



Agenda and Business Papers Burke Shire Council Ordinary Meeting Thursday 26 August 2021 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea – with new staff
12.30pm to 1.00pm	Lunch

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01. Opening of Meeting

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

02. Record of Attendance

Members	Cr Ernie Camp; Mayor – Chair Cr Tonya Murray; Deputy Mayor Cr John Clarke Cr John Yanner Cr Rosita Wade
Officers	Dan McKinlay; Chief Executive Officer Sarath Jayasekara; Acting Director of Engineering Shaun Jorgensen; Finance and Technology Manager Madison Marshall; Corporate Services and Governance Manager (Minutes)
On Leave	Graham O’Byrne; Director of Engineering

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:

- Sarath Jayasekara, Acting Director of Engineering
- Shaun Jorgensen, Finance and Technology Manager
- Chelsea Nelson, People, Performance and Culture Manager
- David Gornalle, Workplace Health and Safety Contractor

03. Prayer

Led by Cr Clarke

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 22 July 2021 and Special Meeting Thursday 29 July 2021

That the Minutes of the Ordinary Meeting of Council held on Thursday 22 July 2021 and the Minutes of the Special Meeting of Council held on Thursday 29 July 2021 as presented be confirmed by Council.



210722 Unconfirmed
Minutes.docx



210729 Unconfirmed
Minutes - Special Mee

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

08. Registers of Interests

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

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

09.01 Notices of Motion

None received at time of agenda preparation.

09.02 Petitions

None received at time of agenda preparation.

10. Engineering Services Reports

<p>10.01 Engineering and Services Monthly Report 10.02 Capex Projects Report</p>

Engineering Services Reports

10.01 Engineering and Services Monthly Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O’Byrne; Director of Engineering
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	17 Aug 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 July 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.

2.1 **General Works (including Parks, Gardens and Cemetery)**

- Gregory continuation of skip bin and dump-ezy servicing due to increase in tourism numbers
- Extensive rearrangement of dump to coincide with Land fill upgrade
- Wharf maintenance- De silt Boat ramp ongoing

2.2 **Roads**

- Culvert replacement project (site 3 Floraville Rd) completed
- Truganini Rd repairs have been approved by QRA
- 2020-21 RMPC completed
- Complete remaining DRFA19 works

2.3 **Plant and Fleet**

- Major repairs scheduled to fix the fuel system unit of 583 Loader (August)
- 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 August (delayed due to supplier lead time)
- Progressed with arranging tender of white fleet to locals with a reserve price set at the trade-in-value obtained from dealership - Advertise in August

2.4 Water & Sewerage

Burketown

Water

- WTP upgrade project commenced and due for completion in October '21 Ongoing due to Covid. Contractor onsite preparing earthworks for upgrade.
- Chemical Dosing upgrade works commenced with procurement of chemical storage bunds Ongoing due to Covid.
- SCADA upgrade review undertaken (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)
- Works being carried out by BSC crew in preparation for WTP upgrade. Completed- Contractor onsite preparing earthworks for upgrade.
- Planning for de-silting of lagoons for 21/22 FY underway
- Replacement of water meter to commence once the water meters arrive.

Sewerage Treatment Plant

- Non-compliances addressed with Department of Environment & Science with them being satisfied with the mitigation/remedies being introduced. Introducing an Algaecide to the sewerage treatment in August 21.
- STP Upgrades- Prep irrigation area for upgrades will continue when area dries out.

Gregory

- SCADA issues continue to be an issue. Detailed discussions with Austek to put a temporary solution in place prior to the major SCADA upgrade. Ongoing.

2.5 Airports

- Lighting replacement and line marking to be carried out under RAUP Rd 8 funding.
- Looking at options to burn off the grass around the Airport to remove weeds.

2.6 Waste

- Construction of new landfill cell in Burketown continues to be on hold due to Cultural Heritage issues
- Contract extension being negotiated with final tyres potentially to be funded.
- Waste Strategy is progressing with gov't departmental meetings scheduled for August presentation to Council planned for future meeting

3. OFFICER'S RECOMMENDATION

That Council receives and notes the Engineering and Services report.

ATTACHMENTS

1. Background Detail to End of July 2021 - Engineering and Services Report



Attachment 01
(July21).docx

Engineering Services Reports

10.02 Capex Projects Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Graham O’Byrne; Director of Engineering
DATE REPORT PREPARED:	17 August 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 2021/22. The report proper summarises the status to end of the reporting month.

The progress of grant and funding submissions is also provided.

2. SUMMARY

The Capex program budget for 2021/22 financial year is \$7,798,521. Of this \$1,154,211 is new grant funding. At the end of July there is no change to the forecast cost of delivering this 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; Final Draft report published on council’s website in June for public comment has now been removed with final report being completed

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>Nearly all tyres were removed under the contract. Left over tyres were those that were essentially buried under ground level</i> <i>Further negotiations underway for additional funds to remove final quantity</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> Possession of site given and works underway with completion by October '21 Chemical Dosing Project is a separate project to be funded under W4Q 21-24 (replacing the Smart Water Meter/Intelligent Water Network project) Chemical Dosing project underway with contract awarded
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> <i>Works completed</i>

Project	Description	Update/activity for reporting month
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. Waiting to complete actions around bids received</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 <i>Currently on hold due to Cultural Heritage issues</i>
Culvert Replacement (multiple roads)	<ul style="list-style-type: none"> Replacement of failed culverts 	<ul style="list-style-type: none"> On-site investigations and designs being finalised Replacement of first culvert completed <i>A further 4 culverts that are currently out to tender are waiting on Cultural Heritage approval</i>
Burketown Landfill Cell	<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>Contract awarded</i> <i>Construction commenced. Contractor demobilized and works suspended due to Cultural Heritage related issues. Current variation costs at circa \$40,000</i> <i>Re-configuration of waste stockpiles completed</i> <i>Completion date December '21 (W4Q 19-21 project)</i>
Remote Airport Upgrade Program Round 8	Lighting upgrade/replacement	<ul style="list-style-type: none"> <i>Procurement of lights progressed, with Gregory lights a priority</i>
SCADA upgrade works	QWRAP regional review of SCADA. Further to this BSC scope to be finalized and tendered	<ul style="list-style-type: none"> <i>Regional review under QWRAP commenced with report being finalized by end of August '21</i>
Culvert Replacement – Floraville Rd	Replacement of failed culverts (sites 2A & 2B)	<ul style="list-style-type: none"> <i>Projects out to tender</i> <i>Waiting on Cultural Heritage approvals</i>

4. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
LH National Park Road	<ul style="list-style-type: none"> Upgrade to general road, sealing works and placement of 5 culverts to assist drainage 	<ul style="list-style-type: none"> Construction of culverts completed
Burketown Depot	<ul style="list-style-type: none"> Remediation of pavement and some miscellaneous works 	<ul style="list-style-type: none"> Contract awarded to Tim Wilson Works completed
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 LRCI. Concrete works funded through DRFA Flexible Funding Rd 2 Works completed in June
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 Works completed in June

5. GRANTS & FUNDING SUBMISSIONS

The following table is provided as a very rough guide to guide thinking.

