



Confirmed Minutes  
Burke Shire Council Ordinary Meeting  
Thursday 18 November 2021  
8.30am Council Chambers

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## 01. Opening of Meeting

**The Chair declared the meeting open at 8.58am.**

## 02. Record of Attendance

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

**Graham O’Byrne; Acting CEO**  
**Shaun Jorgensen; Finance and Technology Manager – via teleconference**  
**Madison Marshall; Corporate Services and Governance Manager (Minutes)**

**On Leave      Dan McKinlay; Chief Executive Officer**

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:**

- **Cr Rosita Wade**
- **Shaun Jorgensen, Finance and Technology Manager**

**Moved:            Cr Camp**

**Seconded:      Cr Yanner**

**Carried 211118.01      5/0**

## 03. Prayer

**Cr Camp led Council in prayer.**

## 04. Consideration of applications for leave of absence

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

## 05. Confirmation of minutes of previous meeting(s)

### 05.01 Ordinary Meeting Thursday 21 October 2021

**That the Minutes of the Ordinary Meeting of Council held on Thursday 21 October 2021 as presented be confirmed by Council.**

**Moved: Cr Clarke**

**Seconded: Cr Murray**

**Carried 211118.02 5/0**

## 06. Condolences

**No condolences were noted for the meeting.**

## 07. Declaration of Interests

**No declarations of interested 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.**

## 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:	11 November 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 October 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)**

- Wet season activities being planned, with a focus on workshop housekeeping and training
- Plans for Gregory “tidy-up ‘ works, further to Gregory community meeting in October

##### 2.2 **Roads**

- Truganini Rd upgrades under way
- Sight Distance work Underway
- RMPC works well underway with Heavy Formation grading
- DRFA works on miscellaneous, Lawn hill Riversleigh and Doom Lawn hill under way

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

Ongoing servicing on Fleet and Plant to a minimum whilst seeking a new mechanic

Recruitment of new Workshop Manager & Mechanic progressing following the last successful candidate withdrawing

##### 2.4 **Water & Sewerage**

QWRAP meeting held in September:

- Ratified SACDA regional review
- Agreed to formalise a Committee structure with a Terms of Reference being drafted
- Next meeting scheduled for 19<sup>th</sup> November
- Presentation by Q’ld Water Directorate/LGAQ/Graham O’Byrne scheduled for the NWQROC meeting in December

Independent Auditor from VIRIDIS Consultants was on site to complete the DWQMP audit. There were no non-compliances advised, with the final report being completed. David Marshall and his team were commended by the auditor on their commitment to ensuring the maintenance of a compliant drinking water quality for the community.

Standard Operating Procedures are being developed across all operations.

## **Burketown**

### **Water**

- WTP upgrade project commenced and due for completion in December '21
- Chemical Dosing upgrade works commenced with procurement of chemical storage bunds QEE due on site 22nd November to install and commission
- 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)
- Testing of silt depth and chemical composition undertaken. Planning for de-silting of lagoons to be finalised for early 2022
- Replacement of faulty water meters currently under way. Completion planned for November

### **Sewerage Treatment Plant**

- 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. Minor defects are currently being rectified
- Sewer samples failed with a very minor exceedance (<3%). Total Suspended Solids 31 mg/l. Guidelines are 30 mg/l

## **Gregory**

- SCADA issues continue to be an issue. With upgrade works currently being scoped.
- Replacement of water meters to be completed in November
- Checking and the requirement to re-set the Raw Water pumping operations will be ongoing until the SCADA is upgraded along with the Raw Water intake.
- SCADA issues with chemical dosing are an issue at Gregory WTP due to Flow rates into Plant sometimes not registering on Raw Water Meter

## **2.5 Airports**

- Lighting replacement and line marking under the RAUP Rd 8 funding completed
- Airport Electrical inspection completed
- 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 (cwfd)
- Overall re-sealing being scoped – possible grant funding.

## **2.6 Waste**

- Waste Strategy is progressing with second Council workshop at November ordinary meeting.

- Landfill Cell construction remains on hold due to Cultural heritage issues. Met with Department of State Development (owner of the W4Q funding program) and gained approval in principle for an Extension of Time to be granted until end of June 2022. This is yet to be endorsed by the department head.

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 Murray**

**Seconded: Cr Yanner**

**Carried 211118.03 5/0**

Attendance

Cr Murray left the meeting from 9.26am to 9.30am.

## 10.02 Capex Projects Report

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DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Graham O’Byrne
DATE REPORT PREPARED:	11 November 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 October there was a forecast cost of delivering this program is approximately \$12,500 over budget. With many projects either still to commence, or still to be completed, it is anticipated that the current projected over budget expenditure can readily be managed within current contingency allowances and the existing Capex project 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"> <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
Burketown 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>Works to be completed December 21 – <i>extension of time with W4Q COVID &amp; 19-21 with increased lead time for some items due to COVID has been applied for out to February 2022</i></li> <li>Practical Completion by December '21</li> <li>Chemical Dosing equipment to be commissioned in October 21</li> <li>Laboratory building <i>to be installed October/November</i></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>Minor defects/changes to be carried by end of June 21</li> <li>Shade structure and rails to be erected by end of June '21</li> <li>Outstanding item ( fan remote to manual control) <i>completed</i></li> </ul>
Fleet	<ul style="list-style-type: none"> <li>Replacement of fleet</li> </ul>	<ul style="list-style-type: none"> <li>Procurement of replacement vehicles (with trade-ins) underway</li> <li><i>Overall purchase / replacement /disposal strategy finalised and procurement 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>Installation and commissioning completed, <i>with minor defects outstanding</i></li> </ul>
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 finalised</li> <li>Replacement of first culvert completed</li> <li>A further 4 culverts that were waiting on Cultural Heritage approval have been cleared by CLCAC</li> <li>Contract awarded for 4 culverts along Floraville Rd</li> <li><i>Two sites (2A &amp; 2B) have been delayed until early 2022 due to availability of culverts</i></li> </ul>

