



Confirmed Minutes
Burke Shire Council Ordinary Meeting
Thursday 27 May 2021
9.00am Council Chambers

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01. Opening of Meeting

The Chair declared the meeting open at 9:12am

02. Record of Attendance

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

Dan McKinlay; Acting CEO
Graham O’Byrne; Executive Manager Engineering
Shaun Jorgensen; Finance and Technology Manager
Brianna Harrison; Executive Assistant (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**

Moved: Cr Clarke

Seconded: Cr Camp

Carried 210527.01 5/0

03. Prayer

Cr Camp led Council in prayer.

04. Consideration of applications for leave of absence

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

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 22 April 2021 and Wednesday 12 May 2021

That the Minutes of the Ordinary Meeting of Council held on Thursday 22 April 2021 and the Minutes of the Special Meeting of Council held on Wednesday 12 May 2021 as presented be confirmed by Council.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 210527.02 5/5

06. Condolences

Council notes the passing of Gail O’Keefe and express their condolences to the family.

07. Declaration of Interests

I Councillor Wade inform the meeting that I have a declarable conflict of interest in relation to agenda item 11.04 Food licensing fees 2021/2022. This declarable conflict of interest arises as I have a family business that has a current food licence.

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

Council notes no notices of motion or petitions were received.

10. Engineering Services Reports

10.01 Engineering and Services

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Graham O'Byrne
DATE REPORT PREPARED:	18 May 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 April 2021. The Attachment to this report provides detail on routine reporting matters and general information.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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.

- Recruitment of new Project Engineer progressing with interviews planned for May

2.1 General Works (including Parks, Gardens and Cemetery)

- Staff shortage remains a challenge – resources spread across airports and civil. Detailed prioritised scheduling of asset maintenance underway. Currently unable to address all maintenance tasks due to staff short ages
- Gregory continuation of skip bin and dump-ezy servicing due to increase in tourism numbers

2.2 Roads

- Erscon completing QRA inspection for 20/21 Flood damage
- Commenced dry-season works , including RMPC
- Culvert replacement projects commenced
- DRFA contracts awarded
- Negotiations ongoing with QRA re Trugannini Rd repairs

2.3 Plant and Fleet

- Dry hire of Multi tyre roller proceeded with;
- Progressing with procurement of white fleet – demand is high. Looking for delivery late in calendar year;
- Vehicle auctions now planned for 1st week of June
- Procurement of new Zero Turn Mower. Delivery date Mid June (delayed due to supplier lead time)

2.4 Water & Sewerage

- WTP upgrade projects tendered and due for completion in September
- SCADA upgrade review to commence in May (as part of QWRAP)
- Waiting to hear from insurer re claim for water leak during Clear Water Storage project

Burketown

- Water usage increased significantly due to ramp up of domestic outdoor and Council sprinkler usage
- Planning for de-silting of lagoons underway

Gregory

- Identification of an electrical issue with No1 generator fixed by QEnergy
- Water usage increase with ramped up as above
- SCADA issues resulted in issues with water treatment and storage. Root cause of issue has been identified

Sewerage Treatment Plant

- Non-compliance with Ecoli – discussions with department have satisfied them regards our investigation and proposed remedies – treatment of algae and irrigation system

2.5 Airports

- REX training for key individuals continuing
- Planning in place to schedule “teams” to share duties across all council resources (cfwd)

2.6 Waste

- Tendered for new landfill cell in Burketown. Involves relocation of existing waste piles
- Removal of remaining tyres has commenced
- Waste Strategy is underway with presentation to Council planned for June meeting

3. OFFICER’S RECOMMENDATION

That Council receives and notes the Engineering and Services report.

10.01 Engineering and Services

That Council receives and notes the Engineering and Services report.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 210527.03 5/0

Attendance

Cr Yanner left the meeting from 9:40am and returned at 9:42am

10.02 Capex Projects Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	19 May 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PURPOSE

This report provides an update of the overall Capital Expenditure (Capex) Program for 2020/21. The report properly summarises the status to end of the reporting month.

The progress of grant and funding submissions is also provided.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The delivery of the Capex program is currently under a final review for the 20/21 Financial Year. This review is also taking into account a number of projects that have recently been tendered (tenders closed 3rd week of May), and the tender prices coming at 30 to 60% over the original budgets.

Research is indicating that the reasons behind this are:

- Increase in lead times for various items of supply
- Limitation on available resources has led to contractors needing to go well outside the north of Queensland to secure labour (both skilled and unskilled)
- Extension of time of delivery due to the above

The final Capex program to be delivered for the 20/21 Financial Year will be within Council’s agreed budget controls – that is any projects beyond the adopted budget will be financed through either of two measures:

- Additional grant funding secured to finance the project(s); and/or
- Re-prioritisation of the current capital spend on specific projects into next financial Year, which will then impact next years available Capex budget for new projects.

It is proposed that a workshop with Councillors will be conducted once the above review has been completed in order to transparently advise the status of this year’s Capex program, and how it directly influences next year’s Capex program.

3. PROJECTS

(new activity/progress for the month's end is shown in blue)

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"> Contract finalized and executed for Phases 6-8; Alluvium visit April 12-14 and presentation to Council of final report
Waste tyre removal and recycling	Council has secured funding to remove waste tyre stockpiles from Burketown and Gregory	<ul style="list-style-type: none"> 177.5t end of life tyres recycled to date. <ul style="list-style-type: none"> Approximately 160t of tyres remaining to be cleared; Funding extension received to enable remaining tyres to be removed from Burketown and Gregory. An additional \$60,000 is required from Council's own revenue (Opex) which will be achieved by postponing the Asset Management Review until July 2021 Final removal of tyres has commenced with Burketown first and then Gregory
PYMO General Upgrade & Misc concrete works	<ul style="list-style-type: none"> Tank replacements Concrete paths and vehicle access 	<ul style="list-style-type: none"> Tanks replaced. Funded via LRCL. Concrete works funded through DRFA Flexible Funding Rd 2 Works commenced in April 21
PYMO change rooms	Renovation of change room facilities at the Phillip Yanner Memorial Oval.	Works completed and inspected in April – some minor defects to be rectified
PYMO Drainage/Erosion control	Re-work and fix existing drainage from oval and adjacent areas	<ul style="list-style-type: none"> Temporary protection placed for Wet Season April inspection resolved the final fix for the erosion control
LH National Park Road	Upgrade to general road, sealing works and placement of 5 culverts to assist drainage	Construction commenced for culverts – to be completed by May 21