Funding program	Description	Update/activity for reporting month
Water Source Inflow upgrade – Greg & Burketown	Improve inflow monitoring, change locality of pumps for water intake and improve infrastructure resilience. Decrease Opex	Funding approval obtained
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	Funding approval obtained
Disaster and Recovery Generators Management Review/Training	Generator for communications and generator at airport fuel dispense.	Funding approval obtained
Flood Cameras	Replacement and upgrade of existing cameras	Funding approval obtained

Funding program	Description	Update/activity for reporting month
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)	<ul style="list-style-type: none"> Project submitted under TMR Principal Cycle Network program (funding approval since obtained –July '21) Further discussions with department to ascertain extent of funding and co-contribution required by Council
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

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

11. Chief Executive Officer Reports

- 11.01 Chief Executive Officer Report
- 11.02 Finance Monthly Update Report
- 11.03 Appointment of Altius Advisors as Internal Auditor
- 11.04 Memorandum of Understanding between Doomadgee Aboriginal Shire Council and Burke Shire Council Regarding Old Doomadgee Road
- 11.05 Operational Plan 2020-2021 - June 2021 Quarter Review
- 11.06 Sport and Recreation Strategy - update June 2021 Quarter
- 11.07 Policy Framework General Policy
- 11.08 Accommodation Policy
- 11.09 Workplace Health and Safety Policy
- 11.10 2021/22 Donation Requests

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:	19 August 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 July 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

2021/23022 Council Budget was finalised.

Various DDMG meetings re Covid 19.

Attended NWQROC Meeting by Zoom.

Joint Consultative Committee meeting held.

Meeting with Mayor and New Century Resources regarding future plans.

Finalised discussion with Peak Services in relation to providing assistance in identifying available grants. Agreement signed.

Federal Assistance Grants submission finalised and submitted.

Financial Services and Information Technology.

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

- Finalisation of the 21/22 budget;
- Multiple workshops sessions hosted with councilors around budget estimates and assumptions;
- Finalisation of Fleet Insurance for 21/22 (Approximately \$40k saving due to movement to LGM Assets from T&G);

- Finalising ISR (final stages of interrogating asset listing to maintain a coverage level of \$35mil worth of assets (up from \$23mil in 2020/21));
- STP and PAYG lodgments completed with ATO for staff to lodge tax returns by the 14th of July;
- Commencement of financial statements preparation for external audit (due early September);
- Wage and super accruals completed;
- June BAS completed; and
- TPAR 2021 (Taxable Payments reporting) commenced.

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

- Website upgrade continuing to progress – complications encountered and ICT is resolving with vendors;
- Commenced discussion with All solutions around obtaining funding for a cyber risk analysis for council as is in line with the expectations of regulations for council to now undergo – additionally this will assist with the development of a cyber risk policy for council;
- Commenced seeking funding for additional Telstra Air nodes to increase public wifi;
- Determined the discontinuation of the public phone at airport due to service no longer being available past November 2021;
- Discussed 365 for Civica and in progress of getting a further update from technical trials hosted at a council based in NSW; and
- Requests for quotes issued to N-Com for critical replacements and maintenance to the television and radio comms equipment and hut.

People, Performance and Culture

JCC Meeting – minutes were distributed

Positions advertised

- Casual Machine Operator / Labourer

HR Policies

- Staff Travel Expenses Policy – reviewed
- Staff Training Development Policy - reviewed

New Hires

- Asiful Alam – Project Engineer
- Farhana Ahmed – Community Development and Administration Officer

Training

- First Aid
- Confined Space Training
- Working at Heights Training
- Cert IV WHS Enrolment
- Code of Conduct Training
- Rehabilitation and Return to Work training

Economic Development / Community Projects

- The Passport Project is due to be finalised this month. The last component of the project will involve uploading the new website for the Council and payment portal for the passport payment. We also presented the Passport Project to the funding body – Small Business Recovery Advisory Council in late July.
- An application to refurbish the Burketown Cenotaph is currently being worked on. We are planning to utilise peak services to help write the grant- as we have recently contracted them to provide grant support.
- Funding from State Development for interpretive signage has been identified. We are currently scoping the priorities for signage in town.
- Attended the Economic Development Practitioners Meeting virtually. From this we have joined a service from State Development that collects tourism data (free of charge) using QR code signage. This will be beneficial for the tourism industry to understand what tourists think of our Shire.

Gulf Savannah Development

- A grant submission for the Economic Diversification Grant for the Protected Cropping Project was submitted in July. The outcome of this project should be known this month.
- As a Remote Area Board, Gulf Savannah Development has recently been successful in obtaining another round of funding for the 2021 – 2022 financial year. Project proposal submissions will occur over August and early September. The grant funding allocated is up to 150,000.
- A Management Committee meeting for Gulf Savannah Development will be hosted in Karumba on the 9th of September. The focus for this meeting will be on projects moving forward and the membership drive. Preparations for this meeting are currently underway.

Tourism

- Tourist numbers continue to be strong with a recorded 1,219 tourists visiting the Information Centre.
- We have recently been in contact with the Department of State Development that have offered assistance in advice for tourism data gathering. Furthermore, concerning the funding for signage from State Development, we are currently looking at acquiring a sign for the Information Centre.

Community and Communications**Events****Upcoming Community Events:**

- Gregory QCWA Horse Sports & Family Fun Day (DTBC – generally in September)

Upcoming Council Events:

- Order of The Outback Ball/ Morning Glory Festival - **CANCELLED**
- Tidy Yards Competition – **DTBD**
- RACQ Get Ready – Due to restrictions, survival packs to be distributed this year.

Other

- Looking into purchase of banners & marquees with BSC branding & potential involvement from local businesses to promote. Quotes have been sourced and banners to be ordered. Still in

consultation re: banners. We are currently seeking a variation on the OTOB funding to purchase these.

- Currently our VIC is not a registered Visitor Information Centre with Tourism & Events Queensland. Looking into potential benefits of becoming a member and if we meet suitability requirements. Meeting to be held with Yagurli to review contract and requirements to become a registered VIC before a decision is made.
- Auction of items on the block behind Depot is schedule for date to be selected in August.
- Re-alignment of fences & removal of sheds to commence at the Youth Units. The purpose of this is so that each property has an independent water, sewerage & electricity source to enable individual sale
- Investigation of BSC owned properties at Gregory (dwellings and vacant land) for possibility of clean up or sale.
- Signage – Kim & Shannon are currently working on possibility of standardizing and creating/updating Burke Shire branding. What will this look like, costs associated and possible funding. Presentation to be put forward to Councilors' this meeting.
- Sourcing quotes and requirements to remove old BSC Hall prior to wet season.

