



Confirmed Minutes  
Burke Shire Council Ordinary Meeting  
Thursday 21 October 2021  
10.00am Gregory Hall

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## 01. Opening of Meeting

**The Chair declared the meeting open at 11:00am**

## 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 Graham O’Byrne; Director of Engineering Shaun Jorgensen; Finance and Technology Manager Brianna Harrison; Administration Officer (Minutes)

## 03. Prayer

**Cr Wade 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 23 September 2021

#### **05.01 Ordinary Meeting Thursday 23 September 2021**

**That the Minutes of the Ordinary Meeting of Council held on Thursday 23 September 2021 as presented be confirmed by Council.**

**Moved: Cr Murray**

**Seconded: Cr Wade**

**Carried 211021.01 5/0**

## 06. Condolences

**Council notes the passing of Irene Walden and expresses their condolences to the family.**

## 07. Declaration of Interests

**No declarations of interest 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 Monthly Report

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DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Graham O'Byrne
DATE REPORT PREPARED:	14 October 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24   Operational Plan 2020-21

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#### 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 September 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
- Wharf maintenance- De silt Boat ramp ongoing
- Wet season activities being planned, with a focus on workshop housekeeping and training

##### 2.2 **Roads**

- 3 projects tendered and awarded
- Community notices to go out advertising works above, with particular noting of Trugannini Rd repairs
- RMPC works well underway with Heavy Formation grading
- Looking at dust suppression works on Punjab/Escot/Westmoreland after wet (cfwd)

##### 2.3 **Plant and Fleet**

- Major repairs scheduled for repairs to fuel system Front End Loader completed
- 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. 90% completed with only solenoid and raising /adjusting sprinklers. Grass seeds will need to be ordered and needs to be compatible with what grass is currently grown on the oval.
- Planning for de-silting of lagoons for 21/22 FY underway
- Replaced the damaged pipe work to filter and currently waiting on supplies to securely support pipe work.
- Replacing faulty work meter currently under way. Replacing 25mm water metres at the moment and hopefully will complete the 50mm water meters in October.

#### Burketown - 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. This is a trial to see how the algaecide works. Algaecide testing was done before and after the treatment. And we had to double the monthly dose due to the high count.
- STP SOPs will be finalized which will include the operations of STP operations and the Irrigation system when MBS Water is on site.
- STP irrigation works have been completed. We are still experiencing issues with testing and programming.

#### Gregory

- SCADA issues continue to be an issue. With upgrade works currently being scoped.
- Replacement of water meters commenced. Currently in the process of changing a few meters.
- We have also launched an investigation as to why some of the property meters are not reading as they do have occupants staying at these residences.
- We have had to introduce Water Restriction to the Gregory community due to high rate of use and the Potable Storage levels dropping below 40%. During the investigations I found that we had lost the Raw Water Site Scada. This had given the operator a false reading on the Scada with pump showing Green. Once I had the operator check to see if power supply was present at the Raw Water site. He reset the circuit breakers the RW pump started operating again.

#### 2.5 Airports

- Lighting replacement and line marking to be carried out under RAUP Rd 8 funding.
- Airport Electrical inspection due on First week of October. With lighting up grade to start on the 20-10-21.
- 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 – weather dependent
- Crack sealing being investigated.
- Overall re-sealing being scoped – possible grant funding.
- Gliders onsite at the start of the school holidays for the Morning Glory Season.

- Incident on the 29-9-21 with power to the runway lights being inoperable. Found that wires were cut during mowing of Apron parking area (for the Gliders to park). NOTAM issued till the repairs were completed on Friday the 1-10-21. NOTAM cancelled at 11am.

## 2.6 **Waste**

- Construction of new landfill cell in Burketown continues to be on hold due to Cultural Heritage issues.
- Completed 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 Monthly Report**

**That Council receives and notes the Engineering and Services report.**

**Moved:** Cr Clarke

**Seconded:** Cr Yanner

**Carried 211021.02 5/0**

## 10.02 Capex Projects Report

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DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Graham O’Byrne
DATE REPORT PREPARED:	14 October 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

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### 1. PURPOSE

This report provides an update of the overall Capital Expenditure (Capex) Program for 2021/22. The report 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 September there was a forecast cost of delivering this program \$72,000 under budget. There are 2 projects which we are carefully monitoring which may draw down upon this – Trugannini Rd and the Burketown Water Treatment Plant Upgrade.

### 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"> <li>Contract finalized and executed for Phases 6-8;</li> <li>Final Draft report published on council’s website in June for public comment has now been removed with final report being completed</li> <li>Phase 8 report under final review and will then be published formally</li> </ul>



Project	Description	Update/activity for reporting month
WTP Upgrade	<ul style="list-style-type: none"> <li>Upgrade of chemical dosing</li> <li>Provision of water testing facility (new lab)</li> <li>Replacement of shed and additional concrete working areas</li> </ul>	<ul style="list-style-type: none"> <li>Design and tender documentation completed</li> <li><i>Works to be completed December 21 – extension of time with W4Q COVID &amp; 19-21 with increased lead time for some items due to COVID</i></li> <li>Possession of site given and works underway with completion by December '21</li> <li>Chemical Dosing equipment to be commissioned in October 21</li> <li>Laboratory building arrived and equipment due for October/November</li> </ul>
Gregory Show Grounds - Jockey Change Rooms	<ul style="list-style-type: none"> <li>Upgrade the Jockey change rooms at the Gregory Showgrounds.</li> </ul>	<ul style="list-style-type: none"> <li><i>Minor defects/changes to be carried by end of June 21</i></li> <li><i>Shade structure and rails to be erected by end of June '21</i></li> <li><i>Works completed with only outstanding item being the fan remote/manual control with electrician to be coordinated by TWC when at WTP upgrade project in October</i></li> </ul>
Fleet	<ul style="list-style-type: none"> <li>Replacement of fleet</li> </ul>	<ul style="list-style-type: none"> <li>Mayor's vehicle replaced</li> <li><i>Public auction resulted in sale of 1 vehicle (Kluger). Remaining to be traded</i></li> <li>Procurement of replacement vehicles (with trade-ins) underway</li> <li><i>Overall purchase / replacement /disposal strategy to be finalized in October and commenced</i></li> </ul>
STP Irrigation	<ul style="list-style-type: none"> <li>Irrigation of adjacent land to comply with Environmental license</li> </ul>	<ul style="list-style-type: none"> <li>Contract awarded to Tim Wilson</li> <li>To be completed by September 21</li> <li><i>Installation and commissioning completed</i></li> </ul>

