



Agenda and Business Papers Burke Shire Council Ordinary Meeting 9th December 2021 9.00am Council Chambers

9.00am	Opening of Meeting
10:20am to 10:50am	Ergon Energy presentation to Council.
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch

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Inclusion | Integrity | Innovation | Infrastructure

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01. Opening of Meeting

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

02. Record of Attendance

Members	Cr Ernie Camp; Mayor – Chair Cr Tonya Murray; Deputy Mayor Cr John Clarke Cr John Yanner Cr Rosita Wade
Officers	Dan McKinlay; Chief Executive Officer Graham O’Byrne; Director of Engineering Shaun Jorgensen; Finance and Technology Manager Brianna Harrison; Administration Officer (Minutes)

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

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

- Graham O’Byrne, Director of Engineering

03. Prayer

Led by Cr Murray

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting 18th November 2021

That the Minutes of the Ordinary Meeting of Council held on Thursday 18th November 2021 as presented be confirmed by Council.



211118 Unconfirmed
Minutes.docx

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

08. Registers of Interests

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

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

09.01 Notices of Motion

None received at time of agenda preparation.

09.02 Petitions

None received at time of agenda preparation.

10. Engineering Services Reports

10.01 Engineering and Services Monthly Report 10.02 Capex Projects Report 10.03 Waste Reduction and Recycling Plan 2022-2030
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Engineering Services Reports

10.01 Works and Services Monthly Update Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	7 December 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 Operational Plan 2020-21

1. PURPOSE

This report is for information of Council and outlines the works carried out by the Engineering and Services Department for the month of November 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)

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

2.2 Roads

- Truganini Rd upgrades under way Completed
- Sight Distance work at Gregory Lawn Hill National Park Road Completed
- RMPC works well underway with Heavy Formation grading Completed
- DRFA works on miscellaneous, Lawn hill Riversleigh and Doom Lawn hill Completed
- Floraville road Culvert upgrades-Commenced
- Increased Road checks to identify defects and signage

2.3 Plant and Fleet

- Western Star –Electrical faults ongoing
- Skid Steer–tyres and cutting edges required maintenance
- Backhoe- Hydraulic hose replaced
- Grader -coolant leaks fixed
- Ongoing servicing on Fleet

2.4 Water & Sewerage

SOPs workshopped and being finalised for early 2022.

Dave Marshall on leave until mid February. Still attempting to resource a replacement. Temporary backup support to Robbie and Beau Ah Wing in place.

Burketown

Water

- WTP upgrade project commenced and on track for completion in December '21
- Chemical Dosing upgrade works commenced with procurement of chemical storage bunds Ongoing due to Covid – installation completed.
- SCADA upgrade scoping underway
- Waiting to hear from insurer re claim for water leak during Clear Water Storage project (cfwd)
- Planning for de-silting of lagoons for early 2022 underway
- Replacing 25mm water meters at the moment Sewerage Treatment Plant
- Balancing of algae treatment still being trialled with some minor non-compliances.
- STP irrigation commissioning completed.

Gregory

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

2.5 Airports

- Lighting replacement and line marking in Burketown completed
- Burn off at Gregory completed with lights being replaced 2nd week of December
- Crack sealing being investigated and possibly to be coordinated early 2022 with TMR re-sealing
- Overall re-sealing being scoped – possible grant funding.

2.6 Waste

- Ongoing sorting at Burketown, with Gregory to be conducted early 2022
- Waste Strategy finalised

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

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



Attachment 01
(Dec21)_Final.docx

Engineering Services Reports

10.02 Capex Projects Monthly Update Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Graham O’Byrne
DATE REPORT PREPARED:	11 November 2021
LINK TO COUNCIL PLAN/S:	[Is it referred to in any of Council’s Plans? If yes, reference plan]

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 November there was a forecast cost of delivering this program is approximately \$18,000 over budget. A number of major projects are drawing to conclusion with some construction variations resolved. The overall Capex program remains on track for delivery within budget.