Facilities Management

- Looking into MOU's for Shared Facilities – Dan has started on this
- RFQ is currently being put together as a package for facility upgrades and includes – replacement/repair of roofing to 3 Council houses, replacement/repair of doors in the Durlga. There are some safety hazards that have been identified at the SES Shed (no security screen, steps, roller door requiring maintenance etc.) and require repairs.
- Housing Inspections are coming around again soon and a time for this will be scheduled in the very near future.

Local Laws

- It has been identified that we have an issue with cats in the pensioner units. Notice has been issued to tenant however she is currently not in town and hasn't been for quite some time and is uncontactable. We currently don't have anyone authorised to the capability to deal with stay/feral animals or complaints.

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

- We have finalized Food Business Licenses for FY 2021/22. 8 registered and 2 outstanding. We are still following up with these and will issue formal notices of non compliance if required documents are not received. We are still trying to get an EHO to perform inspections however this is proving to be difficult. We are still working with Peak Services in Cairns to source an EHO but not having much luck. We will approach Cloncurry Shire Council again to see if they can supply an EHO.
- BSC have introduced Check In QLD App. This will be used in Council facilities and at events going forward.

Grants and Subsidies

- We have a few legacy Grants that we are working through and finalising acquittals.
- An internal Grants committee has been formed to create transparency across the organisation, identify and prioritizes suitable projects and available funding sources. We also have Peak Services assisting in this space.

Corporate Services and Governance:**Governance**

- Reviewed the Policy Framework Policy, associated procedure and templates. The Policy will be tabled at this Council meeting. Once the amended policy is adopted a review will commence on all of Council's policies.

Durlga

- Two external bookings and a few internal bookings for July 2021.

Library

- The First Five Forever resources for the Library and Burketown Playgroup had been received. The playgroup will be presented with their resources in the coming weeks.
- Working on the annual library report.

Records

- Recordkeeping is continuing as per usual.
- Destruction runs are still being worked through.
- Process reviews are being undertaken in the records area.

Training

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

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Workplace Health and Safety Report



WHS Report July
2021.pdf

Financial Services Reports

11.02 Finance Monthly Update Report

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 August 2021
LINK TO COUNCIL PLAN/S:	Operational Plan 2021-22 Council Budget 2021-22

1. PURPOSE

This report has been constructed to provide a snapshot of the progress of council's operations (financial) against budget targets as at 30 June 2022 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 July 2021.

2. SUMMARY

As a review of council's performance over the month of July 2021; we noted that cash was down by \$1.625mil due to project related payments. It was also noted that comparative to the budget, council operational expenditure was slightly under budget for July 2021 by 4.99%; however it is expected that this will pick up in the forward months as council operations move forwards for the 2021-2022 year.

Finance notes that some accruals are still pending and do moderately distort the bottom line for the month of July 2021; this is expected to be rectified from the 17 August 2021 once final year end accrual adjustments are processed for year end financial reporting purposes.

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 July 2021.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	137,663	16,279,234	1%
Operating Expenses	(2)	705,061	21,104,984	3%
Operating Result (Profit/Loss)	-	567,398	4,825,750	12%
Capital Revenue	(3)	-	6,343,310	0%
Net Result	-	567,398	1,517,560	-37%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	8,904,283	6,877,980
Other Current Assets	(5)	1,748,397	1,290,391
Non Current Assets	(6)	154,299,162	156,192,852
Total Assets		164,951,842	164,361,223
Liabilities (Current)	(7)	9,749,933	3,540,000
Liabilities (Non Current)	(8)	975,868	999,515
Total Liabilities		10,725,801	4,539,515
Net Community Assets		154,226,041	159,821,708

Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-412%	-39%
² Working Capital Ratio	Greater than 1:1	1	2
³ Net Financial Liabilities Ratio	Less than 60%	-656%	-46%

1

Notes:

- Operating revenues** - Minimal revenues received during the month as this is the first month of the new financial year with minimal activity.
- 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 \$222k against a budget of \$5.717mil for the year. This is an actual spend of 3.89%, Council is currently tracking on progress against the budget target. Noted that a number of wage accrual were processed in the month of July 2021 as well.
- Capital Revenue** - No movement for the month, this is expected as this is the first month of the new financial year and many grant funding bodies are generally still in the process of approving forward grants and projects for council.

(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 July 2020 in the previous year v July 2021 actuals v the budgeted estimated cashflow for 30 June 2022.

Definitions

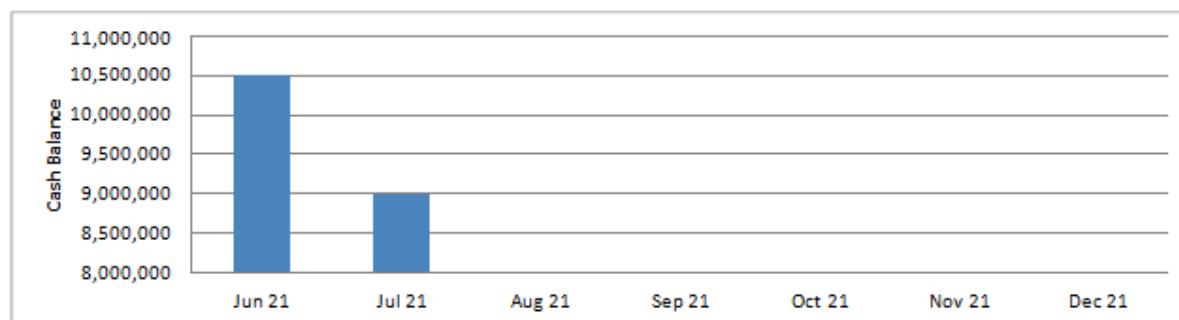
- ¹ The working capital ratio: measures council's ability to offset short term obligations with current assets.
- ² The net financial liabilities ratio: measures council's ability to increase borrowings where necessary.
- ³ The operating surplus ratio: measures council's ability to cover operational costs through operational revenues.