Project	Description	Update/activity for reporting month
Culvert Replacement (multiple roads)	<ul style="list-style-type: none"> <li>Replacement of failed culverts</li> </ul>	<ul style="list-style-type: none"> <li>On-site investigations and designs being finalised</li> <li>Replacement of first culvert completed</li> <li>A further 4 culverts that are were waiting on Cultural Heritage approval have been cleared by CLCAC</li> <li>Contract awarded for 4 culverts along Floraville Rd</li> </ul>
Burketown Landfill Cell	<ul style="list-style-type: none"> <li>New landfill cell</li> <li>Stage 1 of a 3 stage 10 year plan</li> </ul>	<ul style="list-style-type: none"> <li>Contract awarded</li> <li>Construction commenced. Contractor demobilized and works suspended due to Cultural Heritage related issues. Current variation costs at circa \$40,000 Ongoing</li> <li>Re-configuration of waste stockpiles completed</li> <li>Completion date December '21 (W4Q 19-21 project). Extension of Time to be discussed with Department</li> <li>Increased capacity of existing landfill carried out as temporary fix</li> </ul>
Remote Airport Upgrade Program Round 8	Lighting upgrade/replacement	<ul style="list-style-type: none"> <li>New lights have arrived with installation planned for October</li> </ul>
SCADA upgrade works	<p>QWRAP regional review of SCADA.</p> <p>Further to this BSC scope to be finalized and tendered</p>	<ul style="list-style-type: none"> <li>Regional review under QWRAP report finalized and under review by participating councils</li> <li>BSC scoping workshop planned for October with GHD and Cairns Water</li> </ul>
Water Source Inflow upgrade – Greg & Burketown	<p>Improve inflow monitoring, change locality of pumps for water intake and improve infrastructure resilience.</p> <p>Decrease Opex</p>	<ul style="list-style-type: none"> <li>Site investigations commenced for design purposes</li> </ul>
Gregory WTP changeover to "remote" plant	<p>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</p>	<ul style="list-style-type: none"> <li>Site investigations commenced for design purposes</li> </ul>

Project	Description	Update/activity for reporting month
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
FWIN Project	Joint Procurement of Flood Warning infrastructure with ROC councils	<ul style="list-style-type: none"> <li>Contract awarded</li> <li>Cultural Heritage matters have been resolved with monitors required on a number of sites. QRA have agreed to finance this variation cost</li> </ul>
Gregory River Pedestrian Bridge	Create a pedestrian bridge on top of the old bridge	<ul style="list-style-type: none"> <li>Risk analysis complete with preliminary costings</li> <li>Workshop/briefing to Council in October meeting</li> </ul>
Sewerage Network Assessment	Investigate network and implement a rectification program	<ul style="list-style-type: none"> <li>GHD proposal and scoping agreed</li> <li>Issue notice to community advising access to properties during a specific site visit timeframe by GHD</li> </ul>
Asset Management Strategy	Review and re-write of the AMS and AMPs	<ul style="list-style-type: none"> <li>Scoping completed</li> <li>RFT to be prepared</li> </ul>
Raw Water Pipeline	Investigate and implement requirements for roll-out of the Raw Water Supply Agreement	<ul style="list-style-type: none"> <li>Scoping complete</li> <li>Scheduled visit by GHD to finalise requirements to that an RFT can be issued</li> </ul>

#### 4. RECENTLY COMPLETED PROJECTS

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"> <li><i>Final tyre removal completed</i> Approximately 380t cleared</li> </ul>
PYMO Drainage/ <i>Erosion control</i>	Re-work and fix existing drainage from oval and adjacent areas	<ul style="list-style-type: none"> <li>Temporary protection placed for Wet Season</li> <li><i>Works completed in June</i></li> </ul>

## 5. GRANTS &amp; 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 Burketown. Possible total budget \$2m for overall enhancement (refer below)	<ul style="list-style-type: none"> <li>Project submitted under TMR Principal Cycle Network program (funding approval since obtained – July '21)</li> <li>Further discussions with department to ascertain extent of funding and co-contribution required by Council</li> <li>Approval in principle to fully fund the design (approx. \$150-200k). waiting on final sign-off by TMR</li> </ul>
NWMP Grant Program 2021	\$100k for master planning and concept design of Health & Wellbeing Precinct	<ul style="list-style-type: none"> <li>Council agreed to proceed with this submission</li> <li>Submission due 15<sup>th</sup> October</li> </ul>
BoR 6	Building Our Regions round 6 is open and due 15 <sup>th</sup> November	<ul style="list-style-type: none"> <li>Council agreed to put forward the following projects – Smart Water Meters &amp; Intelligent Water Network, Gregory Water Treatment Plant (Stage 2) &amp; Water Security Strategy:</li> <li>Submissions currently being prepared</li> </ul>

## 6. OFFICER'S RECOMMENDATION

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

**10.02 Capex Projects Report**

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

**Moved: Cr Camp**

**Seconded: Cr Clarke**

**Carried 211021.03 5/0**

## 11. Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	8 <sup>th</sup> October 2021
LINK TO COUNCIL PLAN/S:	Goal -Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

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#### 1. PURPOSE

To summarise the key actions and updates within the office of the CEO for the month of September 2021.

#### 2. UPDATES

##### **General - CEO**

Records management continues to be a focus with planning for destruction runs in line with legislation.

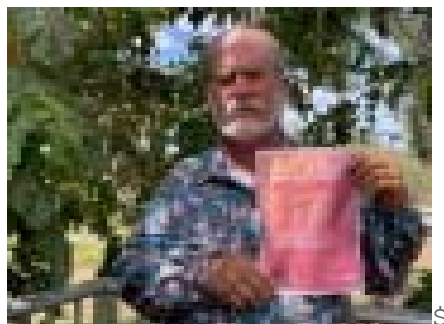
Renewal of Memorandum of Understanding's for Gregory Downs Jockey Club has commenced. Review of Licence Agreement between Burke Shire Council and Gangalidda and Garawa Services Pty Ltd has also commenced.

The Housing Strategy implementation is progressing. Three houses now sold.

Not in our Backyard – stop abuse at the start: local government's new Domestic and Family Violence (DFV) campaign

The LGAQ created this campaign to help embed cultural change in local government workplaces and communities in response to the report, [Not Now Not Ever: Putting an end to domestic and family violence in Queensland](#), which confirmed the importance of all government spheres acting if Domestic Family Violence is to be truly addressed.

Burke Shire Council's Mayor Ernie Camp fully supported the messaging behind this initiative that domestic violence will not be tolerated, and that our local government is committed to supporting efforts to eradicate it.



Progress has commenced on Annual Report year ended 30<sup>th</sup> June 2021.

An Audit Committee meeting as held. The Draft Financial Statements Year Ended 30 June 2021 was reviewed at this meeting.

Workplace Health and Safety meeting was held.

Internal Grants Committee meeting was held

Meeting with LGAQ re Cyber Security Assessment Grant involving Mayor and Manager Finance and Technology.

Meeting with Simon Schmidt-Rural Metal Traders regarding removal of steel from Council's landfill.

Mayor Camp, Cr Murray, Councillor Yanner. Kim Chan and I attended a Gulf Savannah Development meeting and then a NWQROC meeting in Karumba.

### **EBA negotiations**

Formal EBA negotiations commence on Tuesday 7<sup>th</sup> September 2021. This was largely around the meeting process and meeting rules but Management also tabled an initial Log of Claims.

### **Christmas closedown.**

Christmas shutdown period is from 4pm Friday 17<sup>th</sup> December until 9am Tuesday 4<sup>th</sup> January. During this time there will be coverage for REX, water/sewerage and rubbish duties.

### **Annual Leave**

I will be on Annual Leave for three weeks from Monday 15<sup>th</sup> November to Monday 7<sup>th</sup> December. Director Engineering Graham O'Byrne will be Acting CEO during that period, based in Burketown. Finance and Technology Manager Shaun Jorgensen will be present in Burketown part of that period also.

