



Confirmed Minutes

Burke Shire Council Ordinary Meeting

Thursday 23 September 2021

9.00am Council Chambers

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01. Opening of Meeting

The Chair declared the meeting open at 9:17am

02. Record of Attendance

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

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

Apology –Cr John Yanner

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

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

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

Moved: Cr Camp

Seconded: Cr Wade

Carried 210923.01 4/0

03. Prayer

Cr Camp led Council in prayer.

04. Consideration of applications for leave of absence

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

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 26 August 2021

That the Minutes of the Ordinary Meeting of Council held on Thursday 26 August 2021 as presented be confirmed by Council.

Moved: Cr Clarke

Seconded: Cr Murray

Carried 210923.02 4/0

06. Condolences

No condolences were noted for the meeting.

07. Declaration of Interests

No declarations of interests were noted for the meeting.

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 for the meeting.

10. Engineering Services Reports

10.01 Engineering and Services – End of August Monthly Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	16 September 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 August 2021. The Attachment to this report provides detail on routine reporting matters and general information.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The key items for noting are provided below with background detail and matters relating to other business aspects provided in the Attachment to this report.

2.1 General Works (including Parks, Gardens and Cemetery)

- Gregory continuation of skip bin and dump-ezy servicing due to increase in tourism numbers
- Wharf maintenance- De silt Boat ramp ongoing
- Wet season activities being planned

2.2 Roads

- 3 projects tendered
- Trugannini Rd repairs have been approved by QRA
- RMPC works well underway
- Looking at dust suppression works on Punjab/Escott/Westmoreland

2.3 Plant and Fleet

- Major repairs scheduled for repairs to fuel system unit 583 Loader
- Progressing with procurement of white fleet with 1 vehicle sold at public auction (Kluger) – demand is high. Looking for delivery late in new calendar year
- Zero Turn Mower delivered
- Commenced process for procurement of major fleet items – grader replacement and tractor

2.4 Water & Sewerage

Burketown

Water

- WTP upgrade project commenced and due for completion in December '21
- Chemical Dosing upgrade works commenced with procurement of chemical storage bunds Ongoing due to Covid – expected installation October.
- SCADA upgrade review report finalised with QWRAP meeting planned for September
- Waiting to hear from insurer re claim for water leak during Clear Water Storage project (cfwd)
- PYMO extra irrigation line being installed by own crews.
- Planning for de-silting of lagoons for 21/22 FY underway

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. Algaecide to be introduced in September . We have to wait 7 days after this for the next sample to be taken.
- STP irrigation works to take place in September.

Gregory

- SCADA issues continue to be an issue. With upgrade works currently being scoped.
- Replacement of water meters commenced

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- we are looking into the burning off at both Burketown and Gregory Airports.
- Crack sealing being investigated
- Overall re-sealing being scoped – possible grant funding

2.6 Waste

- Construction of new landfill cell in Burketown continues to be on hold due to Cultural Heritage issues.
- Looking at increasing temporary capacity of existing pit by building up walls slightly
- Complete tyre removal planned for September .
- Waste Strategy is progressing with gov't departmental conducted in August

3. OFFICER'S RECOMMENDATION

That Council receives and notes the Engineering and Services report.

10.01 Engineering and Services – End of August Monthly Report

That Council receives and notes the Engineering and Services report.

Moved: Cr Camp

Seconded: Cr Wade

Carried 210923.03 4/0

10.02 Capex Projects Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O'Byrne
DATE REPORT PREPARED:	15 September 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 properly 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 August 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 completedPhase 8 report under final review and will then be published formally

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>Final tyre removal completed</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 December 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 December '21 <i>Chemical Dosing equipment to be commissioned in October 21</i>
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 with only outstanding item being the fan remote/manual control</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 <i>Public auction resulted in sale of 1 vehicle (Kluger). Remaining to be traded</i> Procurement of replacement vehicles (with trade-ins) underway
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>Installation planned for September</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 A further 4 culverts that are currently out to tender are waiting on Cultural Heritage approval <i>Tenders close in September with works required to commence asap prior to wet season</i>
<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>Contract awarded</i> <i>Construction commenced. Contractor demobilized and works suspended due to Cultural Heritage related issues. Current variation costs at circa \$40,000 Ongoing</i> <i>Re-configuration of waste stockpiles completed</i> <i>Completion date December '21 (W4Q 19-21 project)</i> <i>Planning for increase in existing landfill cell in interim</i>
Remote Airport Upgrade Program Round 8	Lighting upgrade/replacement	<ul style="list-style-type: none"> Procurement of lights progressed, with gregory lights a priority

Project	Description	Update/activity for reporting month
SCADA upgrade works	QWRAP regional review of SCADA. Further to this BSC scope to be finalized and tendered	<ul style="list-style-type: none"> Regional review under QWRAP report finalized and under review by participating councils BSC scope commenced
Water Source Inflow upgrade – Greg & Burketown	Improve inflow monitoring, change locality of pumps for water intake and improve infrastructure resilience. Decrease Opex	<ul style="list-style-type: none"> Site investigations commenced for design purposes
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	<ul style="list-style-type: none"> Site investigations commenced for design purposes
Disaster and Recovery Generators Management Review/Training	Generator for communications and generator at airport fuel dispense.	To be commenced
Flood Cameras	Replacement and upgrade of existing cameras	Camera alignment with FWIN being undertaken with scoping

4. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
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. GRANT & FUNDING SUBMISSIONS

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	<ul style="list-style-type: none"> Project submitted under TMR Principal Cycle Network program (funding approval since obtained –July '21)

