



Agenda and Business Papers

Burke Shire Council Ordinary Meeting

Thursday 25 February 2021

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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Inclusion | Integrity | Innovation | Infrastructure

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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 Graham O’Byrne; Executive Manager Engineering Shaun Jorgensen; Finance and Technology Manager Madison Marshall; Corporate Services and Governance Manager (Minutes) Brianna Harrison; Administration Officer (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:

- Graham O’Byrne, Executive Manager Engineering
- Shaun Jorgensen, Finance and Technology Manager

03. Prayer

Led by Cr Camp

04. Consideration of applications for leave of absence

No applications for leave of absence were received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 28 January 2021 and Special Meeting Thursday 4 February 2021

That the Minutes of the Ordinary Meeting of Council held on Thursday 28 January 2021 and Special Meeting of Council held on Thursday 4 February 2021, as presented be confirmed by Council.



210128 Unconfirmed Minutes.docx



210204 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

09.02 Petitions

No notices of motion or petitions were received at time of agenda preparation.

10. Engineering Services Reports

10.01 Engineering and Services – End of January Monthly Report
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Engineering Services Reports

10.01 Engineering and Services – End of January Monthly Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	18 th February 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 Operational Plan 2020-21

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 December 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)
- Staff Shortage – need to address staff shortage prior to dry (tourist season);
- Cleaning of facilities shared between other work units while fill the vacant cleaner role.

2.2 Roads

- Continuing with RMPC contract. Reporting and defect rectification being completed
- Works and Services crew - Wet season reporting and signage, multiple road closures through-out the Shire, with all efforts being made to provide up to date reporting.
- Preparation survey and photographic evidence for potential wet season DRFA claims. Ongoing

2.3 Plant and Fleet

- Fleet asset management strategy being finalized – assessment being made in conjunction with required employee capability and capacity. Cost benefit analysis underway. (Cfwd)
- Progressing with procurement of white fleet

2.4 Water & Sewerage

Burketown

- Clear Water storage tank project – minor leaks being repaired prior to handover by Contractor;
- Insurance claim for flooding of water tank construction site progressed, with assessor appointed (cfwd);

Gregory

- Paul Slater is transitioning well into the caretakers position.
- Met with Bidungu Rep (Natalie King) about water issues in the community

Sewerage Treatment Plant

- STP Blivet is currently down. We have replaced bearings and chain link on Rotor A & Rotor B shafts and currently waiting on a replacement gear box for the drive.
- Sewer pump wells operating okay without any major issues with 3844 kl pumped to the STP from town for the month;

2.5 Airports

- Raising of the transformer pits continuing
- Maintenance / Mowing of the runway and apron ongoing between wet periods;
- REX training for key individuals continuing.

2.6 Waste

- Design and scope for new landfill cell in Burketown commenced with tender planned for construction by end of March 2021
- Looking at scrap metal collection for both Gregory and Burketown ongoing investigation of options.

3. OFFICER'S RECOMMENDATION

That Council receives and notes the Engineering and Services report.

ATTACHMENTS

1. Background Detail to End of January 2022 - Engineering and Services Report



Works and Services
attachment.docx

11. Office of the Deputy Chief Executive Officer

- 11.01 Finance Monthly Update Report
- 11.02 Deputy CEO Update
- 11.03 Budget Review to the end of 31 January 2021

Financial Services Reports

11.01 Finance Monthly Update Report

DEPARTMENT:	Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Shaun Jorgensen; Manager Finance and IT
DATE REPORT PREPARED:	10 February 2021
LINK TO COUNCIL PLAN/S:	Operational Plan 2020-21 Budget 2020-21

1. PURPOSE

This report has been constructed to provide a snapshot of the progress of council's operations (financial) against budget targets as at 31 January 2021 as adopted by the council budget. The below report will focus on providing information to key decision makers in regards to key metrics, trends and actuals for the month ended January 2021.

2. SUMMARY

As a review of council's performance over the month of January 2021; we noted that cash is up by \$55k, management and finance is closely monitoring this balance to ensure it increases to the expected balance by 30 June 2021. It was also noted that comparative to the budget, council operations were slightly over budget for January 2021 (total P&L expenditure against budget as at 31 January 2021 was 64%). This is a slight overspend of 4.5% year to date due to cost phasing.






Per the budget reviewed carried out on council spending up to 31 November 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 and it is anticipated that it will balance out by financial year end. This will also be updated in the Budget Review to 31 January 2021.