### **Financial Services and Information Technology.**

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

- Progression of financial statement audit testing for 2021FY;
  - Final statements have now been heavily tested by audit with minimal issues noted;
  - Auditors have not noted any issues with council asset accounting;
  - Other complex accounting matters how now been resolved and audited; and
  - Due to some final adjustments currently being resolved, statement signage has been determined to be the 20<sup>th</sup> of October – this is slight behind last year however ensures the most accurate result for R2R reporting.
- Swim Data now lodged with department;
- September BAS scheduled to be lodged for later October;
- Audit committee meeting for September was held with a large agenda covered off; and
- Finance has started reviewing the council trust account and noted an amount that it will recommend to council to absorb as part of council's emergency fund.

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

- Website version 2 review with LGAQ underway with a skeleton set to be delivered in the coming weeks;
- RMT has commenced a network probe to map out council ICT infrastructure and systems;

- In progress of seeking funding for additional Telstra Air nodes to increase public wifi;
- Grant application lodged for STAND emergency centre communication funding for Nijinda Durlga and Gregory Halls;
- Replacement of the FM radio transmitter and 1 of 3 TV satellite re-transmitters have now been serviced and replaced where applicable;
- Pending advice for the successful acquisition of Telstra innovative Fund grant funding to fund cyber risk and network assessment working being carried out; 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 – now ordered and en route to council.

### **People, Performance and Culture**

#### EBA

- The First EBA Negotiation Meeting was held on 7 September with rules of engagement established and the management log of claim being presented. This first meeting went considerably well and the minutes were distributed via email and posted to Councils Noticeboards. The next negotiation meeting will take place on 24 October which will be a full day session.

#### Audit

- Employee termination calculations audited and passed

#### Positions advertised

- WHS & Training Officer
- Workshop Manager
- Finance Officer Trainee

#### Absence and Absenteeism Policy – reviewed

#### Terminations

- Trainee Finance Officer

#### Training

- CPR Training
- Termination, Redundancy & Unfair Dismissal Seminar
- Traffic Management Implementation Training
- Aerodrome Reporting Officer Training

### **Economic Development / Community Projects**

- Several grant applications have been submitted:
  - Saluting their Services Grant – Burketown Cenotaph Restoration
  - State Development Interpretive Signage Funding – Signage for Leichardt Falls, Gregory Downs and Burketown Information Centre
  - Fisheries Infrastructure Grant – Old Albert River Fishing Bridge Lighting
  - Telstra Innovation Fund – joint application with LGAQ which incorporates a project that looks to better innovate technology solutions for Council

- STAND Evacuation Centre Funding – for the establishment of disaster communications for community evacuation centres.
- The Internal Grants Committee meeting in September identified a number of grants that Burke Shire Council will apply for. This includes the North West Minerals Province Sustainable Communities Grants; Building Our Regions Round 6 Funding; Region Co-Investment Fund and Queensland Remembers Grants Program.
- The Internal Grants Committee is also looking at ways to better engage community groups and businesses to apply for grants.

#### Gulf Savannah Development

- The AGM for Gulf Savannah Development has been set for the 23<sup>rd</sup> November in Cairns.
- The Membership Prospectus for GSD has also been completed.
- The Strengthening Remote Communities Food Security Grant is currently being considered for the Protected Cropping Project.

#### Tourism

- Tourist numbers have drop fairly significantly further to the previous month to 393 tourists visiting the information centre. This is below the September 2018 count of 485. The majority of tourists continue to come from within Queensland with the rest mostly coming from NSW and Victoria.
- Discussions are currently being held with G&G Services to renew the Visitor Information Centre contract agreement with Council.
- 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 – assessment completed
- Economy ID training
- Economic Development Australia Training Program Course to be completed over November

### **Community and Communications**

#### Events

##### Upcoming Community Events:

- Remembrance Day (Thursday 11<sup>th</sup> November) –Gregory

##### Upcoming Council Events:

- Show Holiday (Tuesday 2<sup>nd</sup> November) – No event
- Remembrance Day (Thursday 11<sup>th</sup> November) – Burketown
- Staff Christmas Party – Date proposed Thursday 9<sup>th</sup> December
- Community Christmas Event – Date to be decided

#### Other

- Variation for funding received from CGBF for marquees, jumping castle and water slide has been approved. Procurement has been completed and we are looking to have equipment onsite prior to Community events in December.



- Meeting held with Peter Ridley in relation to VIC registration and review of current contract. Given current and ongoing staffing issues at the VIC we concluded that at this stage we would not register however may revisit in the future.
- Auction of items on the block behind Depot is schedule for date to be selected.
- Youth Unit sheds have been removed and quotes and contractors currently being sourced to isolate power to each individual property. This requires further consultation with Ergon. Application needs to be submitted to create 'lane way' for access to sewerage (Ausnorth). Hoping to have all issues resolved by the end of October/early November for properties to be ready for sale.
- 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
- Savannah Way Art Trail is progressing and final review of lead artist being conducted. This will be awarded in late November in Cairns. Premier and Council representatives have been invited to this event. More details to be provided closer to the date.

#### Facilities Management

- Looking into MOU's for Shared Facilities – Dan is working on this
- Services Agreements are currently being drafted for major works to be completed on Houses
- House 6 (Lot 85 Musgrave St) is currently undergoing major works (ceiling replacement, upgrade of electrics and painting) and the tenant is currently residing in one of our other properties until this is completed (approx. 3-4 weeks). This is scheduled to be completed by 22<sup>nd</sup> October.
- 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.
- We are currently in the process of evicting a tenant from Unit 3, Musgrave Street. The property has been vacant for quite some time and rental payments not consistent.

#### Local Laws

- Nothing to report in this space at present. We still have issues with feral cats however exploring options given we don't have a Ranger. Reintroduction of the bounty may assist.

#### REX

- REX flights are in full operation. We are currently reviewing REX contract as it is up for renewal. Staff training is well underway. Kim Chan and Madison Marshall have been assessed and deemed competent.

#### EHO

- EHO from will commence inspections in October.

#### **Corporate Services and Governance:**

##### Governance

- Management and Councillors attended the Elected Member Update session on 12 October 2021.
- Preparation underway for the NWQROC meeting being held in Burke in early December.

#### Durlga

- Five external bookings and a few internal bookings for September 2021. Quite a few bookings in the coming months.

#### Library

- Planning has commenced for the 2021-22 First Five Forever program.

#### 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.
- Madison Marshall is undertaking a Commissioner of Declarations course.

### 3. OFFICER'S RECOMMENDATION

1. That the contents of the Chief Executive Officer's Report for September 2021 be noted and received; and
2. That Director of Engineering Graham O'Byrne be appointed as Acting CEO from Monday 15<sup>th</sup> November to Monday 7<sup>th</sup> December.

#### **11.01 Chief Executive Officer Report**

- 1. That the contents of the Chief Executive Officer's Report for September 2021 be noted and received; and**
- 2. That Director of Engineering Graham O'Byrne be appointed as Acting CEO from Monday 15th November to Monday 7th December.**

**Moved: Cr Murray**

**Seconded: Cr Yanner**

**Carried 211021.04 5/0**

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## 11.02 Finance Monthly Update Report

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

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### 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 September 2021.