Project	Description	Update/activity for reporting month
WTP Upgrade	<ul style="list-style-type: none"> Upgrade of chemical dosing Provision of water testing facility Replacement of shed and additional concrete working areas 	<ul style="list-style-type: none"> Design and tender documentation completed <i>Works to be completed September 21 – extension of time with W4Q COVID & 19-21 with increased lead time for some items due to COVID</i> Tender awarded to Tim Wilson
Gregory Show Grounds - Jockey Change Rooms	<ul style="list-style-type: none"> Upgrade the Jockey change rooms at the Gregory Showgrounds. 	<ul style="list-style-type: none"> <i>Works completed sufficient for practical usage for Race Carnival</i> <i>Minor defects/changes to be carried by end of June 21</i>
Fleet	<ul style="list-style-type: none"> Replacement of fleet (white fleet) 	<ul style="list-style-type: none"> Mayor's vehicle replaced Commenced procurement of 6 replacement vehicles (with trade-ins) <i>Auction of vehicles scheduled for 1st week of June 21 – waiting on trade-in values for benchmarking purposes</i>
STP Irrigation	<ul style="list-style-type: none"> Irrigation of adjacent land to comply with Environmental license 	<ul style="list-style-type: none"> <i>Tenders closed in April 21 and contract awarded to Tim Wilson</i> To be completed by September 21
Burketown Depot	<ul style="list-style-type: none"> Remediation of pavement and some miscellaneous works 	<ul style="list-style-type: none"> Design finalized Anticipate completion of works by June 21
Culvert Replacement (multiple roads)	<ul style="list-style-type: none"> Replacement of failed culverts 	<ul style="list-style-type: none"> On-site investigation and design being finalized Replacement of first culvert planned by June 21 – <i>tenders to close in May 21</i>

4. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
<i>Clear Water Storage Tank (1ML)</i>	<ul style="list-style-type: none"> <i>Additional water storage at Burketown WTP</i> 	<ul style="list-style-type: none"> <i>Project completed with defects being attended to</i> <i>Handover and Practical Completion achieved in March 21</i>

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"> <i>Business Case finalized and grant fully acquitted</i>
Doomadgee East Road	Pavement improvement, re-contouring and sealing	Completed in December 20

5. GRANTS & FUNDING SUBMISSIONS

Funding program	Description	Update/activity for reporting month
Regional Recycling Transport Assistance Package	Transportation costs of recyclable waste (tyres)	Funding extension received for \$143,000
Remote Airport Upgrade Program Round 8	Lighting upgrade/replacement	Funding application submitted for \$150,000, - approval received
Water Source Inflow upgrade – Greg & Burketown	Improve inflow monitoring, change locality of pumps for water intake and improve infrastructure resilience. Decrease Opex	Initial investigation undertaken with <i>project submitted under NQ Recovery and Resilience Grants program</i>
SCADA upgrade works	Possibly frees up W4Q3 & W4QCOVID money. Also can make use of the full regional review to be undertaken through QWRAP (which has been agreed to by other 2 councils) - means that project doesn't have to be rushed through for June '21 finish. Was always going to be pushed to achieve the outcomes for the available W4Q budget. Significant Opex saving - circa \$50,000 pa	Engagement of QWRAP facilitator and consultant to undertake review being finalized. Review to commence in Mar 21 with <i>project submitted under NQ Recovery and Resilience Grants program</i>
Gregory WTP changeover to "remote" plant	Improve resilience and reliability of plant operation with a focus on making it a "remote" plant that doesn't require daily attention. Circa \$40k pa Opex saving	Initial scoping commenced with <i>project submitted under NQ Recovery and Resilience Grants program</i>

Funding program	Description	Update/activity for reporting month
Disaster and Recovery Generators Management Review/Training	Generator for communications and generator at airport fuel dispense.	Project submitted under NQ Recovery and Resilience Grants program
Flood Cameras	Replacement and upgrade of existing cameras	Project submitted under NQ Recovery and Resilience Grants program
Cycle Way along Beames St	\$125k from BSC possibly required (possibly use the BBRF). This could be linked with a Town Precinct Enhancement project ie. focused on Beames St as entrance to Burketown. Possible total budget \$2m for overall enhancement (refer below)	Project submitted under TMR Principal Cycle Network program
Beames St Enhancement (Town Center Precinct Enhancement)	Upgrade Beames St (and possibly Musgrave) as the main entrance(s) into Burke. Could possibly also use this to be the 50/50 contribution to the Cycle Way above	Project submission rejected by BBRF5 – currently in discussions with Dept Infrastructure to have submission accepted
Burketown Recreation/Health & Wellbeing Precinct	Gym in conjunction with pool (aquatic facility including waterpark). Whole precinct could be part of joint venture with Education Dept	Project submission rejected by BBRF5 – currently in discussions with Dept Infrastructure to have submission accepted
Culvert Replacement – Floraville Rd	<ul style="list-style-type: none"> Replacement of failed culverts (sites 2A & 2B) 	<ul style="list-style-type: none"> Detailed submission provided to QRA

6. OFFICER'S RECOMMENDATION

That Council notes the Capex Projects Report for end of April 2021.

10.02 Capex Projects Report

That Council notes the Capex Projects Report for end of April 2021.

Moved: Cr Wade

Seconded: Cr Clarke

Carried 210527.04 5/0

11. Office of the Deputy Chief Executive Officer

11.01 Finance Monthly Update Report

DEPARTMENT:	Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and IT Manager
DATE REPORT PREPARED:	13 May 2021
LINK TO COUNCIL PLAN/S:	Operational Plan 2020-21 Council 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 at 30 April 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 April 2021.

2. SUMMARY

As a review of council's performance over the month of April 2021; we noted that cash is down by \$86k. It was also noted that comparative to the budget, council operations were slightly over budget for April 2021 (total P&L expenditure against budget as at 31 April 2021 was 84.36%). This is a slight overspend of 1.03% year to date due to cost phasing.

As an overall council is within a reasonable level of spend per the actuals to budget assessment provided throughout this report; however management will be closely reviewing the final budget review for the year to ensure all costs continue to move in line with expectations up to 30 June 2021. Finance is also currently in progress of working through unearned revenue reconciliations with a view to implement further refined processes leading into the 2021/22 reporting year.

