



Agenda and Business Papers

Burke Shire Council Ordinary Meeting

Thursday 10 December 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 Madison Marshall; Team Leader-Community Services and Governance (Minutes)

02.01 LGR 2012 Section 254K – Participating in meetings by audio link or visual audio link

That Council, in accordance with section 254K of the Local Government Regulation 2012, allows the following person/s to participate in the meeting by audio link or visual audio link:

- Philip Keirle, Executive Manager Strategic Projects (EMSP)
- Graham O’Byrne, Executive Manager Engineering
- Shaun Jorgensen, Senior Accountant

03. Prayer

Led by Cr Wade

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 19 November 2020 and Special Meeting Monday 30 November 2020

That Council confirms the minutes, as presented, of the following meetings:

- i. Ordinary Meeting held on Thursday 19 November 2020
- ii. Special Meeting held on Monday 30 November 2020



201119 Unconfirmed Minutes.docx



201130 Unconfirmed Minutes - Special Mee

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

08. Registers of Interests

In accordance with the Local Government Regulation 2012, section 201B (2), The councillor or councillor advisor must, in the approved form, inform the chief executive officer of the particulars required to be included in a register of interests under a regulation for the new interest or the change to the particulars within 30 days after the interest is acquired or the change happens.

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

09.01 Notices of Motion

None received at time of agenda preparation.

09.02 Petitions

None received at time of agenda preparation.

10. Engineering Services Reports

<p>10.01.01 Engineering and Services Monthly Report 10.02.01 Strategic Projects Report</p>
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Engineering Services Reports

10.01.01 Engineering and Services Monthly Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	7 December 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan

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 General Works (including Parks, Gardens and Cemetery)

- Comprehensive review of public area sprinkler systems under way (cfwd)
- Implemented process to stop excessive water usage at Cemetery. Irrigation at cemetery to be limited until secure fencing of the cemetery is in place to prevent wildlife entering;
- PYMO aeration and ground servicing completed
- PYMO Drainage survey completed for remediation works to take place early December
- Cyclone Clean commenced.

2.2 Roads

- Continuing with RMPC contract. Reporting and defect rectification being completed
- DFRA19 Cemetery Rd, Caretakers, Rubbish Dump Rd Road works completed.
- DRFA 19 Floraville Rd, Doomadgee East and Truganini Rd Under way.
- RMPC Jacks Gully Rock protection completed.
- Works and Services crew- Wet season preparation signage and markers underway.

2.3 Plant and Fleet

- Fleet asset management strategy being finalized
- “band-aid” fixes compared with permmannet fixes/replacement being costed and assessed

2.4 Water & Sewerage

Burketown

- Clear Water storage tank project under way
- Filter outlet failure causing flooding of the worksite location for the New Tank. This disrupted the start of excavation on site and put the project out 2 days resulting in a variation cost of approximately \$60,000. WE are currently seeking recovery under council's insurance
- Due to the filter failure we have been experiencing issues with the Automatic backwashing and low flow rates through the filter. We are doing manual backwashes as the faulty filter will not allow automatic backwash.
- Low water pressure around town has been reported and upon investigation we found that strainers were blocked and had to be cleaned.

Gregory

- Water Sample – E coli Failure on the GWTP site sample. Reported to DNRME and a Boil Water Notice issued to residents. All tests at GWTP and the retic proved that the chlorine levels were adequate to eliminate E coli. Cause of the issue was most likely a contaminated sample. Retraining of all operators around sampling undertaken
- Gregory has had issues with Raw Water pumps tripping. The Raw Water intake well at the river site will need to be cleaned and flushed before wet season starts.

Burketown STP

- Sewer pump stations have been cleaned and pumps lifted to remove trash that's getting caught in the impellor (mainly Hand wipes). Housing and cutter on the pump at sewer station 1 has been damaged. Looking at repairing the Pump no 1.
- STP Blivet has had issues with the Circuit breaker tripping. This has caused an issue with the small lagoons nearly overflowing. Blivet has broken down due to a chain that drive the aerator.

2.5 Airports

- Commenced raising of the transformer pits. Location of 28 pits is required that aren't visible.

2.6 Waste

- Gregory – Rubbish collection increase due to tourist has continued.
- Discussions with DES proposed in Brisbane in November to discuss progression of strategy to manage waste. Both Gregory and Burketown an ongoing issue with available space
- Looking at scrap metal collection for both Gregory and Burketown (cfwd)

3. OFFICER'S RECOMMENDATION

That Council receives and notes Engineering and Services report.

ATTACHMENTS

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



Attachment 01
(Dec20).docx

Strategic Projects Reports

10.02.01 Strategic Projects Report

DEPARTMENT:	Works and Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	1 December 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PROJECTS

Project	Description	Update/activity for reporting month
Burketown Mineral Baths	Completion of concept, business case and project plan for Burketown Mineral Baths	<ul style="list-style-type: none"> GHD engaged to deliver; Site visit completed on Tuesday 15 September 2020; Additional funding secured for this project from Gangalidda Garawa Services; Project Reference Group meeting held with consultancy on Thu 5 Nov 2020.
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> Revised draft scope forwarded to relevant parties on 5 August 2020. Discussions with adjacent landowners in relation to dedication of part of Gregory River as a Reserve. Draft Local Law and Subordinate Local Laws to manage camping have been drafted to aid in consultation over management arrangements. Council presentation on ILUA delivered at the Waanyi community meeting on 19 November 2020.