Project	Description	Update/activity for reporting month
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 <i>Ongoing</i></li> <li>Re-configuration of waste stockpiles completed</li> <li>Completion date December '21 (W4Q 19-21 project). <i>Extension of Time discussed with Department with approval in principle until June 2022, but departmental sign-off still required</i></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 installed for Burketown with Gregory to be immediately following</li> <li>New line marking completed in conjunction with above</li> </ul>
SCADA upgrade works	QWRAP regional review of SCADA.  Further to this BSC scope to be finalized and tendered	<ul style="list-style-type: none"> <li>Regional review under QWRAP report finalized and under review by participating councils</li> <li>BSC scoping workshop undertaken with GHD and Cairns Water. Final scoping underway with plan for tenders to be issued by Xmas</li> </ul>
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"> <li>SCADA scoping directly related to this project with similar timelines</li> <li>Scope development being finalized with site visit by GHD planned pre-Xmas</li> </ul>
Gregory WTP upgrade	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"> <li>Scope development being finalized with site visit by GHD planned pre-Xmas</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	<ul style="list-style-type: none"> <li>Quotes for supply and installment received from Qteq</li> <li>Installation planned for November</li> </ul>
FWIN Project	Joint Procurement of Flood Warning infrastructure with ROC councils	<ul style="list-style-type: none"> <li>Contract awarded to Qteq</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> <li>Installation has commenced</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 held at October meeting. Resolved to progress with re-instatement of original bridge purpose/categorisation, with "Authorised vehicle access only"</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> <li>GHD on site in November to progress inspections</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 in November to finalise requirements so 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 provide by due date of 15<sup>th</sup> October</li> </ul>
BoR 6	Building Our Regions round 6 is open and due 22 <sup>nd</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 on track for submission by due date</li> </ul>

Funding program	Description	Update/activity for reporting month
LRCI Phase 3	Notification received of allocation of \$611,000. Bridges 21/22 to 22/23 financial years	<ul style="list-style-type: none"> <li>Notification received from Commonwealth Gov't De't of iNfrastructure</li> <li>Work Schedule to be formally submitted. Projects being put forward: <ul style="list-style-type: none"> <li>Funding of 21/22 TIDS program (circa \$100k)</li> <li>Support of 22/23 TIDS program (\$316k), linked with QRA \$316k additional funding</li> <li>Council to consider prioritized allocation of remainder – inline with previous prioritisation undertaken at time of establishing the 21/22 budget</li> </ul> </li> </ul>

## 6. OFFICER'S RECOMMENDATION

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

**10.02 Capex Projects Report**

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

Moved: Cr Camp

Seconded: Cr Yanner

Carried 211118.04 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:	9 <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 October 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.

Internal Grants Committee meeting was held

EBA negotiation meeting was held.

Meeting with Gidgee Healing representatives. Cr Murry was also in attendance.

Attended Audit Committee meeting.

Attended CPR Refresher Course.

Meeting with Kristy Nau-Department of Local Government.

Attended Elected Members Update along with Mayor and Councillors.

On panel for recruitment of new Police Officer in Charge Burketown. Close to finalisation.

##### **Christmas closedown.**

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

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

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

- Finalisation of audit and preparations of 2021 financial statements and sign off from QAO;

- Finalisation of Roads to recovery Annual report and sign off from QAO;
- Audit committee meeting for October was held to certify financial statements and audit reports; and
- Completion of quarterly budget review for submission to council.

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

- Website version 2 being escalated to HD design phase by the LGAQ;
- RMT network probe is still in progress and is now delving into Engineering systems to map them out;
- In progress of seeking funding for additional Telstra Air nodes to increase public wifi;
- Success application of Telstra Innovative Fund grant application – this is around \$23k in grant funding council has been awarded above budget to fund cyber risk and network security reviews;
- Commencement of planning for the first Burke Shire Council ICT framework;
- ICT is currently in the process of scoping a soft implementation of Office 365 and azure in the existing citrix environment; and
- The final installation of the new Windows 2019 server is underway by Civica.

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

#### EBA

- The Second EBA Negotiation Meeting was held on 14 October. The two unions present presented their log of claim and a number of the management logs of claims were approved. The next negotiation meeting will take place on 11 November.

#### Positions advertised

- WHS & Training Officer
- Workshop Manager

#### New employees

- Sasha Hookey has taken on the position of Finance Officer Trainee in a part time capacity, with the remainder of her time being spent on Administration duties as before.

#### Training and Professional Development

- Local Government Governance and Risk forum webinar
- Performance Management webinar
- GST Refresher training
- Managing Ill and Injured Employees webinar
- Asset Management Training
- IPWEAQ Annual Conference
- Asset Edge Conference
- CPR Refresher Training

**Economic Development / Community Projects**

- Approved grant through the Innovation Development Fund that will fund the security audit work for Burke Shire Council.
- Several grant applications have been submitted and awaiting outcomes:
  - State Development Interpretive Signage Funding – Signage for Leichardt Falls, Gregory Downs and Burketown Information Centre
  - Fisheries Infrastructure Grant – Old Albert River Fishing Bridge Lighting
  - STAND Evacuation Centre Funding – for the establishment of disaster communications for community evacuation centres.
  - North West Minerals Province Sustainable Communities Grants – for the Burketown Wellbeing Precinct including plans for a water park and pool for Burketown.
- Currently in the process of applying for the following grants: Building Our Regions Round 6 Funding – two different rounds being applied for (planning and construction); Region Co-Investment Fund; 2022-23 Cycle Network Local Government Grants Program and the National Australia Day Council Grants Program.
- The Internal Grants Committee is also looking at ways to better engage community groups and businesses to apply for grants. Currently, email group listings are being organised to make the process of notifying relevant groups of upcoming grants easier.