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

- Overall Operating Summary (Actual v Budget)
- Statement of Cash Flows
- Statement of Income and Expenditure
- Organisational Services Performance
- Statement of Financial Position
- Exercise of Delegations
- 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 April 2021.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	6,387,584	13,683,159	47%
Operating Expenses	(2)	15,335,298	18,177,973	84%
Operating Result (Profit/Loss)	-	8,947,714	- 4,494,814	199%
Capital Revenue	(3)	3,850,033	7,417,914	52%
Net Result	-	5,097,681	2,923,100	-174%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	9,452,584	5,464,272
Other Current Assets	(5)	1,348,542	1,533,626
Non Current Assets	(6)	152,704,592	148,269,906
Total Assets		163,505,718	155,267,804
Liabilities (Current)	(7)	8,923,569	3,540,000
Liabilities (Non Current)	(8)	1,002,659	860,000
Total Liabilities		9,926,228	4,400,000
Net Community Assets		153,579,490	150,867,804

Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-140%	-122%
² Working Capital Ratio	Greater than 1:1	1	1
³ Net Financial Liabilities Ratio	Less than 60%	-29%	-30%

Notes:

(1) Operating revenues - While it appears revenues have not increased for the month of April 2021, finance will note that amounts relating to QRA DRFA funds were received; however due to accruals based accounting these are currently recognised as unearned revenue (balance of unearned DRFA revenue is \$7.88mil). Finance is currently working with DRFA project management to determine which revenues may be recognised in line with AASB15 requirements.

(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 \$4.04mil against a budget of \$5.54mil for the year. This is an actual spend of 72.92% against an expected 83.33% per the budget, Council is currently tracking on progress against the budget target for the year however this is also a result of FTE being down for April compared to original budget expectations.

(3) Capital Revenue - For similar reasons relating to operating revenue, capital revenue's will increase in-kind with that amounts captured for DRFA betterment in unearned revenue. We note that approximately 740k has been moved from unearned revenue liabilities to capital revenue for various capital project funding allocations. Finance is currently working with DRFA project management to determine which revenues may be recognised in line with AASB15 requirements.

(4,5,6,7,8) - Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; as such no items by exception to report at this stage.

Definitions

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

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

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

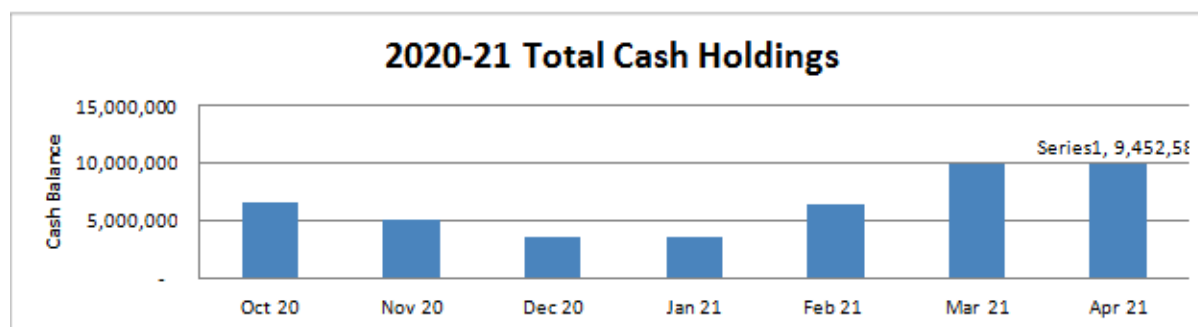
4. STATEMENT AND CASHFLOWS

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

	Note Ref	30 April 2020 \$	30 April 2021 \$	2020-21 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	4,095,388	4,925,433	3,989,742	123%
Payments to suppliers and employees	(2)	(14,196,367)	(11,753,353)	(13,868,278)	85%
		(10,100,979)	(6,827,920)	(9,878,536)	69%
Rental Income	(3)	175,527	191,462	230,000	83%
Interest Received	(4)	115,437	67,757	120,000	56%
Operating Grants and Contributions	(5)	8,020,146	9,586,526	8,885,475	108%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		(1,789,869)	3,017,824	(643,061)	-46%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(3,233,306)	(4,468,877)	(8,364,183)	53%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	-	0%
Capital Grants and Subsidies	(7)	1,735,841	3,850,033	7,417,914	52%
Net cash inflow (outflow) from investing activities		(1,497,465)	(618,844)	(946,269)	65%
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)	(3,287,334)	2,398,980	(1,589,330)	-151%
Cash at beginning of reporting period		9,595,818	7,053,604	7,053,602	100%
Cash at end of reporting period	(8)	6,308,484	9,452,584	5,464,272	173%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.66%	67,757	9,137,989
Westpac General Fund	-	-	314,313
Cash Floats	-	-	283
Total			9,452,584

Cash and Cash Equivalent Movement Comparison ChartCash and Cash Equivalents – Restricted Cash (IA S 7)

Total Cash on hand	9,452,584	
Restricted Cash - DRFA Revenue	7,882,591	Unearned revenue - pending reconciliation 30 June 2021.
Unrestricted Cash	1,569,993	

Notes to the Statement of Cashflows

- Receipts from customers - noted that all general revenues from rateable sources have been collected for the year to date. Finance notes that while this amount appears to be higher than expected; this is due to the mapping of accrued general debtors being included as the current asset shift into this figure. The balance of accrued general debtors relates to contract asset amounts to be adjusted for as at 30 June and comprises of a balance of \$643,980.42 for DRFA revenues.
- Payments to suppliers and employees - we noted a legacy mapping distortion flowing into the cashflow as part of the April 2021 review for unearned revenue that only came to light as we applied the new AASB15 and 1058 treatment throughout the year to revenue capture. This has now been resolved noting that the total cash spend for the year is only 1.7% higher than the budget for year to date.
- 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 (0.66%). This is down from 0.88% in March 2021.
- Operating Grants and Contributions - due to cashflow mapping issues identified by finance; operating grants now takes into account unearned revenue movements year to date along with operating revenues. We note that while some adjustments are still pending to move betterment capital grants from unearned revenue; this balance is relatively on point with where it should be as at the end of April 2021.
- Payments for Property, Plant and Equipment - minimal movements in capital project outflows identified for the month in part due to a number of staff being on annual leave.
- Capital Grants and Subsidies - capital revenues have increased month on month taking into account accounting shifts from unearned revenue through to capital revenues year to date. Finance notes this will further increase up to year end by amounts yet to be reconciled for DRFA betterment works and further in bound grants to council in the coming 2 months.
- Net Cash Movement - council's cash holdings were down \$86k, to a total balance of \$9.45mil in the bank/QTC. We do expected this balance to move down as further DRFA works are performed and billed to council up to 30 June.