Project	Description	Update/activity for reporting month
Coastal Hazard Adaptations Strategy – phases 3-8	Complete phases 3-8 of Burke's Coastal Hazard Adaptation Strategy.	<ul style="list-style-type: none"> Monthly reporting submitted to LGAQ. Qcoast Council Zoom sessions attended. Phases 3-5 completed; GIS data on infrastructure incorporated into Council's mapping; Funding confirmed for phases 6-8.
Burke ICT Project	Full review of Council's ICT requirements with a view to implementation of progressive improvements	<ul style="list-style-type: none"> All ICT contract timeframes and commitments reviewed; Review of 4G comms capabilities in Gregory completed; TV/Radio comms visit completed by N-Com. Upgrades identified; Transition to single GWIP/Business IP access for all locations priced;
Waste tyre removal and recycling	Council has secured funding to remove waste tyre stockpiles from Burketown and Gregory	<p>177.5t end of life tyres recycled to date.</p> <ul style="list-style-type: none"> Approximately 160t of tyres remaining to be cleared; Council has submitted a request for additional funding through the Regional Recycling Transport Assistance Package (RRTAP)
PYMO Upgrade & Maintenance	<ul style="list-style-type: none"> Tank replacements Drainage upgrades Aeration of field, fertilizing and top-dressing 	<ul style="list-style-type: none"> Tank replacement scheduled for completion in early December 2020. Funded via LRCL. Aeration, fertilising and top-dressing completed first week of Nov 2020. Updated manuals and guide received from Maccas.

2. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Burketown Rodeo Grounds Shade Structures	Installation of shade structures and horse stables at the Burketown Rodeo Grounds	<ul style="list-style-type: none"> Practical Completion achieved early October 2020. Completing funding acquittal November 2020.
STP Upgrade – Security Fencing	Installation of additional 220m of security fencing (1,800mm high + 3-strand barb wire).	<ul style="list-style-type: none"> Practical completion achieved by 30 October 2020.

3. GRANTS & FUNDING SUBMISSIONS

Funding program	Description	Update/activity for reporting month
All	Transition to Surepact	<ul style="list-style-type: none"> Council is in the process of transitioning its grants register and reporting into Surepact.
Works 4 Queensland Covid	\$1.1m in funding to deliver water, wastewater, buildings and facilities improvement and upgrade projects	<ul style="list-style-type: none"> Monthly reporting commenced; Variation to be lodged in December 2020;
Works 4 Queensland 2019-21	\$1.12m in funding to deliver a suite of maintenance and minor upgrade projects across waste, water, building and facilities	<ul style="list-style-type: none"> Quarterly reporting up to date; Variation No. 2 lodged to reallocate savings in Buildings & Facilities to Waste-focused projects;
DRFA Flexible Funding R2	Gregory Showgrounds – Jockey Change Room replacement; Phillip Yanner Memorial Oval: change room restoration and concrete works	<ul style="list-style-type: none"> Application successful; Project plans submitted on 30 Sep 2020; All projects to be delivered by 30 June 2021.
DRFA Flexible Funding R1	Gregory Showgrounds Upgrades; Burketown Showgrounds Upgrades;	<ul style="list-style-type: none"> Final acquittal completed for Gregory Showgrounds Upgrades. Final acquittal being prepared for Burketown Showgrounds Upgrades.

Funding program	Description	Update/activity for reporting month
DRFA Betterment	Transport betterment projects: <ul style="list-style-type: none"> Upgrade to LH National Park Road 	<ul style="list-style-type: none"> Application successful. Tender awarded at the September 2020 Council meeting. Construction underway with PC scheduled for early December 2020
Regional Recycling Transport Assistance Package	Transportation costs of recyclable waste (tyres)	Application successful. Opportunity to access additional funding lodged with the Department.
Coastal Hazard Adaptation Strategy	Completion of phases 6-8 of the Coastal Hazard Adaptation Strategy	Funding confirmed for completion of phases 6-8.

4. REGISTER 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"> Panel of Suppliers appointed in September 2020
Trades & Services	ROPS for provision of wide-range of trades and services: 1 st Term: Aug 2019 – Aug 2020 2 nd Term: Aug 2020 – Aug 2021 Utilised to date for building, electrical, plumbing, and building certification services.	<ul style="list-style-type: none"> Panel refreshed for a further 12 months; Looking at opportunities to open existing categories and to create new categories as part of the ROPS re-fresh for 2020-21.

5. 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.

Project	Description
Sewer Treatment network	Initial project scoping completed for Inflow and Infiltration (smoke test) assessment of the Burketown sewer network. Project delayed due to budgetary constraints.
Waste Management	<ul style="list-style-type: none"> Recycling: recycling of 3t stockpile of Council batteries completed; Recycling: Shire-wide battery recycling initiative in development;
Waste management	Initial project scoping underway for a landfill cell. Prelodgement meeting held with the Department of Environment & Science. Project to progress to
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 at the Phillip Yanner Memorial Oval. Project scoped.

6. GULF SAVANNAH DEVELOPMENT PROJECTS

RAB PROJECTS 2019-2020

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

RAB PROJECTS 2020-21

Project	Description	Update for reporting month
Protected Food Cropping in the Gulf Savannah	Multi-site options analysis / technology analysis in relation to the local production of fresh fruit, vegetables and herbs in the Gulf.	Stakeholder engagement progressing well. First milestone due 15 December 2020.
Gulf Academy – Business Case	Viability analysis into establishing an accredited training facility in the Gulf.	RFQ documentation released. Tender briefing scheduled held on 12 Nov 2020. Tender evaluation under way.
Tourism in the Gulf Savannah – 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 Department of State Development. No update this month

7. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

ATTACHMENTS

Nil

11. Office of the Deputy Chief Executive Officer

- 11.01 Finance Monthly Update Report
- 11.02 Deputy CEO Update
- 11.03 Budget Review 4 Months to 31 October 2020
- 11.04 WHS-REG-023 WHS Risk Register

Financial Services Reports

11.01 Finance Monthly Update Report

DEPARTMENT:	Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay, Deputy Chief Executive Officer
PREPARED BY:	Shaun Jorgensen, Senior Accountant
DATE REPORT PREPARED:	8 December 2020
LINK TO COUNCIL PLAN/S:	Operational Plan 2020-21 Council 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 council budget as at 30 November 2020. The below report will focus on providing information to key decision makers in regards to key metrics, trends and actuals for the month ended November 2020.