	Burketown. Possible total budget \$2m for overall enhancement (refer below)	<ul style="list-style-type: none">• <i>Further discussions with department to ascertain extent of funding and co-contribution required by Council</i>• <i>Approval in principle to fully fund the design (approx. \$150-200k). waiting on final sign-off by TMR</i>
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6. OFFICER'S RECOMMENDATION

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

10.02 Capex Projects Report

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

Moved: Cr Clarke

Seconded: Cr Murray

Carried 210923.04 4/0

10.03 Lawn Hill Road Sight Distance Improvements – Contract 0280-4071-1 Gregory

DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Sarath Jayasekara, Graham O'Byrne
DATE REPORT PREPARED:	16/09/2021

1. EXECUTIVE SUMMARY

This report provides Council with a recommendation to appoint Durack Civil Pty Ltd as the Principal Contractor to carry out the Gregory-Lawn Hill Road Sight Distance Improvements (between 71,200m and 71,900m), contract No. 0280-4071-1, for the value of \$389,244.86 (excluding GST). The overall budget for this project is \$435,000 (exc GST) which includes contingency and internal costs. This project will reduce the road level by a 1-2 metre to improve the sight distance of oncoming vehicles.

It is noted that the overall project budget is funded under the 21-22 TIDS, FAGS and BSC Rates.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The existing vertical curve of the road, at 71436.2m, is very sharp and as a consequence limits the sight distance between two oncoming vehicles.

The scope of works includes bulk earthworks to remove a large crest in the road to improve sight distance and visibility for road users. Access for local traffic during construction will be via a detour utilising an adjacent stock route.

The Gregory-Lawn Hill Road Sight Distance Improvements project is funded from the 21-22 TIDS, FAGS Road and BSC Rates (as a part of the annual TIDS contribution).

	TIDS	FAGS Roads	BSC
Site 9	\$217,500.00	\$105,442.00	\$112,058.00
	\$435,000.00 ex GST		

3. TENDER

An open tender process was undertaken via Vendor Panel which closed on Monday 30th August 2021 at 2pm. There were five responses. The Myuma submitted a non-conforming tender which without work methodology and program of works.

The other four tenders 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 are as follows:

Rank	Tenderer	Price (ex GST)	Total Score
1	Durack Civil Pty Ltd	\$389,244.86	7.3
2	Gulf Civil Pty Ltd	\$352,727.39	7.0
3	Commins Contracting Pty Ltd	\$455,294.00	6.9
4	QDAC Services Pty Ltd	\$512,965.00	5.1

Refer to attachment 1: Tender Evaluation Report.

4. RISK

Risk Type	What could happen	Possible consequence
Contract variation – due to wet weather, latent conditions	<ul style="list-style-type: none"> • Increase in Contract Sum • Extension of time 	<ul style="list-style-type: none"> • Contract variation – due to wet weather, latent conditions • Project management expertise resourced externally (ERSCON)
Contract variation – due to unsuitable material	<ul style="list-style-type: none"> • Increase in Contract Sum • Extension of time 	<ul style="list-style-type: none"> • Contingency allowed in the project budget • Project management expertise resourced externally (ERSCON)

5. FINANCIAL IMPLICATIONS

The project is funded by 21-22 TIDS, RFAGS Road and BSC Rates with no impact on Council's financial position, with the project being funded from the existing 21/22 budget.

6. POLICY & LEGAL IMPLICATIONS

Council is 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:

- ERSCON Consulting Engineers
- BSC Engineering and Services
- CLCAC for Cultural Heritage

8. CONCLUSION

The tender and evaluation process undertaken has led to the bid from Durack Civil Pty Ltd being ranked number one. The recommendation is to appoint Durack Civil Pty Ltd as the contractor to deliver the project.

9. OFFICER'S RECOMMENDATION

- 1) That Council note the contents of the report and relevant attachments; and
- 2) That Council endorses the awarding of Contract 0280-4071-1 Gregory-Lawn Hill Road Sight Distance Improvements contract to Durack Civil Pty Ltd for the value of \$389,244.86 (excl 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 \$435,000 (excl GST).

10.03 Lawn Hill Road Sight Distance Improvements – Contract 0280-4071-1 Gregory

- 1) That Council note the contents of the report and relevant attachments; and
- 2) That Council endorses the awarding of Contract 0280-4071-1 Gregory-Lawn Hill Road Sight Distance Improvements contract to Durack Civil Pty Ltd for the value of \$389,244.86 (excl 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 \$435,000 (excl GST).

Moved: Cr Wade

Seconded: Cr Clarke

Carried 210923.06 4/0

10.04 Floraville Road Site 2, 6, 11 Culvert Replacement – Contract 0280-4060-6

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Sarath Jayasekara, Graham O'Byrne
DATE REPORT PREPARED:	16/09/2021

1. EXECUTIVE SUMMARY

This report provides Council with a recommendation to appoint TJ Wilson Building, Construction and Fabrication as the Principal Contractor to carry out the Floraville Road Site 2, 6, 11 Culvert Replacement contract No. 0280-4060-6 for the value of \$819,696.95 (excluding GST). The overall budget for this project is \$1,306,498.72 (ex GST) which includes contingency and internal costs. This project will replace the damaged culverts at four different locations along Floraville Road, which were filled with concrete due to safety concerns.

It is noted that the overall project budget is funded under the QRRRF, TIDS, R2R, and BSC Rates.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

A comprehensive condition assessment of all of Council's culverts was undertaken in 2020, of which a prioritised replacement schedule was actioned. The existing culverts at sites 2, 6 and 11 were filled with concrete to prevent collapse. Due to this they are not functioning as intended, with replacement required

The site 2 culverts are funded under QRRRF program and site 6 and 11 are funded from the 2021-22 TIDS and R2R programs, and BSC own source revenue.