**Gulf Savannah Development**

- The AGM for Gulf Savannah Development has been set for the 23<sup>rd</sup> November in Cairns. Representatives from various Councils in the Gulf will be in attendance along with representatives from other relevant organisations such as New Century Resources and TTNQ.
- Meeting to be held on 10<sup>th</sup> November with prospective investors for the Protected Cropping Project.
- 2021 Project for GSD to be finalised by the end of November. This will include a collaborative project with MITEZ on a tourism review of the area; scoping of potential tourism ventures and the undertaking of at least one of the projects with the funding provided.

**Tourism**

- Tourism numbers continue to decline as the tourist season draws to a close. In October 90 visitors visited the Burketown Tourist Information Centre which is less than 2018 and 2020 numbers that saw 153 and 213 tourists visit respectively. Ongoing lockdowns are likely to play a significant role in this along with the slightly earlier rain this wet season.
- The majority of the tourism growth came in the first four months of the tourist season with significantly higher tourist numbers than previous years. A Visitor number comparison as at the YTD end of July 21 shows visitor numbers had grown by 1,389 – a significant growth of 97%. However, from August to October there was a drop of 180 visitors, a decline of 13%, bringing the overall visitor growth for the season to 1,209- or 43%.
- An Interim Tourism Strategy Draft was circulated to Councillors at the previous October Council meeting. Feedback is encouraged. This interim Tourism Strategy will be used to guide tourism related work until the Burke Shire Economic Development Strategy is organised (due to be completed next year).

**Additional Training/Events**

- Economic Development Australia Training Program Course to be completed over November



- Cairns Trip at the end of November (23<sup>rd</sup> – 25<sup>th</sup>) – attending GSD AGM, Gulf Academy Regional Leaders Forum and the Savannah Way Art Trail Evening Event
- Meeting with Tammy Parry (Regional Director Department of State Development, Infrastructure, Local Government and Planning) and team to occur in Burketown on the 17<sup>th</sup> Nov regarding feedback on the North West Minerals Province Strategic Blueprint.

### **Community and Communications**

#### Events

##### Upcoming Community Events:

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

##### Upcoming Council Events:

- Remembrance Day - Thursday 11<sup>th</sup> November (Burketown)
- Christmas Lights Competition - 1<sup>st</sup> to 15<sup>th</sup> December
- Staff Christmas Party – Thursday 9<sup>th</sup> December
- Community Christmas Event – Thursday 9<sup>th</sup> December (Burketown)
- Community Christmas Event– Friday 10<sup>th</sup> December (Gregory)

#### Other

- Auction of items on the block behind Depot is schedule for date to be selected.
- Gregory Blocks – RFT has been prepared for Vacant Blocks and Residential Block at Gregory. Tenders will be released in NW Star (18/11/21), Townsville Bulletin, Cairns Post and Brisbane Courier Mail (13/11/2021) and applications close on 7<sup>th</sup> December 2021.
- 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).

We have only received 1 quote to date, awaiting a second quote from Marwill.

- 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.
- Tim Wilson Contracting will be completing demolition of Old Shire Hall. Schedule to be finalized however hoping to commence project in December/January. Depending on contractor availability this may happen in stages and a Public Notice will be released to the community containing details of project and safety measures put in place.
- Savannah Way Art Trail is progressing and potential lead artists have been selected. Potentials are currently putting together drafts of designs which will be presented to Council's for review and voting. Lead artist 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.
- Services Agreements have been completed for works to commence on houses 2 & 3, Sloman Street – Major Works (roof repairs and potential electrical works)
- Major Works (Ceiling repairs, internal paint, upgrade of old/damaged electrical wiring and replacing fans) of House 6, Musgrave Street have been completed by Tim Wilson Contracting.

- Shutdown & Wet Season Prep – Notice has been released for Shutdown. Cyclone/Wet season clean up notices to be released once dates decided.
- 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. All staff performing REX duties on behalf of Council must be fully vaccinated with their COVID injection. Council and operational REX staff have accepted Rex's Policy.

#### EHO

- The EHO we had scheduled to commence Food Business inspections in October pulled out so we are on the hunt again for another. Currently contacting surrounding Councils.

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

#### Governance

- Preparation underway for the NWQROC meeting being held in Burketown on Friday 3 December.

#### Durlga

- Three external bookings and a few internal bookings for October 2021.

#### 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.

### 3. OFFICER'S RECOMMENDATION

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

**11.01 Chief Executive Officer Report**

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

**Moved: Cr Yanner**

**Seconded: Cr Clarke**

**Carried 211118.05 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:	4 November 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 October 2021.