### 2. SUMMARY

As a review of council's performance over the month of September 2021; we noted that cash was down by

\$1.429 mil. It was also noted that comparative to the budget; council operational expenditure was slightly under budget for September 2021 by 5.05%. 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

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 v Budget)

The below summary shows a brief snapshot of how council is tracking in the current year against the budget for the year as adopted by council on the 30 September 2021.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	2,176,606	16,279,234	13%
Operating Expenses	(2)	4,210,993	21,104,984	20%
<b>Operating Result (Profit/Loss)</b>	-	<b>2,034,387</b>	<b>- 4,825,750</b>	<b>42%</b>
Capital Revenue	(3)	653,795	6,343,310	10%
<b>Net Result</b>	-	<b>1,380,592</b>	<b>1,517,560</b>	<b>-91%</b>

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	7,449,242	6,877,980
Other Current Assets	(5)	3,843,150	1,290,391
Non Current Assets	(6)	155,701,479	156,192,852
<b>Total Assets</b>		<b>166,993,871</b>	<b>164,361,223</b>
Liabilities (Current)	(7)	4,870,725	3,540,000
Liabilities (Non Current)	(8)	809,250	999,515
<b>Total Liabilities</b>		<b>5,679,975</b>	<b>4,539,515</b>
<b>Net Community Assets</b>		<b>161,313,896</b>	<b>159,821,708</b>

#### Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
<sup>1</sup> Operating Surplus Ratio (%)	Between 0% and 10%	-93%	-1%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	2	3
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-295%	-400%

#### Notes:

- (1) **Operating revenues** - there was minimal change in operating revenues for the month of September as rates levies had been charged in August with no further RMPC claims logged through September.
- (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 \$1.115m against a budget of \$5.717mil for the year. This is an actual spend of 19.50%, Council is currently tracking below the budget target as the council has not yet filled the budgeted executive of Communities and Local Laws role and there are other roles pending for filling such as the workshop manager and workplace health and safety officer at this stage.
- (3) **Capital Revenue** - Council received 149k in LRCI funded capital revenue in September 2021.
- (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 September 2020 in the previous year v September 2021 actuals v the budgeted estimated cashflow for 30 June 2022.

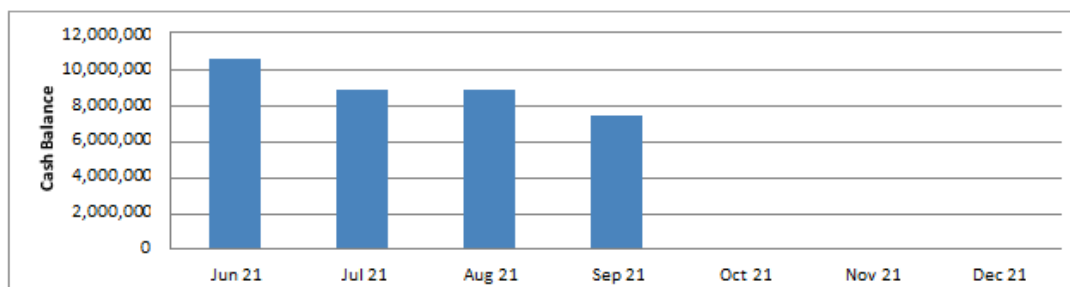
For the month ended 30 September 2021

	Note Ref	30 September 2020 \$	30 September 2021 \$	2021-22 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	1,782,887	1,004,210	5,016,086	20%
Payments to suppliers and employees	(2)	(3,862,955)	(5,472,533)	(19,192,767)	29%
		(2,080,069)	(4,468,323)	(14,176,681)	32%
Rental Income	(3)	56,113	51,406	222,000	23%
Interest Received	(4)	17,121	16,627	79,704	21%
Operating Grants and Contributions	(5)	1,730,262	1,443,220	11,677,930	12%
Borrowing Costs		-	-	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		(276,573)	(2,957,071)	11,979,634	-25%
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	(1,264,035)	(777,722)	(7,798,521)	10%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	40,000	0%
Capital Grants and Subsidies	(7)	1,641,500	653,795	6,303,310	10%
<b>Net cash inflow (outflow) from investing activities</b>		377,465	(123,927)	(1,455,211)	9%
<b>Cash flows from financing activities:</b>					
Proceeds from Borrowings		-	-	-	0%
Repayment of Borrowings		-	-	-	0%
<b>Net cash inflow (outflow) from financing activities</b>		-	-	-	0%
<b>Net increase (decrease) in cash held</b>	(8)	100,892	(3,080,998)	(3,652,258)	34%
Cash at beginning of reporting period		7,053,604	10,530,239	10,530,239	100%
<b>Cash at end of reporting period</b>	(8)	7,154,496	7,449,242	6,877,980	108%

## Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.94%	16,627	6,603,560
Westpac General Fund	-	-	845,398
Cash Floats	-	-	283
<b>Total</b>			<b>7,449,242</b>

## Cash and Cash Equivalents Movement Comparison Chart



## Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	7,449,242	
Restricted Cash - DRFA Revenue	3,907,780	Included carry fwd amounts from 30 June 2021.
Unrestricted Cash	3,541,461	

**Notes to the Statement of Cashflows:**

- (1) **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. At this stage there is one large ratepayer payment still pending however finance has confirmed that this is inbound within the next month to council.
- (2) **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. Additionally council had incurred some large contractor payments during the month as planned and budgeted for.
- (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 (0.94%). This is up from 0.50% in August 2021.
- (5) **Operating Grants and Contributions** - there has been minimum movement in operating grant revenue received for the month as at the end of September 2021.
- (6) **Payments for Property, Plant and Equipment** - the amount expended relates to payment made towards WIP for the month of September 2021.
- (7) **Capital Grants and Subsidies** - Council received 149k in LRCI funded capital revenue in September 2021.
- (8) **Net Cash Movement** - council's cash holdings were down \$1.429mil, to a total balance of \$7.449mil in the bank/QTC. This is mainly due to contractor payments as noted in the above commentary.

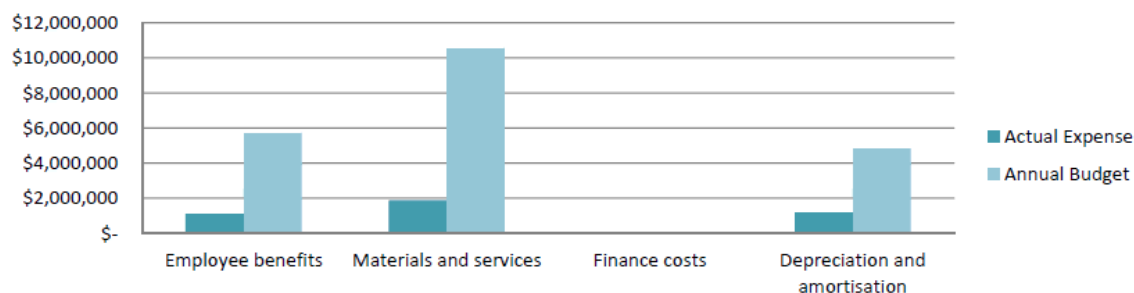
**5. STATEMENT OF INCOME AND EXPENDITURE**