	QRRRF	TIDS	R2R	BSC
Site 2A/B	\$789,879.00	\$33,884.00		
Site 6 & 11		\$241,367.86	\$227,228.86	\$14,139.00
Total	\$789,879.00	\$275,251.86	\$227,228.86	\$14,139.00
\$1,306,498.72 ex GST				

The Floraville Road Site 2, 6, 11 Culvert Replacement project, involves design, removal and replacement of four concrete culverts to improve the surface runoff and prevent flooding.

3. TENDER

An open tender process was undertaken via Vendor Panel which closed on Monday 23rd August 2021 at 2pm. There were five responses. The Civil Mart Pty Ltd submitted a non-conforming tender, for the supply only, of the precast culverts. The installation pricing was not included.

The other four tenders 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 are as follows:

Rank	Tenderer	Price (ex GST)	Total Score
1	TJ Wilson Building, Construction and Fabrication	\$819,696.95	8.4
2	Durack Civil Pty Ltd	\$897,323.87	7.2
3	Gulf Civil Pty Ltd	\$1,195,158.94	5.7
4	QDAC Services Pty Ltd	\$ 1,278,887.00	5.0

Refer to attachment 1: Tender Evaluation Report.

4. RISK

Risk Type	What could happen	Possible consequence
Contract variation – due to wet weather, latent conditions	<ul style="list-style-type: none"> ▪ Increase in Contract Sum ▪ Extension of time 	<ul style="list-style-type: none"> ▪ Contingency allowed in overall budget ▪ Project management expertise resourced externally (ERSCON)
Contract variation – due to unsuitable material	<ul style="list-style-type: none"> ▪ Increase in Contract Sum ▪ Extension of time 	<ul style="list-style-type: none"> ▪ Contingency allowed in the project budget ▪ Project management expertise resourced externally (ERSCON) ▪ Milestone inspections to be conducted
Delay of culvert delivery (eg. in supply chain due to COVID)	<ul style="list-style-type: none"> ▪ Delay the practical completion 	<ul style="list-style-type: none"> • Award contract at start of October 2021 allowing 8 weeks for supply.

5. FINANCIAL IMPLICATIONS

The project is funded by QRRRF program, 21-22 TIDS, R2R and BSC Rates. The project is to be delivered within accordance with Council's adopted 21/22 budget.

6. POLICY & LEGAL IMPLICATIONS

Council is 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:

- ERSCON Consulting Engineers
- BSC Engineering and Services
- CLCAC Cultural Heritage

8. CONCLUSION

The tender process undertaken and subsequent evaluation has ranked TJ Wilson Building, Construction and Fabrication as number one. The recommendation is to appoint TJ Wilson Building, Construction and Fabrication as the contractor to deliver the project.

9. OFFICER'S RECOMMENDATION

- 1) That Council note the contents of the report and relevant attachments; and
- 2) That Council endorses the awarding of Contract 0280-4060-6, Floraville Road Site 2, 6, 11 Culvert Replacement to TJ Wilson Building, Construction and Fabrication for the value of \$819,696.95 (excl 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 \$1,306,000 (excl GST).

10.04 Floraville Road Site 2, 6, 11 Culvert Replacement – Contract 0280-4060-6

- 1) That Council note the contents of the report and relevant attachments; and**
- 2) That Council endorses the awarding of Contract 0280-4060-6, Floraville Road Site 2, 6, 11 Culvert Replacement to TJ Wilson Building, Construction and Fabrication for the value of \$819,696.95 (excl 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 \$1,306,000 (excl GST).**

Moved: Cr Murray

Seconded: Cr Camp

Carried 210923.07 4/0

10.05 Truganini Road 2021 DRFA Restoration, Contract 5608-1000-1

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Sarath Jayasekara, Graham O'Byrne
DATE REPORT PREPARED:	15/09/2021

1. EXECUTIVE SUMMARY

This report provides Council with a recommendation to appoint Koppens Developments Pty Ltd as the Principal Contractor to carry out the Truganini Road 2021 DRFA Restoration works (between 1015m and 5589m) contract No. 5608-1000-1 for the value of \$595,072.54 (excluding GST). This project will improve the sealed surface by restoring flood damaged during 32021 flood season.

It is noted that the overall project budget is funded under the DRFA and BSC Rates.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The existing road is in very poor condition due to flood damages and is in urgent need of repair.

The scope of works includes pothole repair, rock protection works, bulk earthworks, and reconstruct unbound granular pavement including sealing. Access for local traffic during construction will be via a detour utilising the existing side tracks.

The Truganini Road 2021 DRFA Restoration project is funded from the DRFA and BSC Rates. Council's contribution of approximately \$77,000 is comprised of Council supplying the select fill material and stockpiling on site for Koppens to place, and a contribution towards the Contract Sum itself.

That is:

- Council contribution to this contract: \$36,654.98 (ex GST)
- Council supply and haul of select fill material: \$40,000.00 (ex GST)

This \$77k is to be funded by a 50/50 combination of leftover FAGS Roads money (savings from September opening grades) and unallocated TIDS funding.

3. TENDER

An open tender process was undertaken via Vendor Panel which closed on Monday 25th August 2021 at 2pm. There were four responses. The Myuma submitted a non-conforming tender which without work methodology and program of works.

The other three tenders 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 are as follows:

Rank	Tenderer	Price (ex GST)	Total Score
1	Koppens Developments Pty Ltd	\$ 666,327.92	7.3
2	Gulf Civil Pty Ltd	\$ 523,165.19	7.0

3	DURACK Civil Pty Ltd	\$ 701,061.56	6.9
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Refer to attachment 1: Tender Evaluation Report.