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

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

3. OVERALL OPERATING SUMMARY (ACTUAL VS BUDGET)

The below summary shows a brief snapshot of how council is tracking in the current year against the budget for the year as adopted by council on the 31 January 2021.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	4,308,110	12,940,159	 33%
Operating Expenses	(2)	11,035,562	17,308,973	 64%
Operating Result (Profit/Loss)	-	6,727,452	- 4,368,814	 154%
Capital Revenue	(3)	2,689,221	6,639,613	 41%
Net Result	-	4,038,231	2,270,799	 -178%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	3,615,231	5,387,354
Other Current Assets	(5)	1,791,059	1,533,626
Non Current Assets	(6)	153,771,968	147,694,523
Total Assets		159,178,258	154,615,503
Liabilities (Current)	(7)	3,546,218	3,540,000
Liabilities (Non Current)	(8)	993,101	860,000
Total Liabilities		4,539,319	4,400,000
Net Community Assets		154,638,939	150,215,503

Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-156%	-121%
² Working Capital Ratio	Greater than 1:1	2	2
³ Net Financial Liabilities Ratio	Less than 60%	-43%	-81%

¹Notes:

(1) Operating revenues - minimal movement during the month.

(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 2.69mil against a budget of 5.54mil for the year. This is an actual spend of 48.57% against an expected 58% per the budget, Council is currently tracking on progress against the budget target for the year.

(3) Capital Revenue - no movement for the month.

(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 Definitions

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

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

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

4. STATEMENT OF CASH FLOWS

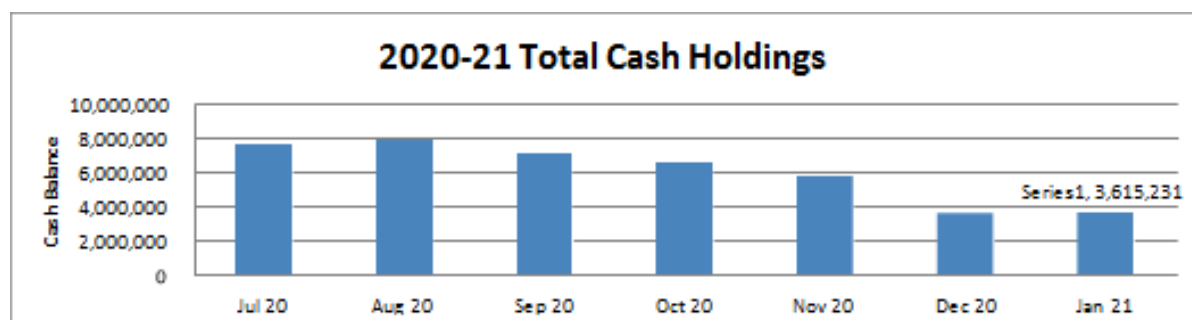
The below statement shows a comparison between the cashflow of January 2020 in the previous year v January 2021 actuals v the budgeted estimated cashflow for 30 June 2021.

For the month ended 31 January 2021

	Note Ref	31 January 2020 \$	31 January 2021 \$	2020-21 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	2,728,614	2,954,660	4,076,742	72%
Payments to suppliers and employees	(2)	(10,844,093)	(7,013,380)	(13,287,962)	53%
		(8,115,479)	(4,058,720)	(9,211,220)	44%
Rental Income	(3)	118,987	130,085	230,000	57%
Interest Received	(4)	90,907	47,701	120,000	40%
Operating Grants and Contributions	(5)	4,824,912	2,027,829	8,305,159	24%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		(3,080,673)	(1,853,106)	(556,061)	333%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(2,556,813)	(4,274,488)	(7,749,800)	55%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	-	0%
Capital Grants and Subsidies	(7)	952,821	2,689,221	6,639,613	41%
Net cash inflow (outflow) from investing activities		(1,603,992)	(1,585,267)	(1,110,187)	143%
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)	(4,684,665)	(3,438,373)	(1,666,248)	206%
Cash at beginning of reporting period		9,595,818	7,053,604	7,053,604	100%
Cash at end of reporting period	(8)	4,911,153	3,615,231	5,387,354	67%

Cash and Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.67%	47,701	2,681,979
Westpac General Fund	-	-	932,969
Cash Floats	-	-	283
Total			3,615,231

Cash and Cash Equivalents Movement Comparison Chart

Notes of the Statement of Cashflows

- **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 receipts are slightly higher comparably to January 2020 in the previous year.
- **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 cashflow mapping in PCS for liability movements, this has distorted our payments to suppliers and employment costs for the month. True cash expenditure equated to \$8.3mil at the end of Jan 2021; this equates to a total cash spend of 62.37% ytd against the budgeted target of 58.33% for 31 Jan 2021. This 4.03% 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). Also note that a review of the council annual budget is required to re-estimate the cost of DRFA works until 30 June 2021
- **Rental Income** - rental income is consistent with this time last year comparably and is on track against budget expectations.
- **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 provided by the QTC (0.67%). This is down from 1.03% in December 2020.
- **Operating Grants and Contributions** - no movements noted during the month.
Payments for Property, Plant and Equipment - a number of capital projects were progressed attributing to the cash outflow for the month (prior month: \$3,835,251).
- **Capital Grants and Subsidies** - no movements noted during the month.
- **Net Cash Movement** - council's cash holdings were up 55k, to a total balance of 3.61mil in the bank/QTC. While this appears concerning, management and finance are closely monitoring this balance as we expect further inflows from DRFA progress payments and the 2020/21 DRFA 30% upfront payment; council will also be levying rates on the 18th of February which will provide a further cash inflow to council.