### 2. SUMMARY

As a review of council's performance over the month of October 2021; we noted that cash was down by \$956k. It was also noted that comparative to the budget, council operational expenditure was slightly under budget for October 2021 by 6.41%; 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

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 31 October 2021.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	2,220,406	16,472,234	13%
Operating Expenses	(2)	5,742,987	21,342,784	27%
<b>Operating Result (Profit/Loss)</b>	-	<b>3,522,581</b>	<b>- 4,870,550</b>	<b>72%</b>
Capital Revenue	(3)	653,795	6,343,310	10%
<b>Net Result</b>	-	<b>2,868,786</b>	<b>1,472,760</b>	<b>-195%</b>

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	6,492,280	6,833,430
Other Current Assets	(5)	2,795,094	1,290,391
Non Current Assets	(6)	154,222,803	156,192,852
<b>Total Assets</b>		<b>163,510,177</b>	<b>164,316,673</b>
Liabilities (Current)	(7)	4,815,801	3,540,000
Liabilities (Non Current)	(8)	812,051	999,515
<b>Total Liabilities</b>		<b>5,627,852</b>	<b>4,539,515</b>
<b>Net Community Assets</b>		<b>157,882,325</b>	<b>159,777,158</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%	-159%	-93%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	2	2
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-201%	-295%

## Notes:

- (1) **Operating revenues** - there was minimal change in operating revenues for the month of October as rates levies had been charged in August. Noted that RMPC claims of approx. 200k have been submitted to TMR for November 2021.
- (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 \$1.462m against a budget of \$5.717mil for the year. This is an actual spend of 25.58%, Council is currently tracking below the budget target as the council has not yet filled the budgeted Director Community, Economic Development and Regulatory Services and there are other roles vacant for filling such as the Workshop Manager and Workplace Health and Safety Officer at this stage.
- (3) **Capital Revenue** - No significant grants noted for capital revenue for the month. Finance will commence reviewing contract assets and liabilities for November 2021 and report any movements as part of the November 2021 finance report.
- (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

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

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

<sup>3</sup> 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 October 2020 in the previous year v October 2021 actuals v the budgeted estimated cashflow for 30 June 2022.

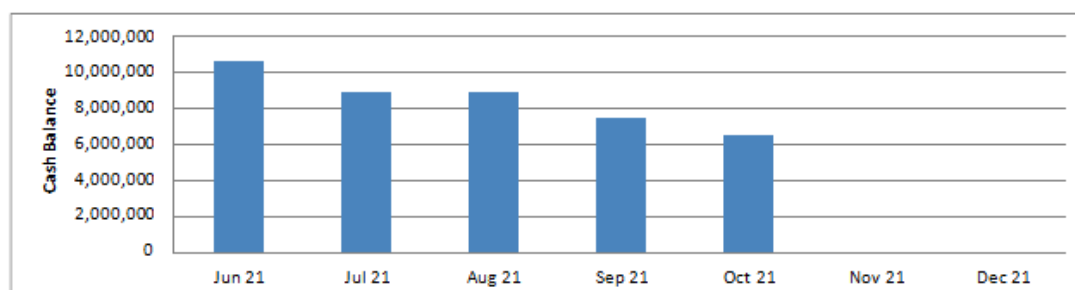
*For the month ended 31 October 2021*

	Note Ref	31 October 2020 \$	31 October 2021 \$	2021-22 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	2,158,387	1,727,263	5,016,086	34%
Payments to suppliers and employees	(2)	(5,015,822)	(7,049,546)	(19,430,883)	36%
		<b>(2,857,436)</b>	<b>(5,322,284)</b>	<b>(14,414,797)</b>	<b>37%</b>
Rental Income	(3)	72,016	64,726	222,000	29%
Interest Received	(4)	22,216	22,793	80,000	28%
Operating Grants and Contributions	(5)	2,004,097	1,460,279	11,871,000	12%
Borrowing Costs		-	-	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		<b>(759,107)</b>	<b>(3,774,486)</b>	<b>12,173,000</b>	<b>-31%</b>
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	(1,453,810)	(917,269)	(7,798,521)	12%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	40,000	0%
Capital Grants and Subsidies	(7)	1,761,500	653,795	6,303,310	19%
<b>Net cash inflow (outflow) from investing activities</b>		<b>307,690</b>	<b>(263,474)</b>	<b>(1,455,211)</b>	<b>18%</b>
<b>Cash flows from financing activities:</b>					
Proceeds from Borrowings		-	-	-	0%
Repayment of Borrowings		-	-	-	0%
<b>Net cash inflow (outflow) from financing activities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Net increase (decrease) in cash held</b>	(8)	<b>(451,417)</b>	<b>(4,037,959)</b>	<b>(3,697,008)</b>	<b>109%</b>
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)	<b>6,602,187</b>	<b>6,492,280</b>	<b>6,833,230</b>	<b>95%</b>

#### Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.51%	22,793	6,308,310
Westpac General Fund	-	-	183,686
Cash Floats	-	-	283
<b>Total</b>			<b>6,492,280</b>

#### Cash and Cash Equivalents Movement Comparison Chart



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

Total Cash on hand	6,492,280	
Restricted Cash - DRFA Revenue	3,907,780	Included carry fwd amounts from 30 June 2021.
Unrestricted Cash	2,584,500	

**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 including an amount relating to a significant ratepayer paying their rates during the month. At this stage there have been no significant amounts received for October 2021.
- (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 (0.51%). This is down from 0.94% in September 2021.
- (5) **Operating Grants and Contributions** - there has been minimum movement in operating grant revenue received for the month as at the end of October 2021.
- (6) **Payments for Property, Plant and Equipment** - the amount expended relates to payment made towards WIP for the month of October 2021 based on progress payments claimed from suppliers as at the end of October 2021.
- (7) **Capital Grants and Subsidies** - No capital grants have been received during October 2021. Finance notes that capital grants appear to be lagging comparative to October last year; we will investigate this balance in the coming month.
- (8) **Net Cash Movement** - council's cash holdings were down \$956k, to a total balance of \$6.492mil in the bank/QTC. This is mainly due to contractor payments as noted in the above commentary.