For the month ended 31 July 2021

	Note Ref	31 July 2020 \$	31 July 2021 \$	2021-22 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	647,834	371,372	5,016,086	7%
Payments to suppliers and employees	(2)	(762,605)	(1,737,003)	(19,192,767)	9%
		(114,771)	(1,365,631)	(14,176,681)	10%
Rental Income	(3)	17,303	15,228	222,000	7%
Interest Received	(4)	5,198	4,765	79,704	6%
Operating Grants and Contributions	(5)	187,723	754,795	11,677,930	6%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		95,454	(590,843)	11,979,634	-5%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	19,076	(1,035,114)	(7,798,521)	13%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	40,000	0%
Capital Grants and Subsidies	(7)	499,000	0	6,303,310	0%
Net cash inflow (outflow) from investing activities		518,076	(1,035,114)	(1,455,211)	71%
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)	613,529	(1,625,957)	(3,652,258)	45%
Cash at beginning of reporting period		7,053,604	10,530,239	10,530,239	100%
Cash at end of reporting period	(8)	7,667,133	8,904,282	6,877,980	129%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.64%	4,765	8,097,550
Westpac General Fund	-	-	806,450
Cash Floats	-	-	283
Total			8,904,283

Cash and Cash Equivalents Movement Comparison ChartCash and Cash Equivalents – Restricted Case (IAS 7)

Total Cash on hand	8,904,283	
Restricted Cash - DRFA Revenue	8,726,622	Unearned revenue - pending pre-audit adjustments for 20/21.
Unrestricted Cash	177,661	

Notes to the Statement of Cashflows:

- 1) **Receipts from customers** - noted minimal revenue received during the month; rates levies scheduled for issuance in late August, as such this balance is not expected to significantly move until then.
- 2) **Payments to suppliers and employees** - predominantly this spend was for DRFA funded project work; some of these amounts are still due to be accrued into the prior financial year; the final expenses accruals run is scheduled for 17 August 2021.
- 3) **Rental Income** - rental income is on track with budget.
- 4) **Interest Received** - interest has increased 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 (0.64%). This is up from 0.51% in June 2021.
- 5) **Operating Grants and Contributions** - the amounts received for the month mainly consisted of amounts received for DRFA funded flood damage works.
- 6) **Payments for Property, Plant and Equipment** - noted payments made towards WIP projects; as accruals are set to be processed again on the 17 August, it is expected that this balance will reduce as some of the expenditure will relate to project work carried out in the previous financial year.
- 7) **Capital Grants and Subsidies** - no grants received for the month. It is expected that grants will commence receipting in the next month.
- 8) **Net Cash Movement** - council's cash holdings were down \$1.625mil, to a total balance of \$8.904mil in the bank/QTC. This decrease was expected as a significant portion of this balance relates to projects due for payment and/or flood damage progress payments.

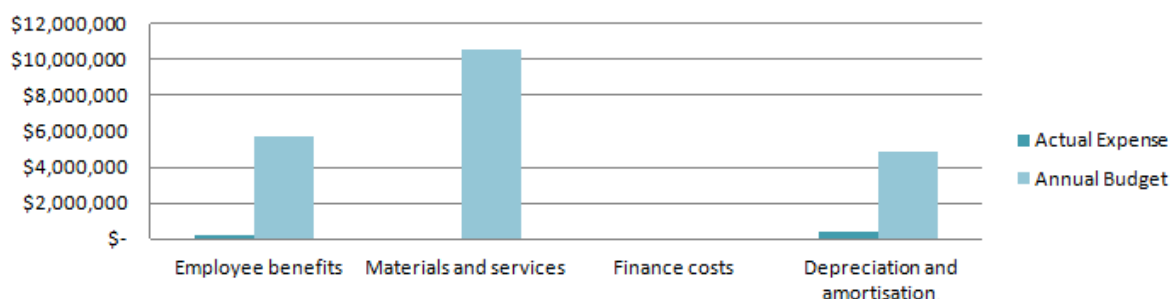
5. STATEMENT OF INCOME AND EXPENDITURE

The below statement shows a comparison between the income and expense statement of July 2020 in the previous year v July 2021 actuals v the budgeted income and expenditure for 30 June 2022.

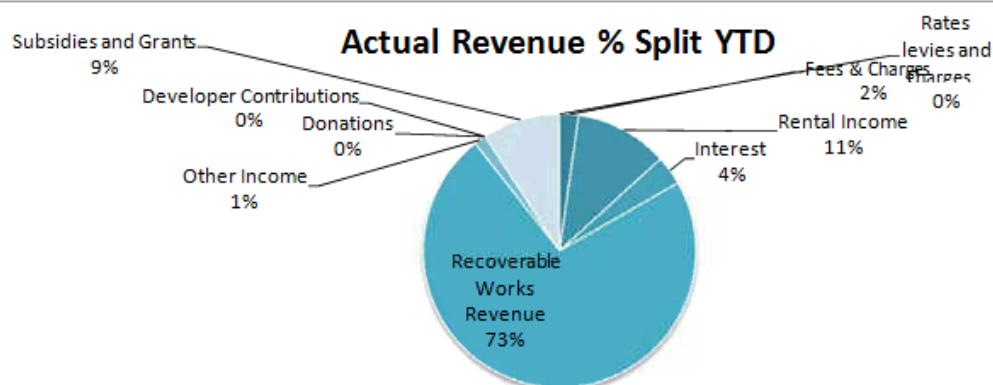
For the month ended 31 July 2021

	Note Ref	31 July 2020 \$	31 July 2021 \$	2021-22 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges	-	34,162	52	3,022,500	0%
Fees & Charges	(1)	293	3,022	85,300	4%
Rental Income	(2)	17,303	15,228	222,000	7%
Interest	(3)	5,198	4,765	79,704	0%
Recoverable Works Revenue	(4)	1,248	100,037	1,111,000	9%
Other Income	(5)	37,219	1,936	75,800	3%
Donations	(12)	-	-	5,000	0%
Developer Contributions	-	-	-	-	0%
Subsidies and Grants	(6)	12,500	12,727	11,677,930	0%
Total Recurrent Revenue		73,761	137,663	16,279,234	1%
Capital Revenue					
Sale of non-current assets	-	-	-	40,000	0%
Contributions	-	-	-	-	0%
Subsidies and Grants	(7)	-	-	6,303,310	0%
Total Capital Revenue		-	-	6,343,310	0%
TOTAL INCOME		73,761	137,663	22,622,544	1%
Recurrent Expenses					
Employee benefits	(8)	269,044	222,207	5,717,890	4%
Materials and services	(9)	240,225	79,210	10,545,994	1%
Finance costs	(10)	839	1,219	12,000	10%
Depreciation and amortisation	(11)	398,751	402,425	4,829,100	8%
TOTAL RECURRENT EXPENSES		908,859	705,061	21,104,984	3%
NET RESULT		835,098	567,398	1,517,560	-37%

Expenditure Actual v Budget



Actual Revenue % Split YTD



Notes to the Statement of Income and Expenditure:

- 1) **Fees & Charges** - minimal movement for the month.