4. RISK

Risk	Possible Consequence	Mitigation
Contract variation – due to wet weather, latent conditions	<ul style="list-style-type: none"> • Increase in Contract Sum • Extension of time 	<ul style="list-style-type: none"> • Contingency allowed in overall budget • Project management expertise resourced externally (ERSCON)
Contract variation – due to unsuitable material	<ul style="list-style-type: none"> • Increase in Contract Sum • Extension of time 	<ul style="list-style-type: none"> • Contingency allowed in the project budget • Project management expertise resourced externally (ERSCON)

5. FINANCIAL IMPLICATIONS

The project is funded by DRFA and BSC Rates no impact on Council's financial position. It is to be funded within the existing 21/22 budget with a potential to reduce the current \$50,000 budget allocation by utilising both the FAGS and TIDS grant programs.

Note that any contractual variations are reimbursed under the DRFA program with no risk to Council.

6. POLICY & LEGAL IMPLICATIONS

Council is 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:

- ERSCON Consulting Engineers
- BSC Engineering and Services
- CLCAC Cultural Heritage

8. CONCLUSION

The tender and evaluation process undertaken has led to the bid from Koppens Developments Pty Ltd being ranked number one. The recommendation is to appoint Koppens Developments Pty Ltd as the contractor to deliver the project.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report and relevant attachments; and
2. That Council endorses the awarding of Contract 5608-1000-1 Truganini Road 2021 DRFA Restoration contract to Koppens Developments Pty Ltd for the value of \$595,072.54 (excl GST); and
3. Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract.

10.05 Truganini Road 2021 DRFA Restoration, Contract 5608-1000-1

1. That Council note the contents of the report and relevant attachments; and
2. That Council endorses the awarding of Contract 5608-1000-1 Truganini Road 2021 DRFA Restoration contract to Koppens Developments Pty Ltd for the value of \$595,072.54 (excl GST); and
3. Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract.

Moved: Cr Camp

Seconded: Cr Clarke

Carried 210923.08 4/0

Attendance

Cr Camp left the meeting from 10:13am to 10:15am

11. Closed Session Reports

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

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

Council moved into closed session at 10:16am

Moved: Cr Camp

Seconded: Cr Wade

Carried 210923.09 4/0

Move into Open Session

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

Council resumed open session at 10:28am

Moved: Cr Murray

Seconded: Cr Wade

Carried 210923.10 4/0

11.01 Closed Session - Debt Write-off - D & D Concreting

THAT the council approve the write-off of the debt owed to council of \$6,370.17 from D & D Concreting.

Moved: Cr Camp

Seconded: Cr Wade

Carried 210923.11 4/0

11.02 Closed Session - Negotiation Protocol - Gregory ILUA

THAT the Draft Negotiation Protocol-Gregory ILUA be adopted.**Moved: Cr Murray****Seconded: Cr Wade****Carried 210923.12 4/0**

12. Chief Executive Officer Reports

12.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	16th September 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 August 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 house settled September.

Various meetings

- DDMG, including COVID.
- SES meeting with Gordon Graham.
- NWQROC meeting by Zoom
- WH&S Responsibilities.

Held a workshop with all staff to run through 2021/2022 budget highlights.

Continuing progress on 2022 EBA.

Financial Services and Information Technology.

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

- Finalisation of ISR (indemnity assessment done to keep price within budget and allow for a coverage level of \$35mil worth of assets (up from \$23mil in 2020/21));
- Renewal of updated Traffic light reporting templates/deliverables to management for the year to monitor budgets across council;

- Progression of financial statement prep for 2021FY audit;
 - Contract asset and liabilities assessments completed;
 - Final draft statement sent to Arabon (Audit Committee Chair) for review;
 - Asset register now completed – Fair value revaluation movement deemed as immaterial for 2021; and
 - Other complex accounting matters now resolved before facilitation with audit.
- August 2021 Rates levies issued to all rate payers with clear notification of change in payment terms in public notice issued to community.
- Major focus in August 2021 for Technology Services was as follows:
- Website upgrade is now completed – we are trouble shooting other minor issues and content updates currently;
- Discussion with RMT around cyber risk assessment – proposal now signed and within budget to comment for October 2021 to look at a full audit of councils ICT systems and security;
- In progress of seeking funding for additional Telstra Air nodes to increase public wifi;
- Reviewing printer configurations in both Burketown and Cairns office to address problems reported; and
- Procurement of new surface pro's for council admin staff and plan established to rotate computer systems into parks and gardens to assist with staff training and operational needs.

People, Performance and Culture

EBA Negotiations have commenced.

Positions advertised:

- • WHS & Training Officer
- • Workshop Manager

HR Policies

- Accommodation Policy– reviewed
- Timesheet Policy – reviewed
- Smoke-Free Workplace Policy – reviewed
- Absence and Absenteeism Policy – reviewed
- Staff Travel Expenses Policy – reviewed
- Higher Duties Policy – reviewed

New Hires

- None

Training

- Understanding Local Government Finance Workshop
- Property managers and agents webinar Advanced Excel Training
- WHS Responsibilities of Supervisors training session

- Budget information session Flood Warning Infrastructure Network training Aerodrome Reporting Officer Training
- Personal Productivity training
- Enrolment in Plumbing Apprenticeship
- Enrolment in Course in Community Justice Services (Commissioner for Declarations)

Economic Development / Community Projects

- An application to refurbish the Burketown Cenotaph is currently being worked on. We are planning to utilize peak services to help write the grant – currently awaiting quote for restoration.
- Funding from State Development for interpretive signage has been identified. Priorities for signage were solidified at the previous Council meeting – awaiting quote for application.
- A submission for the Fisheries Infrastructure Grant is currently being prepared for funding for the old Albert River Fishing Bridge for solar lighting.
- The Internal Grants Committee had its inaugural meeting on the 17th August. It was attended by various staff involved in grant funding applications across Community and Engineering Projects. The committee will provide assistance in organising teams to apply for funding; ensuring transparency and awareness when applying for funding across teams; organising funding priorities; and ensuring that staff are aware of funding as it becomes available for relevant projects.