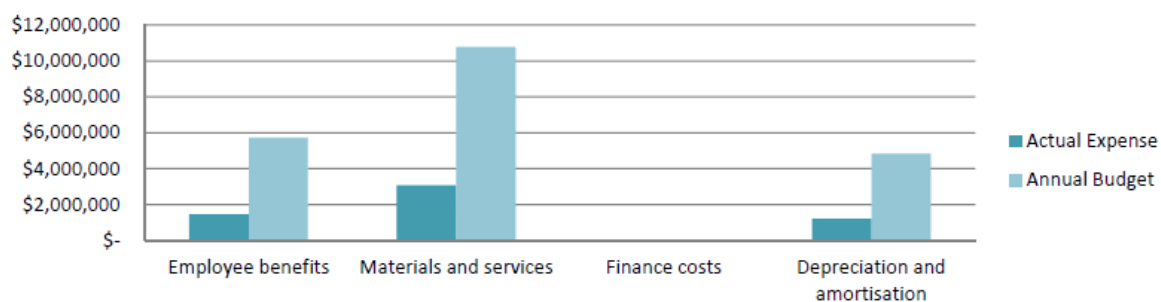
## 5. STATEMENT OF INCOME AND EXPENDITURE

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

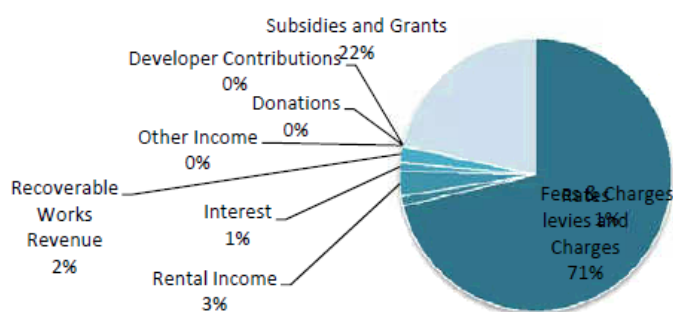
*For the month ended 31 October 2021*

	Note Ref	31 October 2020 \$	31 October 2021 \$	2021-22 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		1,513,415	1,583,319	3,022,500	52%
Fees & Charges	(1)	15,558	25,447	85,300	30%
Rental Income	(2)	72,016	64,726	222,000	29%
Interest	(3)	22,216	22,793	79,704	29%
Recoverable Works Revenue	(4)	341,473	43,188	1,111,000	4%
Other Income	(5)	92,675	1,942	75,800	3%
Donations	(12)	-	-	5,000	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	981,295	478,991	11,870,930	4%
<b>Total Recurrent Revenue</b>		<b>1,525,233</b>	<b>2,220,406</b>	<b>16,472,234</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>1,525,233</b>	<b>2,874,201</b>	<b>22,815,544</b>	<b>13%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	1,617,212	1,462,742	5,717,890	26%
Materials and services	(9)	2,875,072	3,068,696	10,783,794	28%
Finance costs	(10)	3,603	4,274	12,000	36%
Depreciation and amortisation	(11)	1,554,029	1,207,275	4,829,100	25%
<b>TOTAL RECURRENT EXPENSES</b>		<b>6,049,916</b>	<b>5,742,987</b>	<b>21,342,784</b>	<b>27%</b>
<b>NET RESULT</b>		<b>- 4,524,683</b>	<b>- 2,868,786</b>	<b>1,472,760</b>	<b>-195%</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 (0.51%). This is down from 0.94% in September 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. So far to date a \$200k claim is being submitted for November 2021.
- (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)** - No capital grants have been received during October 2021. Finance notes that capital grants appear to be lagging comparative to October last year; we will investigate this balance in the coming month.
- (8) **Employee benefits** - employee benefits costs against the budget, we have currently expended \$1.462m against a budget of \$5.717mil for the year. This is an actual spend of 25.58%, Council is currently tracking below the budget target as the council has not yet filled the budgeted Director Community, Economic Development and Regulatory Services and there are other roles vacant for filling such as the Workshop Manager and Workplace Health and Safety Officer at this stage.
- (9) **Materials and services** - refer to the cost breakdown in the operating statement.
- (10) **Finance costs** - are on track against budget.
- (11) **Depreciation and amortisation** - is in-line with the expected depreciation spend by 31 October 2021.
- (12) **Donations Revenue** - no movement for October 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 October 2021 33.32%

**% 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					
	31 October 2020	31 October 2021	2021-22 Annual Budget	YTD Progress	Comments
	\$	\$	\$	%	
<b>Recurrent Expenses</b>					
Corporate Governance Costs	238,364	264,696	887,700	30%	Within budget expectation for the month (33.32% movt).
Administration Costs	1,060,837	924,046	3,099,900	30%	Within budget expectation for the month (33.32% movt).
Recoverable Works Expenses	333,456	311,615	790,000	39%	Recoverable works have increased due to the completion of works for RMPC during October 2021. This is within expectation of the budget and the over as noted is simply due to the basic prorata nature of the report.
Engineering Services	2,718,775	2,870,759	10,326,754	28%	Within budget expectation for the month (33.32% movt).
Utility Services Costs	226,577	268,686	825,300	33%	Within budget expectation for the month (33.32% movt).
Net Plant Operating Costs	- 547,391 -	556,904 -	900,000	62%	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	28,105	27,581	163,000	17%	Within budget expectation for the month (33.32% movt).
Community Services Costs	433,561	420,958	1,309,030	32%	Within budget expectation for the month (33.32% movt).
Finance Costs	3,603	4,274	12,000	36%	Slightly above budget for the month (33.32% movt); however we do not expect this to materially impact council budget or operations.
Depreciation	1,554,029	1,207,275	4,829,100	25%	Within budget expectation for the month (33.32% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (33.32% movt).
<b>TOTAL RECURRENT EXPENSES</b>	<b>6,049,916</b>	<b>5,742,986</b>	<b>21,342,784</b>	<b>26.91%</b>	Within budget expectation for the month (33.32% movt).
<b>Capitalised Wages</b>	<b>-</b>	<b>36,204</b>	<b>194,000</b>	<b>19%</b>	Noted that capitalised wages are slightly under the expected 33.32% however this will pick up before the end of the financial year as more project works are completed.

