



Confirmed Minutes
Burke Shire Council Ordinary Meeting
Thursday 24 June 2021
9.00am Council Chambers

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01. Opening of Meeting

The Chair declared the meeting open at 9.01am.

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; Chief Executive Officer
Graham O’Byrne; Executive Manager Engineering
Shaun Jorgensen; Finance and Technology Manager – as indicated
Madison Marshall; Corporate Services and Governance Manager (Minutes)

Bob Guteridge, Industry Recovery Officer/Agriculture Coordination Officer for Department of Agriculture and Fisheries attended his final meeting of Council. Council thanked him for his efforts in the region.

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:

- **Shaun Jorgensen, Finance and Technology Manager**

Moved: Cr Camp

Seconded: Cr Clarke

Carried 210624.01 5/0

03. Prayer

Cr Murray 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 27 May 2021 and Special Meeting 11 June 2021

That the Minutes of the Ordinary Meeting of Council held on Thursday 27 May 2021 and the Special Meeting of Council held on Friday 11 June 2021 as presented be confirmed by Council.

Moved: Cr Murray

Seconded: Cr Wade

Carried 210624.02 5/0

06. Condolences

No condolences were noted for the meeting.

07. Declaration of Interests

(i) Cr Murray declared an interest in item 12.02.

In relation to the Organisation Structure Report although I have a declarable conflict of interest, I do not believe that a reasonable person could have a perception of bias because although two senior staff in the Organisation Restructure are closely related to me there is no advantage that these individuals receive in the Restructure report. Therefore I choose to remain in the meeting.

However, I will respect the decision of the meeting on whether I can remain and participate in the meeting.

That Council notes Cr Murray's declarable conflict of interest in item 12.02 and move that it is in the public interest that Cr Murray participates and votes on the matter.

Moved: Cr Camp

Seconded: Cr Wade

Carried 210624.03 4/0

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

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

Attendance

Bob Guteridge left the meeting at 9.15am.

Shaun Jorgensen entered the meeting at 9.16sm.

10. Engineering Services Reports

10.01 Engineering and Services – End of May Monthly Report

| | |
|-------------------------|---|
| DEPARTMENT: | Engineering and Services |
| RESPONSIBLE OFFICER: | Graham O'Byrne |
| PREPARED BY: | Graham O'Byrne |
| DATE REPORT PREPARED: | 18 June 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 May 2021. 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.

- New Project Engineer starting first week July

2.1 General Works (including Parks, Gardens and Cemetery)

- New cleaner commencing in June
- Gregory continuation of skip bin and dump-ezy servicing due to increase in tourism numbers
- PYMO Drainage and vehicle access at gates scheduled to be complete early June.
- Wharf maintenance- De silt Boat ramp ongoing

2.2 Roads

- Continuing Open Grades through out the shire- Doomadgee west, Nguburra, Doomadgee/Bowthorn completed.
- RMPC Tractor Slashing 80% complete – New section added on 6801
- Camoweal Gravel Re-sheeting 3.3km commenced
- Culvert replacement projects commenced
- Negotiations ongoing with QRA re Trugannini Rd repairs
- Mudge And Graham Attended RRTG meeting in Karumba

2.3 Plant and Fleet

- Ongoing Maintenance on track
- Unit 551 Shutting down-ongoing Electrical issues rectified
- Major repairs scheduled for repairs to fuel system unit 583 Loader

- Progressing with procurement of white fleet – demand is high. Looking for delivery late in calendar year; cfwd
- Procurement of new Zero Turn Mower. Delivery date Mid July (delayed due to supplier lead time)

2.4 Water & Sewerage

- WTP upgrade project contracts awarded and due for completion in October '21
- SCADA upgrade review to commence in May (as part of QWRAP) and due for finalisation in July
- Waiting to hear from insurer re claim for water leak during Clear Water Storage project (cfwd)

Burketown

- Works being carried out in preparation for WTP upgrade
- Planning for de-silting of lagoons for 21/22 FY

Gregory

- SCADA issues resulted in issues with water treatment and storage. Root cause of issue has been identified and rectified

Sewerage Treatment Plant

- Non-compliance rectified with recent samples all complying

2.5 Airports

- REX training for key individuals continuing
- REX Turn around schedule in place

2.6 Waste

- Contract let for new landfill cell in Burketown. Involves relocation of existing waste piles
- Removal of remaining tyres has commenced set to be complete late June
- Waste Strategy is underway with presentation to Council planned for future meeting
- Existing cell requiring constant maintenance due to increased pressure from Gregory

3. OFFICER'S RECOMMENDATION

That Council receives and notes the Engineering and Services report.

10.01 Engineering and Services – End of May Monthly Report

That Council receives and notes the Engineering and Services report.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 210624.04 5/0

10.02 Capex Projects Report

| | |
|-------------------------|--|
| DEPARTMENT: | Engineering and Infrastructure Services |
| RESPONSIBLE OFFICER: | Graham O’Byrne |
| PREPARED BY: | Graham O’Byrne |
| DATE REPORT PREPARED: | 16 June 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. SUMMARY

The delivery of the Capex program is currently forecast at being \$8,353,817 for this Financial Year (FY). This is \$102,606 over the adopted budget of \$8,251,211. We note that the additional amount is funded by external grants.

There has been \$566,307 of Emergent Projects for the Year To Date (YTD), approximately \$154,000 over the amount reported in April '21. Of the Emergent Projects the majority will be predominantly delivered within the 2021-2022 FY.

Currently, regarding council’s own source revenue, the Capex Program is forecast at being \$348,224 in surplus compared with Budget. The reason for this is the extension of time required for a number of projects (mainly due to COVID related lead times) which has led to a carry-over into next FY.

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;Final Draft report under way and due for public release in June |

| Project | Description | Update/activity for reporting month |
|--|--|---|
| Waste tyre removal and recycling | Council has secured funding to remove waste tyre stockpiles from Burketown and Gregory | <ul style="list-style-type: none"> 177.5t end of life tyres recycled to date. Approximately 160t of tyres remaining to be cleared; <i>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</i> <i>Final tyres removed from Burketown with Gregory to follow</i> |
| 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 <i>Works to be completed in June</i> |
| PYMO Drainage/ <i>Erosion control</i> | Re-work and fix existing drainage from oval and adjacent areas | <ul style="list-style-type: none"> Temporary protection placed for Wet Season <i>Works to be completed in June</i> |
| LH National Park Road | Upgrade to general road, sealing works and placement of 5 culverts to assist drainage | <i>Construction commenced of culverts – to be completed by June 21</i> |
| WTP Upgrade | <ul style="list-style-type: none"> Upgrade of chemical dosing Provision of water testing facility (new lab) Replacement of shed and additional concrete working areas | <ul style="list-style-type: none"> Design and tender documentation completed <i>Works to be completed October 21 – extension of time with W4Q COVID & 19-21 with increased lead time for some items due to COVID</i> <i>Possession of site given and works underway with completion by October '21</i> <i>Chemical Dosing Project is a separate project to be funded under W4Q 21-24 (replacing the Smart Water Meter/Intelligent Water Network project)</i> |

| Project | Description | Update/activity for reporting month |
|--|--|--|
| 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>Minor defects/changes to be carried by end of June 21</i> <i>Shade structure and rails to be erected 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 July 21</i> |
| STP Irrigation | <ul style="list-style-type: none"> Irrigation of adjacent land to comply with Environmental license | <ul style="list-style-type: none"> Contract awarded to Tim Wilson 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"> <i>Contract awarded to Tim Wilson</i> 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 finalised Replacement of first culvert underway and to be completed by June 21 |
| <i>Burketown Landfill Cell</i> | <ul style="list-style-type: none"> <i>New landfill cell</i> <i>Stage 1 of a 3 stage 10 year plan</i> | <ul style="list-style-type: none"> <i>Works tendered</i> <i>Completion date September '21 (W4Q 19-21 project)</i> |

4. RECENTLY COMPLETED PROJECTS

| Project | Description | Update/activity for reporting month |
|--------------------------|--|-------------------------------------|
| <i>PYMO change rooms</i> | <i>Renovation of change room facilities at the Phillip Yanner Memorial Oval.</i> | <i>Practical Completion given</i> |

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 |

| Funding program | Description | Update/activity for reporting month |
|---|--|--|
| Remote Airport Upgrade Program Round 8 | Lighting upgrade/replacement | Funding application successful for \$124,500 |
| 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 project submitted under NQ Recovery and Resilience Grants program |
| 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 project submitted under NQ Recovery and Resilience Grants program |
| 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 project submitted under NQ Recovery and Resilience Grants program |
| 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 |

| Funding program | Description | Update/activity for reporting month |
|--|--|--|
| 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 | <i>Project submission rejected by BBRF5 – currently in discussions with Dept Infrastructure to have submission accepted</i> |
| 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 | <i>Project submission rejected by BBRF5 – currently in discussions with Dept Infrastructure to have submission accepted</i> |
| Culvert Replacement – Floraville Rd | Replacement of failed culverts (sites 2A & 2B) | <ul style="list-style-type: none"> Detailed submission provided to QRA – in principle approval given but waiting on formal OK |

6. OFFICER'S RECOMMENDATION

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

10.02 Capex Projects Report

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

Moved: Cr Murray

Seconded: Cr Yanner

Carried 210624.05 5/0

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

| | |
|-------------------------|---|
| DEPARTMENT: | Office of the Chief Executive Officer |
| RESPONSIBLE OFFICER: | Dan McKinlay; CEO |
| PREPARED BY: | Dan McKinlay; CEO |
| DATE REPORT PREPARED: | 10 June 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 CEO for the month of May 2021.