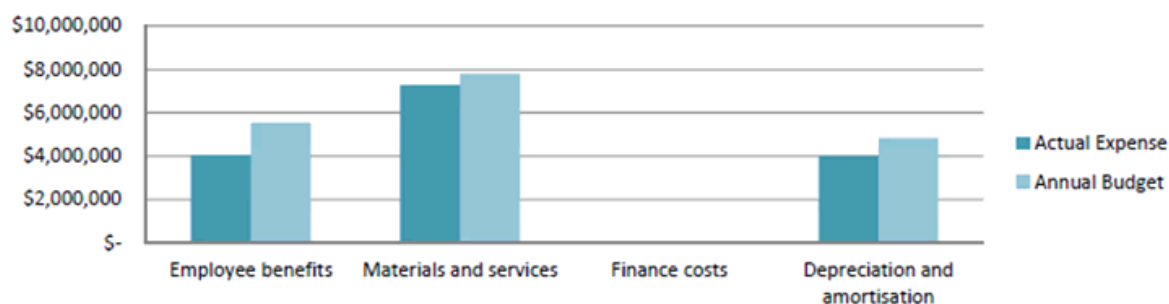
5. STATEMENT OF ONCOME AND EXPENDITURE

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

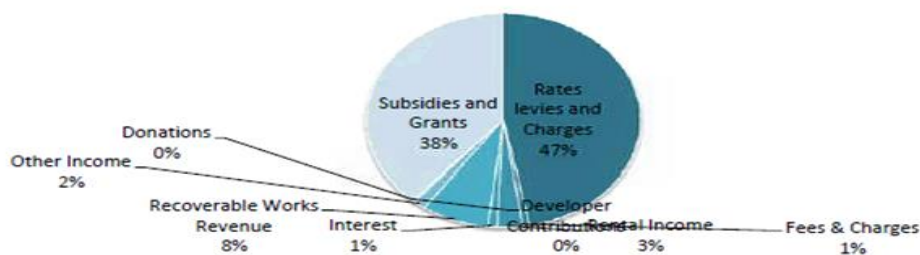
For the month ended 30 April 2021

	Note Ref	30 April 2020 \$	30 April 2021 \$	2020-21 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		3,008,527	2,997,734	2,951,000	102%
Fees & Charges	(1)	73,173	52,106	85,500	61%
Rental Income	(2)	175,527	191,462	230,000	83%
Interest	(3)	115,437	67,757	120,000	56%
Recoverable Works Revenue	(4)	357,417	508,090	1,060,500	48%
Other Income	(5)	76,140	94,352	101,000	93%
Donations	(12)	-	19,300	-	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	8,070,146	2,456,783	9,135,159	27%
Total Recurrent Revenue		8,867,840	6,387,584	13,683,159	47%
Capital Revenue					
Sale of non-current assets		-	-	-	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	1,735,841	3,850,033	7,417,914	52%
Total Capital Revenue		1,735,841	3,850,033	7,417,914	52%
TOTAL INCOME		10,603,681	10,237,617	21,101,073	49%
Recurrent Expenses					
Employee benefits	(8)	4,132,050	4,041,038	5,541,519	73%
Materials and services	(9)	9,326,809	7,276,569	7,795,454	93%
Finance costs	(10)	74,636	8,198	12,000	68%
Depreciation and amortisation	(11)	3,979,946	4,009,493	4,829,000	83%
TOTAL RECURRENT EXPENSES		17,513,441	15,335,298	18,177,973	84%
NET RESULT		- 6,909,760	- 5,097,681	2,923,100	-174%

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 provided by the QTC (0.66%). This is down from 0.88% in March 2021.
- Recoverable Works Revenue - per discussion with the technical officer; council expects to complete all RMPC work by 30 June 2021 to 100% completion.
- 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) - finance is currently working through the process of reconciling unearned DRFA revenues with council project management (balance of unearned DRFA revenue is \$7.88mil). We expected for this balance to increase in kind with this reconciliation by the end of May and to be fully reconciled at 30 June for audit.
- Subsidies and Grants (capital) - The movement of capital grants consisted of amounts for Roads to Recovery and the Monsoon Trough Round 2 grant allocations being reconciled from unearned revenue year to date.
- Employee benefits - employee benefits costs against the budget, we have currently expended \$4.04mil against a budget of \$5.54mil for the year. This is an actual spend of 72.92% against an expected 83.33% per the budget, Council is currently tracking on progress against the budget target for the year however this is also a result of FTE being down for April compared to original budget expectations.
- Materials and services - Costs are higher than budgeted, however this is due to the simplified nature of budget pro-rata estimating. Management will be performing a final budget review during May to address any further items that need to be accounted for and included in the budget at this stage. Please refer to page 7 for the disaggregated breakdown of council costs for further details.
- Finance costs - minimal costs have been incurred in April 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.
- Donations Revenue - council received two amounts from external parties for mineral baths capital project and for community events

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 8.33% month on month (100% divided by 12 months).
Benchmark for April 2021 83%