- 2) **Rental Income** - rental income is on track against budget.
- 3) **Interest** - interest has increased 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 (0.64%). This is up from 0.51% in June 2021.
- 4) **Recoverable Works Revenue** - the amount noted in this report for \$111k is due to be accrued into the prior financial year; currently this is slightly distorting the bottom line for council reporting purposes. This will be corrected upon final accrual runs on the 17 August 2021.
- 5) **Other Income** - minimal movement for the month.
- 6) **Subsidies and Grants (operating)** - the amounts received for the month mainly consisted of amounts received for DRFA funded flood damage works.
- 7) **Subsidies and Grants (capital)** - no grants received for the month. It is expected that grants will commence receipting in the next month.
- 8) **Employee benefits** - employee benefits costs against the budget, we have currently expended \$222k against a budget of \$5.717mil for the year. This is an actual spend of 3.89%, Council is currently tracking on progress against the budget target. Noted that a number of wage accrual were processed in the month of July 2021 as well.
- 9) **Materials and services** - refer to the cost disaggregation in the operating statement.
- 10) **Finance costs** - are on track against budget.
- 11) **Depreciation and amortisation** - is inline with the expected depreciation spend by 31 July 2021.
- 12) **Donations Revenue** - no movement for July 2021.

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 July 2021 8.33%

% 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 July 2020	31 July 2021	2021-22 Annual Budget	YTD Progress		
\$	\$	\$	%		
Recurrent Expenses					
Corporate Governance Costs	19,766	10,664	887,700	1%	Within budget expectation for the month (8.33% movt).
Administration Costs	241,433	188,534	3,055,100	6%	Within budget expectation for the month (8.33% movt).
Recoverable Works Expenses	15,909	35,944	790,000	5%	Within budget expectation for the month (8.33% movt).
Engineering Services	284,375	117,360	10,261,754	1%	Within budget expectation for the month (8.33% movt).
Utility Services Costs	58,254	43,691	825,300	5%	Within budget expectation for the month (8.33% movt).
Net Plant Operating Costs	- 170,905 -	- 171,507 -	900,000	19%	Noted that amounts are pending to be accrued included plant operation costs; this will be resolved by finance for the 17 August 2021.
Planning and Environmental Expenses	-	20,968	163,000	13%	Amount resulting in over spend for the month was a result
Community Services Costs	60,437	55,763	1,181,030	5%	Within budget expectation for the month (8.33% movt).
Finance Costs	839	1,219	12,000	10%	Within budget expectation for the month (8.33% movt).
Depreciation	398,751	402,425	4,829,100	8%	Within budget expectation for the month (8.33% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (8.33% movt).
TOTAL RECURRENT EXPENSES	908,859	705,061	21,104,984	3.34%	Within budget expectation for the month (8.33% movt).

7. STATEMENT OF FINANCIAL POSITION

For the month ended 31 July 2021

	31 July 2021	2021-22 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	8,904,283	6,877,980
Trade and other receivables	1,030,012	340,539
Inventories	258,393	300,000
Other financial assets	459,992	649,852
Non-current assets classified as held for sale	-	-
Total current assets	10,652,680	8,168,371
Non-current Assets		
Receivables	-	-
Property, plant and equipment	230,040,546	232,316,643
Accumulated Depreciation	- 75,741,384	- 76,123,791
Intangible assets	-	-
Total non-current assets	154,299,162	156,192,852
TOTAL ASSETS	164,951,842	164,361,223
Current Liabilities		
Trade and other payables	9,624,086	3,414,152
Borrowings	-	-
Provisions	125,847	125,848
Other	-	-
Total current liabilities	9,749,933	3,540,000
Non-current Liabilities		
Trade and other payables	139,515	139,515
Interest bearing liabilities	-	-
Provisions	836,353	860,000
Other	-	-
Total non-current liabilities	975,868	999,515
TOTAL LIABILITIES	10,725,801	4,539,515
NET COMMUNITY ASSETS	154,226,041	159,821,708
Community Equity		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	93,485,877	93,485,877
Retained surplus/(deficiency)	21,210,273	26,805,942
Other reserves	-	-
TOTAL COMMUNITY EQUITY	154,226,041	159,821,708

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	Nil
Debt Write off requested > \$5,000		
Nil		

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.03 Appointment of Altius Advisors as Internal Auditor

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	28 July 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 this council report is to recommend for approval the appointment of Altius Advisors as the internal auditor for council for the duration of the Burke Shire Council internal audit plan; from 2021 to 2024.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Internal Audit Plan (2021 - 2024) was adopted by council as part of the April 2021 council meeting. 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.

An expression of interest was sought from Altius Advisors to provide a proposal to Burke Shire Council for the administration of the council internal audit plan for the duration of this plan as stipulated (from 2021 to 2024).

3. PROPOSAL

After much consideration and after the engagement of Altius Advisors for both the Burke Shire Council Human resources and Industrial Relations internal audit and Private Works internal audit in the 2020-2021 financial year; management considers this firm to have the sufficient skills and knowledge to act as the external agent to administrate the internal audit plan for Burke Shire Council for the duration of the internal audit plan (from 2021 to 2024). In relation to the earlier Internal audits, Council also approached another firm to also provide a quote. The second quote was well in excess of the quote received from Altius Advisors

Management notes that in reference section 10.2(iv) of the Burke Shire Council Procurement Policy (FIN-POL-001), that council may enter into a contract without inviting tenders or quotations under the circumstance whereby a supplier has an LGA arrangement with Local Buy in compliance with section 234 of the Local Government Regulation 2012.

Management also notes that Altius Advisors meet this criterion in reference to local buy contract number 'Business Management Services BUS272'. Additionally, Altius Advisors also meet the sound

principles of procurement whereby Altius Advisors offer a quality and fit for purpose service at a cost that is appropriate for Burke Shire Council.

4. FINANCIAL & RESOURCE IMPLICATIONS

As outlined on page 19 of the expression of interest provided by Altius Advisors:

Financial year	Visit 1	Visit 2	Totals
2021-22	\$13,500.00	\$11,500.00	\$25,000.00
2022-23	\$11,000.00	\$14,000.00	\$25,000.00
2023-24	\$12,500.00	\$12,500.00	\$25,000.00
Total			\$75,000.00

5. RISK

Risk Type	What could happen	Possible consequence
Business and financial reporting risk.	<ul style="list-style-type: none"> Inadequate identification of key business risks. 	<ul style="list-style-type: none"> Critical errors or impacts to operations Increased risk of fraud due to insufficient organisational controls Potential of unsustainable operations to continue without identification

6. POLICY & LEGAL IMPLICATIONS

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
FIN-POL-001 Procurement Policy	s10 S10.2(iv)	<p>Council may enter into a contract without inviting tenders or quotations under either of the following circumstances. Councils purchasing thresholds and requirements as detailed under 6 above is the default position and the below listed exceptions are very much “exception to the rule”.</p> <p>under an LGA arrangement such as the LGAQ’s ‘Local Buy’</p> <ul style="list-style-type: none"> Goods and services purchased under an LGA arrangement must comply with section 234 of the Local Government Regulation 2012.