Gulf Savannah Development

- A general meeting for GSD was held on the 9th September in Karumba. It was well attended. Project submissions for the 2021-2022 RAB were determined. The priority project will be an Indigenous Tourism Strategy for the area which will aim to assist in growing Indigenous Tourism Offerings and Operations.
- It was announced that the RAB funding for GSD will run for two financial years i.e. up until the end of the 2023 financial year.
- The Membership Prospectus for GSD is a high priority which will need to be completed well in advance of next GSD AGM schedule for late Nov/early Dec.

Tourism

- Tourist numbers have drop fairly significantly from the previous month to 714 visitors in August. This is below the 2018 numbers for the same month (739). This drop can be attributed to Covid-19 lockdowns both in NSW and VIC as well as smaller restrictions in the South East corner of Queensland.
- Work is continuing on a Tourism Strategy Draft that will provide interim support with the direction for tourism. At this stage this will be solidified later in the year in line with our Economic Development Plan process.

Additional Training

- Rex Training

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

- We have received quotes for 4 branded Marquees and 2 Café Pro Umbrellas totalling \$13,759.28. Variation for OTOB Funding has been submitted and awaiting approval to purchase,
- 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 October.
- Youth Unit sheds have been removed and quotes and contractors currently being sourced to isolate power to each individual property. Application needs to be submitted to create 'lane way' for access to sewerage. Hoping to have all issues resolved by the end of October for properties to be ready for sale. Inspection & Audit conducted of all council properties at Gregory. 5 vacant Blocks have been identified for sale and a request put through for blocks to be surveyed.
- Signage – Kim & Shannon are still working on this project and putting ideas together for proposal to go to Councillors before the end of the year.
- Sourcing quotes and requirements to remove old BSC Hall prior to wet season. We have received 1 quote to date which is approximately \$140k

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. House 6 (Lot 85 Musgrave St) is currently undergoing major works (ceiling replacement, upgrade of electrics and painting) and the tenant will be residing in one of our other properties until this is completed (approx. 3-4 weeks).
- Shutdown & Wet Season Prep – Notices will start coming out regarding shutdown and cyclone clean up. Inspections of vacant blocks and other properties will commence to tie in with the clean up and notices issued to owners.

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 finally found an EHO to contract out of Mount Isa and hoping that inspections will occur some time in October. Schedule to be finalized.

Corporate Services and Governance:

Governance

- Policy Framework Policy was adopted at August meeting. Will now commence a review of all Council's policies.

Durlga

- Four external bookings and a few internal bookings for August 2021.

Library

- Planning has commenced for the 2021-22 First Five Forever program.
- The First Five Forever resources for the Library and Burketown Playgroup had been received. The playgroup will be presented with their resources.
- Library Annual Report has been submitted. .
- Council has received a library exchange with a range of new resources now in the library.

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 Kum-sing, Sasha Hookey and Shakiah Douglas are still working through their Cert III in Business Administration.
- Madison Marshall is undertaking a Commissioner of Declarations course.

3. OFFICER'S RECOMMENDATION

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

12.01 Chief Executive Officer Report

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

Moved: Cr Camp
Seconded: Cr Murray

Carried 210923.13 4/0

Attendance

Dan McKinlay left the meeting from 10:27am to 10:41am.

12.02 Finance Monthly Update Report

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	13 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 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 August 2021. Note that as this is the final reporting month of the financial year, these figures may be subject to further changes as part of the end of financial year reporting process.

2. SUMMARY

As a review of council's performance over the month of July 2021; we noted that cash was down by \$25k. It was also noted that comparative to the budget, council operational expenditure was slightly under budget for August 2021 by 6.58%; however it is expected that this will pick up and move in the direct of the budget as defined in the forward months as council operations move forwards for the 2021-2022 year.

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

- Overall Operating Summary (Actual v Budget)
- Statement of Cash Flows
- Statement of Income and Expenditure
- Organisational Services Performance
- Statement of Financial Position
- Exercise of Delegations
- Officer's Recommendations

3. OVERALL OPERATING SUMMARY (Actual v Budget)

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

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	2,115,755	16,279,234	13%
Operating Expenses	(2)	2,128,277	21,104,984	10%
Operating Result (Profit/Loss)	-	12,522	- 4,825,750	0%
Capital Revenue	(3)	504,545	6,343,310	8%
Net Result		492,023	1,517,560	32%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	8,878,522	6,877,980
Other Current Assets	(5)	4,414,515	1,290,391
Non Current Assets	(6)	155,313,762	156,192,852
Total Assets		168,606,799	164,361,223
Liabilities (Current)	(7)	4,839,805	3,540,000
Liabilities (Non Current)	(8)	806,454	999,515
Total Liabilities		5,646,259	4,539,515
Net Community Assets		162,960,540	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%	-1%	-412%
² Working Capital Ratio	Greater than 1:1	3	1
³ Net Financial Liabilities Ratio	Less than 60%	-400%	-656%

Notes:

- (1) Operating revenues - The majority of revenue generated for the month was from the financial assistance grant (\$400k) along with rates levied for August 2021 (\$1.6mil).
- (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 \$740k against a budget of \$5.717mil for the year. This is an actual spend of 12.94%, Council is currently tracking below the budget target as the council has not yet filled the budgeted executive of Communities and Local Laws role at this stage.
- (3) Capital Revenue - Council received Works for QLD 21-24 funding to the value of \$504k for the month.
- (4) (4,5,6,7,8) - Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; as such no items by exception to report at this stage.