% 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
	30 April 2020 \$	30 April 2021 \$	2020-21 Annual Budget \$	YTD Progress %	
Recurrent Expenses					
Corporate Governance Costs	494,261	753,651	897,900	84%	Minor overspend year to date due to cost phase; management will monitor these costs ahead of year end.
Administration Costs	1,617,423	2,770,162	2,934,783	94%	Higher than expected; this is due to additional costs for items such as the passport project and community events which are to be included in the final budget review for the year.
Recoverable Works Expenses	353,763	414,859	745,000	56%	Within budget expectation for the month (83% movt).
Engineering Services	7,725,858	6,507,905	7,479,508	87%	Minor overspend year to date due to cost phase; however engineering costs have caught up with expectations.
Utility Services Costs	704,103	623,555	913,900	68%	Within budget expectation for the month (83% movt).
Net Plant Operating Costs	- 670,311	- 714,146	1,076,199	66%	Within budget expectation for the month (83% movt).
Planning and Environmental Expenses	173,878	61,714	181,580	34%	Within budget expectation for the month (83% movt).
Community Services Costs	1,231,474	899,908	1,260,501	71%	Within budget expectation for the month (83% movt).
Finance Costs	74,636	8,198	12,000	68%	Within budget expectation for the month (83% movt).
Depreciation	3,979,946	4,009,493	4,829,000	83%	Within budget expectation for the month (83% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (83% movt).
TOTAL RECURRENT EXPENSES	15,685,031	15,335,299	18,177,973	84.36%	Slightly over budget v estimated spend YTD (1.03%), this is primarily due to some minor areas that need to be further considered in the next budget review by management and council.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 30 April 2021

	30 April 2021	2020-21 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	9,452,584	5,464,272
Trade and other receivables	982,855	340,539
Inventories	276,772	300,000
Other financial assets	88,915	893,087
Non-current assets classified as held for sale	-	-
Total current assets	10,801,126	6,997,898
Non-current Assets		
Receivables	-	-
Property, plant and equipment	227,637,462	217,493,881
Accumulated Depreciation	- 74,932,870 -	69,223,975
Intangible assets	-	-
Total non-current assets	152,704,592	148,269,906
TOTAL ASSETS	163,505,718	155,267,804
Current Liabilities		
Trade and other payables	8,797,722	3,400,000
Borrowings	-	-
Provisions	125,847	140,000
Other	-	-
Total current liabilities	8,923,569	3,540,000
Non-current Liabilities		
Trade and other payables	139,515	-
Interest bearing liabilities	-	-
Provisions	863,144	860,000
Other	-	-
Total non-current liabilities	1,002,659	860,000
TOTAL LIABILITIES	9,926,228	4,400,000
NET COMMUNITY ASSETS	153,579,490	150,867,804
Community Equity		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	93,485,877	86,418,456
Retained surplus/(deficiency)	20,563,724	24,919,459
Other reserves	-	-
TOTAL COMMUNITY EQUITY	153,579,492	150,867,804

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 RECOMMENDATION

That the financial report for the 30 April 2021 be received and noted.

11.01 Finance Monthly Update Report

That the financial report for the 30 April 2021 be received and noted.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 210527.05 5/0

11.02 Deputy CEO Update

DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	14 May 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 for the month of April 2021. The Deputy CEO responsibilities cover the following areas:

- Financial Services and Technology
- People, Performance and Culture
- Economic and Community Projects
- Community and Communications
- Corporate Services and Governance.

2. UPDATES

General -DCEO

Number of Performance Appraisals finalised.

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.

The Housing Strategy implementation is progressing. I expect two houses to be transferred to staff this month.

Events Calendar finalised.

Significant progress Gulf Savannah Development:

- Financial statements 30th June 2020 finalised.
- AGM held 29th April in Cairns.
- Membership Prospectus 2021 finalised

Joint Consultative Committee meeting held.

Training-Progressed Workplace Drug and Alcohol testing course.

3. FINANCIAL SERVICES AND INFORMATION TECHNOLOGY.

Major focus in April 2021 for Financial Services was as follows:

- Commencement NCA annual indexation;
- Continuation of 2021/2022 fees and charges review;
- Completion of FY2021 external audit and facilitation;
- Finalising of audit committee documents (charter/internal audit plan);
- Commencement of Tip Restoration Provision Review;
- March BAS lodged;
- State Fire Levy Return Lodged;
- Finalisation of internal audit scoping and engagement of Altius Advisors; and
- Commencement of the drafting of Proforma shell financial statements.

Major focus in April 2021 for Technology Services was as follows:

- Signage of Whispir Contract;
- Website upgrade progression (draft designs and templates);
- Ordering of new phones for council staff (15 new iPhone 12's);
- Ordering of 2 new Samsung 5g tablets for the Burke Water team;
- Organisation of TIPT/comms upgrades for Burke, Gregory and Cairns sites to link up phone and printing systems; and
- Discussions with Civica for system wide improvements for currently citrix environment and eventual 365 proposals (due in 3 months for the date of this report).

4. PEOPLE, PERFORMANCE AND CULTURE

Positions advertised

- Administration Officer
- Community Development and Administration Officer
- Casual Road Train Driver
- Workplace Health Safety and Training Officer

HR Policies

- HR procedures continue to be reviewed.

New Hires

- Seani Waianga – Trainee Finance Officer
- Daryl Whitney – Parks and Gardens Labourer
- Brendan Butler - Workplace Health Safety and Training Officer

5. TRAINING

- Machine Tickets
- Skid Steer
- Backhoe
- Grader
- Loader
- Excavator

6. ECONOMIC AND COMMUNITY PROJECTS

- The Gulf Academy Project: This project is continuing to progress well. Consultation with Burke Shire Council was completed via video link and was well received by staff. The consultants have also made a further trip to Normanton to conduct more meetings with key stakeholders.
- The Protected Cropping Feasibility Study: Milestone 3 of this project has recently been completed which incorporates a detailed feasibility study. A grant application under the Economic Diversification Grant Funding has also been successful in progressing past the EOI stage. A detailed application will be submitted in July.
- General GSD Admin: The Gulf Savannah Development AGM was held in Cairns on the 29th April. It was a successful night and a strong committee was voted in going forward.
- Passport project: This project is tracking well with the launch and completion of the project scheduled to be finalised by the end of May in time for the peak tourist season. The new Burke Shire website is also on track to be up and running by June.
- Burketown Tourism Statistics: There were an estimated 110 tourists that visited the Burketown Information Centre during the month of April with the vast majority originating from Queensland (84%). (Some of the data from April has been estimated as there was no staff at the visitors centre during the first two weeks of April.) There were approximately 21 bookings for tours (60 passengers) and 18 campsite bookings for the month of April.