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

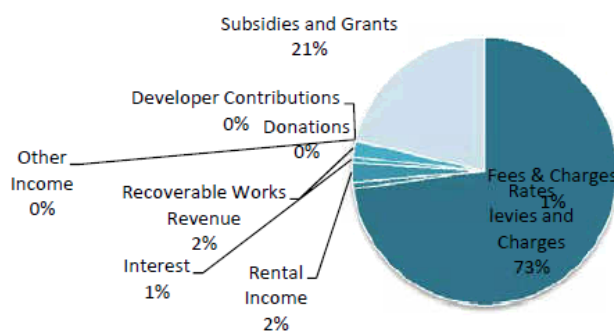
For the month ended 30 September 2021

	Note Ref	30 September 2020 \$	30 September 2021 \$	2021-22 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		1,530,739	1,585,303	3,022,500	52%
Fees & Charges	(1)	8,636	16,771	85,300	20%
Rental Income	(2)	56,113	51,406	222,000	23%
Interest	(3)	17,121	16,627	79,704	21%
Recoverable Works Revenue	(4)	219,937	41,986	1,111,000	4%
Other Income	(5)	82,005	2,582	75,800	3%
Donations	(12)	-	-	5,000	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	846,091	461,931	11,677,930	4%
<b>Total Recurrent Revenue</b>		<b>1,229,903</b>	<b>2,176,606</b>	<b>16,279,234</b>	<b>13%</b>
<b>Capital Revenue</b>					
Sale of non-current assets		-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	-	653,795	6,303,310	10%
<b>Total Capital Revenue</b>		<b>-</b>	<b>653,795</b>	<b>6,343,310</b>	<b>10%</b>
<b>TOTAL INCOME</b>		<b>1,229,903</b>	<b>2,830,401</b>	<b>22,622,544</b>	<b>13%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	- 1,260,969	- 1,115,240	- 5,717,890	20%
Materials and services	(9)	- 2,037,610	- 1,885,263	- 10,545,994	18%
Finance costs	(10)	- 2,713	- 3,215	- 12,000	27%
Depreciation and amortisation	(11)	- 1,158,614	- 1,207,275	- 4,829,100	25%
<b>TOTAL RECURRENT EXPENSES</b>		<b>- 4,459,906</b>	<b>- 4,210,993</b>	<b>- 21,104,984</b>	<b>20%</b>
<b>NET RESULT</b>		<b>- 3,230,003</b>	<b>- 1,380,592</b>	<b>1,517,560</b>	<b>-91%</b>

## Expenditure Actual v Budget



## Actual Revenue % Split YTD



**Notes to the Statement of Income and Expenditure:**

- (1) Fees & Charges** - this amount is on track with budget.
- (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 (0.94%). This is up from 0.50% in August 2021.
- (4) 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.
- (5) Other Income** - minimal movement for the month.
- (6) Subsidies and Grants (operating)** - there has been minimum movement in operating grant revenue received for the month as at the end of September 2021.
- (7) Subsidies and Grants (capital)** - Council received 149k in LRCI funded capital revenue in September 2021.
- (8) Employee benefits** - employee benefits costs against the budget, we have currently expended \$1.115m against a budget of \$5.717mil for the year. This is an actual spend of 19.50%, Council is currently tracking below the budget target as the council has not yet filled the budgeted executive of Communities and Local Laws role and there are other role pending for filling such as the workshop manager and workplace health and safety officer at this stage.
- (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 August 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 September 2021 24.99%

**% YTD Actual expense v Annual Budget**  
■ YTD actual v budget is on track  
■ YTD actual v budget is unfavourable (1%-5% movement larger than expected)  
■ YTD actual v budget requires review (>5% movement larger than expected)

Organisational Services					Comments
	30 September 2020 \$	30 September 2021 \$	2021-22 Annual Budget \$	YTD Progress %	
<b>Recurrent Expenses</b>					
Corporate Governance Costs	182,067	200,270	887,700	23%	Within budget expectation for the month (24.99% movt).
Administration Costs	877,935	733,139	3,055,100	24%	Within budget expectation for the month (24.99% movt).
Recoverable Works Expenses	263,828	141,831	790,000	18%	Within budget expectation for the month (24.99% movt).
Engineering Services	1,945,937	1,851,631	10,261,754	18%	Within budget expectation for the month (24.99% movt).
Utility Services Costs	165,674	199,584	825,300	24%	Within budget expectation for the month (24.99% movt).
Net Plant Operating Costs	- 488,348	- 479,071	- 900,000	53%	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	14,630	22,223	163,000	14%	Within budget expectation for the month (24.99% movt).
Community Services Costs	336,855	330,895	1,181,030	28%	Slightly above budget for the month (24.99% movt); however we do not expect this to materially impact council budget or operations.
Finance Costs	2,713	3,215	12,000	27%	Slightly above budget for the month (24.99% movt); however we do not expect this to materially impact council budget or operations.
Depreciation	1,158,614	1,207,275	4,829,100	25%	Within budget expectation for the month (24.99% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (24.99% movt).
<b>TOTAL RECURRENT EXPENSES</b>	<b>4,459,905</b>	<b>4,210,992</b>	<b>21,104,984</b>	<b>19.95%</b>	Within budget expectation for the month (24.99% movt).

## 7. STATEMENT OF FINANCIAL POSITION

For the month ended 30 September 2021

	30 September 2021 \$	2021-22 Annual Budget \$
<b>Current Assets</b>		
Cash and cash equivalents	7,449,242	6,877,980
Trade and other receivables	2,878,037	340,539
Inventories	280,783	300,000
Other financial assets	684,330	649,852
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>11,292,392</b>	<b>8,168,371</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	231,075,046	232,316,643
Accumulated Depreciation	- 75,358,111 -	76,123,791
Intangible assets	-	-
<b>Total non-current assets</b>	<b>155,701,479</b>	<b>156,192,852</b>
<b>TOTAL ASSETS</b>	<b>166,993,871</b>	<b>164,361,223</b>
<b>Current Liabilities</b>		
Trade and other payables	4,718,448	3,414,152
Borrowings	-	-
Provisions	152,277	125,848
Other	-	-
<b>Total current liabilities</b>	<b>4,870,725</b>	<b>3,540,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	69,757	139,515
Interest bearing liabilities	-	-
Provisions	739,493	860,000
Other	-	-
<b>Total non-current liabilities</b>	<b>809,250</b>	<b>999,515</b>
<b>TOTAL LIABILITIES</b>	<b>5,679,975</b>	<b>4,539,515</b>
<b>NET COMMUNITY ASSETS</b>	<b>161,313,896</b>	<b>159,821,708</b>
<b>Community Equity</b>		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	93,485,877	93,485,877
Retained surplus/(deficiency)	28,298,130	26,805,942
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>161,313,898</b>	<b>159,821,708</b>

**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	<del>Nil</del>	<del>Nil</del>

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

Nil

**9. OFFICER'S RECOMMENDATION**

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

**11.02 Finance Monthly Update Report**

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

**Moved: Cr Wade**

**Seconded: Cr Camp**

**Carried 211021.05 5/0**

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11.03 Audit Committee Meeting Minutes May 2021

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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:	12 October 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance - external, internal audit and Audit Committee requirements are satisfied.