2. UPDATES

General -CEO

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. Two houses sold in June and one further contract in place

Attended Western Queensland Alliance of Councils 2021 assembly which was held in Richmond.

First 2021/2022 Budget session with Council occurred in relation to projected projects 2021/2022.

Training-Progressed Workplace Drug and Alcohol testing course.

Clare Keenan left as CEO effective 24 May 2021, replaced by Dan McKinlay.

Financial Services and Information Technology.

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

- Completed NCA annual indexation – provided to audit for 31 May 2021;
- Completed position papers to audit - provided to audit for 31 May 2021;
- Completed Proforma (Shell) Financial statements - provided to audit for 31 May 2021;
- Completion of Internal audit (HR/IR);
- Commenced and progressed Internal audit over Private Works;
- Completed Tip Restoration Provision Review and adjustments;
- Completed FBT return 2020/21 and lodged; and

- Commenced year end roll over preparation.

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

- Development of Whispir platform – base templates and configuration of opt in numbers;
- Training with Whispir team;
- Website upgrade continuing to progress – in contact with LGAQ for further assistance;
- All new phones nearly deployed;
- New Samsung tablet nearly fully configured and deployed;
- TIPT upgrade for Burketown office completed, Gregory and Cairns still in progress; and
- Review of all Telstra accounts and numbers done – now amalgamated;
- New test ICT equipment ordered for computer upgrade testing (Surface Pro's);
- Can confirm repairs of data cable to depot now completed; and
- Testing of Telstra Vehicle Tracker commenced.

People, Performance and Culture

Internal HR/IR Audit conducted

Positions advertised

- Casual Machine Operator / Labourer

HR Policies

- Staff Relocation Assistance Policy reviewed.

New Hires

- Earl Marshall – Casual Road Train Driver
- Shakiah Douglas – transferred to Administration Officer role from Trainee role.

Training

- Multi-Combination Licence
- High Risk Fork Lift Licences
- Understanding Conflict and Structuring Difficult Conversations Workshop
- Rehabilitation and Return to Work training
- Cert III in Accounts Administration

Economic and Community Projects

- The Gulf Academy Project: This project is continuing to progress well and will be completed and acquitted by 20th June. Moving forward, BYNOE has been nominated to lead the project.
- The Protected Cropping Feasibility Study: The final feasibility report will be completed by the 20th June alongside the final acquittal. 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: A general meeting for Gulf Savannah Development was held virtually on the 8th June. The key focus was on increasing presence and membership in the Gulf Region. Future projects also discussed.

- Passport project: This project is tracking well however there have been a few delays. It is envisaged that the project will be in full swing by the end of June, pending the arrival of merchandise. The website should also be completed prior to the end of June.
- Burketown Tourism Statistics: For the month of May 2021 there were 566 tourists that visited the Burketown Tourist Information Centre. This is over 400 more people than the last recorded data from 2018. This data is promising for the upcoming peak of the tourist season – ensuring businesses and the shire's resources are equipped for this should be considered.
- Economic Projects: Currently working towards creating a data source that can be used by those applying for grants. This will ensure that the data used in our grant applications are accurate and consistent.
- Attended conflict resolution training
- Attended Flinders Shire's Cattle Station Stay Workshop on behalf of Gulf Savannah Development

Community and Communications

Events

Upcoming Community Events:

- 19th & 20th June Gregory Campdraft & Horse Sports
- Burketown Campdraft has been postponed - DTBA

Upcoming Council Events:

- 24th July – Order of the Outback Ball

Other

- Looking into purchase of banners & marquees with BSC branding & potential involvement from local businesses to promote.
- Finalising procedure & package to assist families with funeral arrangements
- Auction of items on the block behind Depot is schedule for date to be selected in August.
- All administration staff will be assisting with stocktake on 28th & 29th June 2021.
- Farhana Ahmed will be starting on Monday 5th July as the new Community Development & Administration Officer

Facilities Management

- Hazard Inspections are scheduled for completion week ending 18th June 2021
- Looking into MOU's for Shared Facilities – Dan has started on this
- Major clean required for Nijinda Durlga & Main Administration Office – quotes are currently being sourced
- Maintenance coming up – Depot (P&G Shed & Admin Building), SES Shed and Nijinda Durlga

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. Looking at completing inspection hopefully by the end of September prior to wet season.
- Currently exploring funding opportunities to assist with management of wild/feral animals and provision of VET services to Burketown.

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 sent out. Inspections of businesses will need to be performed this year as we did not complete due to Covid last year. These will be performed by an EHO officer from the Cloncurry Shire Council. Dan will accompany EHO on visits to Adels Grove & Century Mine.
- 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.
- Submission was successful for the 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.

Project proposal to be put together & delivered to Management & Councillors.

Corporate Services and Governance:

Governance

- Completing a tidy up in the policy space. Will be a focus on this over the coming weeks.

Durlga

- Once external booking and a few internal bookings for May 2021.

- Scheduling in maintenance works and major clean.

Library

- Library has been reopened.
- We have recently received an exchange with new stock for the library.
- Looking at purchasing some new furniture and resources for the library through funding we have received from State Library.

Records

- Recordkeeping is continuing as per usual.
- CorpMem are continuing to work through the filing in the Cairns office.
- Destruction runs will commence over the next few weeks.

Training

- Jennifer Kumsing, Sasha Hookey and Shakiah Douglas are still working through their Cert III in Business Administration.
- The office remains closed on Tuesday afternoons to allow for training to take place.

3. OFFICER'S RECOMMENDATION

That the contents of the Chief Executive Officer's Report for May 2021 be noted and received.

11.01 Chief Executive Officer Report

That the contents of the Chief Executive Officer's Report for May 2021 be noted and received.

Moved: Cr Yanner

Seconded: Cr Wade

Carried 210624.06 5/0

Adjournment

That Council adjourned the meeting for morning tea from 10.26am to 10.48am; all were present at resumption.

11.02 Finance Monthly Update Report

| | |
|-------------------------|---|
| DEPARTMENT: | Finance |
| RESPONSIBLE OFFICER: | Dan McKinlay; Chief Executive Officer |
| PREPARED BY: | Shaun Jorgensen; Finance Manager |
| DATE REPORT PREPARED: | 13 June 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 at 31 May 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 May 2021.

2. SUMMARY

As a review of council's performance over the month of May 2021; we noted that cash is down by \$351k. 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 May 2021 was 90.10%). This is a slight underspend of 1.53%.

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

- 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 May 2021.

| Overall Financial Performance | Note Ref | Year To Date Actual | Annual Budget (Target) | YTD Progress % |
|---------------------------------------|----------|---------------------|------------------------|----------------|
| Operating Revenue | (1) | 7,148,955 | 13,683,159 | 52% |
| Operating Expenses | (2) | 16,377,518 | 18,177,973 | 90% |
| Operating Result (Profit/Loss) | - | 9,228,563 | - 4,494,814 | 205% |
| Capital Revenue | (3) | 3,877,683 | 7,417,914 | 52% |
| Net Result | - | 5,350,880 | 2,923,100 | -183% |

| Assets & Liabilities | | Year To Date Actual | Annual Budget (Target) |
|-----------------------------|-----|---------------------|------------------------|
| Cash & Cash Equivalents | (4) | 9,097,940 | 5,464,272 |
| Other Current Assets | (5) | 1,679,686 | 1,533,626 |
| Non Current Assets | (6) | 152,556,621 | 148,269,906 |
| Total Assets | | 163,334,247 | 155,267,804 |
| Liabilities (Current) | (7) | 9,037,329 | 3,540,000 |
| Liabilities (Non Current) | (8) | 970,628 | 860,000 |
| Total Liabilities | | 10,007,957 | 4,400,000 |
| Net Community Assets | | 153,326,290 | 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% | -129% | -140% |
| ² Working Capital Ratio | Greater than 1:1 | 1 | 1 |
| ³ Net Financial Liabilities Ratio | Less than 60% | -24% | -29% |

1

Notes:

- (1) Operating revenues** - While it appears revenues have not increased for the month of May 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).

Upon consultation with project management, we established that \$4.09mil of revenue was redeemable for DRFA works completed year to date by May 2021 (pending June adjustments). This would equate to the following adjustments to overall revenue, the Surplus ratio and the Net financial Liabilities ratio:

| | |
|--|--------------|
| Adjusted Net Operating Deficit | -\$1,251,654 |
| Adjusted Operating Surplus Ratio | -46% |
| Adjusted Net Financial Liabilities Ratio | -82% |
| Adjusted Working capital Ratio | 2 |

- (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 \$4.291mil against a budget of \$5.541mil for the year. This is an actual spend of 77.44% against an expected 91.67% 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 May compared to original budget expectations.

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.

(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 (approx. \$600k) pending June 21 adjustments.