7. COMMUNITY AND COMMUNICATIONS

Events

Upcoming Community Events:

- Burketown Camp draft & Rodeo 5th & 6th June 2021
- Gregory Camp draft & Horse Sports 19th -20th June 2021

Upcoming Council Events:

- 3rd July – Order of the Outback Ball

Past Events:

- 25th April 2021 - ANZAC Day (Burketown & Gregory)
See report attached
- 1st May – Opening/Naming of Gregory Spectator Facility

- 8th May – Mates Day/Naming of Wharf Precinct

See report attached

Facilities Management

- All Hazard Inspections are currently up to date
- Looking into MOU's for Shared Facilities

Local Laws

- Action has been taken in relation to overgrown allotment on Gregory Street after numerous attempts with owner to rectify issues. Quotes are being obtained for clearing, owner to cover costs and penalties will apply.
- Project to commence in relation to overgrown allotments – Shannon & Dan will be inspecting properties in Burketown/Gregory and notices to be issued to owners.
- Currently investigating funding opportunities for a Vet visit to Burketown. Hoping to tie this in with Doomadgee Vet visits.

REX

- REX flights are in full operation. We are currently reviewing REX contract as it is up for renewal. Staff training is currently being conducted to train up more staff for coverage purposes.

EHO

- Letters for Food license renewals/applications have been drafted for FY2021/22. These were originally going to be sent out by 26th March 2021 however fees are being reviewed and these will be sent out end of May. Inspections of businesses will need to be performed this year as we did not complete last year due to Covid.
- BSC have introduced Check in QLD App. This will be used in Council facilities and at events going forward.

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.
- We have submitted an application, Building Better Regions Funding for \$20k to contribute to the Morning Glory Festival 2021.
- Grant application has been submitted for Rural and Remote Council Grant Program (QLD Govt. Mental Health and Wellbeing Package – Localised Mental Health Initiatives). This grant is available to local councils in Queensland and is a one-off grant of up to \$75,000.00 (excl GST) to work with local communities to deliver tailored, local mental health measures over the period to 30 June 2023. The initiative is designed to enable Councils to:
- Deliver program/s that enhances mental health and financial capability.
- Deliver program/s that revitalise the local economy through the employment of economic development officers to work with the community to identify new economic opportunities.

- Upskill individuals within the community to enhance wellbeing and increase mental health and wellbeing and suicide prevention literacy through the implementation of mental training programs.
- Provide community outreach programs to enhance the whole of community's wellbeing.
- Deliver community events that bring people together and re-establish community connectedness.
- Burketown Passport Project \$125k – Consultation was held with local business owners to deliver the concept which was well received. We are now in the process of working towards milestones

8. CORPORATE SERVICES AND GOVERNANCE:

Governance

- Continuing to work through the delegations and policy reviews.
- Training taking place with Brianna in relation to Council meetings.

Durlga Bookings

- Six external bookings for April 2021. Majority of these bookings were for large meetings. There have also been quite a few internal bookings.

Library

- Library is only open for borrowing of books.

Records

- Recordkeeping is continuing as per usual.
- CorpMem are continuing to work through the filing in the Cairns office.
- Shakiah Douglas has been appointed to the Recordkeeping role full time. Over the next couple of weeks training will be conducted with Shakiah.

Training

- Jennifer Kum-sing, Sasha Hookey and Shakiah Douglas are still working through their Cert III in Business Administration.

3. OFFICER'S RECOMMENDATION

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

11.02 Deputy CEO Update

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

Moved: Cr Murray

Seconded: Cr Wade

Carried 210527.06 5/0

Adjournment

That Council adjourned the meeting from 10:34am to 10:50am for Morning Tea, all were present except Cr Murray

Attendance

Cr Murray entered the meeting at 10:56am

11.03 Internal Audit Plan (2021 - 2024)

DEPARTMENT:	Office of Deputy CEO
RESPONSIBLE OFFICER:	Dan McKinlay, Acting CEO
PREPARED BY:	Shaun Jorgensen-Finance and Technology Manager
DATE REPORT PREPARED:	17 May 2021
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (governance , finance, risk)

1. PURPOSE

The Internal Audit Plan (2021 - 2024) is prepared by Council management and audit committee. It provides an analysis of key organisational risks, suggested internal audits to address these risks and reporting outcomes to be communicated to council and management.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Internal Audit Plan (2021-2024) was presented to and accepted by the Audit Committee in the meeting held on 10th May. The plan is based on the identification of key risk assessments and assumptions provided by management and looks to have these key risk areas interrogated and reviewed by an external agent to determine the existence of PIO's or performance enhancing observations that can assist in minimising organisational risk.

3. PROPOSAL

That the Internal Audit Plan be noted and received.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil for the plan itself however it will be expected that council go to market to find a provider for internal audit services at a later date.

5. RISK

Risk Type	What could happen	Possible consequence
Business and financial reporting risk.	Inadequate identification of key business risks.	Critical errors or impacts to operations

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
LGA 2009	s109	Local governments must establish an efficient and effective internal audit function.

Instrument	Reference	Details
LGR2012	s207	For each financial year a local government must prepare, carry out, report on and comply with an annual internal audit plan

7. CRITICAL DATES & IMPLICATIONS

Appropriate to renew Internal Audit Plan for 2020-21 and the proceeding 3 year period of 2021-22, 2022-23 and 2023-24.

8. CONSULTATION

Audit Committee

Mayor

CEO

9. CONCLUSION

The plan focuses on the identification of key risk areas to council and it's operations and looks to implement an level of objective internal review to ensure business and the associated business control risk is maintained at an acceptably low level.

10. OFFICER'S RECOMMENDATION

1. That Burke Shire Council's Internal Audit Plan (2021- 2024) be noted and received.

11.03 Internal Audit Plan (2021 - 2024)

- 1. That Burke Shire Council's Internal Audit Plan (2021- 2024) be noted and received.**

Moved: Cr Camp

Seconded: Cr Yanner

Carried 210527.07 5/0

11.04 Audit Committee Charter

DEPARTMENT:	Office of CEO
RESPONSIBLE OFFICER:	Dan McKinlay, Acting CEO
PREPARED BY:	Dan McKinlay, Acting CEO
DATE REPORT PREPARED:	13 May 2021
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (governance , finance, risk)

1. PURPOSE

The purpose of the charter is to outline the authority, composition, operational guidelines and responsibilities of the Audit Committee in compliance with section 105 of the Local Government Act 2009.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Section 105 (2) of the Local Government Act 2009 requires a local Government to establish an Audit Committee. The Audit Committee is a committee that-

1. monitors and reviews-
 - the integrity of financial documents; and
 - the internal audit function; and
 - The effectiveness and objectivity of the local government's internal auditors; and
2. Makes recommendations to the local government about any matters that the audit committee considers need action or improvement.