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## 1. PURPOSE

The purpose of this report is to recommend the adoption of the Burke Shire Council Audit Committee meeting minutes for May 2021.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Section 211 of the Local government Regulations 2012 states that the audit committee of a local government must—

(1)(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.

The committee convened on the 10 May 2021 to facilitate council's audit committee function as outlined by the Local Government Regulation 2012 to discuss the status of external audit, internal audit, review council policy compliance, obtain an update from the council CEO of recent council developments and consider the internal self review of the audit committee function for Burke Shire Council. These minutes were approved at the Audit Committee meeting on the 24th September 2021.

## 3. FINANCIAL &amp; RESOURCE IMPLICATIONS

That council must ensure compliance with the Local Government Regulation 2012. There are no financial or resource implications associated with this report.

## 4. RISK

Risk Type	What could happen	Possible consequence
Financial	The audit committee does not meet.	There is no oversight of internal and external audit functions of council by key representatives to ensure the transparency and review of such functions.

## 5. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012	Section 211	<p>(1) The audit committee of a local government must—</p> <p>(a) meet at least twice each financial year; and</p> <p>(b) review each of the following matters—</p> <p>(i) the internal audit plan for the internal audit for the current financial year;</p> <p>(ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;</p> <p>(iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;</p> <p>(iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and</p> <p>(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.</p>
Audit Committee Charter		These minutes must comply with the Audit Committee Charter.

## 6. CRITICAL DATES &amp; IMPLICATIONS

Nil, but minutes should be received and noted by Council on the timely basis.

## 7. CONSULTATION

Brendan Macrae (Chairman Audit Committee)

Mayor

Chief Executive Officer

Finance and Technology Manager

## 8. CONCLUSION

It is appropriate for Council to receive, note and acknowledge the recommendations and actions from the Audit Committee.

## 9. OFFICER'S RECOMMENDATION

That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 10 May 2021.

**11.03 Audit Committee Meeting Minutes May 2021**

**That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 10 May 2021.**

**Moved: Cr Murray**

**Seconded: Cr Clarke**

**Carried 211021.06 5/0**

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11.04 Procurement Policy

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DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan Mckinlay Chief Executive Officer
REPORT PREPARED BY:	Dan Mckinlay Chief Executive Officer.
DATE REPORT PREPARED:	14 October 2021
LINK TO COUNCIL PLAN/S:	Goal-Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

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## 1. PURPOSE

To present an update of Council's Procurement Policy for consideration and endorsement.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

In accordance with the Local Government Regulations 2012 section 198, Council is required to prepare and adopt a policy about procurement (a Procurement Policy), and review this Procurement Policy annually.

## 3. PROPOSAL

The current Procurement Policy has been reviewed by the Executive Management Team and the Contract and procurement Coordinator. The Policy has also been worked shopped with Council. .

Key proposed changes are as follows:

- Some definitions have been amended
- Section 4.1.3 Encouragement of the Development of Competitive Local Business and Industry has had some refinement.
- Section 5 Financial Delegations have been amended to GST inclusive amounts and classifications have been amended.
- Section 5.3 Contract and Project Delivery has had some refinement.
- Section 6 The purchasing thresholds and requirements table has been altered to reflect GST inclusive figures and purchases between \$110 and less than \$1,100 require one written quote. The section has also had some refinement.
- Section 10 Exemptions to Quotation and Tender requirements has been refined.

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

There are no financial or resource implications associated with this report. Nevertheless an improved Procurement Policy will enhance procurement accountability.

Compliance	The endorsement of the policy clarifies the procurement processes to be followed, reducing the risk of compliance. It should also increase staff awareness and understanding with regards to procurement practices.	Decreased likelihood of inconsistency in Council procurement practice.
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## 5. POLICY &amp; LEGAL IMPLICATIONS

Local Government Regulations 2012	Section 104 Sound Contracting principles Section 198-Adoption of Procurement Policy Section 223-238-The default contracting procedures.
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## 6. CRITICAL DATES &amp; IMPLICATIONS

The next scheduled review of this policy will be September 2022. This policy must be reviewed annually.

## 7. CONSULTATION

In preparing the content of this Report, consultation has been undertaken in regards to the Policy with Council's Executive Management Team, Contract and Procurement Coordinator and Councillors.

## 8. CONCLUSION

The Procurement Policy has been reviewed to ensure compliance with accounting standards, regulations and legislation. The changes made bring more clarity to the policy.

## 9. OFFICER'S RECOMMENDATION

That the attached updated Procurement Policy be approved.

**11.04 Procurement Policy**

**That the attached updated Procurement Policy be approved.**

**Moved: Cr Camp**

**Seconded: Cr Murray**

**Carried 211021.07 5/0**



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11.05 Sport and Recreation Strategy - Quarter 1 update - September 2021

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	14 October 2021
LINK TO COUNCIL PLAN/S:	BSC Sport and Recreation Strategy 2019-24

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## 1. PURPOSE

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

## 2. BACKGROUND &amp; 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 &amp; RESOURCE IMPLICATIONS

The majority of items listed for delivery in the Sport and Recreation Strategy have been 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
  - o Jockeys Room

Funding for the 2021-22 projects and initiatives are largely funded by external grants:

However, there are a number of high-priority projects and initiatives scheduled for delivery in 2021-22 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"> <li>Council unable to deliver the strategy due to resourcing issues</li> </ul>	<ul style="list-style-type: none"> <li>Dissatisfaction with Council from key stakeholders: community, funding agencies etc.</li> </ul>

## 5. POLICY &amp; 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"> <li>Council provides facilities, spaces, services, events and activities that promote and support community engagement, health, well-being and sustainability.</li> <li>Council supports and/or partners with organisations, services, events and activities that promote and support community engagement, health, well-being and sustainability.</li> <li>Council acts (directly or through facilitation, advocacy or partnerships) to address accommodation issues that impact on community well-being and sustainability.</li> </ol>

## 6. CRITICAL DATES &amp; 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:
  - o Ongoing engagement with Gregory club representatives in relation to Gregory Showgrounds projects
  - o 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 September 2021 Quarter.

**11.05 Sport and Recreation Strategy - Quarter 1 update - September 2021**

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

**Moved: Cr Yanner**

**Seconded: Cr Clarke**

**Carried 211021.08 5/0**

## 11.06 Operational Plan 2021-2022 – September 2021 Quarter Review

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	15 October 2021
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (governance , finance, risk)

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### 1. PURPOSE

To provide Council with an outline of progress made through the September 2021 Quarter towards the achievement of Council's 2021/2022 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 September 2021 quarter review of progress against Council's 2021/2022 Operational Plan for Council consideration.

### 3. PROPOSAL

That Council receives and notes the contents of the September 2021 quarter review report of progress towards implementation of the 2021/2022 Operational Plan.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

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

### 5. RISK

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

## 6. POLICY &amp; LEGAL IMPLICATIONS

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

## 7. CRITICAL DATES &amp; 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 2021/2022 Operational Plan actions/projects for the September 2021 quarter of the 2021/2022 Financial Year.

10. OFFICER'S RECOMMENDATION

That Council receives and notes the contents of this report and attachments regarding Council's progress towards the implementation of the 2021/2022 Operational Plan for the September 2021 quarter.