2. SUMMARY

As a review of council's performance over the month of November 2020; we noted that cash is down by \$878k, this was expected based on the ending budgeted position for cash for the year. It was also noted that comparative to the budget, that council operations are inline with the expected budgeted spend for November 20 (total P&L expenditure against budget as at 30 November 2020 was 46%). This is a slight overspend of 3.5% year to date.

Per the budget reviewed carried out on council spending up to 31 October 2020; it was noted that the timing of works for roads has resulted in some cost phasing. It is expected that this will slow in the wet season at this stage which will result in overspend receding.

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 30 November 2020.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	3,599,386	12,940,159	28%
Operating Expenses	(2)	7,988,620	20,715,000	39%
Operating Result (Profit/Loss)	-	4,389,234	- 7,774,841	56%
Capital Revenue	(3)	1,761,500	6,639,613	27%
Net Result	-	2,627,734	- 1,135,228	231%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	5,723,475	5,422,354
Other Current Assets	(5)	2,383,357	1,533,626
Non Current Assets	(6)	152,519,927	147,698,724
Total Assets		160,626,759	154,654,704
Liabilities (Current)	(7)	3,590,489	3,540,000
Liabilities (Non Current)	(8)	986,833	860,000
Total Liabilities		4,577,322	4,400,000
Net Community Assets		156,049,437	150,254,704

Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-122%	-100%
² Working Capital Ratio	Greater than 1:1	2	3
³ Net Financial Liabilities Ratio	Less than 60%	-125%	-206%

1

Notes:

- (1) Operating revenues** - minimal movement for the month in operating revenues; mainly due to RMPC claims from DTMR and the receipt of financial assistance grant revenue during November (prior month ending balance: \$3,038,648).
- (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 1.97mil against a budget of 5.31mil for the year. This is an actual spend of 37.21% against an expected 42% per the budget, we are currently tracking on progress against the budget target for the year.
- (3) Capital Revenue** - No movement for the month in relation to capital revenue.
- (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.

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.

8. STATEMENT OF CASH FLOWS

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

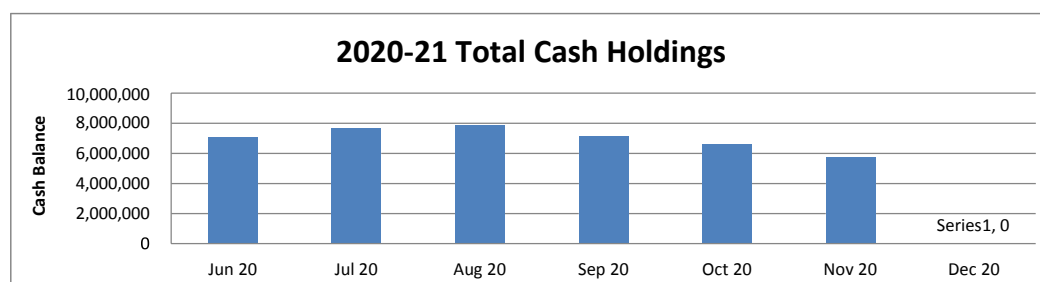
For the month ended 30 November 2020

	Note Ref	30 November 2019 \$	30 November 2020 \$	2020-21 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	2,411,446	2,333,616	4,026,118	58%
Payments to suppliers and employees	(2)	(6,275,324)	(4,701,193)	(13,198,366)	36%
		(3,863,878)	(2,367,577)	(9,172,248)	26%
Rental Income	(3)	87,325	89,520	230,000	39%
Interest Received	(4)	70,105	30,006	120,000	25%
Operating Grants and Contributions	(5)	1,725,561	1,389,366	8,305,000	17%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		(1,980,888)	(858,684)	(517,248)	166%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(1,226,899)	(2,232,945)	(7,754,000)	29%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	-	0%
Capital Grants and Subsidies	(7)	908,269	1,761,500	6,640,000	27%
Net cash inflow (outflow) from investing activities		(318,630)	(471,445)	(1,114,000)	42%
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)	(2,299,518)	(1,330,129)	(1,631,248)	82%
Cash at beginning of reporting period		9,595,818	7,053,604	7,053,604	100%
Cash at end of reporting period	(8)	7,296,300	5,723,475	5,422,355	106%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.68%	30,006	5,476,872
Westpac General Fund	-	-	246,319
Cash Floats	-	-	283
Total			5,723,475

Cash and Cash Equivalents Movement Comparison Chart



Notes to the Statement of Cashflow:

- (1) **Receipts from customers** - represents cash inflows from revenue stream such as rates; it also shows the movement between current asset balances. Due to council's requirement to account for contract assets going forwards, this cashflow line will show some distortion between accounting (accruals) revenue (asset balance movements) and actual cashflows based on the changes to AASB15 and 1058 for 30 June. We will continue to assess this month and make note

of any significant findings to be advised to council if they should arise. Noted that cash inflows ytd are consistent with cash inflows experienced in November 2019.

- (2) **Payments to suppliers and employees** - due to new accounting treatments for contract assets and contracts, as well as movements in the accounts payable GL, as part of the standard cashflow mapping in PCS for liability movements, this has distorted our payments to suppliers and employee for the month. True cash expenditure equated to \$6.03mil at the end of Nov 20; this equates to a total cash spend of 45.69% ytd against the budgeted target of 41.67% for 30 Nov 20. This 4.02% overspend is mostly due to cost phasing (i.e. DRFA working being completed before the flood season where road works will slow down for approx. 3 months).
- (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 (0.68%). This is down from 0.96% in October.
- (5) **Operating Grants and Contributions** - progress payments for the financial assistance grant general and roads components were received during the month attributing to the increase.
- (6) **Payments for Property, Plant and Equipment** - a number of capital projects were progressed attributing to the cash outflow for the month (prior month: \$1,453,810).
- (7) **Capital Grants and Subsidies** - no capital grants were received in November 2020.
- (8) **Net Cash Movement** - council's cash holdings were down 878k, to a total balance of 5.7mil in the bank/QTC. This is in line and tracking against budget appropriately at this stage with no cause for alarm for November 2020.