Definitions

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

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

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

4. STATEMENT OF CASH FLOWS

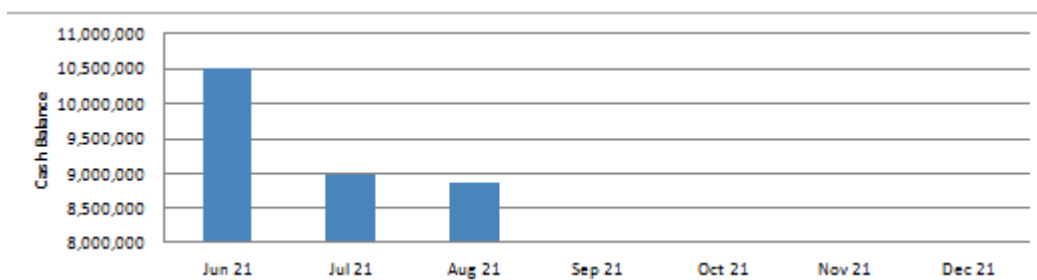
The below statement shows a comparison between the cashflow of August 2020 in the previous year v August 2021 actuals v the budgeted estimated cashflow for 30 June 2022.

	Note Ref	31 August 2020 \$	31 August 2021 \$	2021-22 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	24,541	590,490	5,016,086	12%
Payments to suppliers and employees	(2)	(1,281,110)	(3,833,582)	(19,192,767)	20%
		(1,256,569)	(3,243,092)	(14,176,681)	23%
Rental Income	(3)	33,827	30,426	222,000	14%
Interest Received	(4)	12,861	10,970	79,704	14%
Operating Grants and Contributions	(5)	1,465,187	1,435,438	11,677,930	12%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		255,306	(1,766,257)	11,979,634	-15%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(1,028,908)	(390,005)	(7,798,521)	5%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	40,000	0%
Capital Grants and Subsidies	(7)	1,579,000	504,545	6,303,310	8%
Net cash inflow (outflow) from investing activities		550,092	114,540	(1,455,211)	-8%
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)	805,398	(1,651,717)	(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)	7,859,002	8,878,522	6,877,980	129%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.50%	10,970	8,101,191
Westpac General Fund	-	-	777,047
Cash Floats	-	-	283
Total			8,878,522

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	8,878,522
Restricted Cash - DRFA Revenue	3,907,780
Unrestricted Cash	4,970,742

Included carry forward amounts from 30 June 2021.

Notes to the Statement of Cash flows:

- Receipts from customers - noted that much of the balance noted is a result of rates receipts from the August 2021 rates levy issued to the community.

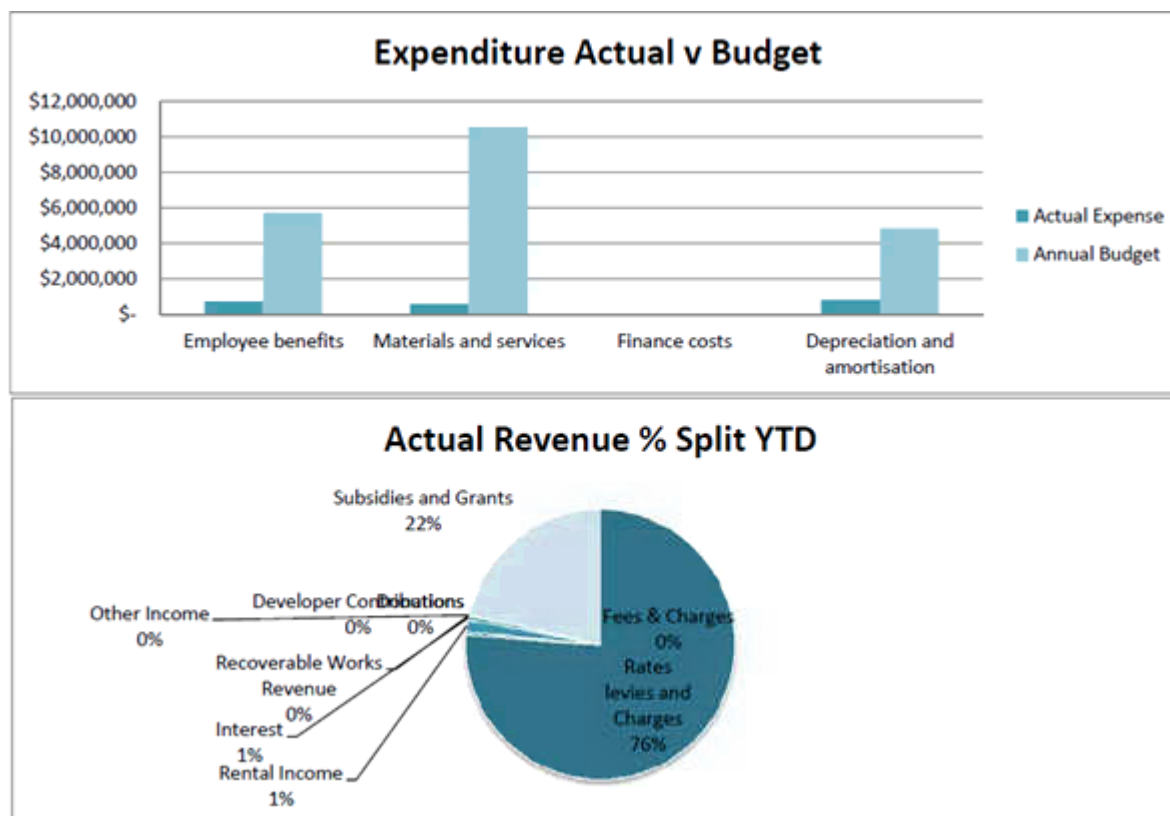
- Payments to suppliers and employees - Noted that this amount is mainly made up for amounts accrued back into the 2021 financial year. As such, there is somewhat of a distortion between the cash paid and the expenses shown in the Statement of Income year to date.
- Rental Income - rental income is on track with budget.
- 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 (0.50%). This is down from 0.64% in July 2021.
- Operating Grants and Contributions - \$980k received ytd relates to unearned revenues for DRFA project work, \$450k received relates to the financial assistance grant with some minor training grants received for the month as well.
- Payments for Property, Plant and Equipment - the amount expended relates to payment made towards WIP for the month of August 2021.
- Capital Grants and Subsidies - Council received Works for QLD 21-24 funding to the value of \$504k for the month.
- Net Cash Movement - council's cash holdings were down \$25k, to a total balance of \$8.878mil in the bank/QTC. We expect this balance to further decline over the coming months as more project expenditure is claimed for both capital and non-capital projects.

