"> <li>Panel refreshed for a further 12 months;</li> <li>Looking at opportunities to open existing categories and to create new categories as part of the ROPS re-fresh for 2020-21.</li> </ul>

## 5. CURRENT/RECENT TENDERS

Tender	Description	Opened	Closes	Awarded
5606-3000-1	Gregory to Lawn Hill Road – 2020 DRFA	8 Aug 2020	31 Aug 2020	17 Aug 2020
0280-4053-2	Burketown WTP Clear Water Storage 1ML Tank	18 Jul 2020	17 Aug 2020	TBC
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	Sep 2020
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
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.
STP Security Fencing installation	Installation of additional 220m of security fencing (1,800mm high + 3-strand barb wire). RFQ released via Vendor Panel.
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: <ul style="list-style-type: none"> <li>Farm Stay Tourism Blueprint</li> </ul>	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



Project	Description	Update for reporting month
BBRF Community Investment Stream: <ul style="list-style-type: none"> <li>Regional Branding Strategy</li> </ul>	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.	Contract signed with GHD/Graeme Smith Consulting to deliver contract
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 with State Development.
Gulf Academy	Viability analysis into establishing an accredited training facility in the Gulf.	Procurement documentation for consultancy services to be released in September 2020.

#### 8. OFFICER'S RECOMMENDATION

1. That Council receives the Strategic Projects Report.

#### ATTACHMENTS

Nil

## 10. Closed Session Reports

10.01 Closed Session Report - Burketown Clear Water Storage - Contract (20-23)

10.02 Closed Session Report - Contract 5606-3000-1: Gregory Lawn Hill Road, 2020 DRFA Restoration Works

## 11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report
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## Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan, Chief Executive Officer
DATE REPORT PREPARED:	15 September 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan – Administration. Outcome 2.2 Professional administrative interaction with all stakeholders

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#### 1. PURPOSE

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

#### 2. MATTERS FOR YOUR INFORMATION

##### **Strategic and Policy Issues**

Carpentaria Shire and McKinlay Shire Councils have joined us to form a QWRAP, which will facilitate joint training and procurement in water and waste water areas.

Council is progressing a zero household waste strategy, with an initial pilot of 6 in ground compost bins. I have approached the Department of Housing and Public Works to purchase and install the composters in state housing. A recycling education and engagement programme will be developed in the next few weeks, with the hope of engaging boarding school students in the school holidays.

Council is developing a proposal for Go Local funding to support local businesses. Initiatives proposed include bringing back the Burke Shire Passport and creating a Dark Sky Community to support our star gazing business.

##### **Housing strategy**

Council has received Ministerial approval for exemption from section 227 of the Local Government Regulations 2012, which now allows us to divest housing to staff. We are seeking a second financier, having already got Westpac engaged as a lender.

I have approached the Department of Housing and Public Works to consider purchasing Council's pensioner units.

##### **COVID-19 Recovery Strategy**

Council has interviewed for the community officer to support this strategy and access COVID-related grants.

#### 3. OFFICER'S RECOMMENDATION

1. That Councillors note the contents of this report.

#### ATTACHMENTS

Nil

## 12. Corporate and Community Services

<p>12.01 Deputy CEO Update 12.02 Audit Committee Minutes</p>
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## Deputy Chief Executive Officer Reports

### 12.01 Deputy CEO Update

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DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	15 September 2020
LINK TO COUNCIL PLAN/S:	Goal -Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

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#### 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 staff have significantly progressed the completion of the Draft Financial Statements Year Ended 30 June 2020. The agenda for the Audit Committee meeting on the 1<sup>st</sup> September was finalised during the month.

Policies continued to be reviewed and in particular there was significant progress with the review of the Enterprise Risk Management Policy and the Enterprise Risk Management Framework. Drafts of both of these were presented and received by the Audit Committee. These reports will be presented to the October Council meeting for adoption after further scrutiny by the Executive Management team.

Outstanding audit issues raised by internal/external auditors remain a priority as well as Local Law issues. Records management continues to be reviewed re cleaning up of files, achieving etc. I plan to look at renewing Memorandum of Understanding's for Gregory Downs Jockey Club, Burketown Rodeo & Sporting Assn, and a new MOU for the SES building.

##### **Financial Services**

Major focus in August for Financial Services was finalisation of the draft Financial Statements year ended 30 June 2020 for consideration by the Audit Committee. It is pleasing to note that these were well advanced when compared to the same time last year.

The first half year rate assessments were forwarded at the end of August with a 60 day period to pay.

##### **Human Resources**

Performance Appraisals for staff are nearly completed.

#### Positions advertised

- Admin Officer Records
- Economic & Community Projects Officer

#### Training

- Venomous Animals Awareness – Council session and a community session which was well attended.
- Chlorine Handling and SCBA Training – facilitated by Cloncurry Shire Council
- Local Government Diploma (financial focus)
- Workplace Health and Safety Representative Training
- Apply poison baits for vertebrate pest control in rural and environmental landscapes 20<sup>th</sup>-21<sup>st</sup> August.
- Certificate III Parks and Gardens (progressing)
- Significant planning for first aid training with the theory component largely completed.

#### **Workplace Health and Safety.**

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

#### **Administration and Community Services.**

##### Durlga Bookings

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

##### Events

No events were held in August. Next events planned are NADOC week –8-15<sup>th</sup> November. Committee needs to be formed. Awaiting notification re funding.

Remembrance Day -11<sup>th</sup> November-Plan together-start mid Oct.

#### **REX**

Flights recommenced as per normal on the 3<sup>rd</sup> August 2020. Additional training has occurred for a number of staff. Dave and Chontelle ASIC cards have been approved and posted and Jasmin's is progressing. Dwayne and Sage background checks occurring.

#### **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**

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

ATTACHMENTS



2000831 EOM WHS  
Report August 2020.

1. Workplace Health and Safety Performance Report – August 2020



## Deputy Chief Executive Officer Reports

### 12.02 Audit Committee Minutes

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DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy Chief Executive Officer
DATE REPORT PREPARED:	15 September 2020
LINK TO COUNCIL PLAN/S:	Operational Plan - Governance

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#### 1. PURPOSE

To present approved minutes of the Audit Committee from the meeting held on 26 Th February 2020.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Audit Committee is a committee of the Burke Shire Council and is directly responsible to the Council.

#### 3. PROPOSAL

That Council notes the minutes of the Audit committee meeting held on the 26<sup>th</sup> February 2020.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

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

#### 5. RISK

Nil

#### 6. POLICY & LEGAL IMPLICATIONS

Compliance with the Audit Committee Charter FIN –POL-010.

#### 7. CRITICAL DATES & IMPLICATIONS

Nil, but minutes should be noted by Council on the timely basis.

#### 8. CONSULTATION

Audit Committee Chair

9. CONCLUSION

It is appropriate for Council to receive, note and acknowledge the recommendations and actions from the Audit Committee. These minutes were approved by the Audit Committee on the 1<sup>st</sup> September 2020.

10. OFFICER'S RECOMMENDATION

That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 26<sup>th</sup> February 2020.

ATTACHMENTS



Draft February 2020  
Minutes.docx

1. Audit Risk Committee minutes held on the 26<sup>th</sup> February 2020.

### 13. Mayoral Report

Report to be provided to meeting.

### 14. Councillor Reports

Councillors will provide reports to the meeting.

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

Recommendation (if required)

That Council consider the following matters as they are considered to be of an urgent nature requiring immediate consideration by Council:-

### 16. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled for the meeting.

### 17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 15 October 2020.