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

4. STATEMENT OF CASH FLOWS

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

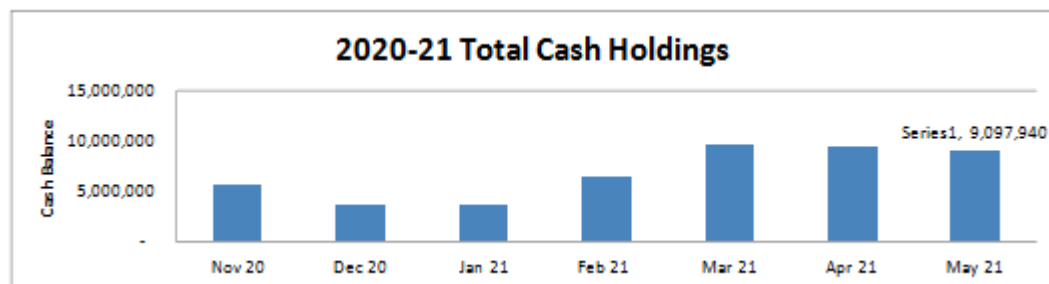
For the month ended 31 May 2021

| | Note Ref | 31 May 2020 \$ | 31 May 2021 \$ | 2020-21 Annual Budget \$ | YTD Progress % |
|--|----------|--------------------|-------------------|-----------------------------|----------------|
| Cash flows from operating activities: | | | | | |
| Receipts from customers | (1) | 4,382,223 | 4,845,676 | 3,989,742 | 121% |
| Payments to suppliers and employees | (2) | (14,826,406) | (12,296,774) | (13,868,278) | 89% |
| | | (10,444,183) | (7,451,099) | (9,878,536) | 75% |
| Rental Income | (3) | 192,013 | 205,580 | 230,000 | 89% |
| Interest Received | (4) | 119,160 | 74,426 | 120,000 | 62% |
| Operating Grants and Contributions | (5) | 10,122,049 | 10,069,660 | 8,885,475 | 113% |
| Borrowing Costs | | - | - | - | 0% |
| Net cash inflow (outflow) from operating activities | | (10,961) | 2,898,567 | (643,061) | -451% |
| Cash flows from investing activities: | | | | | |
| Payments for Property, Plant and Equipment | (6) | (3,384,585) | (4,731,914) | (8,364,183) | 57% |
| Net movement on loans and advances | | - | - | - | 0% |
| Proceeds from Sale of Property, Plant and Equipment | | - | - | - | 0% |
| Capital Grants and Subsidies | (7) | 1,735,841 | 3,877,683 | 7,417,914 | 52% |
| Net cash inflow (outflow) from investing activities | | (1,648,744) | (854,231) | (946,269) | 90% |
| 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) | (1,659,705) | 2,044,336 | (1,589,330) | -129% |
| Cash at beginning of reporting period | | 9,595,818 | 7,053,604 | 7,053,602 | 100% |
| Cash at end of reporting period | (8) | 7,936,112 | 9,097,940 | 5,464,272 | 166% |

Cash and Cash Equivalents Summary

| Cash & Cash Equivalents | Effective Interest Rate | YTD Interest Earnings | Cash Balance |
|-------------------------|-------------------------|-----------------------|------------------|
| QTC Cash Fund | 0.61% | 74,426 | 8,691,403 |
| Westpac General Fund | - | - | 406,254 |
| Cash Floats | - | - | 283 |
| Total | | | 9,097,940 |

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents –Restricted Cash (IAS 7)

| | | |
|--------------------------------|-----------|---|
| Total Cash on hand | 9,097,940 | |
| Restricted Cash - DRFA Revenue | 7,882,591 | Unearned revenue - pending reconciliation 30 June 2021. |
| Unrestricted Cash | 1,215,349 | |

Notes to the Statement of Cashflows:

- (1) 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.
- (2) Payments to suppliers and employees - we noted a legacy mapping distortion flowing into the cashflow as part of the May 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 -5.45% higher than the budget for year to date.
- (3) Rental Income - rental income is consistent with this time last year comparably and is on track against budget expectations.
- (4) Interest Received - interest has declined comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (0.61%). This is down from 0.66% in April 2021.
- (5) 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 May 2021.
- (6) 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.
- (7) 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 that there will be further increases in this balance as council moves to 30 June for any further grants being received within June 2021.
- (8) Net Cash Movement - council's cash holdings were down \$351k, to a total balance of \$9.097mil 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.

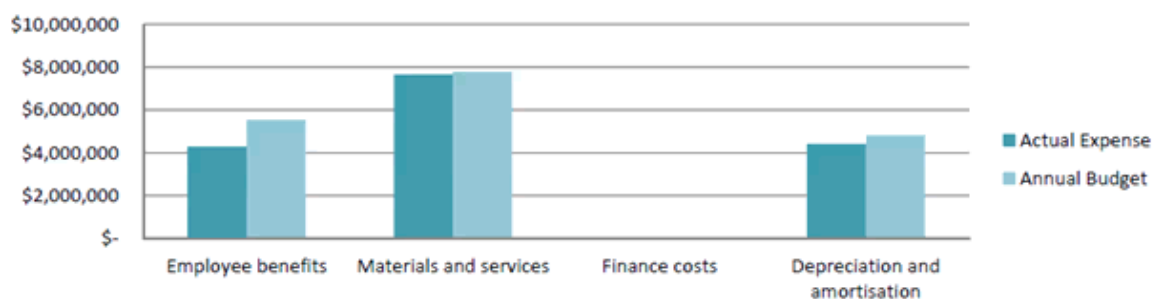
5. STATEMENT OF INCOME AND EXPENDITURE

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

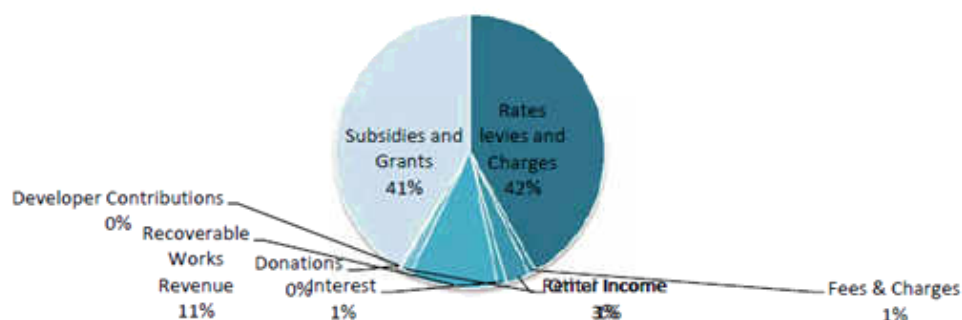
For the month ended 31 May 2021

| | Note Ref | 31 May 2020 \$ | 31 May 2021 \$ | 2020-21 Annual Budget \$ | YTD Progress % |
|---------------------------------|----------|-------------------|-------------------|-----------------------------|----------------|
| Recurrent Revenue | | | | | |
| Rates levies and Charges | | 3,008,111 | 2,997,689 | 2,951,000 | 102% |
| Fees & Charges | (1) | 74,096 | 58,593 | 85,500 | 69% |
| Rental Income | (2) | 192,013 | 205,580 | 230,000 | 89% |
| Interest | (3) | 119,160 | 74,426 | 120,000 | 62% |
| Recoverable Works Revenue | (4) | 358,769 | 759,098 | 1,060,500 | 72% |
| Other Income | (5) | 96,310 | 94,352 | 101,000 | 93% |
| Donations | (12) | - | 19,300 | - | 0% |
| Developer Contributions | | - | - | - | 0% |
| Subsidies and Grants | (6) | 10,211,049 | 2,939,917 | 9,135,159 | 32% |
| Total Recurrent Revenue | | 11,051,397 | 7,148,955 | 13,683,159 | 52% |
| Capital Revenue | | | | | |
| Sale of non-current assets | | - | - | - | 0% |
| Contributions | | - | - | - | 0% |
| Subsidies and Grants | (7) | 1,735,841 | 3,877,683 | 7,417,914 | 52% |
| Total Capital Revenue | | 1,735,841 | 3,877,683 | 7,417,914 | 52% |
| TOTAL INCOME | | 12,787,238 | 11,026,638 | 21,101,073 | 52% |
| Recurrent Expenses | | | | | |
| Employee benefits | (8) | 4,684,308 | 4,291,132 | 5,541,519 | 77% |
| Materials and services | (9) | 9,740,560 | 7,656,438 | 7,795,454 | 98% |
| Finance costs | (10) | 75,306 | 9,448 | 12,000 | 79% |
| Depreciation and amortisation | (11) | 4,383,659 | 4,420,500 | 4,829,000 | 92% |
| TOTAL RECURRENT EXPENSES | | 18,883,833 | 16,377,518 | 18,177,973 | 90% |
| NET RESULT | | 6,096,005 | 5,350,880 | 2,923,100 | -183% |

Expenditure Actual v Budget



Actual Revenue % Split YTD



Notes to the Statement of Income and Expenditure:

- (1) **Fees & Charges** - fees and charges is on track with the budget for the month.
- (2) **Rental Income** - rental income is consistent with this time last year comparably and is on track against budget expectations.
- (3) **Interest** - interest has declined comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (0.61%). This is down from 0.66% in April 2021.
- (4) **Recoverable Works Revenue** - per discussion with the technical officer; council expects to complete all RMPC work by 30 June 2021 to 100% completion.
- (5) **Other Income** - is up based on billings to external organisation for work completed on their behalf as well as the payment of previously doubtful debt back to council.
- (6) **Subsidies and Grants (operating)** - Upon consultation with project management, we established that \$4.09mil of revenue was redeemable for DRFA works completed year to date by May 2021 (pending June adjustments). This would result in an adjusted balance of subsidies and grants of \$7.029mil. Also note that the 2021/2022 FAGs allocation will also be due in June for another approx. \$1.5mil; this will equate to approximately the balance of operating grant revenue council budgeted to reach for 30 June 2021.
- (7) **Subsidies and Grants (capital)** - No significant movements noted for the month of May 2021.
- (8) **Employee benefits** - employee benefits costs against the budget, we have currently expended \$4.291mil against a budget of \$5.541mil for the year. This is an actual spend of 77.44% against an expected 91.67% 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 May compared to original budget expectations.
- (9) **Materials and services** - refer to the cost disaggregation in the operating statement, also note that council will be provided a budget review for 30 June 2021 to assess further as well.
- (10) **Finance costs** - minimal costs have been incurred in May 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.
- (11) **Depreciation and amortisation** - is inline with the expected depreciation spend.
- (12) **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 May 2021 91.63%

% 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 May 2020 \$ | 31 May 2021 \$ | 2020-21 Annual Budget \$ | YTD Progress % | |
| Recurrent Expenses | | | | | |
| Corporate Governance Costs | 545,350 | 810,172 | 897,900 | 90% | Within budget expectation for the month (91.63% movt). |
| Administration Costs | 1,824,330 | 3,041,513 | 2,934,783 | 104% | 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 | 519,527 | 594,059 | 745,000 | 80% | Within budget expectation for the month (91.63% movt). |
| Engineering Services | 7,926,116 | 6,718,974 | 7,479,508 | 90% | Within budget expectation for the month (91.63% movt). |
| Utility Services Costs | 750,594 | 633,485 | 913,900 | 69% | Within budget expectation for the month (91.63% movt). |
| Net Plant Operating Costs | - 710,891 - | 865,782 - | 1,076,199 | 80% | Within budget expectation for the month (91.63% movt). |
| Planning and Environmental Expenses | 175,141 | 72,172 | 181,580 | 40% | Within budget expectation for the month (91.63% movt). |
| Community Services Costs | 1,298,854 | 942,977 | 1,260,501 | 75% | Within budget expectation for the month (91.63% movt). |
| Finance Costs | 75,306 | 9,448 | 12,000 | 79% | Within budget expectation for the month (91.63% movt). |
| Depreciation | 4,383,659 | 4,420,500 | 4,829,000 | 92% | Within budget expectation for the month (91.63% movt). |
| Other Expenses | - | - | - | 0% | Within budget expectation for the month (91.63% movt). |
| TOTAL RECURRENT EXPENSES | 16,787,986 | 16,377,518 | 18,177,973 | 90.10% | Within budget expectation for the month (91.63% movt). |

7. STATEMENT OF FINANCIAL POSITION

For the month ended 31 May 2021

| | 31 May 2021 | 2020-21 Annual Budget |
|--|--------------------|-----------------------|
| | \$ | \$ |
| Current Assets | | |
| Cash and cash equivalents | 9,097,940 | 5,464,272 |
| Trade and other receivables | 1,265,973 | 340,539 |
| Inventories | 270,710 | 300,000 |
| Other financial assets | 143,003 | 893,087 |
| Non-current assets classified as held for sale | - | - |
| Total current assets | 10,777,626 | 6,997,898 |
| Non-current Assets | | |
| Receivables | - | - |
| Property, plant and equipment | 227,900,498 | 217,493,881 |
| Accumulated Depreciation | - 75,343,877 | - 69,223,975 |
| Intangible assets | - | - |
| Total non-current assets | 152,556,621 | 148,269,906 |
| TOTAL ASSETS | 163,334,247 | 155,267,804 |
| Current Liabilities | | |
| Trade and other payables | 8,911,482 | 3,400,000 |
| Borrowings | - | - |
| Provisions | 125,847 | 140,000 |
| Other | - | - |
| Total current liabilities | 9,037,329 | 3,540,000 |
| Non-current Liabilities | | |
| Trade and other payables | 139,515 | - |
| Interest bearing liabilities | - | - |
| Provisions | 831,113 | 860,000 |
| Other | - | - |
| Total non-current liabilities | 970,628 | 860,000 |
| TOTAL LIABILITIES | 10,007,957 | 4,400,000 |
| NET COMMUNITY ASSETS | 153,326,290 | 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) | 20,310,525 | 24,919,459 |
| Other reserves | - | - |
| TOTAL COMMUNITY EQUITY | 153,326,290 | 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) |
|---|--|-----------------------------------|
| \$1,980.00 written off for Invoice 100570 | Nil | CEO |
| \$1,851.11 written off for Invoice 100595 | | |
| \$63.86 written off for Invoice 100272 | | |

9. OFFICER'S RECOMMENDATION

That the financial report for the 31 May 2021 be received and noted.

11.02 Finance Monthly Update Report

That the financial report for the 31 May 2021 be received and noted.

Moved: Cr Wade

Seconded: Cr Clarke

Carried 210624.07 5/0

11.03 Budget Review to the end of 31 May 2021

| | |
|-------------------------|---|
| DEPARTMENT: | Office of the Chief Executive Officer |
| RESPONSIBLE OFFICER: | Dan McKinlay; Chief Executive Officer |
| PREPARED BY: | Shaun Jorgensen; Finance and Technology Manager |
| DATE REPORT PREPARED: | 16 June 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 its budget pursuant to section 170(1) of the Local Government Regulation 2012. These review items will be separated into the categories of 'Operating' and 'Capital'.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the budget for the 2020/21 financial year on the 28th of July 2020. This was amended in the December 2020 council meeting covering the period to October 2020 and then again in the February 2021 council meeting covering the period to January 2021. 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 |
| January 2021 Budget Amendments | | | 194,000.00 |
| DRFA Roads Projects | | | |
| DRFA increase in project scope costs to 30 June 2021 | 300,000.00 | | |
| DRFA increase in projects scope revenue to 30 June 2021 | - 300,000.00 | | |
| Total DRFA Roads Projects | | - | |
| May 2021 Budget Proposed Amendments | | | - |
| 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 re-estimation of costs to be incurred for DRFA flood damage works to the value of \$300,000 as discussed with contracted project engineers, along with the cost increase there will inversely be revenue to be recognised to the value of these costs as per the arrangement between council and QRA to fund flood repair works. The net impact of this amendment is \$nil.

This is in addition to the \$35,000 shortfall recognised as part of the budget review to the end of October 2020 and the \$194,000 shortfall recognised as part of the budget review to the end of January 2021.

Management also noted that while there were some additional costs incurred in relation to records management services, ICT hardware and equipment costs, tourism promotional activities, councillor training and minor non-capital repairs and maintenance works; these costs have been covered by the savings made by council in other various areas of the council budget during the year as a result of adherence with the council budget policy.

In respect to capex, we are currently expecting the total costs of these projects to fall under budget for 2020/21 (per the amendments made to Capex as subject of the review conducted for the end of January 2021) with some of the projects now to be bridged into 2021/22 at this stage.

Based on the above assessments and the change as noted in relation to DRFA funded works, no further proposed changes will be recommended to council at this stage.

5. POLICY & LEGAL IMPLICATIONS

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

6. CRITICAL DATES & IMPLICATIONS

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

7. CONSULTATION

- Executive Management Team; and
- Council

8. CONCLUSION

Management notes to council that at this stage with no further shortfall is to be reported upon the review of the council budget as at 31 May 2021. A total shortfall of \$229k will be reported for the year up to 31 May 2021 of which has been covered through both capital and operational savings.

9. OFFICER'S RECOMMENDATION

THAT in accordance with section 170(3) of the Local Government Regulation 2012, council is to revise and amend 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 |
| January 2021 Budget Amendments | | | 194,000.00 |
| DRFA Roads Projects | | | |
| DRFA increase in project scope costs to 30 June 2021 | 300,000.00 | | |
| DRFA increase in projects scope revenue to 30 June 2021 | - 300,000.00 | | |
| Total DRFA Roads Projects | | - | |
| May 2021 Budget Proposed Amendments | | | - |
| Total Annual 2021 Budget Amendments | | | 229,000.00 |

11.03 Budget Review to the end of 31 May 2021

THAT in accordance with section 170(3) of the Local Government Regulation 2012, council is to revise and amend 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 |
| January 2021 Budget Amendments | | | 194,000.00 |
| DRFA Roads Projects | | | |
| DRFA increase in project scope costs to 30 June 2021 | 300,000.00 | | |
| DRFA increase in projects scope revenue to 30 June 2021 | - 300,000.00 | | |
| Total DRFA Roads Projects | | - | |
| May 2021 Budget Proposed Amendments | | | - |
| Total Annual 2021 Budget Amendments | | | 229,000.00 |

Moved: Cr Camp
 Seconded: Cr Murray
 Carried 210624.08 5/0

11.04 2021/2022 Budget Policy

| | |
|-------------------------|--|
| DEPARTMENT: | Office of the Chief Executive Officer |
| RESPONSIBLE OFFICER: | Dan McKinlay; Chief Executive Officer |
| PREPARED BY: | Shaun Jorgensen; Finance and Technology Manager |
| DATE REPORT PREPARED: | 10 June 2021 |
| LINK TO COUNCIL PLAN/S: | Corporate Plan, Good Governance- Council decision –making promotes financial and asset sustainability. |

1. PURPOSE

To provide a framework for the administration of Council's budget and establish guidelines to ensure that known variations to the budget are addressed in a timely manner.