## 7. STATEMENT OF FINANCIAL POSITION

*For the month ended 31 October 2021*

	31 October 2021	2021-22 Annual Budget
	\$	\$
<b>Current Assets</b>		
Cash and cash equivalents	6,492,280	6,833,430
Trade and other receivables	1,759,539	340,539
Inventories	273,679	300,000
Other financial assets	761,876	649,852
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>9,287,374</b>	<b>8,123,821</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	231,214,593	232,316,643
Accumulated Depreciation	- 76,976,334 -	76,123,791
Intangible assets	-	-
<b>Total non-current assets</b>	<b>154,222,803</b>	<b>156,192,852</b>
<b>TOTAL ASSETS</b>	<b>163,510,177</b>	<b>164,316,673</b>
<b>Current Liabilities</b>		
Trade and other payables	4,663,524	3,414,152
Borrowings	-	-
Provisions	152,277	125,848
Other	-	-
<b>Total current liabilities</b>	<b>4,815,801</b>	<b>3,540,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	69,757	139,515
Interest bearing liabilities	-	-
Provisions	742,294	860,000
Other	-	-
<b>Total non-current liabilities</b>	<b>812,051</b>	<b>999,515</b>
<b>TOTAL LIABILITIES</b>	<b>5,627,852</b>	<b>4,539,515</b>
<b>NET COMMUNITY ASSETS</b>	<b>157,882,325</b>	<b>159,777,158</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)	24,866,557	26,761,392
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>157,882,325</b>	<b>159,777,158</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. The following delegations were exercised.

Debt Write off (Amount written off)	Payment arrangement and <u>repayment</u> term	Authorising officer (DCEO or CEO)
\$29.21 in Rates Interest	Nil	Nil

## Debt Write off requested &gt; \$5,000

Nil

## 9. OFFICER'S RECOMMENDATION

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

**11.02 Finance Monthly Update Report**

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

**Moved: Cr Murray**

**Seconded: Cr Yanner**

**Carried 211118.06 5/0**

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11.03 Queensland Audit Office Roads to Recovery Annual Report 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:	2 November 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- external, internal audit and Audit Committee requirements are satisfied.

---

## 1. PURPOSE

The purpose of this report is to present the 2021 Roads to Recovery Annual Report, 2021 Auditor General Transmittal Letter and 2021 Representation Letter to council as reviewed and certified by the Queensland Audit Office.

## 2. BACKGROUND

Under section 6.2(vi)(b) of the Roads to Recovery 2019 funding terms and conditions, council must provide a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:

- (i) the Chief Executive Officer's financial statement is based on proper accounts and records; and
- (ii) the Chief Executive Officer's financial statement is in agreement with the accounts and records; and
- (iii) the expenditure referred to in subparagraph (a)(iv) has been on the construction and/or maintenance of roads; and
- (iv) the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the funding recipient's own source expenditure is based on, and in agreement with, proper accounts and records.

The attached reports provide details of audit matters and other information related to the audited Roads to Recovery Annual Report 2021. Burke Shire Council has maintained an unmodified opinion upon its administration of the Roads to Recovery Program of funding for the 2021 financial year.

## 3. FINANCIAL &amp; RESOURCE IMPLICATIONS

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

## 4. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
Roads to Recovery 2019 Terms and Conditions of Funding	Section 6.2(vi)(b)	<p>Council must provide a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:</p> <p>(i) the Chief Executive Officer's financial statement is based on proper accounts and records; and</p> <p>(ii) the Chief Executive Officer's financial statement is in agreement with the accounts and records; and</p> <p>(iii) the expenditure referred to in subparagraph (a)(iv) has been on the construction and/or maintenance of roads; and</p> <p>(iv) the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the funding recipient's own source expenditure is based on, and in agreement with, proper accounts and records.</p>

## 5. RISK

Risk Type	What could happen	Possible Consequences
Financial	Inadequate management of grant funds.	Council would be required to pay these funds back to department.

## 6. CRITICAL DATES &amp; IMPLICATIONS

The audited Roads to Recovery Annual Report 2021 is presented and noted by council.

## 7. CONSULTATION

External Auditors

## 8. CONCLUSION

The audited Roads to Recovery Annual Report 2021, 2021 Auditor General Transmittal Letter and 2021 Representation Letter are now presented to Council.

## 9. OFFICER'S RECOMMENDATION

THAT the audited Roads to Recovery Annual Report 2021, 2021 Auditor General Transmittal Letter and 2021 Representation Letter are now presented to Council be received.

**11.03 Queensland Audit Office Roads to Recovery Annual Report 2021**

**THAT the audited Roads to Recovery Annual Report 2021, 2021 Auditor General Transmittal Letter and 2021 Representation Letter are now presented to Council be received.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 211118.07 5/0**

## 11.04 Audit Committee Meeting Minutes September 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:	2 November 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 September 2021.

## 2. BACKGROUND

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 24 September 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 20<sup>th</sup> October 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. 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</p>



Audit Committee Charter		<p>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> <p>These minutes must comply with the Audit Committee Charter.</p>
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## 5. RISK

Risk Type	What could happen	Possible Consequences
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.

6. CRITICAL DATES & 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 24 September 2021.

**11.04 Audit Committee Meeting Minutes September 2021**

**That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 24 September 2021.**

**Moved: Cr Murray**

**Seconded: Cr Clarke**

**Carried 211118.08 5/0**

## 11.05 Queensland Audit Office 2021 Financial Statements and Audit Reports

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

---

## 1. PURPOSE

The purpose of this report is to present the 2021 Financial Statements, 2021 Auditor General Transmittal Letter, 2021 Representation Letter and 2021 Audit Closing Management Report to council as reviewed and certified by the Queensland Audit Office.