7. CRITICAL DATES & IMPLICATIONS

To appoint Altius Advisors as internal auditor for the 3 year period of 2021-22, 2022-23 and 2023-24.

8. CONSULTATION

Internal Audit Committee

CEO

9. CONCLUSION

Per the expression of interest provided to the Burke Shire Council for the provision of internal audit services from 2021 to 2024, management has determined that both the price and quality of the internal audit services would be fit for purpose for Burke Shire Council and engagement of Altius Advisors would be in compliance with council procurement policy.

10. OFFICER'S RECOMMENDATION

THAT Burke Shire Council appoints Altius Advisors as its internal audit provider for the duration of the Burke Shire Council Internal Audit plan (2021 to 2024).

ATTACHMENTS

EXPRESSION OF
INTEREST - INTERNA

1. Expression Of Interest - Internal Audit Services 2021-22 to 2023-24

Chief Executive Officer Reports

11.04 Memorandum of Understanding between Doomadgee Aboriginal Shire Council and Burke Shire Council Regarding Old Doomadgee Road

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	19 August 2021
LINK TO COUNCIL PLAN/S:	Asset Sustainability-Council makes appropriate infrastructure investments (operations, maintenance, renewals, upgrades, acquisitions, disposals) to ensure the delivery of appropriate levels of service. These decisions are made with reference to financial, asset and community sustainability.

1. PURPOSE

To approve the Memorandum of Understanding between Doomadgee Aboriginal Shire Council and Burke Shire Council Regarding Old Doomadgee Road.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The purpose of this MOU is to establish the terms and conditions under which the responsibilities for all road maintenance and all new or restorative road works of a capital nature on the part of Old Doomadgee Road within the Burke Shire Council boundaries, shown on the Plans in the Schedule, will be transferred to DASC and which DASC will carry out at its sole cost.

Council was approached by Troy Fraser, CEO Doomadgee Aboriginal Shire Council asking if BSC would enter into a Memorandum of Understanding where DASC would take over the responsibilities for all road maintenance and all new or restorative road works of a capital nature on the part of Old Doomadgee Road within the Burke Shire Council boundaries.

BSC then received a draft MOU prepared by DASC Solicitors. Early vetting of the MOU indicated that BSC would like the following issues to be addressed:

1. Rights and responsibilities of Burke Shire as the Local Government Area where part of the road runs.
2. We need to seek approval from all landholders/leaseholders whose land will be traversed by this road
3. We need to consider potential future users such as resource companies. We must be able to enter into a Road User Agreement with them (it may have to be tri partisan with Doomadgee included) to ensure we can recoup maintenance costs etc., and it is imperative that BSC be the controlling party in any RUA entered into on this road.

The MOU was sent to Councils Solicitors Preston Law with the above issues noted. Preston Law subsequently came back to Council with an amended MOU and an email was received from Troy Fraser agreeing to the changes. The changes were:

1. Include a 2 year term. This can be changed depending on funding schedules etc.;
2. Ensure that Council can conduct any work to maintain the road to a trafficable standard and recover costs from Doomadgee if required;
3. Confirm that Doomadgee's insurer will cover the Road and if a claim will not be paid for Doomadgee to indemnify Council in relation to that claim;
4. Provide for Doomadgee to obtain the agreement of all landholder's whose property is traversed by the road;
5. Ensure Native Title and Cultural Heritage will be addressed by Doomadgee;
6. Confirm that Burke is free to enter into any other agreement in relation to the Road during the term of the MOU.

A subsequent email from the CEO DASC asked if the agreement could be changed from 2 to 5 years. Council had no problems with this as there is a clause in the contract which states "This MOU may be terminated, without cause, by either party upon six (6) months written notice, which notice shall be delivered by hand or by certified mail to the address listed above".

3. FINANCIAL & RESOURCE IMPLICATIONS

No cost impact to Council in relation to this MOU

4. RISK

Risk Type	What could happen	Possible consequence
MOU	<ul style="list-style-type: none"> ▪ MOU terminated through breaches. 	<ul style="list-style-type: none"> ▪ Impacts relationship between both Council's.

5. POLICY & LEGAL IMPLICATIONS

Legislation	Policies/Procedures
Local Government Act 2009(QLD)--Section 75.	Nil

6. CRITICAL DATES & IMPLICATIONS

This MOU is effective upon the day and date last signed and executed by the duly authorised representatives of the parties to this MOU and will expire 5 years from this date. The parties may agree to extend the term of the MOU by mutual agreement.

7. CONSULTATION

Councillors

Director Engineering Services

Works Manager

Preston Law

Doomadgee Aboriginal Shire Council

8. CONCLUSION

This agreement reflects Cooperation between BSC and DASC which is always looked favourably by State and Federal Governments.

9. OFFICER'S RECOMMENDATION

1. That Council approves the attached Memorandum of Understanding between Doomadgee Aboriginal Shire Council and Burke Shire Council Regarding Old Doomadgee Road.
2. In accordance with section 75 of the Local Government Act 2009 (Qld) Burke Shire Council approve that Doomadgee Aboriginal Shire Council may carry out works on the conditions outlined in this MOU on Old Doomadgee Road

ATTACHMENTS

1. Memorandum of Understanding between Doomadgee Aboriginal Shire Council and Burke Shire Council Regarding Old Doomadgee Road



MOU - Final for
Execution.pdf

Chief Executive Officer Reports

11.05 Operational Plan 2020-2021 - June 2021 Quarter Review

DEPARTMENT:	Office of CEO
RESPONSIBLE OFFICER:	Dan McKinlay - CEO
PREPARED BY:	Dan McKinlay - CEO
DATE REPORT PREPARED:	17 th August 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

To provide Council with an outline of progress made through the June 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 June 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 June 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	▪ Non-alignment between Corporate Plan, Operational Plan and Budget.	▪ Ineffective, inefficient and non-compliant operations.

Risk Type	What could happen	Possible consequence
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>

Instrument	Reference	Details
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> <ul style="list-style-type: none"> a. be consistent with its annual budget; and b. state how the local government will— <ul style="list-style-type: none"> i. progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and ii. manage operational risks

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

All Senior 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 June 2021 quarter of the 2020/2021 Financial Year. Most targets have been met with exceptions detailed for those targets not met.

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 June 2021 quarter.

ATTACHMENTS

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



Operational Plan
2020-21 reporting.xls

Chief Executive Officer Reports

11.06 Sport and Recreation Strategy - update June 2021 Quarter

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

1. PURPOSE

To provide the June 2021 Quarter update on the implementation of the Burke Shire Council Sport and Recreation Strategy 2019-24.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required to do a Quarterly update on the Sports and Recreation Strategy that was adopted by Council in July 2019.

The strategy provides Council and the community with a direction on Council's approach to supporting and promoting sport and recreation in the Burke Shire.