3. PROJECTS

(new activity/progress for the month’s end is shown in [blue](#))

Project	Description	Update/activity for reporting month
Coastal Hazard Adaptations Strategy – phases 3-8	Complete phases 3-8 of Burke’s Coastal Hazard Adaptation Strategy.	<ul style="list-style-type: none"> Contract finalized and executed for Phases 6-8; Final Draft report published on council’s website in June for public comment has now been removed with final report being completed Phase 8 report finalized and published on Council’s website

Project	Description	Update/activity for reporting month
Burketown WTP Upgrade	<ul style="list-style-type: none"> ▪ Upgrade of chemical dosing ▪ Provision of water testing facility (new lab) ▪ Replacement of shed and additional concrete working areas 	<ul style="list-style-type: none"> ▪ <i>Works remain on track for Practical Completion by December 21 – extension of time with W4Q COVID & 19-21 have been granted out to June 2022</i> ▪ Chemical Dosing equipment commissioned ▪ Laboratory building to be installed December
Fleet	<ul style="list-style-type: none"> ▪ Replacement of fleet 	<ul style="list-style-type: none"> ▪ Procurement of replacement vehicles (with trade-ins) underway ▪ Overall purchase / replacement /disposal strategy finalised and procurement commenced
Culvert Replacement (multiple roads)	<ul style="list-style-type: none"> ▪ Replacement of failed culverts 	<ul style="list-style-type: none"> ▪ On-site investigations and designs finalised ▪ Replacement of first culvert completed ▪ A further 4 culverts that were waiting on Cultural Heritage approval have been cleared by CLCAC ▪ Contract awarded for 4 culverts along Floraville Rd ▪ Two sites (2A & 2B) have been delayed until early 2022 due to availability of culverts

Project	Description	Update/activity for reporting month
Burketown Landfill Cell	<ul style="list-style-type: none"> New landfill cell Stage 1 of a 3 stage 10 year plan 	<ul style="list-style-type: none"> Contract awarded Construction commenced. Contractor demobilized and works suspended due to Cultural Heritage related issues. Current variation costs at circa \$40,000 <i>Ongoing</i> Re-configuration of waste stockpiles completed Completion date December '21 (W4Q 19-21 project). <i>Extension of Time approval received until June 2022</i> Increased capacity of existing landfill carried out as temporary fix
Remote Airport Upgrade Program Round 8	Lighting upgrade/replacement	<ul style="list-style-type: none"> New lights installed for Burketown with Gregory to be installed prior to Xmas break New line marking completed in conjunction with above
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"> Regional review under QWRAP report finalized and under review by participating councils Final investigation carried out on-site by GHD with scoping being finalized with plan for tenders to be issued immediately after Xmas
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"> This project directly related to SCADA scoping with similar timelines Scope development being finalized with site visit by GHD conducted
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"> Scope development being finalized with site visit by GHD conducted

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"> • Quotes for supply and installment received from Qteq • Installation commenced in November
FWIN Project	Joint Procurement of Flood Warning infrastructure with ROC councils	<ul style="list-style-type: none"> • Contract awarded to Qteq • Cultural Heritage matters have been resolved with monitors required on a number of sites. QRA have agreed to finance this variation cost • Installation has commenced
Gregory River Pedestrian Bridge	Create a pedestrian bridge on top of the old bridge	<ul style="list-style-type: none"> • Risk analysis complete with preliminary costings • Workshop/briefing to Council held at October meeting. Resolved to progress with re-instatement of original bridge purpose/categorisation, with "Authorised vehicle access only" • Attempting to secure drawings/design to ease process for re-certification
Sewerage Network Assessment	Investigate network and implement a rectification program	<ul style="list-style-type: none"> • GHD proposal and scoping agreed • Issued notice to community advising access to properties during a specific site visit timeframe by GHD • GHD on site inspections conducted with report/recommendations to follow
Asset Management Strategy	Review and re-write of the AMS and AMPs	<ul style="list-style-type: none"> • Scoping completed • RFT to be prepared