**11.06 Operational Plan 2021-2022 – September 2021 Quarter Review**

**That Council receives and notes the contents of this report and attachments regarding Council's progress towards the implementation of the 2021/2022 Operational Plan for the September 2021 quarter.**

**Moved: Cr Wade**

**Seconded: Cr Clarke**

**Carried 211021.09 5/0**

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11.07 Budget Review for the 3 months to the end of 30 September 2021

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	15 October 2021
LINK TO COUNCIL PLAN/S:	Operational Plan   Budget

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## 1. PURPOSE

The purpose of the following budget review is to establish any significant or tentative deviations of actuals costs against the original budget set for the 2021/22 financial year and to advise of any amendments to its budget pursuant to section 170(1) of the Local Government Regulation 2012. These review items will be separated into the categories of 'Operating' and 'Capital'.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Council adopted the budget for the 2021/22 financial year on the 29th of July 2021. Council's actual year to date revenue and expenditure is reviewed on a monthly basis. Any significant variances between year to date financial performance and budget estimates are investigated and reported. Section 170 (3) of the Local Government Regulation 2012 provides that a Local Government may by resolution amend the budget for the financial year at anytime before the end of the financial year. Year to date financial performance has been assessed against original budget estimates and the follow review will outline any amendments required in accordance to the Local Government Regulation 2012.

## 3. PROPOSAL

That Council acknowledges and endorses revised changes to the 2021/22 Budget. Please note these changes per the below table:

<b>Summary of Proposed Budget Amendments To the end of September 2021</b>			
<b>Proposed Amendments</b>			
	<b>Sept Movt \$</b>	<b>Sept Movt \$</b>	<b>Total \$</b>
<b><u>Income</u></b>			
Increase in Operating Grants Revenue	73,929.72		
Increase to Finance Assistance Grant Allocation	193,000.00		
<b>Total Subsidies and Grants</b>		<b>266,929.72</b>	
Increase in Sale of Non-Current Assets	40,000.00		
<b>Total Sale of Non-Current Assets</b>		<b>40,000.00</b>	
<b>Total Income</b>			<b>306,929.72</b>
<b><u>Expenses</u></b>			
Remapping of Facilities cost amount from Engineering	- 78,000.00		
Asset Management	- 65,000.00		
<b>Total Engineering Services Costs</b>		<b>- 143,000.00</b>	
Remapping of Facilities cost amount from Engineering	78,000.00		
Demolish Old Town Hall and Clear Block	- 128,000.00		
<b>Total Community Services Costs</b>		<b>- 50,000.00</b>	
Increase to Managed ICT Services for Server SQL License	- 5,800.00		
Peak Services Grant Support Services	- 39,000.00		
<b>Total Administration Costs</b>		<b>- 44,800.00</b>	
<b>Total Expenses</b>			<b>- 237,800.00</b>
<b>September 2021 Budget Proposed Amendments (Surplus)</b>			<b>69,129.72</b>
<b>Total Annual 2021 Budget Amendments (Surplus)</b>			<b>69,129.72</b>

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

This recommendation requires changes to the current year budget as follows:

There was a recalculation performed in relation to the original budget document noting a cell calculation error understating revenues in the original adopted budget, this has since been identified as a \$73,929.72 increase to council revenues for the year. A similar error was identified in relation to the sale on non-current asset revenues to the value \$40,000 which has been included as an amendment item in this current budget review also.

Upon the publishing of the annual Financial Assistance Grant documentation on the Department's website, management further identified an increase in annual operational grant funding by \$193,000. Operating grant revenues are recommended to be increased in line with this new information.

Within Engineering Services costs, a reallocation amount of \$78,000 was further identified to be part of a remapping of costs between operating expense captions which has a net impact of \$nil on the



overall operating budget and \$65,000 has been recommended to be added into Engineering Services budget for the completion of an Asset Management Plan. Management recommends that this is covered by the increase in the annual FAGS allocation as noted above.

For Community Services costs, management noted a further \$128,000 to be included to facilitate the demolishing of the Old Town Hall Building. As noted in Engineering, management recommends this increase on the basis of the increase in FAGS operating grants revenues and savings made by council within the existing original budget.

Finally, Administration costs are recommended to be increased by \$44,800 from savings and additional revenues identified to fund the increase in ICT server costs and Peak grant writing services.

At this stage, management advises that there are to be no changes to the existing Capital Expenses budget.

The outcome of the above noted recommended amendments to the budget is an overall increase in council savings by \$69,129.

#### 5. POLICY & LEGAL IMPLICATIONS

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

#### 6. CRITICAL DATES & IMPLICATIONS

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

#### 7. CONSULTATION

Executive Management Team; and  
Council

#### 8. CONCLUSION

A total surplus of \$69k will be reported for the year up to 30 September 2021 as a result of further interrogation of the original budget calculations and additional operating revenues received from the Financial Assistance Grant for the year.

## 9. OFFICER'S RECOMMENDATION

THAT in accordance with section 170(3) of the Local Government Regulation 2012, council is to revise and amend the Burke Shire Council budget adopted for the financial year 2021/2022 as follows:

<b>Summary of Proposed Budget Amendments</b>			
<b>To the end of September 2021</b>			
<b>Proposed Amendments</b>			
	<b>Sept Movt</b>	<b>Sept Movt</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b><u>Income</u></b>			
Increase in Operating Grants Revenue	73,929.72		
Increase to Finance Assistance Grant Allocation	193,000.00		
<b>Total Subsidies and Grants</b>		<b>266,929.72</b>	
Increase in Sale of Non-Current Assets	40,000.00		
<b>Total Sale of Non-Current Assets</b>		<b>40,000.00</b>	
<b>Total Income</b>			<b>306,929.72</b>
<b><u>Expenses</u></b>			
Remapping of Facilities cost amount from Engineering	- 78,000.00		
Asset Management	- 65,000.00		
<b>Total Engineering Services Costs</b>		<b>- 143,000.00</b>	
Remapping of Facilities cost amount from Engineering	78,000.00		
Demolish Old Town Hall and Clear Block	- 128,000.00		
<b>Total Community Services Costs</b>		<b>- 50,000.00</b>	
Increase to Managed ICT Services for Server SQL License	- 5,800.00		
Peak Services Grant Support Services	- 39,000.00		
<b>Total Administration Costs</b>		<b>- 44,800.00</b>	
<b>Total Expenses</b>			<b>- 237,800.00</b>
<b>September 2021 Budget Proposed Amendments (Surplus)</b>			<b>69,129.72</b>
<b>Total Annual 2021 Budget Amendments (Surplus)</b>			<b>69,129.72</b>

**11.07 Budget Review for the 3 months to the end of 30 September 2021**

THAT in accordance with section 170(3) of the Local Government Regulation 2012, council is to revise and amend the Burke Shire Council budget adopted for the financial year 2021/2022 as follows:

**Summary of Proposed Budget Amendments  
To the end of September 2021**

<b>Proposed Amendments</b>			
	<b>Sept Movt</b>	<b>Sept Movt</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b><u>Income</u></b>			
Increase in Operating Grants Revenue	73,929.72		
Increase to Finance Assistance Grant Allocation	193,000.00		
<b>Total Subsidies and Grants</b>		<b>266,929.72</b>	
Increase in Sale of Non-Current Assets	40,000.00		
<b>Total Sale of Non-Current Assets</b>		<b>40,000.00</b>	
<b>Total Income</b>			<b>306,929.72</b>
<b><u>Expenses</u></b>			
Remapping of Facilities cost amount from Engineering	- 78,000.00		
Asset Management	- 65,000.00		
<b>Total Engineering Services Costs</b>		<b>- 143,000.00</b>	
Remapping of Facilities cost amount from Engineering	78,000.00		
Demolish Old Town Hall and Clear Block	- 128,000.00		
<b>Total Community Services Costs</b>		<b>- 50,000.00</b>	
Increase to Managed ICT Services for Server SQL License	- 5,800.00		
Peak Services Grant Support Services	- 39,000.00		
<b>Total Administration Costs</b>		<b>- 44,800.00</b>	
<b>Total Expenses</b>		<b>- 237,800.00</b>	
<b>September 2021 Budget Proposed Amendments (Surplus)</b>			<b>69,129.72</b>
<b>Total Annual 2021 Budget Amendments (Surplus)</b>			<b>69,129.72</b>
<b>Moved:</b>	<b>Cr Wade</b>		
<b>Seconded:</b>	<b>Cr Camp</b>		
<b>Carried 211021.10</b>	<b>5/0</b>		

**Adjournment**

That Council adjourned the meeting from 12:30pm to 1:33pm for lunch; all were present at resumption.

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11.08 Community Grants

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DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay- Chief Executive Officer
PREPARED BY:	Kimberly Chan- Economic and Community Projects Officer
DATE REPORT PREPARED:	7 October 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24; Sport and Recreation Strategy 2019-24

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## 1. PURPOSE

The following report provides a list of projects in the Economic and Community Development Pipeline for grant applications for Council consideration and endorsement. This list will provide guidance for finding grants as they arise.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Currently, the Economic and Community Development team has a project pipeline specifically awaiting the right funding opportunities to arise however, this is yet to be formalised with Council endorsement. By formalising the project pipeline Council staff will have a clear direction on the project priorities and this will be beneficial for community planning. Furthermore, receiving Council endorsement and demonstrating planning for projects, will also provide evidence of community support for grant applications. The projects listed have come from the Burke Shire Council Corporate Plan 2019 -24 and the Burke Shire Council Sport and Recreation Strategy, with several projects also coming from community groups. The Internal Grants Committee will review the Economic and Community Development Projects Pipeline quarterly to ensure the list is reflective of current priorities.

## 3. PROPOSAL

The current projects priority listing is as follows:

- Grant Writing Workshop – for businesses and community groups
- Gregory Downs Tennis Court Resurfacing
- Burketown Albert River Bridge Solar Lighting
- Tourism Signage Branding Project
- Burketown Cemetery Fencing
- Community Skate Park
- Burke Shire Town Entry Signs
- Burketown Water Bore Bird Watching Facility
- Gregory Irrigation Project
- Gregory Downs Cenotaph Lighting + footpath
- Landfill/Waste Management Strategy
- Burketown Swimming Pool/Children's Water Park
- Burketown Gym Development

The projects listed are those that are considered a priority for Council when applying for grant funding. This does not exclude other projects however, a greater weighting for prioritisation will be given to projects on the list when applying for grants. In the case where there is a grant that two

priority projects could be submitted, it will be up to the CEO's discretion to either submit one chosen one, or both.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The provision of an Economic and Community Development Projects Pipeline will streamline the exploration of grant opportunities making grant searching more time-efficient and has positive financial implications for Council.

#### 5. POLICY & LEGAL IMPLICATIONS

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

#### 6. CONSULTATION

Councillors previous discussions  
Chief Executive Officer  
Community and Communications Manager

#### 7. CONCLUSION

The development of the Burke Shire Economic Development Plan will influence the Economic and Community Development Projects Listing. The development of the Plan will require extensive internal and external consultation and will likely replace the need for the continued approval of the Economic and Community Development Projects Pipeline, on the provision that Council endorses the Burke Shire Economic Development Plan and the projects within the plan. This interim endorsement is still important as the Burke Shire Economic Development Plan is still in the very early planning stages.

#### 8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Endorses the list of Economic and Community Development Projects listed for grant funding opportunities.

#### **11.08 Community Grants**

- 1. That Council note the contents of the report; and**
- 2. Endorses the list of Economic and Community Development Projects listed for grant funding opportunities.**

**Moved: Cr Yanner**

**Seconded: Cr Murray**

**Carried 211021.11 5/0**

#### Adjournment

That Council adjourned the meeting from 1:42pm to 2:05pm for a Waste Management presentation.

## 12. Closed Session Reports

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

(b) industrial matters affecting employees;

(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

**Council moved into closed session at 2.06pm.**

**Moved: Cr Murray**

**Seconded: Cr Wade**

**Carried 211021.12 5/0**

Move into Open Session

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

**Council resumed open session at 3:15pm**

**Moved: Cr Clarke**

**Seconded: Cr Yanner**

**Carried 211021.13 5/0**

12.01 Closed Session - Trust Retention Money Liability - Absorption to Trust Emergency Fund

**THAT the council approve the transfer of the contract retention trust liability amount of \$19,270.63 to the Burke Shire Council Trust Emergency Fund within the council Trust account 0340-203 000663.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 211021.14 5/0**

12.02 Closed Session - Organisation Restructure

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

**Moved: Cr Murray**

**Seconded: Cr Clarke**

**Carried 211021.15 5/0**

## 12.03 Closed Session – Tendering of Council Properties

- 1. That Council note the contents of the report and relevant attachments; and**
- 2. That Council invite tenders for sale of the following vacant lots:**
  - **11-RP 743007**
  - **14-RP 743007**
  - **16-RP 743008**
  - **20-RP 743008**
  - **22-RP 743008**
  - **23-RP 743008**
  - **25-RP 743008**
  - **27-RP 743008**
  - **38-RP 743008**
- 3. That Council invite tenders for the sale of the following residential lot:**
  - **Lot 37 Murray Avenue, Gregory**
- 4. That Council Delegates authority to the CEO to finalise Tender documents, including the contract and take steps to advertise the tender.**
- 5. That from proceeds received consideration is given to funding upgrades to the Gregory accommodation to be identified by Director Engineering Services.**

## 12.04 Closed Session – Application to Purchase Unallocated State Land - Lot 1 on AP 13658

- 1. That Council notes the contents of the report and relevant attachments;**
- 2. That Council requests an independent valuation to from a valuer to support a lower value; and**
- 3. That Council delegates to the CEO to continue to negotiate a settlement price with Department of Resources.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 211021.17 5/0**

### 13. Mayoral Report

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

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 211021.18 5/0**

### 14. Councillor Reports

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

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 211021.19 5/0**

### 15. Late Business

**THAT council notes no late business was submitted to the meeting**

### 16. Deputations and presentation scheduled for meeting

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

### 17. Closure of meeting

**The Chair declared the meeting close at 3:28pm.**

I hereby certify that these pages numbered 1 to 48 – constitute  
the Confirmed minutes of the Ordinary Council Meeting of Burke  
Shire Council held on Thursday 21 October 2021.

Mayor Cr Ernie Camp .....