5. STATEMENT OF INCOME AND EXPENDITURE

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

For the month ended 31 August 2021

	Note Ref	31 August 2020 \$	31 August 2021 \$	2021-22 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,543,577	1,610,299	3,022,500	53%
Fees & Charges	(1)	4,939	7,777	85,300	9%
Rental Income	(2)	33,827	30,426	222,000	14%
Interest	(3)	12,861	10,970	79,704	14%
Recoverable Works Revenue	(4)	1,248	-	1,111,000	0%
Other Income	(5)	41,564	2,133	75,800	3%
Donations	(12)	-	-	5,000	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	581,016	454,150	11,677,930	4%
Total Recurrent Revenue		675,455	2,115,755	16,279,234	13%
Capital Revenue					
Sale of non-current assets		-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	-	504,545	6,303,310	8%
Total Capital Revenue		-	504,545	6,343,310	8%
TOTAL INCOME		675,455	2,620,300	22,622,544	12%
Recurrent Expenses					
Employee benefits	(8)	855,743	739,984	5,717,890	13%
Materials and services	(9)	939,698	581,211	10,545,994	6%
Finance costs	(10)	1,809	2,232	12,000	19%
Depreciation and amortisation	(11)	774,582	804,850	4,829,100	17%
TOTAL RECURRENT EXPENSES		2,571,832	2,128,277	21,104,984	10%
NET RESULT		- 1,896,377	492,023	1,517,560	32%



Notes to the Statement of Income and Expenditure:

- Fees & Charges - minimal movement for the month.
- Rental Income - rental income is on track against budget.
- 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 (0.50%). This is down from 0.64% in July 2021
- Recoverable Works Revenue - council is yet to start making claims for RMPC works for the year to date; this will change over the coming months ahead
- Other Income - minimal movement for the month.
- Subsidies and Grants (operating) - the amounts received for the month mainly consisted of amounts received for DRFA funded flood damage works.
- Subsidies and Grants (capital) - Council received Works for QLD 21-24 funding to the value of \$504k for the month.
- Employee benefits - employee benefits costs against the budget, we have currently expended \$740k against a budget of \$5.717mil for the year. This is an actual spend of 12.94%, Council is currently tracking below the budget target as the council has not yet filled the budgeted executive of Communities and Local Laws role at this stage.
- Materials and services - refer to the cost disaggregation in the operating statement.
- Finance costs - are on track against budget.
- Depreciation and amortisation - is inline with the expected depreciation spend by 31 August 2021.
- 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 August 2021 16.66%

% 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 August 2020 \$	31 August 2021 \$	2021-22 Annual Budget \$	YTD Progress %	
Recurrent Expenses					
Corporate Governance Costs	113,299	128,849	887,700	15%	Within budget expectation for the month (16.66% movt).
Administration Costs	662,732	464,909	3,055,100	15%	Within budget expectation for the month (16.66% movt).
Recoverable Works Expenses	135,012	72,235	790,000	9%	Within budget expectation for the month (16.66% movt).
Engineering Services	858,763	703,594	10,261,754	7%	Within budget expectation for the month (16.66% movt).
Utility Services Costs	105,457	120,722	825,300	15%	Within budget expectation for the month (16.66% movt).
Net Plant Operating Costs	- 331,947	- 319,191	900,000	35%	This amount is currently over budget however is comparable to plant hire recoveries incurred at the same time last year. Generally this amount will slow down throughout the year however we will keep an eye on this area of the budget.
Planning and Environmental Expenses	2,365	20,388	163,000	13%	Within budget expectation for the month (16.66% movt).
Community Services Costs	249,760	129,689	1,181,030	11%	Within budget expectation for the month (16.66% movt).
Finance Costs	1,809	2,232	12,000	19%	Slightly above budget for the month (16.66% movt); however we do not expect this to materially impact council budget or operations.
Depreciation	774,582	804,850	4,829,100	17%	Within budget expectation for the month (16.66% movt); percentage is rounded up.
Other Expenses	-	-	-	0%	Within budget expectation for the month (16.66% movt).
TOTAL RECURRENT EXPENSES	2,571,832	2,128,277	21,104,984	10.08%	Within budget expectation for the month (16.66% movt).