## 2. BACKGROUND

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

The attached reports provide details of audit matters and other information related to the audited financial statements 2021. Management notes that whilst some matters remain in-progress for resolution by management for 30 June 2022, Burke Shire Council has maintained an unmodified opinion upon its control environment and finances for the 2020-2021 financial year. Management also notes that the financial statements and management representations were reviewed by the Audit Committee and signed on the 20 September 2021.

As corroborated by both external audit and the audit committee, Burke Shire Council is starting to move in line with the average Queensland council sustainability benchmarks for the Net Financial Liabilities and Asset Sustainability ratios. This is a positive shift in the performance of the organisation and is representative of more responsible management of council resources being exercised.

## 3. FINANCIAL &amp; RESOURCE IMPLICATIONS

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

## 4. POLICY &amp; LEGAL IMPLICATIONS

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

## 5. RISK

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

## 6. CRITICAL DATES &amp; IMPLICATIONS

The Queensland Audit Office 2021 Closing Management Report 2021 and associated audit deliverables 2021 are presented at the next ordinary/special meeting of Council after it is received.

## 7. CONSULTATION

Audit Committee

CEO

Management

External Auditors

## 8. CONCLUSION

In accordance with section 213 of the Local Government Regulation 2012, the 2021 Financial Statements, 2021 Auditor General Transmittal Letter, 2021 Representation Letter and 2021 Audit Closing Management Report are now presented to Council:

## 9. OFFICER'S RECOMMENDATION

THAT the Queensland Audit Office 2021 Financial Statements, 2021 Auditor General Transmittal Letter, 2021 Representation Letter and 2021 Audit Closing Management Report are now presented to Council be received.

**11.05 Queensland Audit Office 2021 Financial Statements and Audit Reports**

**THAT the Queensland Audit Office 2021 Financial Statements, 2021 Auditor General Transmittal Letter, 2021 Representation Letter and 2021 Audit Closing Management Report are now presented to Council be received**

**Moved: Cr Camp**

**Seconded: Cr Murray**

**Carried 211118.09 5/0**

## 11.06 Annual Report for the year ended 30 June 2021

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DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	11 November 2021
LINK TO COUNCIL PLAN/S:	Operational Plan – Good Governance

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## 1. PURPOSE

To adopt Burke Shire Council's Annual Report year ended 30 June 2021.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Under Chapter 5 Part 3 Division 3 Section 182 of the Local Government Regulation 2012, Council is required to adopt the Annual Report for each financial year.

The annual report for the financial year has been prepared for consideration in accordance with the relevant legislative provisions. The report documents Council's financial performance and operational progress for the financial year, presents reports from the Mayor and CEO, and includes background information about Burke Shire and its councillors.

## 3. PROPOSAL

That Council adopts the 2020-2021 Annual Report.

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

The CEO and Finance and Technology Manager have briefed Council on the key financial ratios and broader financial statements for the 2020-2021 financial year.

The Audit Committee also reviewed the financial statements and ratios.

## 5. RISK

Not applicable concerning acceptance of this Report.

## 6. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Detail	Comment
Corporate Plan 2019-2024 Operational Plan for reporting year	Corporate Planning Framework	The annual report is a key record of Council's performance for the year against the operational plan and the budget.
Local Government	(1) A local government must	Division 3 explains what an annual

Regulation 2012 Chapter 5 Part 3 Division 3 Annual Report	<p>prepare an annual report for each financial year.</p> <p>(2) The local government must adopt its annual report within 1 month after the day the auditor general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.</p> <p>(3) However, the Minister may, by notice to the local government, extend the time by which the annual report must be adopted.</p> <p>(4) The local government must publish its annual report on its website within 2 weeks of adopting the annual report.</p>	<p>report for a local government must contain including particulars relating to:</p> <p>Financial statements (s183)</p> <p>Community financial report (s184)</p> <p>Particular resolutions (s185)</p> <p>Councillor information (s186)</p> <p>Administrative action complaints (s187)</p> <p>Overseas travel (s188)</p> <p>Expenditure on grants to community orgs (s189)</p> <p>Other contents e.g.: progress towards the outcomes of the corporate and operational plans; internal audit report; registers; concessions for rates and charges; invitations to change tenders etc. (s190)</p>
Australian Accounting Standard ASA 720 'Other information'	Annual report finalisation and auditing standard – auditor to consider the final version of the annual report before it is tabled.	The aim is to avoid misalignment between the annual report prepared by management and the audited financial report in order to avoid material inconsistencies that could reduce reader confidence, and affect credibility of management and auditor.

## 7. CRITICAL DATES & IMPLICATIONS

The Annual Report must be adopted within one month after the day the Auditor General gives the Auditor-General's Audit Report about the Local Governments financial statements for the financial year. Council signed it'.

## 8. CONSULTATION

Mayor and Councillors

CEO

Managers

Queensland Audit Office

## 9. CONCLUSION

The Annual Report reflects the Corporate Plan for 2019–2024. The Annual Report is the formal reporting mechanism to the community, respective Government Agencies and other stakeholders.

**10. OFFICERS RECOMMENDATION**

1. That Council note the contents of the report; and
2. That in accordance with section 182 (1) and (2) of the Local Government Regulation, Council adopts the Burke Shire Council annual report as presented for the financial year ended 30 June 2021; and
3. That the annual report so adopted will be published on Council's website within 2 weeks of this decision, in accordance with section 182 (4) of the Local Government Regulation 2012.