3. FINANCIAL & RESOURCE IMPLICATIONS

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

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

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

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

4. RISK

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

5. 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	<p>Community</p> <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.

6. 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.

7. 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).

8. 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.

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



Sport and Recreation
Strategy - quarterly r

1. Sport and Recreation Strategy –Quarterly update-June 2021 Quarter.

Chief Executive Officer Reports

11.07 Policy Framework General Policy

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Madison Marshall ; Corporate Services and Governance Manager
DATE REPORT PREPARED:	03 August 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

To approve the Policy Framework General Policy for Burke Shire Council.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The purpose of this Policy is to assist and to guide the preparation, classification and categorisation, and adoption of Burke Shire Council (Council) policies. In addition, this Policy aims to provide a framework and policy template that supports consistency, control, clarity and quality in the development, approval and review processes associated with policies.

A policy should be adopted for any matter where direction or purpose needs to be set in order to conduct Council business.

3. PROPOSAL

Council policy is defined by legislative requirement, strategic requirement or internal operational requirement and as such is divided into the following categories:

- Statutory Policy - are those policies that are adopted by Council due to a legislative requirement. **Requires formal Council approval.**
- General Policy – are those policies that influence the strategic direction of Council's business and are a guide for Council officers in implementing the administration of the Local Government. **Requires formal Council approval.**
- Administration Policy – are policies that outline the way operational issues should or may occur, and influence the day to day operations of the organisation. **Approval by CEO, department managers and Council, if so determined.**

The Policy details the stages of Policy Development:

- Needs Identification
- Policy Development

- Policy Consideration and approval
- Policy Implementation
- Policy Review

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning acceptance of this Report.

5. RISK

Policies are important to have in place to mitigate risk.

6. POLICY & LEGAL IMPLICATIONS

- Local Government Act 2009
- Local Government Regulation 2012

7. CRITICAL DATES & IMPLICATIONS

Effective once the policy is adopted.

8. CONSULTATION

CEO

Management Group

9. CONCLUSION

This Policy will assist and guide the preparation, classification and categorisation, and adoption of Burke Shire Council (Council) policies.

10. OFFICER'S RECOMMENDATION

That Council adopt the Policy Framework General Policy.

ATTACHMENTS

1. Policy Framework General Policy



GOV-POL-011 Policy
Framework Policy.doc

Chief Executive Officer Reports

11.08 Accommodation Policy

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	19 August 2021
LINK TO COUNCIL PLAN/S:	Goal-Healthy, Inclusive, Sustainable Communities- Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire.

1. PURPOSE

To approve Council's updated Accommodation Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council manages numerous residential properties in Gregory and Burketown. These range from one bedroom units to three bedroom houses. This Policy provides a framework for the allocation and management of those residential properties in accordance with Council's strategic and operational requirements and the Residential Tenancies Authority (RTA).

3. FINANCIAL & RESOURCE IMPLICATIONS

Council receives market rental from its properties that are rented to staff and contractors apart from some Executive staff where free rental forms part of a salary remuneration package. Significant operating holding costs are incurred on Council housing properties including repairs and maintenance and depreciation.

4. RISK

Risk Type	What could happen	Possible consequence
Cost impact to Council	<ul style="list-style-type: none">Expenditure incurred exceeds rental income	<ul style="list-style-type: none">Budget impact
Inadequate maintenance	<ul style="list-style-type: none">Deterioration of housing assets.	<ul style="list-style-type: none">Cost impact to Council

5. POLICY & LEGAL IMPLICATIONS

Legislation	Policies/Procedures
The Residential Tenancies and Rooming Accommodation Regulation 2020.	Council Code Of Conduct
	Tenancy Agreement

6. CRITICAL DATES & IMPLICATIONS

Reviewed Policy will apply from 01/09/2021.

7. CONSULTATION

People, Performance and Culture Manager

8. CONCLUSION

There are minor changes to the Policy including the update of Rental Charges.

9. OFFICER'S RECOMMENDATION

That Council approves the updated General Policy-Accommodation Policy.

ATTACHMENTS

1. General Policy-Accommodation Policy-Tracked Changes copy



Amended Draft
ADM-POL-018 Accom

2. General Policy-Accommodation Policy-Clean skin Copy



Amended Draft
ADM-POL-018 Accom

Chief Executive Officer Reports

11.09 Workplace Health and Safety Policy

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	David Gornalle; Workplace Health & Safety Co-ordinator
DATE REPORT PREPARED:	13 August 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 this council report is to approve the Workplace Health and Safety Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire Council ("Council") is committed to providing a safe and healthy working environment for our employees, contractors, volunteers and visitors. Council aims to achieve and maintain the highest safety standards in corporate planning and in the performance of our operations within all projects, work sites and workplaces.

The objectives of this policy are to ensure Council is proactive in the:

- Reduction and/or elimination of Workplace Health and Safety Risks.
- Promotion of the provisions of the Act and its associated Regulations, Codes of Practice and Standards.
- Development and promotion of strategies and practices in the areas of hazard identification, risk management and injury prevention.
- Prevention of the risk of a person's injury, illness or death being caused by a workplace, workplace activities or by plant or substances for use/used at a workplace.
- Provision of adequate resources and regulatory training.
- Implementation of a Safety Management System that will provide a systematic process for managing safety across the organisation.

3. FINANCIAL & RESOURCE IMPLICATIONS

Nil in relation to this report.

4. RISK

Risk Type	What could happen	Possible consequence
Workplace Health and Safety Risks.	<ul style="list-style-type: none"> Injuries to staff and contractors. Damage to machinery 	<ul style="list-style-type: none"> Loss time injuries Impact on service delivery Impact on plant operating costs. Impact on reputation.

5. POLICY & LEGAL IMPLICATIONS

Legislation	Policies and Procedures	Awards
Work Health & Safety Act 2011 Work Health & Safety Regulation 2011	WH&S Policy Statement Burke Shire Council Code of Conduct. Fit for Work Policy Performance and Misconduct Policy Discrimination, Harassment and Bully Policy Smoke-Free Workplace Policy Monthly Action Plans	Local Government Industry Award 2017

6. CRITICAL DATES & IMPLICATIONS

To be implemented from date approved. To be reviewed at twelve months intervals after its adoption (or latest amendment).

7. CONSULTATION

CEO

8. CONCLUSION

Council understands that creating and maintaining a safe and healthy working environment does not occur by chance. It is a result of careful attention to all Council's operations by those who are directly and indirectly responsible.

Elected Members and Employees and subcontractors have work health and safety responsibilities and obligations and are held accountable for the health and safety of their area.

9. OFFICER'S RECOMMENDATION

THAT Burke Shire Council adopts the revised WHS-POL-001 Workplace Health & Safety Policy.