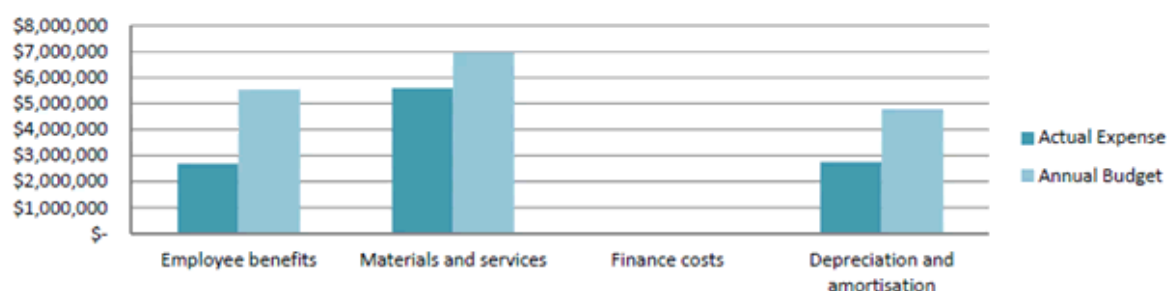
5. STATEMENT OF INCOME AND EXPENDITURE

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

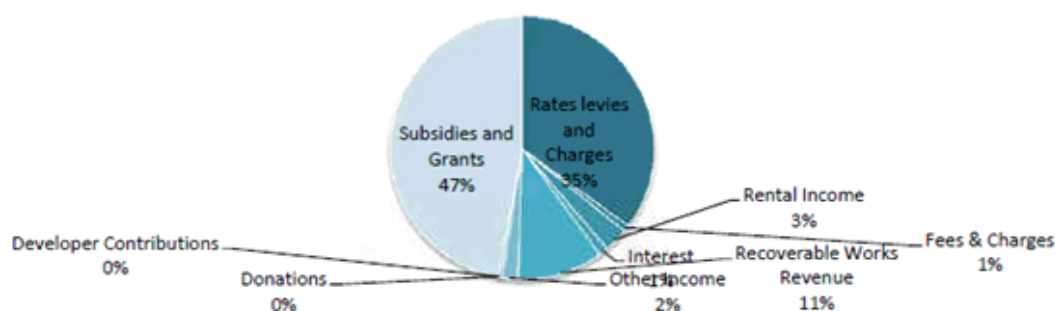
For the month ended 31 January 2021

	Note Ref	31 January 2020 \$	31 January 2021 \$	2020-21 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,533,663	1,512,797	3,038,000	50%
Fees & Charges	(1)	44,761	33,568	85,500	39%
Rental Income	(2)	118,987	130,085	230,000	57%
Interest	(3)	90,907	47,701	120,000	40%
Recoverable Works Revenue	(4)	356,738	451,792	1,060,500	43%
Other Income	(5)	63,808	85,038	101,000	84%
Donations		-	19,300	-	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	4,824,912	2,027,829	8,305,159	24%
Total Recurrent Revenue		5,500,113	4,308,110	12,940,159	33%
Capital Revenue					
Sale of non-current assets		-	-	-	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	952,821	2,689,221	6,639,613	41%
Total Capital Revenue		952,821	2,689,221	6,639,613	41%
TOTAL INCOME		6,452,934	6,997,331	19,579,772	36%
Recurrent Expenses					
Employee benefits	(8)	2,918,445	2,691,370	5,541,519	49%
Materials and services	(9)	7,104,807	5,590,860	6,965,454	80%
Finance costs	(10)	6,789	5,604	12,000	47%
Depreciation and amortisation	(11)	2,807,540	2,747,728	4,790,000	57%
TOTAL RECURRENT EXPENSES		12,837,581	11,035,562	17,308,973	64%
NET RESULT		- 6,384,647	- 4,038,231	2,270,799	-178%