Project	Description	Update/activity for reporting month
Raw Water Pipeline	Investigate and implement requirements for roll-out of the Raw Water Supply Agreement	<ul style="list-style-type: none"> Scoping complete Visit by GHD in November so can now finalise requirements for RFT

4. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Gregory Show Grounds - Jockey Change Rooms	<ul style="list-style-type: none"> Upgrade the Jockey change rooms at the Gregory Showgrounds. 	<ul style="list-style-type: none"> Minor defects/changes to be carried by end of June 21 Shade structure and rails to be erected by end of June '21 Outstanding item (fan remote to manual control) completed
STP Irrigation	<ul style="list-style-type: none"> Irrigation of adjacent land to comply with Environmental license 	<ul style="list-style-type: none"> Installation and commissioning completed, with minor defects outstanding

5. GRANTS & 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"> Project submitted under TMR Principal Cycle Network program (funding approval since obtained –July '21) Further discussions with department to ascertain extent of funding and co-contribution required by Council Approval in principle to fully fund the design (approx. \$150-200k). waiting on final sign-off by TMR
NWMP Grant Program 2021	\$100k for master planning and concept design of Health & Wellbeing Precinct	<ul style="list-style-type: none"> Council agreed to proceed with this submission Submission provide by due date of 15th October

Funding program	Description	Update/activity for reporting month
BoR 6	Building Our Regions round 6 is open and due 22 nd November	<ul style="list-style-type: none"> • Council agreed to put forward the following projects – Smart Water Meters & Intelligent Water Network, Gregory Water Treatment Plant (Stage 2) & Water Security Strategy: • Submissions provided by due date • Second stream submission for Water Security Strategy, in conjunction with Doomadgee is being compiled for submission by 22 December
LRCI Phase 3	Notification received of allocation of \$611,000. Bridges 21/22 to 22/23 financial years	<ul style="list-style-type: none"> • Notification received from Commonwealth Gov't De't of infrastructure • Work Schedule to be formally submitted. Projects being put forward: <ul style="list-style-type: none"> ○ Funding of 21/22 TIDS program (circa \$100k) ○ Support of 22/23 TIDS program (\$316k), linked with QRA \$316k additional funding ○ Council to consider prioritized allocation of remainder – inline with previous prioritisation undertaken at time of establishing the 21/22 budget

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Engineering Services Reports

10.03 Waste Reduction and Recycling Plan 2022-2030

DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Graham O'Byrne
DATE REPORT PREPARED:	07/12/2021

1. EXECUTIVE SUMMARY

This report seeks endorsement from Council of the Waste Reduction and Recycling Plan 2022-2030 (the Plan). The Plan details the strategic objectives over the next decade, with the short, medium and long-term actions required to achieve the objectives.

Council's Strategic Vision is –

Burke Shire Council to become the “model” shire in terms of effective waste and recycling management in a remote setting.

This Vision is supported by the 3 Strategic Objectives:

- 1) 20% reduction in annual waste volume by 2030
- 2) Waste and resource recovery facilities operate in a compliant, environmentally responsible and commercially viable manner
- 3) Waster collection and recycling services are undertaken in a compliant, environmentally responsible and commercially viable manner.

It is recommended within the Plan that an annual review be conducted to ensure ongoing alignment with any changes within the Burke Shire region as well as from a state, commonwealth and global perspective.

2. BACKGROUND

Burke Shire Council (Council) has the responsibility to its ratepayers, residents and wider stakeholders to manage waste effectively and efficiently. A key component of this commitment is for Council is to comply with environmental and safety legislation whilst operating in a fiscally responsible manner. This involves undertaking waste and recycling management programs and actions that are congruent to relevant legislation in an efficient manner.