2. BACKGROUND

Council provides a wide range of services, many of them significant, to all parts of the community. It is important that guidelines are established to assist in providing financial rigour to these activities. This includes guidelines to:

- clarify limitations on the release of budgetary information prior to the formal adoption of the budget
- ensure that council reports are presented in a fiscally responsible manner
- provide guidance in the preparation of the budget reviews
- ensure that required amendments to the budget are made in a timely manner
- ensure consistency with council's Long Term Financial Forecast including Long Term Asset Management Plans
- ensure there is an emphasis for accountability for budget administration and compliance from all council officers and delegates.

3. FINANCIAL & RESOURCE IMPLICATIONS

Having a Budget Policy in place will improve Councils financial accountability and sustainability.

4. POLICY & LEGAL IMPLICATIONS

| Instrument | Reference | Details |
|----------------------------|---|---|
| Local Government Act 2009. | Section 12 Responsibilities of councillors. | Details responsibilities of councillors, in particular; 12 (3) (a) providing high quality leadership to the local government and then community; |

| | | |
|--|--|--|
| | | (b) being accountable to the community for the local government's performance. |
|--|--|--|

5. RISK

| Risk Type | What could happen | Possible Consequences |
|-----------|---|---|
| Financial | Inadequate internal financial controls regarding expenditure outside of adopted budget. | Councils budgeted expenditure being exceeded. |

6. CRITICAL DATES & IMPLICATIONS

Budget Policy is adopted as part of the 2021-2022 budget process.

7. CONSULTATION

Councillors

Executive Management team

Finance and Technology Manager

8. CONCLUSION

The budget policy sets out the framework under which Council's budget is determined and how the budget is adjusted throughout the year if required. The budget should be consistent with the Council's corporate plan, long term financial forecast and the annual operational plan.

9. OFFICER'S RECOMMENDATION

THAT the attached 2021-2022 Budget policy be adopted.

11.04 2021/2022 Budget Policy

THAT the attached 2021-2022 Budget policy be adopted.

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 210624.09 5/0

11.05 2021-2022 Revenue Policy

| | |
|-------------------------|---|
| DEPARTMENT: | Office of the Chief Executive Officer |
| RESPONSIBLE OFFICER: | Dan McKinlay: Chief Executive Officer |
| PREPARED BY: | Shaun Jorgensen; Finance and Technology Manager |
| DATE REPORT PREPARED: | 10 June 2021 |
| LINK TO COUNCIL PLAN/S: | Corporate Plan 2019-24, Operational Plan. |

1. PURPOSE

Council is required under Section 169 of the Local Government Regulation 2012 to include a Revenue Policy in its annual budget.

This report recommends the adoption of the Revenue Policy as part of the 2021/2022 Budget.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Revenue Policy is a key statutory document of Council and is required to be adopted as part of the annual budget. The Revenue Policy is reviewed every year as part of the budget development process.

3. PROPOSAL

Section 193 (3) of the Local Government Regulation 2012 requires Council to review its Revenue Policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

The purpose of the Revenue Policy is to set out the principles used by Burke Shire Council for:

- The levying of rates and charges.
- Granting concessions for rates and charges;
- Recovering overdue rates and charges;
- Cost recovery fees; and
- If the local government intends to grant concessions for rates and charges –the purpose of the concessions , and
- The extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.

Council levies rates and charges to fund the provision of valuable services to our community. When adopting its annual budget Council will set rates and charges at a level that will provide for both current and future community requirements.

Council also provides concessions to pensioners to assist property owners to remain in their own homes, and concessions to non-profit community, sporting and cultural groups as they contribute to the health and well-being of the community and to the social cohesion of the region.

The Revenue Policy also sets out the principles that will apply in the management of and recovery of debt. These principles are as follows:

- Fairness and Equity-by ensuring the consistent application of lawful rating and charging principles without bias;
- Transparency by communicating the Council's charging processes and each ratepayer's responsibility under the rating system.
- Efficiency by having a rating regime that is cost effective to administer.
- Sustainability – to support the financial strategies for the delivery of infrastructure and services identified in Council's short, medium and long term planning : and
- Flexibility within agreed parameters-by providing payment arrangements to assist ratepayers in meeting their rate commitments.

4. FINANCIAL & RESOURCE IMPLICATIONS

The adoption of the 2021/2022 Revenue Policy ensures that Council can rate in accordance with the proposed 2021/2022 Budget.

5. POLICY & LEGAL IMPLICATIONS CRITICAL DATES & IMPLICATIONS

The adoption of the Revenue Policy ensures Council's compliance with the requirements of the Local Government Regulation 2012. Section 169 (2) (c) of the Local Government Regulation 2012 requires Council to include a Revenue Policy in its annual budget.

6. CONSULTATION

The implications of the 2021/2022 Revenue Policy will be incorporated into the detailed budget discussions with Council.

7. CONCLUSION

The 2021/2022 Revenue Policy is used in the formulation of Council's 2021/2022 Revenue Statement and 2021/2022 Budget and must be included in the adoption of the annual budget each financial year.

Council's annual budget must be consistent with its Revenue Policy.

8. OFFICER'S RECOMMENDATION

THAT Council resolves to adopt , pursuant to Section 193 of the Local Government Regulation 2012, the 2021/2022 Revenue Policy (Attachment 1) for inclusion in the 2021/2022 Budget.

11.05 2021-2022 Revenue Policy

THAT Council resolves to adopt , pursuant to Section 193 of the Local Government Regulation 2012, the 2021/2022 Revenue Policy (Attachment 1) for inclusion in the 2021/2022 Budget.

Moved: Cr Wade

Seconded: Cr Camp

Carried 210624.10 5/0

11.06 Councillor Remuneration 2021/22

| | |
|-------------------------|--|
| DEPARTMENT: | Office of the Chief Executive Officer |
| RESPONSIBLE OFFICER: | Dan McKinlay, Chief Executive Officer |
| PREPARED BY: | Dan McKinlay, Chief Executive Officer. |
| DATE REPORT PREPARED: | 09 June 2021 |
| LINK TO COUNCIL PLAN/S: | Burke Shire Council Budget 2021/22 |

1. PURPOSE

To determine Councillors Remuneration for financial year ended 30 June 2022.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council considers the Councillor Remuneration Schedule each year with a view to determining whether it will accept the Remuneration Schedule as gazetted, or elect to pay Councillors at a rate lower than that contained in the Remuneration Schedule.

On 25 November 2020, the Local Government Remuneration Commission concluded its review of remuneration for Mayors, Deputy Mayors and Councillors of Local Governments as required by Chapter 8, Part 1, Division 1 of the Local Government Regulation 2012.

A copy of the Local Government Remuneration Commission Annual Report 2020 is attached for reference

The commission has decided not to increase the maximum resolution levels for mayors, deputy mayors and councillors from 1 July 2021. The levels will remain as set at the amounts fixed for 1 July 2020.

In making its determination, the Commission considered the following:

- Decrease in the Consumer Price Index (CPI) for the financial year ended 30 June 2020 (percentage change from previous financial year)
 - Weighted average of the eight capital cities: -0.3 per cent
 - Brisbane: -1.0 per cent
- Increases in the Wage Price Index (WPI) for the financial year ended 30 June 2020
 - Australia (All Industries): +2.1 per cent
 - Australia (Public Sector): +2.3 per cent
 - Queensland (All Industries and Public Sector): +1.9 per cent
- Queensland Weekly Payroll Jobs and Wages³ for the period of:
 - 14 March to 27 June 2020: Jobs -5.2 per cent; Wages -1.2 per cent
 - 14 March to 19 September 2020: Jobs -2.5 per cent; Wages -1.7 per cent
 - 14 March to 31 October 2020: Jobs -2.0 per cent; Wages -3.3 per cent

In its 13 August 2020 determination of the Base and Additional Salary Rates and Allowance System, the Queensland Independent Remuneration Tribunal (QIRT) determined by majority (with dissent from the Chair) to provide a zero per cent increase to the base and additional salary levels of members for the years commencing 1 September 2019, 2020, 2021 and 2022. The Commission notes the QIRT Chair's dissent that a decision to impose a 'salary freeze' on members for a period of five years is unreasonable and that the Chair would have determined to increase the base and additional salaries by 2.5 per cent from 1 September 2021 and 1 September 2022.

The Commission considers that its own obligation to conduct an annual review of the maximum levels of remuneration affords the Commission the flexibility to consider and respond to the short and long term impacts of the COVID-19 pandemic which is not necessarily available to the QIRT and ICRT.

Previous year Remuneration Schedule

2019/20

Remuneration Schedule as gazetted (2019 Report (effective 01 July 2020).