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.
- **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 (0.67%). This is down from 1.03% in December 2020.
- **Recoverable Works Revenue** - is on track year to date, RMPC works will pick up again once the wet season has concluded.
- **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.
- **Subsidies and Grants (operating)** - No movements noted for the month.
- **Subsidies and Grants (capital)** - No movements noted for the month.
- **Employee benefits** - employee benefits costs against the budget, we have currently expended 2.69mil against a budget of 5.54mil for the year. This is an actual spend of 48.57% against an expected 58% per the budget, we are currently tracking on progress against the budget target for the year.
- **Materials and services** - Costs are higher than budgeted, however this is due to the simplified nature of budget pro-rata estimating. We note that while costs appear to be higher than expected, this is simply due to the timing of costs. We note that a large portion of road works were carried out before the close of December 20 due to the impending flood season that will limit all works for a minimum of 3 months in 2021. This phasing of costs is what we can see from looking at the total materials and service costs YTD against the budget estimate. Also note that council had estimated the costs of DRFA works; this will need to be re-assessed based on the actual costs and further forecasted estimates up to 30 June 2021 as part of the half year budget review to be carried out in Feb 2021.
- **Finance costs** - minimal costs have been incurred in January 2021 for finance costs; we do not expect significant changes in the trend on this expenditure as this consists of such as bank fees etc.
- **Depreciation and amortisation** - is inline with the expected depreciation spend; 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 January 2021 59.50%

% 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					Comments
	31 January 2020 \$	31 January 2021 \$	2020-21 Annual Budget \$	YTD Progress %	
Recurrent Expenses					
Corporate Governance Costs	360,507	452,075	897,900	50%	Within budget expectation for the month (59.5% movt).
Administration Costs	1,172,931	1,827,987	2,934,783	62%	Higher than expected for the ytd. This is due to rates write-off processed for rates debtors now classified as Non-profit (exempting them from general rates).
Recoverable Works Expenses	294,793	369,256	745,000	50%	Within budget expectation for the month (59.5% movt).
Engineering Services	5,852,374	5,150,516	6,690,508	77%	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. Additionally areas of the budget pertaining to DRFA need to be reviewed in the FEB21 budget review.
Utility Services Costs	482,646	425,901	878,900	48%	Within budget expectation for the month (59.5% movt).
Net Plant Operating Costs	- 424,129 -	609,495 -	1,076,199	57%	Within budget expectation for the month (59.5% movt).
Planning and Environmental Expenses	103,579	34,841	181,580	19%	Within budget expectation for the month (59.5% movt).
Community Services Costs	903,834	631,148	1,254,501	50%	Within budget expectation for the month (59.5% movt).
Finance Costs	6,789	5,604	12,000	47%	Within budget expectation for the month (59.5% movt).
Depreciation	2,807,540	2,747,728	4,790,000	57%	Within budget expectation for the month (59.5% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (59.5% movt).
TOTAL RECURRENT EXPENSES	11,560,864	11,035,561	17,308,973	64%	Slightly over budget estimated spend YTD, this is primarily due to the timing of works leading into the wet season in 2021 and the need for the budget review to encompass the reassessment of DRFA works up to 30 June.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 31 January 2021

	31 January 2021	2020-21 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	3,615,231	5,387,354
Trade and other receivables	979,336	340,539
Inventories	317,606	300,000
Other financial assets	494,117	893,087
Non-current assets classified as held for sale	-	-
Total current assets	5,406,290	6,920,980
Non-current Assets		
Receivables	-	-
Property, plant and equipment	227,443,073	216,879,498
Accumulated Depreciation	- 73,671,105	- 69,184,975
Intangible assets	-	-
Total non-current assets	153,771,968	147,694,523
TOTAL ASSETS	159,178,258	154,615,503
Current Liabilities		
Trade and other payables	3,420,371	3,400,000
Borrowings	-	-
Provisions	125,847	140,000
Other	-	-
Total current liabilities	3,546,218	3,540,000
Non-current Liabilities		
Trade and other payables	139,515	-
Interest bearing liabilities	-	-
Provisions	853,586	860,000
Other	-	-
Total non-current liabilities	993,101	860,000
TOTAL LIABILITIES	4,539,319	4,400,000
NET COMMUNITY ASSETS	154,638,939	150,215,503
Community Equity		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	93,485,877	86,418,456
Retained surplus/(deficiency)	21,623,173	24,267,158
Other reserves	-	-
TOTAL COMMUNITY EQUITY	154,638,939	150,215,503

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. OFFICERS RECOMMENDATIONS

That the financial report for the 31 January 2021 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:	18 February 2021
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, Economic and Community Projects, Workplace Health and Safety, Administration and Community Services for the month of January 2021.

2. UPDATES

General-DCEO

The Budget review for the 4 months ended 31 January 2021 is well progressed for adoption in February.

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.

Progressed review of Delegations from Council to CEO. This is a major exercise.

The Housing Strategy implementation also remains a priority.

LDMG meeting held. Attended CHAS-stakeholder meeting.

Progressed Gulf Savannah Development Academy project.