ATTACHMENTS



WHS-POL-001
Workplace Health & S

1. WHS-POL -001-Workplace Health & Safety Policy

Chief Executive Officer Reports

11.10 2021/22 Donation Requests

DEPARTMENT:	Community and Communications
RESPONSIBLE OFFICER:	Shannon Moren; Community and Communications Manager
REPORT PREPARED BY:	Farhana Ahmed; Community Development & Administration Officer
DATE REPORT PREPARED:	08 August 2021
LINK TO COUNCIL PLAN/S:	Operational & Corporate Plan

1. PURPOSE

To provide information to Council regarding the donation requests received for the 2021/22 financial year from various community groups and organisations.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Previously donation requests were received and reported on individually.

The process has changed and the donation requests are now sought prior to budget preparation for consideration.

3. PROPOSAL

It is proposed that Council provide in-kind and financial assistance as per the table below:

Group/ Organisation	Event Details Date	Cash Request	In-kind support (Estimated)	In-Kind Request
Burketown Barramundi Fish Org	World Barramundi Fishing Championships Friday 15th April - Sunday 17th April 2022	\$5,000.00	\$6800.00	<ul style="list-style-type: none"> Grading of fishing tracks (Estimated cost on last grade approx. \$6500.00 FY 2018/19) Regular rubbish collection (approx. \$300)

Group/ Organisation	Event Details Date	Cash Request	In-kind support (Estimated)	In-Kind Request
Gregory Downs Jockey Club	Gregory Races 2022 DTBA	\$6,000.00	\$6,113.00	<ul style="list-style-type: none"> • 2000ltrs Diesel (approx. cost \$4000.00) • Printing of Race Books (booklets - 10 pages & 100 copies approx. \$2100.00) • Printing of Programs (5 x A3 approx \$13) • Slashing of the Grounds – to be maintained by Council.
Gregory Sporting Assoc.	Gregory Camp draft & Children's Horse Sports 18th & 19th June 2022	\$4,000.00	\$1,213.00	<ul style="list-style-type: none"> • Printing of program (5 x A3 approx \$13) • Use of portaloo, delivery, upkeep and return \$1200.00
Gregory River Landcare Grp	Burketown State School Healthy Foods Garden 27th April 2022	\$750.00	Nil	Nil
QCWA Gregory Branch	Horse Sports & Family Fun Day DTBA - September 2022	\$2,500.00	Nil	Rubbish Collection however this can be completed on normal rubbish day as generally not that much
Royal Flying Doctors	Contribution decided by Council	\$5,000.00	Nil	Nil

Group/ Organisation	Event Details Date	Cash Request	In-kind support (Estimated)	In-Kind Request
Mt Isa School of the Air	Magazine page sponsorship Annual contribution	\$150.00	Nil	Nil
North West Canoe Club	BSC acknowledged through local & interstate flyers, newspaper, TV Ads, race book and presentation ceremony. Sponsor Banner is also flown over the weekend.	Nil	\$1,000.00	3 skip bins: 1. Check Point 3 2. Check Point 4 3. Bridge – finish line approx. cost \$1000.00
Mount Isa Miners’ Memorial	Contribution to the committee	\$2,500.00	Nil	Nil
Total		\$25,900.00	\$15,126.00	

4. FINANCIAL & RESOURCE IMPLICATIONS

The requests received for the 2021/22 are as follows:

Cash	\$25,900.00
In-Kind	\$15,126.00
Total Expenditure	\$41,026.00
Budgeted 2021/22	\$41,300.00

5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012	<p>§189 Expenditure on grants to community organisations</p> <p>The annual report for a financial year must contain a summary of—</p> <p>(a) the local government’s expenditure for the financial year on grants to community organisations; and</p> <p>(b) expenditure from each councillor’s discretionary fund, including—</p> <p>(i) the name of each community organisation to which an amount was allocated from the fund; and</p> <p>(ii) the amount and purpose of the allocation.</p> <p>§194 Grants to community organisations</p> <p>A local government may give a grant to a community organisation only—</p> <p>(a) if the local government is satisfied—</p> <p>(i) the grant will be used for a purpose that is in the public interest; and</p> <p>(ii) the community organisation meets the criteria stated in the local government’s community grants policy; and</p> <p>(b) in a way that is consistent with the local government’s community grants policy.</p> <p>§195 Community grants policy</p> <p>A local government must prepare and adopt a policy about local government grants to community organisations (a "community grants policy"), which includes the criteria for a community organisation to be eligible for a grant from the local government.</p>
ADM-POL-011 Grants to Community Organisations Policy	<p>Under Council’s Grants to Community Organisations Policy, applications for \$1,000 or more – cash contribution, will require provision of set of audited financial statements.</p>

6. CRITICAL DATES & IMPLICATIONS

The donation request relates to events scheduled to be held in the 2021/22 financial year.

7. CONSULTATION

Consultations (if needed) will take place closer to the events.

8. CONCLUSION

The provision of financial support from Council, by way of donations, is a vital contribution to numerous local groups to deliver events and services for the Burke Shire community.

One of the requirements for Donations is that a set of Audited Financial Statements must be received by Council where the value of Donation is over \$1,000. Some have been received but

Council is still waiting on others. Payment of Donations will be subject to current financial Statements being received.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council approves the donation requests for the 2021/22 financial year as follows:

Group/ Organisation	Event Details Date	Cash Request	In-kind support (Estimated)
Burketown Barramundi Fish Org	World Barramundi Fishing Championships Friday 15th April - Sunday 17th April 2022	\$5,000.00	\$6800.00
Gregory Downs Jockey Club	Gregory Races 2022 DTBA	\$6,000.00	\$6,113.00
Gregory Sporting Assoc.	Gregory Camp draft & Children's Horse Sports 18th & 19th June 2022	\$4,000.00	\$1,213.00
Gregory River Landcare Grp	Burketown State School Healthy Foods Garden 27th April 2022	\$750.00	Nil
QCWA Gregory Branch	Horse Sports & Family Fun Day DTBA - September 2022	\$2,500.00	Nil
Royal Flying Doctors	Contribution decided by Council	\$5,000.00	Nil
Mt Isa School of the Air	Magazine page sponsorship Annual contribution	\$150.00	Nil
North West Canoe Club	BSC acknowledged through local & interstate flyers, newspaper, TV Ads, race book and presentation ceremony. Sponsor Banner is also flown over the weekend.	Nil	\$1,000.00

Group/ Organisation	Event Details Date	Cash Request	In-kind support (Estimated)
Mount Isa Miners' Memorial	Contribution to the committee	\$2,500.00	Nil
Total		\$25,900.00	\$15,126.00

ATTACHMENTS

Nil

12. Closed Session Reports

No closed session reports were received for the meeting.

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. Late Business

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

16. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled for the meeting.

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 23 September 2021.