Recent changes to both Federal and State Government legislation and policies coupled with market changes and increasing community expectations has resulted in the need for Council to review its current waste management and resource recovery infrastructure and services. In addition to this, a need to renegotiate the current ILUA with the Traditional Owners of the land, Gangalidda Garawa for the Burketown area has arisen, with the expectation that Council will vacate the existing waste management site within 3 years,, and re-locate to an alternative site.

Due to its remote and rural nature, managing waste in the Burke Shire Local Government Area presents significant challenges as well as many opportunities. Council needs to respond to change,

and this Plan outlines how Council will work with the community to better manage its waste and recovered materials over the next 9 years

Purpose of this Waste Reduction and Recycling Plan (WRRP)

The purpose of this WRRP is to outline Council's strategic vision and objectives for recycling and waste management within the shire

The vision and objectives are supported by the following actions that are included in the plan

- Detailing the current and projected population, business activity and waste flows.
- Identification of waste reduction and recycling targets.
- Identifying strategic actions for waste reduction, resource recovery of materials and recycling.
- Detailing management, monitoring and improvement methods.
- Identifying funding possibilities

The Three Key Short Term Actions

There are 3 key actions that will be the immediate focus:

- Burketown Landfill – commence the process of re-location, finalising the preferred site
- Compost Bins – re-establish the compost bin roll-out program to the community
- Existing Waste Facilities – finalise the reorganisation of the layout

3. FINANCIAL IMPLICATIONS

The Plan identifies the approximate costs within the next 12 months for which funding opportunities will be sought. The majority of the actions can be managed within next financial year.

- Short term (within 2021 FY) - \$310,000. Of this, \$250,000 is already budgeted for with the majority funded through grant programs. The remaining \$60,000 will be managed within the current budget, with additional grant funding to be sought. A slight delay of some of these actions may be necessary into next financial year depending on funding opportunities
- Medium term (by December 2022) - \$240,000. This amount will most likely be a combination of Council own funds and future funding opportunities. Next year's budget will take this into consideration.
- Long term (beyond December 2022). The costs associated with executing the Plan will be multiple millions of dollars. The major component of this is likely to be the re-location of the Burketown waste facility. At this stage, until formal site investigations are conducted it is not known what the site rehabilitation costs will be. Council will be seeking funding from external sources to achieve the re-location targeted dates.

4. POLICY & LEGAL IMPLICATIONS

Council is required to meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012.

5. CONSULTATION

Consultation has taken place with:

- Department of Environment and Science
- CLCAC for Cultural Heritage
- General community

6. OFFICER'S RECOMMENDATION

That Council endorse the Waste Reduction and Recycling Plan 2022-2030

ATTACHMENTS

1. Waste Reduction and Recycling Plan 2022-2030



Burke WRR
Plan_30-11-21_lower

11. Chief Executive Officer Reports

- 11.01 Chief Executive Officer Report
- 11.02 Finance Monthly Update Report
- 11.03 Sustainability Feedback Submission to Department of Local Government
- 11.04 Small Business Friendly Program (SBF)
- 11.05 Burke Shire Council Interim Program

Chief Executive Officer Reports

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	7 December 2021
LINK TO COUNCIL PLAN/S:	Goal -Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

1. PURPOSE

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

2. SUMMARY

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.

On selection panel for new Burketown Senior Sargent.

Comments provided by Acting CEO –Graham O'Byrne

- Council's Waste Recycling and Reduction Plan (Waste Strategy) was published on website as a final draft
- CHAS Phase 8 was published on website as a final draft
- Progression of Council's new website platform
- Good interest in the Gregory blocks/land sale
- Sage finished his apprenticeship
- GSD meeting in Cairns – Mayor & Kim
- Cairns office lease surrender signed – due end of Feb
- Notice of Dispute issued by GBE re DRFA contract. Mediation meeting conducted and matter resolved with no penalty to Council

- Cyclone clean-up Public Notice went out with planning underway

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 November 2021 for Financial Services was as follows:

- The upload of the 2021 annual report to the council website;
 - Completion and lodgment of consolidated data to department for 2021;
 - Forward planning for finance for calendar year 2022; and
 - Submission of sustainability review to the NWQROC, LGFP and LGAQ.
- Major focus in November 2021 for Technology Services was as follows:
- Website version 2 in final stages of progression – deployment planned before Xmas 2021;
 - RMT network probe and review now complete and report has been issued to council for review of networking systems;
 - Consultation with Telstra for RCP round 2 submission – we are aiming to submit an application for cell tower installation in Burke and Will area;
 - Success application of STAND Emergency telecom funding and installation from NBN co;
 - Consultation with Bundaberg Regional Council CTO for advice on developing an ICT strategy for Burke;
 - Successful implementation of Microsoft Edge into Citrix environment; and
 - Scoping of 365 upgrade with Civica for Citrix environment.

People, Performance and Culture

EBA

- The Third EBA Negotiation Meeting was held on 11 November. All three unions were present resulting in a number of clauses being approved and good progress being made. The next negotiation meeting will take place on 9 December.

Positions advertised

- Workshop Manager

New employees

- Kathleen Machingura has joined Council as Workplace Health, Safety and Training Officer.
- Kimberly Chan was promoted from Economic Project Officer to Economic Development Manager.

Training and Professional Development

- Mental Health First Aid
- CPR Refresher Training
- Employment Relations and Safety National Virtual Conference
- Plumbing Apprenticeship training block in Cairns

Other Projects

- Councils 58th Edition of the Newsletter was compiled, designed and sent for printing.

Economic Development / Community Projects

- 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.
 - Ergon Community Fund –New gym equipment for the Burketown Gym
 - Building our Region Fund (Construction Projects EO) – Gregory WTP, Smart water meter project
- Currently in the process of applying for the following grants: Building Our Regions Round 6 Funding – (Planning); Region Co-Investment Fund; 2022-23 Cycle Network Local Government Grants Program; AMAGA Culture, Heritage and Arts Regional Tourism Program. Considering: Building our Regions Fund Planning Projects; NQ Natural Disasters Mitigation Program and the Bridges Renewal Program and Heavy Vehicle Safety and Productivity 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 was well attended and held on the 23rd November in Cairns. Representatives from various Councils in the Gulf were in attendance alongside various industry representatives. Ernie Camp, Dan McKinlay and Shaun Jorgenson were re-elected as Chair, Secretary and Treasurer respectively.
- Ernie, Dan and I attended a meeting on the 10th November with prospective investors for the Protected Cropping Project. More discussions with Doomadgee and Mornington Island will be held to bring more momentum to the project.
- The 2021 Project for GSD is currently being finalised which will involve a tourism audit and project investment pipeline that will guide future projects for the various shires in the Gulf.

Tourism

- The number of tourists has significantly dropped as the tourism season has come to a close –six visitors visited the Burketown Information Centre in November. The tourist information centre

no longer has staffed hours and will reopen in April 2022. In the meantime, remote camping bookings will be taken through the Burketown Pub.

- 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 Practitioners Training Program Course to be completed by the 6th December
- Cairns Trip 23rd – 25th November: attended the GSD AGM, Gulf Academy Regional Leaders Forum, Business Owners Covid Forum, and the Savannah Way Art Trail Launch.
- Met with Tammy Parry (Regional Director Department of State Development, Infrastructure, Local Government and Planning) in Burketown on the 17th Nov regarding discussions on the North West Minerals Province Strategic Blueprint. Raised tourism and investment projects which have been flagged for funding.
- 26th November – attended the Regions Rising event in Normanton.