Burke Shire Councillors, as elected members in a Category 1 Council, are entitled to a maximum of:

| Office | Total Remuneration * | Meeting attendance component |
|--------------|-------------------------|---------------------------------|
| Mayor | \$108,222 | N/A |
| Deputy Mayor | \$62,435 | N/A |
| Councillor | \$54,110 | Included |

*Includes compulsory meeting attendance.

Remuneration Schedule as adopted at 18 June 2020 Council Meeting (Resolution 190226.10) was made as follows:

That Council:

- 1) *That Council notes the contents of this report; and*
- 2) *That Council adopt version 8 of HRM-POL-013 Councillor Remuneration Policy; and*
- 4) *Resolves to pay Councillors less than the amount defined in the Councillor Remuneration schedule as detailed in the Local Government Remuneration Commission Annual Report 2019; and resolves to pay according to the following schedule:*

| Office | Total Remuneration * | Meeting attendance component |
|--------------|-------------------------|---------------------------------|
| Mayor | \$106,100 | N/A |
| Deputy Mayor | \$61,211 | N/A |
| Councillor | \$53,049 | Included |

* Includes compulsory meeting attendance.

Councillor Remuneration Policy

The Councillor Remuneration Policy was scheduled for review as part of the exercise to determine the 2021/22 Councillor remuneration. It is presented to Council for review and endorsement as part of this Council Report.

3. PROPOSAL

That Council considers whether it will reduce Councillor Remuneration below the scheduled amounts detailed in the Local Government Remuneration Commission Annual Report 2020 which are effective from 01 July 2021.

4. FINANCIAL & RESOURCE IMPLICATIONS

The financial implications in relation to this report are outlined in the below Local Government Local Government Remuneration Commission Annual Report 2020 which are effective from 01 July 2021.

The level of Councillors remuneration resolved by Council will be included in the 2021/2022 budget.

5. RISK

There are no perceived risks associated with this item.

6. POLICY & LEGAL IMPLICATIONS

As set out in section 247(2), (3), (4) and (6), of the Local Government Regulation 2012, Council is able to decide, by resolution, that the maximum amount is not payable to a Councillor. The amount of remuneration decided must not be more than the maximum amount payable to a Councillor stated.

Under section 247 (6) The Local Government Regulation 2012, the Local Government must make a resolution under subsection (2), for the remuneration payable from 1 July of a particular year, before 1 July of that year.

HRM-POL-013 – Councillor Remuneration Policy also exists to:

- a) Ensure that Councillors are paid in accordance with the determinations of the Local Government Remuneration Commission.
- b) Clarify Council's obligations to Councillors under the QLD Local Government Act 2009 (the Act) and QLD Local Government Regulation 2012 (the Regulation).

7. CRITICAL DATES & IMPLICATIONS

If Council is to adopt a remuneration schedule different to that specified in the 2020 Local Government Remuneration Commission Annual report 2020, effective 01 July 2021, it must resolve to do so by 30th June 2021.

8. CONSULTATION

Councillors

9. CONCLUSION

Council has the right to accept the remuneration schedule for the 2021/2022 financial year, applicable from 1 July 2021 or to reduce the remuneration of Councillors beneath those levels. It is noted that the Local Government Remuneration Commission have recommended a nil increase from 01 July 2021 to 30 June 2022.

Councillors last year resolved to increase Councillors remuneration to the 2019/2020 level but elected not to take the recommended increase of 2 % for 2020/2021.

It is worth noting in the Local government Remuneration Commission Report 2019, where the Commission has decided to increase the maximum remuneration levels for Mayors and Councillors by 2 %.

10. OFFICER'S RECOMMENDATION

- 1) That Council notes the contents of this report; and
- 2) That Council adopt version 7 of HRM-POL-013 Councillor Remuneration Policy; and
- 3) Resolves to adopt the Councillor Remuneration schedule as in the Local Government Remuneration Commission Annual Report 2020 (effective 01 July 2021); and resolves to pay according to the following schedule, to bring councillors up to the 2019 remuneration level.

| Office | Salary component | Meeting attendance component |
|--------------|------------------|------------------------------|
| Mayor | \$108,222 | N/A |
| Deputy Mayor | \$62,435 | N/A |
| Councillor | \$54,110 | |

11.06 Councillor Remuneration 2021/22

- 1) That Council notes the contents of this report; and
- 2) That Council adopt version 7 of HRM-POL-013 Councillor Remuneration Policy; and
- 3) Resolves to adopt the Councillor Remuneration schedule as in the Local Government Remuneration Commission Annual Report 2020 (effective 01 July 2021); and resolves to pay according to the following schedule, to bring councillors up to the 2019 Local Government remuneration report recommended increase.

| Office | Salary component | Meeting attendance component |
|--------------|------------------|------------------------------|
| Mayor | \$108,222 | N/A |
| Deputy Mayor | \$62,435 | N/A |
| Councillor | \$54,110 | |

Moved: Cr Wade

Seconded: Cr Clarke

Carried 210624.11 5/0

11.07 2021-2022 Fees and Charges

| | |
|-------------------------|---|
| DEPARTMENT: | Office of the Chief Executive Officer |
| RESPONSIBLE OFFICER: | Dan McKinlay; Chief Executive Officer |
| PREPARED BY: | Shaun Jorgensen; Finance and Technology Manager |
| DATE REPORT PREPARED: | 15 June 2021 |
| LINK TO COUNCIL PLAN/S: | Corporate Plan 2019-2024 Operational Plan 2020-21 |

1. PURPOSE

The proposed Fees and Charges for 2021/2022 are provided in the attached schedule.

2. BACKGROUND

A review of fees and charges for 2021/2022 has been carried out by council Managers. In a number of cases the flat increase of 3% has been applied over a number of the fees and charges.

Upon a more detailed review of the Fees and Charges schedule by both Finance and Administration staff, it was determined that some changes were required for the fee structures pertaining to the following:

- Hall and venue hire fees (restructured to allow all fees to simply be charged at hourly rates)
- Airport landing fees (restructured to encompass a flat landing fee with no minimum landing fee rates – similar to other council in the gulf region)
- Cemetery fees - removal of single burial only fees and inclusion of council funeral services (hourly rate)
- Inclusion of Gravel supply fees
- Inclusion of a special water meter reading fee
- Removal of old or no longer relevant fees and charges

The above changes have been made to simplify the council Fees and Charges Schedule to make it more approachable for community members and businesses whilst also taking into considerations cost recovery and sustainability outcomes for council.

3. PROPOSAL

The intention of this report is to submit Council's reviewed Fees and Charges Schedule for the 2021/2022 financial year.

4. FINANCIAL & RESOURCE IMPLICATIONS

The fees and charges set by the attached schedule forms a part of Council's revenue raising requirements and provide the source of funding and/or contribution to a number of programs delivered by Council.

The fees and charges are set in conjunction with the Budget each year to ensure appropriate and responsible revenue raising.

5. POLICY & LEGAL IMPLICATIONS

Pursuant to section 97(1) of the Local Government Act 2009, Council may under a local law or a resolution, fix a cost recovery fee.

The fees and charges in the schedules can be amended at any time throughout the year in accordance with legislation.

6. CONSULTATION

Councillors

Chief Executive Officer

Manager of Community and Communications

Manager of Corporate Services and Administration

Manager of Finance and Technology

7. CONCLUSION

The fees and charges for 2021/2022 are set under the provisions of the Local Government Act and are to be applied from the 1st July 2021. Council is required to make a resolution to adopt all such fees and charges.

8. OFFICER'S RECOMMENDATION

THAT Council resolves to adopt the attached Fees and Charges for 2021/2022.

11.07 2021-2022 Fees and Charges

THAT Council resolves to adopt the attached Fees and Charges for 2021/2022.

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 210624.12 5/0

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) (c and g).

(c) the local government's budget;

(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.

Council moved into closed session at 11.29am.

Moved: Cr Camp

Seconded: Cr Wade

Carried 210624.13 5/0

Attendance

Madison Marshall left the meeting from 11.51am to 11.59am.

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 12.04pm.

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 210624.14 5/0

12.01 Closed Session - Debt Write-off

THAT the council approve the write-off of the debt owed to council of \$6,782.11 from Gulf Country Frontiers Day Festival.

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 210624.15 5/0

12.02 Closed Session - Organisation Restructure

THAT in accordance with section 196 (1) of the Local Government Act 2009, Council adopts the proposed organisation structure detailed in Attachment One.

Moved: Cr Camp

Seconded: Cr Wade

Carried 210624.16 5/0

13. Mayoral Report

I attended the following:

- Special Meeting 11/06 – with Councillors and EMT – budget planning and discussions, policy, organisational structure, awarding WTP Chemical Dosage tender,
- The handing over of the keys to Madison and Jordan Marshall. With all matters finalised, it was a pleasure to hand the keys to the (now) ex Council houses to these two young, local residents and welcome them as home owners in their community. An exciting day for them and a rewarding one for Council as the enabler of this opportunity.
- Mt Isa District Human and Social Meeting – via Teams with CEO
- Informal meeting with Dr Fred Hess, Interim MD and CEO, Aeon Metals
- Station Stay Forum with Kimberly Chan – representing GSD – in Hughenden
- GSD MC Zoom Meeting
- NWDDMG Meeting – via Zoom
- NRRA Connectivity Forum – with Shaun Jorgensen- in Cloncurry
- Teleconference with Telstra reps – GSD MC members – community and local government – to discuss telecommunications challenges and opportunities
- Meeting with NRRA, CSIRO – to discuss Aqua watch project – with CEO
- Farewell to Bob Marshall – BBQ luncheon and presentation to Bob and Irene in appreciation and acknowledgment of close to 50 years of service to the Council.