Training-Progressed Workplace Drug and Alcohol testing course.

Financial Services

Major focus in January for Financial Services was as follows:

- The commencement of the budget review process;
- Payment of the CDD vehicle registrations on time;
- Annual EBA 2.5% pay increase computation and implementation for staff;
- Progression in setting up the QAO audit app;

- Organisation of the annual NCA indexation process.

These are being finalised on a timely basis.

Human Resources

Positions advertised

- Parks and Gardens - Cleaner

HR Policies

All existing HR policies are current.

Code of Conduct under review.

HR procedures continue to be reviewed.

New Hires

- None

Training

- QLD Water Fundamentals
- PCS HR and Payroll training
- In House training:
 - Website training
 - Timesheets and payslips
 - Safety Champion software

Administration, Community Services and Governance.

Durlga Bookings

Nil external bookings for January 2021. There have been quite a few internal bookings.

Events

Australia Day/Citizenship Ceremony –

- The Australia Day events were held differently this year, with Council supporting community hosted events rather than organising an Australia Day event.
- Savannah hosted the Citizenship Ceremony and morning tea for Precil (new Citizen) – due to COVID-19 restrictions still in place, the event had limited numbers and were for invited guests only.
- Burketown Pub hosted a Pool Comp & Trivia Night
- Gregory & Murrays did Duck Races & Trivia Night

Next events planned are:

- Events Calendar – working on finalising the events calendar for the remainder of the year.

Local Laws

- Notice issued for overgrown allotment – owner has 14 days to rectify issue before Council takes further action.

REX

REX flights are in full operation.

Library

Library is only open for borrowing of books.

We received a library exchange at the end of January. New stock is now in the library.

Records

Recordkeeping is continuing as per usual. There is a focus on reviewing/creating procedures associated to recordkeeping. There is also a tidy up taking place of the system structure.

A CorpMem officer is onsite in Cairns working through filing all finance documents into the records system.

EHO

Letters for Food license renewals/applications have been drafted for FY2021/22 and will be sent out by the end of the month. Inspections of businesses will need to be performed this year as we did not complete due to Covid.

We have had interest from Adels Grove in regards to opening a new structure at Adels Grove which will require a food license.

Grants and Subsidies.

Submitted an application through the Saluting their service commemorative Grants Program” for flag poles to be installed at the Gregory Cenotaph. Application also includes plants to upgrade and grounds. Currently waiting for the outcome of the application.

Training

Jennifer Kumsing and Sasha Hookey are still working through their Cert III in Business Administration.

Shannon Moren, Jaime Firth and Madison Marshall have completed QTC Project Management Training.

The office remains closed on Tuesday afternoons to allow for training to take place.

Economic and Community Projects (Kim)

The Gulf Academy contract has been finalised with John Robinson Consulting Services, with the steering committee and consultants meeting for the first time last week via zoom. The project will see the development of a business case for a school that focuses on alternate educational opportunities for children and youths in the Gulf region. Communications and consultations with key stakeholders are currently being undertaken.

The Protected Cropping Feasibility Study has reached the completion of its second milestone. The next stage of this process will involve consultation between GSD and GHD (consulting firm) to determine the best viable option for the community. From this, a comprehensive feasibility study will be conducted based on the chose model.

Workplace Health and Safety.

The Workplace Health and Safety Performance Report for the month of January 2021 is attached

3. OFFICER'S RECOMMENDATION

That the Contents of the Deputy CEO's Report for January 2021 be noted and received.

ATTACHMENTS



201231 EOM WHS
Report January 2021

1. Workplace Health and Safety Performance Report – January 2021

Deputy Chief Executive Officer Reports

11.03 Budget Review to the end of 31 January 2021

DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Daniel McKinlay; Deputy CEO
PREPARED BY:	Shaun Jorgenson – Finance and Technology Manager
DATE REPORT PREPARED:	17 February 2021
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 the 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 2020/21 financial year on the 28th of July 2020. This was amended in the December 2020 council meeting covering the period to October 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. Please note these changes per the below table:

Proposed Amendments	Jan21 Movt	Jan21 Movt	Total
	\$	\$	\$
September 2020 Budget Amendments			35,000.00
<i>DRFA Roads Projects</i>			
DRFA increase in project scope costs to 30 June 2021	830,000.00		
DRFA increase in projects scope revenue to 30 June 2021	- 830,000.00		
Total DRFA Roads Projects		-	
<i>Rates Revenue Estimated Reduction</i>			
Assessments deemed no longer ratable	87,000.00		
Total Rates Revenue Estimated Reduction		87,000.00	
<i>*Capital Expenditure</i>			
Purchase of Old Townhall Land	33,500.00		
Total Capital Projects Expenditure		33,500.00	
<i>Depreciation Expenses</i>			
Depreciation - Burke Aerodrome	3,000.00		
Depreciation - Cemeteries (OS)	6,000.00		
Depreciation - Sewerage Utility	17,000.00		
Depreciation - Water Utility	13,000.00		
Total Rates Revenue Estimated Reduction		39,000.00	
<i>Operating Expenses</i>			
Dog Fence as part of Biosecurity funding	7,000.00		
SAI Global Subscription (3000-2104-0000)	7,000.00		
Annual Asset Indexation (3000-2165-0000)	5,000.00		
CCTV Operating Expenses (7400-2300-0000)	3,000.00		
Workers Compensation (3100-2300-0000)	5,000.00		
Gregory Signage	2,500.00		
Engineering - Lead Roles	5,000.00		
Total Operating Expenses		34,500.00	
January 2021 Budget Proposed Amendments			194,000.00
Total Annual 2021 Budget Amendments			229,000.00

4. FINANCIAL & RESOURCE IMPLICATIONS

This recommendation requires changes to the current year budget as follows: There is a calculated operating and capital shortfall of \$194,000 recognised as part of the budget review to the end of January 2021. This is in addition to the \$35,000 shortfall recognised as part of the 4 month budget review to the end of October 2020.

While the shortfall has been identified; \$39,000 relates to depreciation adjustments with a nil operating cash impact. Management also notes that \$33,500 related to the purchase of land which will be recognised against the savings identified in the council capital expense program for 2020/21. While \$87,000 has been recognised in deficit resulting from ratepayers no longer being eligible for rating; management will consider the long-term position impact of this amount in the next budget review and will work to mitigate the impacts of this amount.

A review of capital expenditure to the end of January 2021 has shown a \$168k surplus when compared to the opening budget balance. The operating shortfall of \$121k will be largely covered by the saving identified from capital spending for the year to date.

5. POLICY & LEGAL IMPLICATIONS

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

6. CRITICAL DATE & 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; and
Council.

8. CONCLUSION

The operational impact indicates a shortfall of \$194,000 being identified in addition to the \$35,000 recognised in the 4 month review conducted in October 2021. Of this balance; \$39,000 relates to non-cash depreciation adjustments and \$34,500 relates to additional expenditure that council will fund from savings recognised internally resulting in a NIL cash impact. For the rates revenue adjustment; the impact of this change will be shown in the council cashflow forecast along with the \$33,500 spend for the Old Town Hall land. At this stage management has not considered a need to change the Ten Year Financial Forecast; however the impacts from the noted shortfall will be closely monitored.

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:

Proposed Amendments	Jan21 Movt \$	Jan21 Movt \$	Total \$
September 2020 Budget Amendments			35,000.00
<i>DRFA Roads Projects</i>			
DRFA increase in project scope costs to 30 June 2021	830,000.00		
DRFA increase in projects scope revenue to 30 June 2021	- 830,000.00		
Total DRFA Roads Projects		-	
<i>Rates Revenue Estimated Reduction</i>			
Assessments deemed no longer ratable	87,000.00		
Total Rates Revenue Estimated Reduction		87,000.00	
<i>*Capital Expenditure</i>			
Purchase of Old Townhall Land	33,500.00		
Total Capital Projects Expenditure		33,500.00	
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Depreciation - Burke Aerodrome	3,000.00		
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Depreciation - Sewerage Utility	17,000.00		
Depreciation - Water Utility	13,000.00		
Total Rates Revenue Estimated Reduction		39,000.00	
<i>Operating Expenses</i>			
Dog Fence as part of Biosecurity funding	7,000.00		
SAI Global Subscription (3000-2104-0000)	7,000.00		
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Workers Compensation (3100-2300-0000)	5,000.00		
Gregory Signage	2,500.00		
Engineering - Lead Roles	5,000.00		
Total Operating Expenses		34,500.00	
January 2021 Budget Proposed Amendments			194,000.00
Total Annual 2021 Budget Amendments			229,000.00

ATTACHMENTS

1. Final 2020-21 Budget and Long Term Financial Forecast - 4 Months to 31 January 2021



A. Final 2020-21
Budget and Long Term

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) (a, b, c, d, e, f, g, h and i).

- (a) the appointment, discipline or dismissal of the chief executive officer;
- (b) industrial matters affecting employees;
- (c) the local government's budget;
- (d) rating concessions;
- (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
- (f) matters that may directly affect the health and safety of an individual or a group of individuals;
- (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;
- (h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
- (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

No closed session reports were received at time of agenda preparation.