3. PROPOSAL

There are a number of changes to the Charter proposed. The charter covers:

- Purpose
- Authority
- Composition
- Meetings
- Responsibilities
- Self Evaluation

In relation to self evacuation, at least biennially, the Audit Committee should assess the performance and achievements of the Committee for the previous period and ensure that it meeting its objectives efficiently and effectively.

It is proposed that Council adopt the revised Audit Committee Charter as presented.

4. FINANCIAL & RESOURCE IMPLICATIONS

N/A

5. RISK

Risk Type	What could happen	Possible consequence
Responsibilities not clearly spelt out	<ul style="list-style-type: none"> Ineffective Audit Committee. 	<ul style="list-style-type: none"> Financial implications.

6. POLICY & LEGAL IMPLICATIONS

Compliance with the Local Government Act 2009 and Local Government Regulation 2012.

7. CRITICAL DATES & IMPLICATIONS

Charter is overdue for review as it has not been updated since 2017.

8. CONSULTATION

Audit Committee

Mayor

CEO

9. CONCLUSION

The revised Charter will ensure that Council has an efficient and effective internal audit function.

10. OFFICER'S RECOMMENDATION

1. That Burke Shire Council acknowledges and endorses the revised Audit Committee Charter.

11.04 Audit Committee Charter

1. That Burke Shire Council acknowledges and endorses the revised Audit Committee Charter.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 210527.08 5/0

11.05 2021 External Audit Plan

DEPARTMENT:	Office of CEO
RESPONSIBLE OFFICER:	Dan McKinlay-Acting CEO
PREPARED BY:	Dan McKinlay-Acting CEO
DATE REPORT PREPARED:	13 May 2021
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (governance , finance, risk)

1. PURPOSE

The External Audit Plan is prepared by Council's External Auditors. It provides an analysis of key audit risks; the external auditors planned audit response, the financial reporting and audit deliverables timetable and other matters.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The External Audit Plan was presented to and accepted by the Audit Committee meeting on 10th May. The plan is based on the external auditors understanding of Burke Shire Councils business and the sector it operates in. The plan focuses on the material components of Councils Financial report. The plan targets those areas that have the highest risks of material misstatement due to fraud or error.

3. PROPOSAL

That the External Audit Plan be noted and received.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil for the plan itself.

5. RISK

Risk Type	What could happen	Possible consequence
Business and financial reporting risk.	▪ Inadequate reporting.	▪ Qualified Audit Report

6. POLICY & LEGAL IMPLICATIONS

Nil

7. CRITICAL DATES & IMPLICATIONS

Appropriate to renew External Audit Plan for March 2021.

8. CONSULTATION

Audit Committee

Mayor

CEO

9. CONCLUSION

The plan focuses on the material components of Council's Financial Report and targets those areas that have the highest risks of material mismanagement due to fraud or error.

10. OFFICER'S RECOMMENDATION

1. That Burke Shire Council's 2021 External Audit Plan be noted and received.

11.05 2021 External Audit Plan

1. That Burke Shire Council's 2021 External Audit Plan be noted and received.

Moved: Cr Wade

Seconded: Cr Clarke

Carried 210527.09 5/0

11.06 Queensland Audit Office 2021 Interim Report to the Mayor

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Acting Chief Executive Officer
PREPARED BY:	Dan McKinlay (Acting Chief Executive Officer)
DATE REPORT PREPARED:	13th May 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- external, internal audit and Audit Committee requirements are satisfied.

1. PURPOSE

The purpose of this report is to present the 2021 Interim Report to the Mayor completed by Council's External Auditors on behalf of the Queensland Audit Office

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

The interim audit of Burke Shire Council for the year ended 30 June 2021 has been completed. As part of this process the audit team assess the design and implementation of internal controls and whether they are operating effectively.

The attached report provides details of audit matters and other information related to the audited financial statements. It is very pleasing to note that there are no significant issues identified for the current year, with only one other matter highlighted. There are only two matters highlighted as being unresolved in the previous year, with 1 identified as moderate and 1 identified as low.

3. PROPOSAL

It is proposed that the Queensland Audit Office 2021 Interim Report to the Mayor be received.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

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

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

External Auditors

Audit Committee

Mayor

Executive Manager Finance & IT

9. CONCLUSION

In accordance with section 213 of the Local Government Regulation 2012, the 2021 Interim Report to the Mayor is now presented to Council.

10. OFFICER'S RECOMMENDATION

1. That the Queensland Audit Office 2021 Interim Audit Report to the Mayor be received.

11.06 Queensland Audit Office 2021 Interim Report to the Mayor

1. That the Queensland Audit Office 2021 Interim Audit Report to the Mayor be received.

Moved: Cr Murray

Seconded: Cr Wade

Carried 210527.10 5/0

Attendance

Cr Wade advised that she has a declarable conflict of interest as detailed under section 07 and left the meeting at 11:13am.

11.07 Food Licensing Fees for 2021/22

DEPARTMENT:	Acting Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Acting Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	13 May 2021
LINK TO COUNCIL PLAN/S:	Operational Plan 2020-21 Council Budget 2020-21

1. PURPOSE

To review recommendations regarding the adoption of the 2021/22 Fee for Food Licensing as part of the existing Fees and Charges Schedule for 2020/21 ahead of the issuance of these fees to local businesses in early July 2021.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As part of the council strategy to alleviate businesses from financial pressures in 2020/21 from the impact of COVID19; fees and charges for food licensing were not issued to local business for the year of 2020/21. Upon the review of the fee and charge for Food Licensing for the 2021/22 year; management has determined that the rate of this fee must increase in order to meet the cost of delivering food venue inspections services to certify businesses within the Burke region.

3. PROPOSAL

That council adopt the change to the council food licensing fee early to facilitate the timely issuance of this fee to businesses in the community in early July 2021.

4. FINANCIAL & RESOURCE IMPLICATIONS

As is noted in the current Burke Shire Council Fees and Charges Schedule for 2020/21; the existing fee is:

2020/21 Fee for the Annual Food Licence Renewal	\$212.00
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Management suggests an increase to \$300.00. This is reflecting that there was no increase last financial year and this will also reflect the estimated cost to council of providing this service which is estimated at \$366.00.