GSD

- Attended Station Stay Forum in Hughenden with Kimberly Chan
- Teleconference with Telstra re connectivity challenges and opportunities in GSD footprint area
- GSD MC Zoom meeting

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

Moved: Cr Murray

Seconded: Cr Yanner

Carried 210624.17 5/0

14. Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Yanner

Carried 210624.18 5/0

15. Late Business

15.01 Tender Assessment Report - Flood Warning Infrastructure Network- CONTRACT NO: FWIN AO1/ VP245173

| | |
|-------------------------|---|
| DEPARTMENT: | Office of the Chief Executive Officer |
| RESPONSIBLE OFFICER: | Dan McKinlay; Chief Executive Officer |
| PREPARED BY: | Dan McKinlay; Chief Executive Officer |
| DATE REPORT PREPARED: | 21 June 2021 |
| LINK TO COUNCIL PLAN/S: | Council acts, directly or through facilitation or advocacy, to promote positive environmental outcomes that strike a balance between built and natural forms for the benefit of current and future generations. |

1. PURPOSE

The purpose of the report is Council to consider the Tender Assessment Report prepared by Flinders Shire, for the installation of Flood Warning Device

2. BACKGROUND

North West Queensland Regional Organisation of Councils, on behalf the participating Councils, invited tenders from suitably qualified contractors for the supply (including design), installation, and commissioning of automatic flood warning infrastructure (95 assets at 65 sites) across the North West Queensland Region.

Whilst tenders are sought based on the aggregation of all Councils' requirements, a separate contract will be formed between the successful tenderer and each participating Council.

The participating Councils are:

- Boulia Shire Council (8 sites, 14 assets);
- Burke Shire Council (14 areas, 22 assets);
- Carpentaria Shire Council (12 sites, 13 assets);
- Cloncurry Shire Council (9 sites, 12 assets);
- Croydon Shire Council (1 site, 1 asset);
- Diamantina Shire Council (2 site, 4 assets);
- Etheridge Shire Council (3 sites, 5 assets);
- Flinders Shire Council (3 sites, 5 assets);
- Longreach Shire Council (3 sites, 3 assets);
- McKinlay Shire Council (4 sites, 7 assets);
- Richmond Shire Council (4 sites, 5 assets);
- Winton Shire Council (2 sites, 4 assets).

A Tender brief was held on Friday 21st May 2021 at 10.00 AM via video conference. The following tenderers attended the brief – Aquamonix, ALS Hydrographics, Wight Water Environmental, Qteq,

and Ventia. Tenderers were taken through the request for tender and key objectives and deliverables. A number of questions were recorded at the brief and subsequently answered via the Vendor Panel online portal.

Tender Submissions were received from the following contractors:

- ALS Hydrographics
- Aquamonix
- Trop Water
- Qteq
- Wight Water Environmental

A probity and evaluation plan was developed for the procurement team and finalised at an online meeting on 2 June 2021. This plan was intended to provide probity and evaluation guidance to persons conducting this procurement process.

The evaluation criteria is provided below

| 5. Evaluation Criteria | Evaluation Criteria | Weighting (%) (Optional) |
|------------------------|----------------------------------|--------------------------|
| | Price | 35 |
| | Equipment & Instrument Quality | 25 |
| | Relivant Experience | 10 |
| | Proposed Program | 10 |
| | Methodology | 10 |
| | As Constructed Documents | 5 |
| | Completion of Response Schedules | 5 |

The budgets (Ex GST) in the table below have been provided by the Queensland reconstruction Authority.

| Shires | Budgets |
|---------------------|------------------------|
| Burke | \$ 710,000.00 |
| Carapentaria | \$ 295,000.00 |
| Cloncurry | \$ 295,000.00 |
| Flinders | \$ 145,000.00 |
| McKinlay | \$ 205,000.00 |
| Richmond | \$ 155,000.00 |
| Croydon | \$ 50,000.00 |
| Etheridge | \$ 155,000.00 |
| Boulia | \$ 460,000.00 |
| Diamantina | \$ 125,000.00 |
| Longreach | \$ 110,000.00 |
| Winton | \$ 145,000.00 |
| Budget Total | \$ 2,850,000.00 |

The tender process received is presented in the table below, showing the process received for each of the Shires. The Trop Water tender provides a lump sum for all Shires. Qtec has provided a 5% discount on their tender sum price, on condition that all the works are awarded to them.

| | Qtec | Qtec (5% discount) | Aquamonix | ALS Hydrographics | Wight Water Environmental | Trop Water |
|---------------------------|------------------------|------------------------|------------------------|------------------------|---------------------------|-------------------------|
| Boulia Shire Council | \$ 301,340.00 | \$ 286,273.00 | \$ 390,931.00 | \$ 430,914.45 | \$ 332,887.50 | |
| Burke Shire Council | \$ 546,205.00 | \$ 518,894.75 | \$ 652,220.00 | \$ 705,817.06 | \$ 638,385.00 | |
| Carpentaria Shire Council | \$ 297,980.00 | \$ 283,081.00 | \$ 233,402.00 | \$ 397,545.00 | \$ 300,729.00 | |
| Cloncurry Shire Council | \$ 243,250.00 | \$ 231,087.50 | \$ 254,603.00 | \$ 324,601.60 | \$ 254,974.50 | |
| Croydon Shire Council | \$ 37,970.00 | \$ 36,071.50 | \$ 54,689.00 | \$ 71,415.55 | \$ 53,234.50 | |
| Diamantina Shire Council | \$ 95,460.00 | \$ 90,687.00 | \$ 104,442.00 | \$ 145,963.45 | \$ 81,559.50 | |
| Etheridge Shire Council | \$ 120,770.00 | \$ 114,731.50 | \$ 145,445.00 | \$ 155,597.60 | \$ 118,189.50 | |
| Flinders Shire Council | \$ 98,150.00 | \$ 93,242.50 | \$ 115,281.00 | \$ 124,417.00 | \$ 98,829.50 | |
| Longreach Shire Council | \$ 96,415.00 | \$ 91,594.25 | \$ 132,445.00 | \$ 138,731.50 | \$ 126,494.50 | |
| McKinlay Shire Council | \$ 155,925.00 | \$ 148,128.75 | \$ 162,626.00 | \$ 170,745.25 | \$ 153,814.00 | |
| Richmond Shire Council | \$ 97,750.00 | \$ 92,862.50 | \$ 96,276.00 | \$ 131,182.60 | \$ 107,244.50 | |
| Winton Shire Council | \$ 70,240.00 | \$ 66,728.00 | \$ 74,278.00 | \$ 117,064.85 | \$ 62,199.50 | |
| | \$ 2,161,455.00 | \$ 2,053,382.25 | \$ 2,416,638.00 | \$ 2,913,995.91 | \$ 2,266,342.00 | \$ 10,000,000.00 |

The tender prices and scores are shown below, on the basis of the price weighting provided (35%).

| Pricing Table 1 | Weighting | Qtec Pty Ltd | Wight Water Environmental | Aquamonix | ALS Hydrographics | Trop water |
|-----------------------------|-----------|-----------------|---------------------------|-----------------|-------------------|------------------|
| Tender Sum (Form of Tender) | | \$ 2,161,455.00 | \$ 2,266,342.00 | \$ 2,416,638.00 | \$ 2,913,995.91 | \$ 10,000,000.00 |
| Tender Price Score (X/35%) | | 35.00 | 33.38 | 31.30 | 25.96 | 7.57 |

| Pricing Table 2 | Weighting | Qtec Pty Ltd | Wight Water Environmental | Aquamonix | ALS Hydrographics | Trop water |
|---|-----------|-----------------|---------------------------|-----------------|-------------------|------------------|
| Tender Sum (Form of Tender) Incl Discount | | \$ 2,053,382.25 | \$ 2,266,342.00 | \$ 2,416,638.00 | \$ 2,913,995.91 | \$ 10,000,000.00 |
| Tender Price Score (X/35%) | | 35.00 | 31.71 | 29.74 | 24.66 | 7.19 |

The tender price score is developed using the formula (Tender price score = lowest price / tender price). The tender price to be used in the evaluation score is the tender sum provided in the Tender Form, as shown in table 1 above.

Table 2 show the pricing scores based on the 5% discount provided by Qtec. Table 2 is provided for information only and is not used for determining the final tender price scores for each Tenderer.