13. Chief Executive Officer Reports

- 13.01 Chief Executive Officer Report
- 13.02 Councillor Administration Support-Advice Guidelines General Policy
- 13.03 Operational Plan 2020-2021– December 2020 Quarter Review
- 13.04 Review of Delegations - Council to Chief Executive Officer
- 13.05 Sport and Recreation Strategy-update October 2020 to December 2020

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:	18 February 2021
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

We have implemented our new organisational structure, which sees Workplace Health and Safety report directly to the CEO and has an administrative support position for the CEO and Councillors. This position has been filled by Brianna Harrison.

Workplace Health and Safety

At the Joint Consultative Committee meeting, the Australian Workers Union commended Burke Shire Council for allocating Tuesday afternoons for staff training and upskilling, and for the housing strategy that will see staff owning their own homes.

Burke Shire Council has achieved 450 days with no Lost Time Injuries: a fantastic result. Thanks to all staff and the WHS team, David Gornalle, Jasmin Davis and Chonny George.

Staff Training Tuesdays

Staff have been updated on our new organisational chart and we have discussed Council's newly adopted values as part of the Code of Conduct.

Burke Shire Council employees are:

Loyal - we ride for the brand as dedicated team players.

Proud - we take pride in ourselves, our work and our community.

Caring - we look out for each other and go home safely to our families.

Smart - we find solutions and take opportunities to improve ourselves.

Dependable - we are honest, ethical and do what we say we will do.

Staff also received training in preventative air conditioner maintenance.

Councillor Brisbane Trip

Planning for Councillors' trip to Brisbane from 21 March – 26 March is far advanced. Strategy, Finance, Media Training and Dispute Resolution sessions have been organised. The March Council meeting will be held at 2pm, Thursday, 25 March in Parliament House, Brisbane.

3. OFFICER'S RECOMMENDATION

That Councillors note the contents of this report.

ATTACHMENTS

Nil

Chief Executive Officer Reports

13.02 Councillor Administration Support-Advice Guidelines General Policy

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; CEO
PREPARED BY:	Clare Keenan; CEO
DATE REPORT PREPARED:	18 January 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

To approve the Councillor Administration Support-Advice Guidelines General Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under Section 170AA of the Local Government Act 2009, the Chief Executive Officer may make guidelines about the provision of administrative support by local government employees to a Councillor. These guidelines are to promote accountability and integrity, set the appropriate standards for interactions between Councillors and Councillor Administrative Support Staff, and meet the community's expectations about the use of Councillor Administrative Support Staff.

3. PROPOSAL

The proposed guidelines:

- Are to promote accountability and integrity;
- Set the appropriate standards for interactions between Councillors and Councillor Administrative Support Staff; and
- Are to meet the community's expectations about the use of Councillor Administrative Support Staff.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning acceptance of this Report.

5. RISK

Not applicable concerning acceptance of this Report.

6. POLICY & LEGAL IMPLICATIONS

Under Section 170AA of the Local Government Act 2009, the Chief Executive Officer may make guidelines about the provision of administrative support by local government employees to a Councillor.

7. CRITICAL DATES & IMPLICATIONS

Effective once the policy is adopted.

8. CONSULTATION

Councillors

CEO and Deputy CEO

9. CONCLUSION

This policy will ensure the appropriate standards for interactions between Councillors and Council Administration support staff are set.

10. OFFICER'S RECOMMENDATION

That Council adopt the Councillor Administration Support Advice Guidelines General Policy.

ATTACHMENTS

1. Councillor Administration Support Advice Guidelines General Policy



GOV-POL 014
Councillor Administrat

Chief Executive Officer Reports

13.03 Operational Plan 2020-2021– December 2020 Quarter Review

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy Chief Executive Officer
DATE REPORT PREPARED:	25 February 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

To provide Council with an outline of progress made through the December 2020 Quarter towards the achievement of Council's 2020/2021 Operational Plan.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

Attached is the update for the December 2020 quarter review of progress against Council's 2020/2021 Operational Plan for Council consideration.

3. PROPOSAL

That Council receives and notes the contents of the December 2020 quarter review report of progress towards implementation of the 2020/2021 Operational Plan.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Risk Type	What could happen	Possible consequence
Strategic and operational alignment	<ul style="list-style-type: none"> Non-alignment between Corporate Plan, Operational Plan and Budget. 	<ul style="list-style-type: none"> Ineffective, inefficient and non-compliant operations.
Compliance	<ul style="list-style-type: none"> Content requirements of Operational Plan 2020-21 not met 	<ul style="list-style-type: none"> Plan prepared with reference to regulatory requirements.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Section 104 Financial management systems	<p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually</p>
Local Government Regulation 2012	Division 4 Annual operational plan	<p>Section 174 Preparation and adoption of the annual operational plan</p> <ol style="list-style-type: none"> (1) A local government must prepare and adopt an annual operational plan for each financial year. (2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year. (3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months. (4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year. (5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan. <p>Section 175 Annual operational plan contents</p> <ol style="list-style-type: none"> (1) (1)The annual operational plan for a local government must— <ol style="list-style-type: none"> a. be consistent with its annual budget; and b. state how the local government will— <ol style="list-style-type: none"> i. progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and ii. manage operational risks

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

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

9. CONCLUSION

This report highlights Council's implementation of the 2020/2021 Operational Plan actions/projects for the December 2020 quarter of the 2020/2021 Financial Year. Generally reasonable progress is being made across the board.