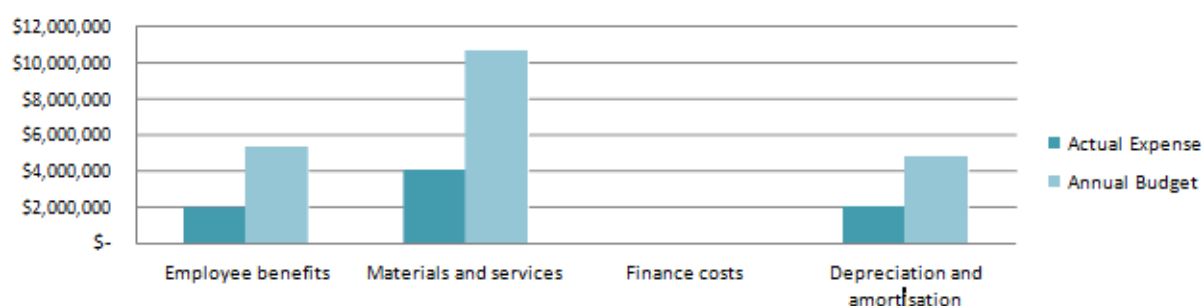
4. STATEMENT OF INCOME AND EXPENDITURE

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

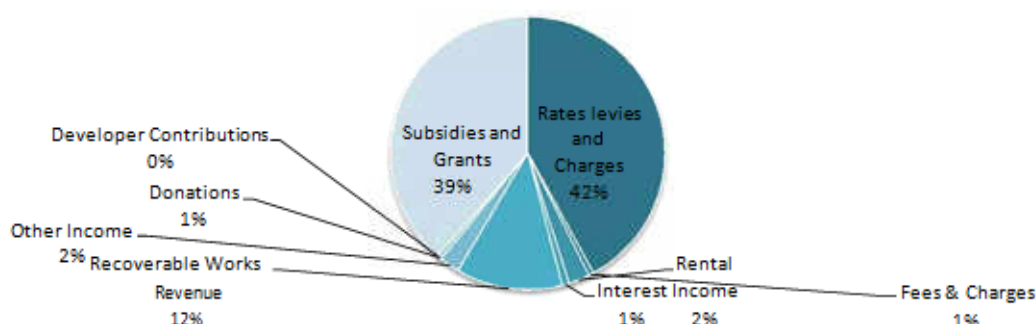
For the month ended 30 November 2020

	Note Ref	30 November 2019 \$	30 November 2020 \$	2020-21 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,566,354	1,513,389	3,038,000	50%
Fees & Charges	(1)	33,319	21,202	85,500	25%
Rental Income	(2)	87,325	89,520	230,000	39%
Interest	(3)	70,105	30,006	120,000	25%
Recoverable Works Revenue	(4)	28,541	450,925	1,060,500	43%
Other Income	(5)	35,582	85,678	101,000	85%
Donations		-	19,300	-	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	1,725,561	1,389,366	8,305,159	17%
Total Recurrent Revenue		1,980,433	3,599,386	12,940,159	28%
Capital Revenue					
Sale of non-current assets		-	-	-	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	-	1,761,500	6,639,613	27%
Total Capital Revenue		-	1,761,500	6,639,613	27%
TOTAL INCOME		1,980,433	5,360,886	19,579,772	27%
Recurrent Expenses					
Employee benefits	(8)	2,121,829	1,975,969	5,310,000	37%
Materials and services	(9)	4,660,779	4,049,806	10,603,000	38%
Finance costs	(10)	5,152	4,619	12,000	38%
Depreciation and amortisation	(11)	1,998,924	1,958,226	4,790,000	41%
TOTAL RECURRENT EXPENSES		8,786,684	7,988,620	20,715,000	39%
NET RESULT		-	2,627,734	1,135,228	231%

Expenditure Actual v Budget



Actual Revenue % Split YTD



Notes to the Statement of Income and Expenditure:

- Fees & Charges** - fees and charges is on track with the budget for the month.
- 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 (0.68%). This is down from 0.96% in October.
- (4) **Recoverable Works Revenue** - is on track year to date; RMPC works were billed to DTMR during Nov 20.
- (5) **Other Income** - is up based on billings to external organisation for work completed on their behalf as well as the payment of previously doubtful debt back to council.
- (6) **Subsidies and Grants (operating)** - progress payments for the financial assistance grant general and roads components were received during the month attributing to the increase.
- (7) **Subsidies and Grants (capital)** - No significant movement have been noted for capital grants for the month. The actual receipt rate (27%) is a little lower than expected for year to date; this will be raised as a query to management to comment on capital grant status v projects.
- (8) **Employee benefits** - for employee benefits costs against the budget, we have currently expended 1.97mil against a budget of 5.31mil for the year. This is an actual spend of 37.21% against an expected 42% per the budget, we are currently tracking on progress against the budget target for the year.
- (9) **Materials and services** - Costs are on track against budget for the month, no exceptions to note.
- (10) **Finance costs** - minimal costs have been incurred in November 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.