Non-Price Criteria Analysis

| Pricing Table 1 | Weighting | Qtec Pty Ltd | Wight Water Environmental | Aquamonix | ALS Hydrographics | Trop water |
|---|-----------|-----------------|---------------------------|-----------------|-------------------|------------------|
| Tender Sum (Form of Tender) | | \$ 2,161,455.00 | \$ 2,266,342.00 | \$ 2,416,638.00 | \$ 2,913,995.91 | \$ 10,000,000.00 |
| Tender Price Score (X/35%) | | 35.00 | 33.38 | 31.30 | 25.96 | 7.57 |
| Equipment & Instrument (X/25%) | 25 | 20 | 10 | 20 | 20 | |
| Relevant experience (X/10%) | 10 | 8 | 4 | 8 | 8 | |
| Program (X/10%) | 10 | 5 | 3 | 7 | 7 | |
| Methodology (X/10%) | 10 | 8 | 7 | 9 | 7 | |
| As constructed documents (X/5%) | 5 | 3.5 | 3 | 3.5 | 3.5 | |
| Completion of response schedules (X/5%) | 5 | 4 | 3 | 4 | 4 | |
| Non-Price Score (X/65%) | | 48.5 | 30 | 51.5 | 49.5 | |
| Overall Tender Score (X/100%) | | 83.50 | 63.38 | 82.80 | 75.46 | 7.57 |

| Pricing Table 2 | Weighting | Qtec Pty Ltd | Wight Water Environmental | Aquamonix | ALS Hydrographics | Trop water |
|---|-----------|-----------------|---------------------------|-----------------|-------------------|------------------|
| Tender Sum (Form of Tender) Incl Discount | | \$ 2,053,382.25 | \$ 2,266,342.00 | \$ 2,416,638.00 | \$ 2,913,995.91 | \$ 10,000,000.00 |
| Tender Price Score (X/35%) | | 35.00 | 31.71 | 29.74 | 24.66 | 7.19 |
| Equipment & Instrument (X/25%) | 25 | 20 | 10 | 20 | 20 | |
| Relevant experience (X/10%) | 10 | 8 | 4 | 8 | 8 | |
| Program (X/10%) | 10 | 5 | 3 | 7 | 7 | |
| Methodology (X/10%) | 10 | 8 | 7 | 9 | 7 | |
| As constructed documents (X/5%) | 5 | 3.5 | 3 | 3.5 | 3.5 | |
| Completion of response schedules (X/5%) | 5 | 4 | 3 | 4 | 4 | |
| Non-Price Score (X/65%) | | 48.5 | 30 | 51.5 | 49.5 | |
| Overall Tender Score (X/100%) | | 83.50 | 61.71 | 81.24 | 74.16 | 7.19 |

It is noted that Qteq are the Tenderer with the highest overall score. The Trop Water non-price attributes were not scored as their tender was deemed non-conforming by the tender evaluation panel.

3. FINANCIAL & RESOURCE IMPLICATIONS

The budget for Burke Shire Council was set at \$710,000. Based on recommended tender the cost is \$518,894.75. This is fully funded by Queensland Reconstruction Authority (QRA).

4. POLICY & LEGAL IMPLICATIONS

| Instrument |
|----------------------------|
| Local Government Act 2009. |

5. RISK

| Risk Type | What could happen | Possible Consequences |
|-----------|---|-----------------------------|
| Flooding | Likely hood of flooding from minor to major | From minor to catastrophic. |

6. CRITICAL DATES & IMPLICATIONS

Adoption by 25th June.

7. CONSULTATION

Council

NWQROC

8. CONCLUSION

The primary purpose of this investment is to provide improvements to the Flood Warning Gauge Network. This also encourages neighbouring Councils to work together on a catchment basis.

There were 14 areas and 22 assets identified for Burke Shire Council.

9. OFFICER'S RECOMMENDATION

THAT Council:

1. Accepts the recommendation made by the assessing panel, to award the Works to Qteq Pty Ltd for the total value of \$2,053,382.25 (excl. GST); and
2. Delegates authority to the Chief Executive Officer to enter into a separate contract based on the allocated funding from Queensland Reconstruction Authority and scope of works for Burke Shire Council.

15.01 Tender Assessment Report - Flood Warning Infrastructure Network- CONTRACT NO: FWIN AO1/ VP245173**THAT Council:**

1. Accepts the recommendation made by the assessing panel, to award the Works to Qteq Pty Ltd for the total value of \$2,053,382.25 (excl. GST); and
2. Delegates authority to the Chief Executive Officer to enter into a separate contract based on the allocated funding from Queensland Reconstruction Authority and scope of works for Burke Shire Council.

Moved: Cr Camp

Seconded: Cr Wade

Carried 210624.19 5/0

15.02 Burketown Landfill Cell Construction

| | |
|-----------------------|------------------------|
| DEPARTMENT: | Engineering & Services |
| RESPONSIBLE OFFICER: | Graham O'Byrne |
| PREPARED BY: | Wendy van der Wolf |
| DATE REPORT PREPARED: | 18/06/2021 |

1. EXECUTIVE SUMMARY

This report provides Council with a recommendation to appoint Tim Wilson Carpentry as the Principal Contractor to carry out the Burketown landfill Cell Construction, contract No. 0280-4030-8 for the value of \$233,165 (ex. GST). The new landfill cell will provide capacity for Burketown's waste for a further 10 years and aligns with Guideline Landfill siting, design, operation, and rehabilitation (Dept. Environment and Science). The overall project budget is \$298,314 (ex GST) which is inclusive of contingency, contract Provisional Sum and internal costs.

It is noted that the project is funded under the Works for Queensland 2019-21 program.

2. BACKGROUND

The Burketown landfill is currently nearing capacity. To secure the capability of Council to adequately provide waste management services for the next 10 years a 3 stage strategy has been developed. This strategy is based around providing 3 landfill cells (in the form of a trench landfill approximately 20m long x 5 m wide x 2 m deep) of equal size, to be constructed over a 10 year period, or as required.

The current tonnage entering the site is approximately 200 tonnes per annum and it is expected that this will decrease to approximately 150 tonnes per annum, with the introduction of an overall Waste Management Strategy which is currently under development. A potential future waste management opportunity exists whereby Doomadgee Shire Council is undertaking investigations to upgrade its landfill and recycling. Burke Shire Council may be able to transfer all of its waste to that upgraded facility, however, this is not confirmed and the project is still in early stages. Taking this into consideration Burke has a need to be self-sufficient when managing its waste, at least for the next 3 years.

For the delivery of the project a Provisional Sum of \$40,000 (exc GST) has been allowed for the re-configuration of the existing waste stockpiles within the overall "dump" site. It is intended to utilise Council crews as much as possible to undertake this work prior to the contractor commencing on site, with the balance being then handed over to the Contractor. This re-configuration will be aligned to enable the 3 new cells (over the 10 year timeframe) to be constructed in virgin ground, away from previous landfill cells.

This is a Works for Queensland 2019-21 funded project.

3. TENDER

An RFQ process was undertaken via Vendor Panel to Burke Shire's RoPS for Plant which closed on Tuesday 17th May 2021 at 2pm. There were 2 responses. This process was selected due to the

contract being heavily reliant on plant availability. The region is experiencing a shortage of available plant and operators.

Responses were evaluated by a pre-selected evaluation panel that used weighted selection criteria to score the responses in accordance with Council's Procurement Policy.

The overall scores and prices (excluding the Provisional Sum of \$40,000) are as follows:

| Tenderer | Score /10 | Price (ex. GST) |
|----------------------|------------------|------------------------|
| Tim Wilson Carpentry | 7.7 | \$193,144 |
| Gulf Civil | 6.7 | \$237,194 |

Refer to attachment 1: Tender Evaluation Report.

4. PROPOSAL

It is proposed that the Burketown Landfill Cell Construction contract be awarded to Tim Wilson Carpentry for \$233,144 ex GST (which includes the Provisional Sum of \$40,000) to commence Monday 1 July 2021.

5. RISK

| Risk | Possible Consequence | Mitigation |
|--|--|--|
| Contract variation – due to wet weather, latent conditions | Increase in Contract Sum | Contingency allowed |
| Delay in supply chain – availability of suitable material | Practical completion within the funding deadline | Funding delivery deadline extended to 31 December 2021 |

6. POLICY & LEGAL IMPLICATIONS

Council is also required to meet all relevant local government procurement requirements outlined in the *Local Government Act 2009*, Local Government Regulation 2012 and in Council's Procurement Policy. These requirements have been met.

7. CONSULTATION

Consultation has taken place with:

- GHD
- Harbak Consulting
- Department of Environment and Science (DES)

8. RECOMMENDATION

1. That Council note the contents of the report and relevant attachments; and
2. That Council endorses the awarding of Contract 0280-4030-8, Burketown Landfill Cell Construction to Tim Wilson Carpentry for the value of \$233,144 (ex GST); and
3. Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract, to the value of the project budget.

15.02 Burketown Landfill Cell Construction

1. That Council note the contents of the report and relevant attachments; and
2. That Council endorses the awarding of Contract 0280-4030-8, Burketown Landfill Cell Construction to Tim Wilson Carpentry for the value of \$233,144 (ex GST); and
3. Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract, to the value of the project budget.

Moved: Cr Camp

Seconded: Cr Murray

Carried 210624.20 5/0

16. Deputations and presentation scheduled for meeting

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

17. Closure of meeting

The Chair declared the meeting closed at 12.51pm.

I hereby certify that these pages numbered 1 to 50 – constitute
the Confirmed minutes of the Ordinary Council Meeting of Burke
Shire Council held on Thursday 24 June 2021.

Mayor Cr Ernie Camp