10. OFFICER'S RECOMMENDATION

1. That Council receives and notes the contents of this report and attachments regarding Council's progress towards the implementation of the 2020/2021 Operational Plan for the December 2020 quarter.

ATTACHMENTS

1. Burke Shire Council Operational Plan 2020-2021-Progress report for the December 2020 quarter



Operational Plan
2020-21 reporting.xls

Chief Executive Officer Reports

13.04 Review of Delegations - Council to Chief Executive Officer

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; CEO
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	19 February 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

Delegate all powers referred to in the attached Delegations Register Council to Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

It is a requirement of the Local Government Act 2009 (LGA) Section 260 for Local Governments to have in place a 'Register of Delegations'.

This section states:

1. The Chief Executive Officer must establish a register of delegations that contains the particulars prescribed under a regulation;
2. The Chief Executive Officer must record all delegations by the local government, Mayor or the Chief Executive Officer in the register of delegations; and
3. The public may inspect the register of delegations.

The Local Government Act Section 257(5) provides that a delegation to the Chief Executive Officer must be reviewed annually by the local government.

In collaboration with King & Co Solicitors and the Local Government Association, a complete list of delegations which may be delegated from Council to the Chief Executive Officer was prepared and is regularly reviewed for use by Local Governments. King & Co have reviewed the relevant delegations for a number of Councils throughout Queensland. These are reflected in the attached delegations.

The proposed delegations have been comprehensively re-examined by the Deputy CEO for the purpose of up-dating Council's Delegations Register. Upon acceptance of the Delegations Register the CEO will then implement delegations to respective staff.

A formal resolution needs to be made to approve all delegations. This is a requirement to conduct the day to day business of Council without the necessity of some matters being discussed at a formal Council meeting. Once this resolution is made, the draft Register of Delegations will become the basis of Council's Record of Delegations, as required by the LGA.

3. PROPOSAL

A formal resolution needs to be made to approve all delegations. Once this resolution is made, the draft Register of Delegations will become the basis of Council's Record of Delegations, as required by the LGA.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning acceptance of this Report

5. RISK

Not applicable concerning acceptance of this Report.

6. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009 Sections, 257, 260.

7. CRITICAL DATES & IMPLICATIONS

Effective once the updated delegations are adopted.

8. CONSULTATION

Councillors

Executive management Team

9. CONCLUSION

Delegations from Council to the CEO have not been amended for a number of years. In addition there are a number of legislations not included in the current delegations which need to be included.

Where consultation is required with the relevant Minister the relevant section has not been delegated.

10. OFFICER'S RECOMMENDATION

That Delegations identified in the amended Draft Delegations Register from Council to the Chief Executive Officer attached be approved by Council.

ATTACHMENTS

1. Delegations Register Council to Chief Executive Officer



Delegations - part
1.docx



Delegations - part
2.docx

Chief Executive Officer Reports

13.05 Sport and Recreation Strategy-update October 2020 to December 2020

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Dan Mckinlay; Deputy CEO
DATE REPORT PREPARED:	19 February 2021
LINK TO COUNCIL PLAN/S:	BSC Sport and Recreation Strategy 2019-24

1. PURPOSE

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

11.04 Burke Shire Sport and Recreation Strategy

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

Moved: Cr Poole

Seconded: Cr Clarke

190718.19 5/0

3. PROPOSAL

That Council notes the contents of this report.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

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

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

- Upgrade to the Gregory Showgrounds:
 - Replacement of Jockey Change Rooms
- Upgrade to the Phillip Yanner Memorial Oval:
 - Drainage works
 - Concrete resiliency works

However, there are a number of high-priority projects and initiatives scheduled for delivery in 2020-21 that do not have a budget allocation. These include:

- Swimming pool/water park: progress the concept design for a new swimming pool and associated facilities;
- Burketown Gym: progress the concept/design component for this project;
- Burketown Recreation Precinct: progress the concept/design for a recreational precinct on the School Oval.

5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

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

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

Periodic consultation is taking place between Council and:

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

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report.

ATTACHMENTS

1. Sport and Recreation Strategy 2019-24



BSC - Sport and Rec
Strategy - 2019-24.d

2. Sport and Recreation Strategy – Quarterly Update – October to December 2020



Update Sports and
Recreation Strategy-I

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 scheduled for Thursday 25 March 2021.