**11.06 Annual Report for the year ended 30 June 2021**

1. That Council note the contents of the report; and
2. That in accordance with section 182 (1) and (2) of the Local Government Regulation, Council adopts the Burke Shire Council annual report as presented for the financial year ended 30 June 2021; and
3. That the annual report so adopted will be published on Council's website within 2 weeks of this decision, in accordance with section 182 (4) of the Local Government Regulation 2012.

Moved: Cr Camp

Seconded: Cr Murray

Carried 211118.10 5/0

## 11.07 Adoption of Council Meeting Dates for 2022

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Madison Marshall; Corporate Services and Governance Manager
DATE REPORT PREPARED:	4 November 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

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### 1. PURPOSE

To present and adopt proposed council meeting dates for 2022.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In 2021 Council held their Council Meetings on the fourth Thursday of each month, with the exception of the December meeting being held a week earlier to complete business before the shutdown period.

### 3. PROPOSAL

That Council holds the ordinary meetings on the fourth Thursday of each month commencing at 9am, with the exceptions noted below for the reasons noted below.

January	Thursday 27
February	Thursday 24
March	Thursday 24
April	Thursday 28
May	Thursday 26
June	Thursday 23
July	Thursday 28
August	Thursday 25
September	Thursday 22
October	Thursday 27
November	Thursday 17
December	Thursday 08

Propose to hold this a week earlier to allow more time between the November and December meetings.

Proposed Thursday 8<sup>th</sup> as it is likely that Council will close at 4pm Friday 16<sup>th</sup> December 2022 for the Christmas shutdown period.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

This is budgeted for in Council's normal operations.



## 5. POLICY &amp; LEGAL IMPLICATIONS

<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p> <p>254B Public notice of meetings</p>	<p>254B Public notice of meetings</p> <p>(1) A local government must, at least once in each year, publish a notice of the days and times when—</p> <p>(a) its ordinary meetings will be held; and</p> <p>(b) the ordinary meetings of its standing committees will be held.</p> <p>(2) The notice mentioned in subsection (1) must be published on the local government’s website, and in other ways the local government considers appropriate.</p> <p>(3) A local government must display in a conspicuous place in its public office a notice of the days and times when—</p> <p>(a) its meetings will be held; and</p> <p>(b) meetings of its committees will be held.</p> <p>(4) A local government must, as soon as practicable, notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified.</p>
<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p> <p>257 Frequency and place of meetings</p>	<p>257 Frequency and place of meetings</p> <p>(1) A local government must meet at least once in each month.</p> <p>(2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.</p> <p>(3) All meetings of a local government are to be held—</p> <p>(a) at 1 of the local government’s public offices; or</p> <p>(b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.</p>

## 6. CRITICAL DATES &amp; IMPLICATIONS

It is timely to decide the meetings now, in order to advertise the public notice of meetings for next year as required under section 254B of the Local Government Regulation 2012.

## 7. CONSULTATION

- CEO

## 8. CONCLUSION

In addition to the proposed Council meeting dates Council is proposing to hold community shed meetings at Burketown, Gregory and Hells Gate.

## 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the dates below for the Ordinary Meetings of Council in 2022:-

January	Thursday 27
February	Thursday 24
March	Thursday 24
April	Thursday 28
May	Thursday 26
June	Thursday 23
July	Thursday 28
August	Thursday 25
September	Thursday 22
October	Thursday 27
November	Thursday 17
December	Thursday 08

**11.07 Adoption of Council Meeting Dates for 2022**

1. That Council note the contents of the report; and
2. That Council adopts the dates below for the Ordinary Meetings of Council in 2022:-

January	Thursday 27
February	Thursday 24
March	Thursday 24
April	Thursday 28
May	Thursday 26
June	Thursday 23
July	Thursday 28
August	Thursday 25
September	Thursday 22
October	Thursday 27
November	Thursday 17
December	Thursday 08

Moved: Cr Murray

Seconded: Cr Yanner

Carried 211118.11 5/0

## 12. Closed Session Reports

**That Council notes no closed session reports were received for the meeting.**

## 13. Mayoral Report

I attended the following:

- LGAQ Conference with CEO in Mackay
- Indigenous Leaders Forum prior to LGAQ Conference commencing
- Gasfields Commission Online Presentation facilitated by LGAQ
- DDMG Meetings as required regarding unfolding Covid situation in NT
- Weekly DDMG Meeting re vaccination status
- TC with the Premier, Health Min etc re vaccination and border opening
- Opening of the JCU building in Burketown
- Catchup with Cairns staff by CEO and myself when returning from LGAQ conference
- Dinner meeting with Tammy Parry and John Hoare re NWMP
- Meeting with Jamie and Phillipe from Field Solutions re Regional Connectivity Programme Round 2
- Meeting in Normanton, at the invitation of Carpentaria Shire Mayor, with Min Scott Buchholz, Regional Road Safety and Freight Transport regarding Federal Road funding

GSD

- Attended a Zoom Meeting to talk about Protected Cropping Project
- Speaking with CEO MITEZ re project of joint interest
- GSD AGM next week in Cairns

Media

- ABC Radio – re COVID and need to vaccinate
- Courier Mail – re NT COVID situation and potential impact for Burke Shire

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

**Moved: Cr Murray**

**Seconded: Cr Yanner**

**Carried 211118.12 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 211118.13 5/0**

15. Late Business

**That Council notes no late business was received for 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 closed at 10.22am.**

I hereby certify that these pages numbered 1 to 44 – constitute  
the Confirmed Ordinary Meeting minutes of the Council Meeting  
of Burke Shire Council held on 25<sup>th</sup> of November 2021

Mayor Cr Ernie Camp .....