2021/22 Fee for the Annual Food Licence Renewal	\$300.00
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2021/22 Fee increase (\$)	\$88.00
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Benchmarking:

Council	Fee Description	Amount (\$)
Cloncurry	Food Licence - Food Premises or off site catering	\$184.00
Aurukun	Category 1 Food Business Licence	\$270.00
Capentaria	Food Licence Renewal - Fixed or Mobile	\$325.00
Mount Isa	General Inspection - All other Council Officers (Per hour) (Per inspector)	\$105.00
Burke Shire	Food licence Renewal	\$212.00

5. RISK

Risk Type	What could happen	Possible consequence
Business and financial sustainability risk.	Not recovering the full cost of providing community services	Decrease in council cash reserves

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009	Part 2 s97 2 (a)	An application for the issue or renewal of a licence, permit, registration or other approval under a Local Government Act (an application fee).

7. CRITICAL DATES & IMPLICATIONS

Food licences for the 2021/22 year will need to be issued by administration in early July 2021; as such management requires council approval to adopt this change early to ensure these fees are issued in a timely manner.

8. CONSULTATION

Councillors

Mayor

CEO

9. CONCLUSION

The increase to the fee reflects the cost of performing the inspections and has also been benchmarked against other councils.

10. OFFICER'S RECOMMENDATION

1. That council increase its Food Licence renewal fee from \$212.00 to \$325.00 from 01 July 2021.

11.07 Food Licensing Fees for 2021/22

- 1. That council increase its Food Licence renewal fee from \$212.00 to \$325.00 from 01 July 2021.**

Moved: Cr Camp

Seconded: Cr Murray

Carried 210527.11 4/0

Attendance

Cr Wade entered the meeting at 11:27am

12. Closed Session Reports

That 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).

(a) the appointment, discipline or dismissal of the chief executive officer.

Council moved into closed session at 11:28am

Moved: Cr Camp

Seconded: Cr Wade

Carried 210527.12 5/0

Move into Open Session

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

Council resumed open session at 11:32am

Moved: Cr Camp

Seconded: Cr Murray

Carried 210527.13 5/0

12.01 Closed Session - Appointment of Chief Executive Officer

That Council resolves that pursuant to section 194(1) of the Local Government Act 2009 to appoint Daniel McKinlay, being a suitable experienced and qualified person, to the role of Chief Executive Officer Burke Shire Council, effective Thursday 27th May 2021

Further that the Mayor be authorised to complete the contract of employment in line with the requirements of section 194(4) of the Local Government Act 2009 and Council's standard management employment contract.

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 210527.14 5/0

13. Chief Executive Officer Reports

13.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan, Chief Executive Officer
PREPARED BY:	Clare Keenan, Chief Executive Officer
DATE REPORT PREPARED:	17 May 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

Housing strategy

Madison Marshall and Jordan Marshall have signed purchase contracts for their respective homes.

COVID-19 Recovery Strategy

Greg Grainger was in town in April to do the filming for the passport project.

The AstraZeneca vaccine was available to all over three days in the Shire Hall. This was an important outcome of advocacy to get the roll out happening in Burke Shire prior to the arrival of tourists.

Resignation

On the 7th of May, I tendered my resignation to take up the position of CEO of a Shire in Victoria. With a population of 30,000 and an annual operating budget of \$100,000,00; this represents a large step up in my career. I want to thank the Mayor and Councillors of Burke Shire for the opportunity to lead Burke Shire as CEO.

I would like to formally thank all my staff; in particular I acknowledge the support I have had from Dan McKinlay, Chelsea Nelson, Wendy van der Wolf and Brianna Harrison.

3. OFFICER'S RECOMMENDATION

That Councillors note the contents of this report.

13.01 Chief Executive Officer Report

That Councillors note the contents of this report.

Moved: Cr Yanner

Seconded: Cr Murray

Carried 210527.15 5/0

13.02 Sport and Recreation Strategy - January 2021 to March 2021 update

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	17 th May 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:
 - Spectator Facility
 - Bar & Kitchen
 - 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	Council unable to deliver the strategy due to resourcing issues	Dissatisfaction with Council from key stakeholders: community, funding agencies etc.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Corporate Plan 2019-24	Goals	Community: Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire.
Corporate Plan 2019-24	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 and receive the Sport and Recreation Strategy 2019-24 for the March 2021 Quarter.

13.02 Sport and Recreation Strategy - January 2021 to March 2021 update

1. That Council note and receive the Sport and Recreation Strategy 2019-24 for the March 2021 Quarter.

Moved: Cr Yanner

Seconded: Cr Murray

Carried 210527.16 5/0

13.03 Operational Plan 2020-2021 - March 2021 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:	13 May 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

To provide Council with an outline of progress made through the March 2021 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 March 2021 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 March 2021 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> <p>(1) A local government must prepare and adopt an annual operational plan for each financial year.</p> <p>(2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.</p> <p>(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.</p> <p>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</p> <p>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</p> <p>Section 175 Annual operational plan contents</p> <p>(1) (1)The annual operational plan for a local government must—</p> <ol style="list-style-type: none"> be consistent with its annual budget; and state how the local government will— <ol style="list-style-type: none"> progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and 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 March 2021 quarter of the 2020/2021 Financial Year. Good progress has been made on actions/projects with one quarter remaining.

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 March 2021 quarter.

13.03 Operational Plan 2020-2021 - March 2021 Quarter Review

- 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 March 2021 quarter.**

Moved: Cr Camp

Seconded: Cr Yanner

Carried 210527.17 5/0

14. Mayoral Report

That Council notes the contents of the verbal report provided by Councillor Camp.

Moved: Cr Yanner

Seconded: Cr Wade

Carried 210527.18 5/0

15. Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Murray

Carried 210527.19 5/0

16. Late Business

That Council notes no late business was received for the meeting.

17. Deputations and presentation scheduled for meeting

Council notes no deputations or presentations were scheduled for the meeting.

18. Closure of meeting

The Chair declared the meeting close at 12:09PM.

I hereby certify that these pages numbered 1 to 46 – constitute
the Confirmed minutes of the Ordinary Council Meeting of Burke
Shire Council held on Thursday 27 May 2021.

Mayor Cr Ernie Camp