Community and Communications

Events

Upcoming Community Events:

NIL

Upcoming Council Events:

- Christmas Lights Competition - 1st to 15th December
- Staff Christmas Party – Thursday 9th December
- Community Christmas Event – Thursday 9th December (Burketown)
- Community Christmas Event– Friday 10th December (Gregory)

Other

- 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 sourced to isolate power to each individual property. This requires further consultation with Ergon. Marwill will be performing works and hoping to have this completed prior to shutdown
- Demolish Old Town Hall – this has come to a halt. Asbestos removal company have pulled their services therefore Tim Wilson Contracting need to find a new contractor. All Queensland Schools have been instructed to remove asbestos from their buildings prior to starting back next year which is making it very hard for Wilson Contracting to find a new contractor. Still working on this.
- Lead Artist has been selected for Savannah Way Art Trail – Man Art, our first preference. There is a little controversy around the selection with other Councils at the moment so will watch this space. CQU had to cancel their community workshop due to roads being closed.

Facilities Management

- Looking into MOU's for Shared Facilities – Dan is working on this

- Services Agreements have been completed for works to commence on houses 2 & 3, Sloman Street – Major Works (roof repairs and potential electrical works). This will potentially happen over the shutdown period, weather dependent.
- Shutdown & Wet Season Prep – Notices have been released for Shutdown and Cyclone/Wet season clean.
- 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. This is proving to be extremely difficult though as we are unable to contact the tenant.

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.

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

- NWQROC meeting was held in Burke on 3 December. Council hosted dinner at the Pub on Thursday 2 December with all attendees.
- Reviews taking place on all Council policies and procedures.

Durlga

- 12 external bookings and a few internal bookings for November 2021.

Records

- Recordkeeping is continuing as per usual.
- Destruction runs are still being worked through.

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 November 2021 be noted and received.

ATTACHMENTS

1. Workplace Health and Safety Report



Financial Services Reports

11.02 Financial Services Monthly Update Report

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	6 December 2021
LINK TO COUNCIL PLAN/S:	Operational Plan 2021-22 Council Budget 2021-22

1. PURPOSE

This report has been constructed to provide a snapshot of the progress of council's operations (financial) against budget targets at 30 June 2022 as adopted by the council budget. The below report will focus on providing information to key decision makers in regards to key metrics, trends and actuals for the month ended November 2021.

2. SUMMARY

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

\$1.263mil. It was also noted that comparative to the budget, council operational expenditure was slightly over budget for November 2021 by 2.42%; this is mainly due to cost phasing and the accelerations of works leading up to xmas and the wet season. Management will keep a close eye on this overspend to ensure this levels out in the coming months in accordance with the annual adopted budget.

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 November 2021.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	3,014,632	16,472,234	18%
Operating Expenses	(2)	9,406,784	21,342,784	44%
Operating Result (Profit/Loss)	-	6,392,152	- 4,870,550	131%
Capital Revenue	(3)	989,448	6,343,310	16%
Net Result	-	5,402,704	1,472,760	-367%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	5,228,669	6,833,430
Other Current Assets	(5)	2,706,542	1,290,391
Non Current Assets	(6)	154,723,269	156,192,852
Total Assets		162,658,480	164,316,673
Liabilities (Current)	(7)	6,084,175	3,540,000
Liabilities (Non Current)	(8)	814,950	999,515
Total Liabilities		6,899,125	4,539,515
Net Community Assets		155,759,355	159,777,158

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-212%	-159%
² Working Capital Ratio	Greater than 1:1	1	2
³ Net Financial Liabilities Ratio	Less than 60%	-61%	-201%

Notes:

- Operating revenues - the main increases for the month of November were a result of the receipt of the Financial Assistance Grant instalments of (\$382k general and \$60k Roads). \$248k of RMPC works were also billed to TMR during the month.
- Operating Expenses - Noted that costs appear to be slightly higher than the budgeted expectations for the month; this is mainly due to cost phasing and the accelerations of works leading up to xmas and the wet season. In relation to employee benefits costs against the budget, we have currently expended \$1.800mil against a budget of \$5.717mil for the year. This is an actual spend of 31.49%, Council is currently tracking below the budget target as the council has not yet filled the budgeted Director Community, Economic Development and Regulatory Services role and there are other roles pending for filling such as the Workshop Manager at this stage.
- Capital Revenue - No significant grants noted for capital revenue for the month. Finance will commence reviewing contract assets and liabilities and report any movements as part of the December 2021 finance report in the new year.