5. 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 November 2020 42.50%

% 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					
	30 November 2019	30 November 2020	2020-21 Annual Budget	YTD Progress	Comments
	\$	\$	\$	%	
Recurrent Expenses					
Corporate Governance Costs	240,621	300,946	897,900	<div><div></div></div> 34%	Within budget expectation for the month (34% movt).
Administration Costs	827,343	1,330,643	2,934,783	<div><div></div></div> 45%	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	136,962	348,190	745,000	<div><div></div></div> 47%	Higher than expected; this is indicating that council completing more RMPC works more frequently as corroborated by more frequent RMPC billing. This is also heavily impacting on the timing of works.
Engineering Services	3,906,105	3,771,826	6,710,508	<div><div></div></div> 56%	Higher than expected; overspend is a result of the timing of works. At this stage it is expected that engineering operations will slow down in the wet season.
Utility Services Costs	352,046	291,431	843,900	<div><div></div></div> 35%	Within budget expectation for the month (34% movt).
Net Plant Operating Costs	- 466,383 -	- 554,036 -	- 1,076,199	<div><div></div></div> 51%	More plant has been utilised based on RMPC works etc year to date. We expect this to ramp up up to the end of December 20 before the wet season starts after christmas.
Planning and Environmental Expenses	65,375	34,841	181,580	<div><div></div></div> 19%	Within budget expectation for the month (34% movt).
Community Services Costs	776,621	501,935	1,230,300	<div><div></div></div> 41%	Within budget expectation for the month (34% movt).
Finance Costs	5,152	4,619	12,000	<div><div></div></div> 38%	Within budget expectation for the month (34% movt).
Depreciation	1,998,924	1,958,226	4,790,000	<div><div></div></div> 41%	Within budget expectation for the month (34% movt).
Other Expenses	-	-	-	<div><div></div></div> 0%	Within budget expectation for the month (34% movt).
TOTAL RECURRENT EXPENSES	7,842,766	7,988,621	17,269,772	<div><div></div></div> 46%	Slightly over budget estimated spend YTD, this is primarily due to the timing of works leading into the wet season in 2021.

6. STATEMENT OF FINANCIAL POSITION

For the month ended 30 November 2020

	30 November 2020	2020-21 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	5,723,475	5,422,354
Trade and other receivables	1,738,906	340,539
Inventories	300,861	300,000
Other financial assets	343,590	893,087
Non-current assets classified as held for sale	-	-
Total current assets	8,106,832	6,955,980
Non-current Assets		
Receivables	-	-
Property, plant and equipment	225,401,530	216,883,699
Accumulated Depreciation	- 72,881,603	- 69,184,975
Intangible assets	-	-
Total non-current assets	152,519,927	147,698,724
TOTAL ASSETS	160,626,759	154,654,704
Current Liabilities		
Trade and other payables	3,464,642	3,400,000
Borrowings	-	-
Provisions	125,847	140,000
Other	-	-
Total current liabilities	3,590,489	3,540,000
Non-current Liabilities		
Trade and other payables	139,515	-
Interest bearing liabilities	-	-
Provisions	847,318	860,000
Other	-	-
Total non-current liabilities	986,833	860,000
TOTAL LIABILITIES	4,577,322	4,400,000
NET COMMUNITY ASSETS	156,049,437	150,254,704
Community Equity		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	93,485,877	86,418,456
Retained surplus/(deficiency)	23,033,670	24,306,359
Other reserves	-	-
TOTAL COMMUNITY EQUITY	156,049,436	150,254,704

7. 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	Nil

8. OFFICER'S RECOMMENDATION

That the financial report for the 30 November 2020 be received and noted.

ATTACHMENTS

Nil

Deputy Chief Executive Officer Reports

11.02 Deputy CEO Update

DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	08 December 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 for the month of November 2020.

2. UPDATES

General - DCEO

The Budget review for the 4 months ended 30 October 2020 has been finalised and will be presented to this meeting.

A major exercise occurred with the completion of the 2020 Annual Report. This was adopted on the 30 November 2020.

Outstanding audit issues raised by internal/external auditors remain a priority as well as Local Law issues. Records management continues to be a focus with planning for destruction runs in line with legislation.

Renewals of Memorandum of Understanding's for Gregory Downs Jockey Club, Burketown Rodeo & Sporting Assn, and a new MOU for the SES building are progressing. Visitor Information Centre License agreement is also currently being reviewed.

There has been a major focus on completion of the local Disaster Management Plan which will be adopted at this meeting. Also undertook training on the LDMG Evacuation Plan. A draft evacuation plan (which is a sub plan of the main plan), is ready for circulation to LDMG.

The Housing Strategy implementation has also had a significant focus.

On Interview panel for Gregory Caretaker position. Various discussions with preferred applicant.

Training

- LDMG exercise-re Evacuation Plan
- QTC-Asset Management Training.

Financial Services

Major focus in October for Financial Services was as follows:

- Sign off of R2R annual report
- Preparation of payroll for the Christmas Closure period
- Preparation of budget review for four months to the end of October.
- Completion and submission of 19-20 Consolidated Data for Department of Local Govt
- Completion of the 19-20 Annual report for council

These are being finalised on a timely basis.

Human Resources

Positions advertised

- Parks and Gardens cleaner – not filled

HR Policies / Procedures

- All HR policies have been reviewed, session with staff to be held early next year.
- Culture and Heritage draft policy complete.
- New and amended Policies approved during November JCC Meeting:
 - Leave Policy
 - Clothing and Uniform Policy (Corporate Image)
 - Portable and Attractive Items Policy
 - Staff Travel Expenses Policy
 - Fitness for Work Procedure
 - Transition to Retirement Procedure

New Hires

- Paul Slater and Katrina Hodson – Gregory caretakers
- Previously mentioned, but started in November -Kim Chan; Jaime Firth; Malcolm Busch

Training

- QTC Asset Management Training
- Rex assessments were conducted
- Traffic Control training (2-3 December)

Workplace Health and Safety

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

Administration, Community Services and Governance

Durlga Bookings

Council had 5 external bookings for the month of November. There have been a number of internal bookings (staff training/ meetings).

Events

Remembrance Day

- Ceremonies were held in Gregory and Burketown.

Young Ambassador Program

- The two Burketown State School graduates were presented with their packs on 1 December.
- The two School of the Air students will be presented theirs once all items have arrived.

Council would like to thank all who contributed to the packs.

John Francis McCalman Trust Bursary – Burketown State School Dux

- There were two recipients for the Dux Award this year. Kaleirah Luff and Hunniie Yanner were both presented with the Dux Award on 1 December.