7. STATEMENT OF FINANCIAL POSITION

For the month ended 31 August 2021

	31 August 2021	2021-22 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	8,878,522	6,877,980
Trade and other receivables	3,852,147	340,539
Inventories	288,407	300,000
Other financial assets	273,961	649,852
Non-current assets classified as held for sale	-	-
Total current assets	13,293,037	8,168,371
Non-current Assets		
Receivables	-	-
Property, plant and equipment	230,687,329	232,316,643
Accumulated Depreciation	- 75,358,111 -	76,123,791
Intangible assets	-	-
Total non-current assets	155,313,762	156,192,852
TOTAL ASSETS	168,606,799	164,361,223
Current Liabilities		
Trade and other payables	4,687,528	3,414,152
Borrowings	-	-
Provisions	152,277	125,848
Other	-	-
Total current liabilities	4,839,805	3,540,000
Non-current Liabilities		
Trade and other payables	69,757	139,515
Interest bearing liabilities	-	-
Provisions	736,697	860,000
Other	-	-
Total non-current liabilities	806,454	999,515
TOTAL LIABILITIES	5,646,259	4,539,515
NET COMMUNITY ASSETS	162,960,540	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)	29,944,773	26,805,942
Other reserves	-	-
TOTAL COMMUNITY EQUITY	162,960,541	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

Yes - \$6,370.17 as per close session report to council for general debtor write off request for the 23 September 2021.

9. OFFICER'S RECOMMENDATION

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

12.02 Finance Monthly Update Report

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

Moved: Cr Wade

Seconded: Cr Clarke

Carried 210923.14 4/0

Adjournment

That Council adjourned the meeting from 10:40am to 11:12am for Morning tea, all were present except Cr Murray.

12.03 Extension of Audit Committee Chairman.

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	7 September 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- external, internal audit and Audit committee requirements are satisfied

1. PURPOSE

The purpose of this report is to recommend the extension of the Audit Committee Chairman to 30 June 2022.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Section 210 of the Local government Regulations 2012 states that the audit committee of a local government must—

- 1) consist of at least 3 and no more than 6 members; and include—
 - 1, but no more than 2, councillors appointed by the local government; and
 - at least 1 member who has significant experience and skills in financial matters.
- 2) The chief executive officer can not be a member of the audit committee but can attend meetings of the committee.
- 3) The local government must appoint 1 of the members of the audit committee as chairperson.

Brendan Macrae has been Chairman since 2015. His term effectively ended when the new Council was elected last but an extension was made to 30th June 2021. A further one year extension is recommended for the following reasons:

- Brendan has significant financial experience and skills as per Section 210 (1) b (ii) of the Local Government Regulations 2012. He has used these skills to very good effect as Chairman.
- Brendan has a very good understanding of the Council's financial systems and understands Council's sustainability issues.
- The Chairman is under Local Buy and his hourly rate is consistent with this.

3. FINANCIAL & RESOURCE IMPLICATIONS

Estimated audit committee fees are budgeted as part of the 2021/2022 budget.

4. RISK

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

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 210	<p>Section 210 (1) The audit committee of a local government must—</p> <p>(a) consist of at least 3 and no more than 6 members; and</p> <p>(b) include—</p> <p>(i) 1, but no more than 2, councillors appointed by the local government; and</p> <p>(ii) at least 1 member who has significant experience and skills in financial matters.</p> <p>(2) The chief executive officer can not be a member of the audit committee but can attend meetings of the committee.</p> <p>(3) The local government must appoint 1 of the members of the audit committee as chairperson.</p>

6. CRITICAL DATES & IMPLICATIONS

Recommended to extend the current Chairman's appointment to 30 June 2022

7. CONSULTATION

Brendan Macrae (Chairman Audit Committee).

Mayor.

Chief Executive Officer.

Finance and Technology Manager.

8. CONCLUSION

Brendan Macrae has been Chairman of the Audit Committee since 2015 and has significant financial experience and thorough knowledge of council's financial systems. For the reasons detailed in this report it is recommended that his term be extended for one further financial year, under his Local buy terms.

9. OFFICER'S RECOMMENDATION

THAT Brendan Macrae's term as Chairman of the Burke Shire Audit Committee be extended to 30 June 2022.

12.03 Extension of Audit Committee Chairman.

THAT Brendan Macrae's term as Chairman of the Burke Shire Audit Committee be extended to 30 June 2022.

Moved: Cr Camp

Seconded: Cr Clarke

Carried 210923.15 3/0

Attendance

Cr Murray entered the meeting at 11:27am

14. Mayoral Report

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

Moved: Cr Wade

Seconded: Cr Murray

Carried 210923.16 4/0

I attended the following:

- NWQROC Meeting Karumba with CEO, Cr Yanner – Shane Stone, Sen MacDonald, Min Littleproud all in attendance. Next ROC meeting will be in Burketown in early December so we must start preparing for this now.
- NWRRTG Meeting in Karumba with CEO, Cr Yanner
- DDMG Meeting – to discuss Covid response and vaccination rates/messaging to improve uptake in NW Communities
- Meeting with Representative from Rural Metal Traders with Dan, Graham

GSD:

- Meeting in Karumba
- Discussed member prospectus
- Discussed projects for RAB funding which has been secured for next 2 years

Presented cheque to Mayor Slade for Burke's contribution to Miner Memorial at the ROOC Meeting in Karumba.

15. Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Wade

Carried 210923.17 4/0

16. Late Business

That Council notes no late business was submitted to the meeting.

17. Deputations and presentation scheduled for meeting

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

18. Closure of meeting

The Chair declared the meeting close at 11:38am

<p>I hereby certify that these pages numbered ? to ? – constitute the Confirmed Ordinary/Special Meeting minutes of the Council Meeting of Burke Shire Council held on ?</p>
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<p>Mayor Cr Ernie Camp</p>