Upcoming events

- Staff Christmas Party – this will be held on Friday 11 December from 1.00pm to 3.30pm at the Nijinda Durlga.

Local Laws

Council We have received multiple complaints/reports over the past month in relation to a property which has been identified as having multiple dogs (3) which have recently had puppies (approximately 14) and are not being cared for. Deputy CEO is investigating Council's options.

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.

Records

John Vanderzant (CorpMem) was in Burketown for 2 weeks to complete training, review current status of records and assist with clean-up and structure moving forward.

Rex

Rex flights are in full operation. Additional staff have been trained to perform REX duties.

Training

Shannon Moren and Kimberly Chan recently attended the Economic Development Practitioners Forum in Cloncurry. Presenters included Gareth Jones (Regional Manager for Agribusiness Development, DAFF), Assoc Prof. Ben Lyons (Rural Economies Centre of Excellence – Institute for Resilient Regions) Chad Renando (Research Fellow in the Australia Centre for Entrepreneurship Research/Director for Startup status and Managing Director for Global Entrepreneurship Network), John Irving (Principal Planner, Dept. State Development, Infrastructure, Local Govt and Planning), Amy Merriweather (Tourism and Events QLD). Both employees thoroughly enjoyed the forum, were provided with some very useful tools which will assist with funding applications and a how to guide on putting together an economic development strategy for Burke Shire. There are still a couple of Shire's within the Region who currently do not have one of these in place however the team from North West Regional Office, Dept State Development, Tourism and Innovation have offered their assistance in this space and recently completed the Carpentaria Shire Plan (this took roughly 12 months).

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



201130 EOM WHS
Report November 20:

1. Workplace Health and Safety Performance Report – November 2020

Deputy Chief Executive Officer Reports

11.03 Budget Review 4 Months to 31 October 2020

DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Shaun Jorgensen –Senior Accountant
DATE REPORT PREPARED:	08 December 2020
LINK TO COUNCIL PLAN/S:	Operational Plan/Budget

1. PURPOSE

The purpose of the following budget review is to establish any significant or tentative deviations of actuals costs against the original budget set for the 2020/21 financial year and to advise of any amendments to its budget pursuant to section 170(1) of the Local Government Regulation 2012. These review items will be separated into the categories of 'Operating' and 'Capital'.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the budget for the 2020-2021 financial year on the 28th of July 2020. Council's actual year to date revenue and expenditure is reviewed on a monthly basis, significant variances between year to date financial performance and budget estimates are investigated and reported.

Section 170 (3) of the Local Government Regulation 2012 provides that a Local Government may by resolution amend the budget for the financial year at anytime before the end of the financial year.

Year to date financial performance has been assessed against original budget estimates and the original budget has been amended accordingly.

3. PROPOSAL

That Council acknowledges and endorses revised changes to the 2020/21 Budget as follows:

Operational Budget Adjustments (Cash impact)

Cost Area	Original budget (\$)	Reviewed Amount (\$)	Increase/ Decrease (\$)	Reason
Garbage Collection Costs (Gregory)	19,000	24,000	5,000	Increase due to staff costs to perform works.
Burke Water Reticulation System Maintenance	40,000	55,000	15,000	WTP upgrades/works required to fix issues.
Gregory WTP Operations	65,000	80,000	15,000	WTP upgrades/works required to fix issues.
Total	124,000	159,000	35,000	Minor cash impact

Operational Budget Adjustments (Non-cash impact)

Cost Area	Original budget (\$)	Reviewed Amount (\$)	Increase/ Decrease (\$)	Reason
Phil Yanner Memorial Grounds Maintenance Expense	27,000	60,201	33,201	Required to complete the maintenance activities of the PYMO.
Floating Plant & Loose Tools	45,000	25,000	- 20,000	Re-purpose to PYMO.
STP Security Fence	30,000	25,799	- 4,201	Re-purpose to PYMO.
Burketown Rodeo Maintenance	55,000	46,000	- 9,000	Re-purpose to PYMO.
Total	157,000	157,000	-	No cash impact

Capital Budget Adjustments:

Capital Project	Commentary
Sewer Network Inflow and Infiltration	Delayed until 21/22 FY. Re-prioritised spend to Water Treatment Plant upgrade; estimated at \$60,000.
Replacement tanks PYMO (emergent - New)	Funded by additional grant funding; estimated cost and grant funding to be \$26,000.
BKT Mineral Baths	Increase from \$75,000 to \$105,000
	Increase in budget covered by external sources of revenue not previously accounted for: - Gangalidda contribution of \$14,300 (received) - Project/contract management fees charged to GSD: \$15,700 \$15,500 (GST excl.) claimed to date. Balance will come from Kimberley Chan's time or from further claims.
19-20 RRTAP Waste Tyre Project	Council was able to secure a 50% discount on recycling of additional trailers of tyres, but needed an extra \$4,200 to cover the expense. Per EMT discussions, this variation was covered by savings from the CCTV network improvement (0280-4030-0019). CCTV Network Improvement 2021 (0280-4030-0019) to be reduced from \$18,780 to \$13,854.35.

4. FINANCIAL & RESOURCE IMPLICATIONS

This recommendation requires changes to the current year budget. There is a shortfall of \$35,000 which will be considered within the more detailed December budget review. Therefore there is no impact on the projected Ten Year Financial Forecast at this point of time.

5. POLICY & LEGAL IMPLICATIONS

Compliance with the Local Government Act 2009 and Section 170 of the Local Government Regulation 2012.

6. CRITICAL DATES & IMPLICATIONS

Section 170 (3) of the Local Government Regulation 2012 defines Council's ability to amend its budget. The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

7. CONSULTATION

- Executive Management team.

8. CONCLUSION

The operational impact is minimal and the shortfall of \$35,000 will be found in the detailed December Budget Review. Therefore there will be no change to the Ten Year Financial Forecast.

A number of items were flagged for review in the December Budget Review as follows:

Operational Tentative Adjustments (For review in December 2020 budget review)

Cost Area	Original budget (\$)	Reviewed Amount (\$)	Increase/ Decrease (\$)	Reason
Consultancies - Engineering	80,000	100,000	20,000	Additional work by Erscon - Quarry pricing. Grant expected to be received for the additional 20k.
Plant Maintenance Expenses	245,000	275,000	30,000	Increase by \$30k due to aging plant
Gregory Airport Maintenance Expense	9,000	24,000	15,000	Additional works required - increase by \$15k
Total	334,000	399,000	65,000	Cash impact

9. OFFICER'S RECOMMENDATION

In accordance with section 170(3) of the Local Government Regulation 2012, to revise the Burke Shire Council budget adopted for the financial year 2020/2021 as follows:

Operational Budget Adjustments (cash impact)

Cost Area	Original budget (\$)	Reviewed Amount (\$)	Increase/ Decrease (\$)	Reason
Garbage Collection Costs (Gregory)	19,000	24,000	5,000	Increase due to staff costs to perform works.
Burke Water Reticulation System Maintenance	40,000	55,000	15,000	WTP upgrades/works required to fix issues.

Gregory WTP Operations	65,000	80,000	15,000	WTP upgrades/works required to fix issues.
Total	124,000	159,000	35,000	Minor cash impact

Operational Budget adjustments (Non-cash impact)

Cost Area	Original budget (\$)	Reviewed Amount (\$)	Increase/Decrease (\$)	Reason
Phil Yanner Memorial Grounds Maintenance Expense	27,000	60,201	33,201	Required to complete the maintenance activities of the PYMO.
Floating Plant & Loose Tools	45,000	25,000	- 20,000	Re-purpose to PYMO.
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Burketown Rodeo Maintenance	55,000	46,000	- 9,000	Re-purpose to PYMO.
Total	157,000	157,000	-	No cash impact

Capital Adjustments:

Capital Project	Commentary
Sewer Network Inflow and Infiltration	Delayed until 21/22 FY. Re-prioritised spend to Water Treatment Plant upgrade; estimated at \$60,000.
Replacement tanks PYMO (emergent - New)	Funded by additional grant funding; estimated cost and grant funding to be \$26,000.
BKT Mineral Baths	Increase from \$75,000 to \$105,000 Increase in budget covered by external sources of revenue not previously accounted for: - Gangalidda contribution of \$14,300 (received) - Project/contract management fees charged to GSD: \$15,700 \$15,500 (GST excl.) claimed to date. Balance will come from Kimberley Chan's time or from further claims.
19-20 RRTAP Waste Tyre Project	Council was able to secure a 50% discount on recycling of additional trailers of tyres, but needed an extra \$4,200 to cover the expense. Per EMT discussions, this variation was covered by savings from the CCTV network improvement (0280-4030-0019). CCTV Network Improvement 2021 (0280-4030-0019) to be reduced from \$18,780 to \$13,854.35.

ATTACHMENTS

Nil

Deputy Chief Executive Officer Reports

11.04 WHS-REG-023 WHS Risk Register

DEPARTMENT:	Office of the Deputy CEO
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	David Gornalle – WHS contractor
DATE REPORT PREPARED:	20 November 2020
LINK TO COUNCIL PLAN/S:	WHS SMS Plan – WHS Risk Register

1. PURPOSE

To present the WHS-REG-023 WHS Risk Register developed so councilors and officers have an understanding of the risks and hazards associated with the councils operations.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The internal safety management system audit identified the need for the review and development of the Burke Shire Council WHS risk register. This register fulfills the legislative requirement that officers and senior management are aware of the hazards and risks of the operation along with the controls that are in place to mitigate the risks.

3. PROPOSAL

That Council notes the WHS-REG-023 WHS Risk Register which identifies the overarching high level risks and control measures associated with the operations of the Burke Shire Council.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Not meeting obligations and duty under the Work Health and Safety Act 2011(Qld)

6. POLICY & LEGAL IMPLICATIONS

Compliance with the Work Health and Safety Act 2011(Qld) and the Burke Shire Council WHS policy and Policy statement.

7. CRITICAL DATES & IMPLICATIONS

Nil.

8. CONSULTATION

Burke Shire WHS contractor and WHS staff.

Deputy CEO.

Burke Shire Council workers.

9. CONCLUSION

Councillors should acquire and keep up-to-date knowledge of work health and safety matters and gain an understanding of the nature of the operations of the Council and generally of the hazards and risks associated with those operations.

Knowledge of the WHS Risk Register and its contents ensures councillors are aware of the hazards and risk associated with the operation and the controls that are in place to mitigate the risk to as low as reasonably practicable.

10. OFFICER'S RECOMMENDATION

That Council receive, accept and acknowledge the WHS Risk Register developed on 5th October 2020.

ATTACHMENTS

1. WHS-REG-023 WHS Risk Register



WHS-REG-023 WHS
Risk Register.xlsx

12. Closed Session Reports

Council will move into a closed session to discuss confidential items as defined in the Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 254 J (3) (g).

(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

12.01 Closed Session Report - QUD 747 of 2018 Waanyi People #2

13. Chief Executive Officer Reports

- 13.01 Chief Executive Officer Report
- 13.02 Revised Burke Shire Council Local Disaster Management Plan
- 13.03 Adoption of Council Meeting Dates for 2021

Chief Executive Officer Reports

13.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan, Chief Executive Officer
DATE REPORT PREPARED:	8 December 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 was in Brisbane with the Mayor and attended meetings with him, including those with DATSIP CEO, the Minister for Police and the new Minister of Local Government. I also attended the CEO forum and IPWEA's course on second order roads.

Strategic and Policy Issues

QWRAP

We have had our first meeting with Carpentaria Shire and McKinlay Shire in the formation of regional collaboration on water and sewerage services. It was very positive and I thank Graham O'Byrne for his efforts.

Remote airstrip funding

Council has applied for Remote Airstrip Upgrade Program Round 8 for upgrades to LED lighting in Burketown and Gregory.

Housing strategy

Staff are meeting with Westpac and there are now some pre-approvals for sale.

COVID-19 Recovery Strategy

Burke Shire Small Business Recovery and Resilience Strategy was well-received by the Small Business Advisory Council the Department of Employment, Small Business and Training. Details of delivery of the projects are now being discussed with QRA.

3. OFFICER'S RECOMMENDATION

That Councillors note the contents of this report.

ATTACHMENTS

Nil

Chief Executive Officer Reports

13.02 Revised Burke Shire Council Local Disaster Management Plan

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; CEO
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	01 December 2020
LINK TO COUNCIL PLAN/S:	Operational Plan – Good Governance

1. PURPOSE

To approve the revised Burke Shire Council local Disaster Management Plan.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As required under the Disaster Management Act 2003, Burke Shire Council is required to have a local disaster management plan in effect for the management of ensuing disaster events which may occur throughout the shire.

The current plan has been significantly reviewed and reformatted by myself. Elliott Dun, Emergency Management Coordinator, Northern Region, Mount Isa, Queensland Fire and Emergency Services, has also reviewed the plan in detail with some recommendations which have been incorporated. The plan was also sent to the wider local disaster Management Group for review, feedback and approve of the changes.

3. PROPOSAL

The revised Local Disaster Management Plan, like previous versions, is based upon the principles contained in the Queensland Disaster Management Act 2003 and Council's Commitment to building resilient communities.

The plan's primary focus is to ensure the safety of our community. It details actions we will take to ensure we are prepared and can deliver an effective and coordinated response to disaster events and to facilitate a speedy recovery as soon as possible after a disaster event. Disasters can be challenging, and the Local Disaster Management Group is dedicated to building our resilience and ensuring the safety of our community.

4. FINANCIAL & RESOURCE IMPLICATIONS

The report highlights situation requirements surrounding the activation of financial assistance arrangements. I.e. DRFA, Dept. Communities provisions etc. There are no financial or resource implications associated with this report.

5. RISK

To help minimise the impact of any incident and to be ready to respond to Community needs.

6. POLICY & LEGAL IMPLICATIONS

Disaster Management Act 2003

7. CRITICAL DATES & IMPLICATIONS

Council should adopt the revised document this calendar year.

8. CONSULTATION

Local Disaster Management group.

9. CONCLUSION

It is important that the Burke Shire Council Local Disaster Management Plan is reviewed yearly. The plan has been significantly reviewed in formatting and content.

10. OFFICER'S RECOMMENDATION

That Council adopt the revised Burke Shire Council Local Disaster Management Plan.

ATTACHMENTS



2020-21 Burke Shire
Local Disaster Manag

1. Revised Burke Shire Council Local Disaster Management Plan

Chief Executive Officer Reports

13.03 Adoption of Council Meeting Dates for 2021

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Acting CEO
PREPARED BY:	Madison Marshall, Team Leader Community Services and Governance
DATE REPORT PREPARED:	30 November 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

1. PURPOSE

To present and adopt proposed council meeting dates for 2021.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

3. PROPOSAL

That Council holds the ordinary meetings on the fourth Thursday of each month commencing at 9am, with the exceptions noted below for the reasons noted below.

January	Thursday 28	
February	Thursday 25	
March	Thursday 25	
April	Thursday 22	
May	Thursday 27	To be held in Gregory
June	Thursday 24	
July	Thursday 22	
August	Thursday 26	
September	Thursday 23	
October	Thursday 28	To be held in Gregory
November	Thursday 25	
December	Thursday 09	Proposed Thursday 9 th as it is likely that Council will close on Friday 17 December 2021 for the Christmas shut-down period.

4. FINANCIAL & RESOURCE IMPLICATIONS

This is budgeted for in Council's normal operations.

5. POLICY & LEGAL IMPLICATIONS

<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p> <p>254B Public notice of meetings</p>	<p>254B Public notice of meetings</p> <p>(1) A local government must, at least once in each year, publish a notice of the days and times when—</p> <p>(a) its ordinary meetings will be held; and</p> <p>(b) the ordinary meetings of its standing committees will be held.</p> <p>(2) The notice mentioned in subsection (1) must be published on the local government’s website, and in other ways the local government considers appropriate.</p> <p>(3) A local government must display in a conspicuous place in its public office a notice of the days and times when—</p> <p>(a) its meetings will be held; and</p> <p>(b) meetings of its committees will be held.</p> <p>(4) A local government must, as soon as practicable, notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified.</p>
<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p> <p>257 Frequency and place of meetings</p>	<p>257 Frequency and place of meetings</p> <p>(1) A local government must meet at least once in each month.</p> <p>(2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.</p> <p>(3) All meetings of a local government are to be held—</p> <p>(a) at 1 of the local government’s public offices; or</p> <p>(b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.</p>

6. CRITICAL DATES & IMPLICATIONS

It is timely to decide the meetings now, in order to advertise the public notice of meetings for next year as required under section 254B of the Local Government Regulation 2012.

7. CONSULTATION

- CEO
- DCEO

8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the dates below for the Ordinary Meetings of Council in 2021:-

January	Thursday 28
February	Thursday 25
March	Thursday 25
April	Thursday 22
May	Thursday 27
June	Thursday 24
July	Thursday 22
August	Thursday 26
September	Thursday 23
October	Thursday 28
November	Thursday 25
December	Thursday 09

ATTACHMENTS

Nil

14. Mayoral Report

Report to be provided to meeting.

15. Councillor Reports

Councillors will provide reports to the meeting.

16. Late Business

Matters referred to Council following close of agenda. Subject to resolution of Council to accept a late report.

17. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled at the time of agenda preparation.

18. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is proposed for Thursday 28 January 2021.