(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 revenue

4. STATEMENT OF CASH FLOWS

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

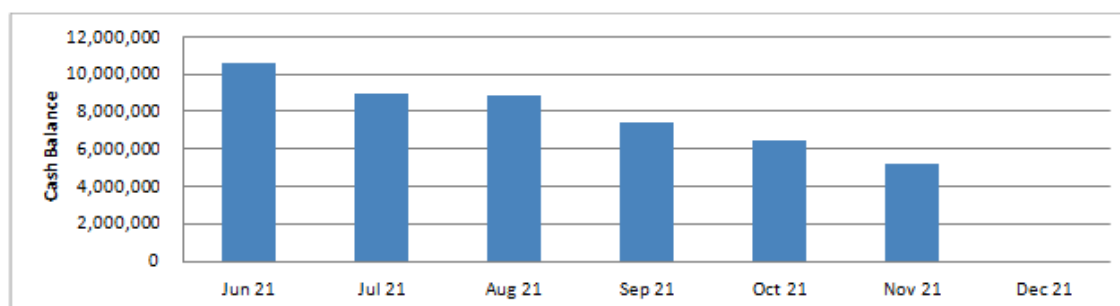
For the month ended 30 November 2021

	Note Ref	30 November 2020 \$	30 November 2021 \$	2021-22 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	2,318,054	2,085,448	5,016,086	42%
Payments to suppliers and employees	(2)	(6,512,128)	(9,876,141)	(19,430,883)	51%
		(4,194,074)	(7,790,693)	(14,414,797)	54%
Rental Income	(3)	89,520	78,022	222,000	35%
Interest Received	(4)	30,006	28,946	80,000	36%
Operating Grants and Contributions	(5)	3,216,352	3,205,440	11,871,000	27%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		(858,195)	(4,478,284)	12,173,000	-37%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(2,233,435)	(1,812,734)	(7,798,521)	23%
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	989,448	6,303,310	16%
Net cash inflow (outflow) from investing activities		(471,935)	(823,286)	(1,455,211)	57%
Cash flows from financing activities:					
Proceeds from Borrowings		-	-	-	0%
Repayment of Borrowings		-	-	-	0%
Net cash inflow (outflow) from financing activities		-	-	-	0%
Net increase (decrease) in cash held	(8)	(1,330,129)	(5,301,570)	(3,697,008)	143%
Cash at beginning of reporting period		7,053,604	10,530,239	10,530,239	100%
Cash at end of reporting period	(8)	5,723,475	5,228,669	6,833,230	77%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.61%	28,946	4,510,294
Westpac General Fund	-	-	718,092
Cash Floats	-	-	283
Total			5,228,669

Cash and Cash Equivalents Comparison Chart



Cash and Cash Equivalents – Restricted Cash (IA S 7)

Total Cash on hand	5,228,669	
Restricted Cash - DRFA Revenue	5,145,890	Majority of balance is DRFA funding which is due to reconciliation.
Unrestricted Cash	82,779	Finance to review for Dec 2021.

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 the amount relating to a material ratepayer being paid to council during the month. At this stage there have been minimal significant movements.
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. We expect a number of further payments before the December 2021 council closure period.
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 (0.61%). This is up from 0.51% in October 2021.
5. Operating Grants and Contributions - Operating grants have increased month on month due to the receipt of the second Financial Assistance Grant instalment being received in November. Additionally, approximately \$1.238mil was received as unearned revenue for DRFA 2021 flood damage works to be completed.
6. Payments for Property, Plant and Equipment - the amount expended relates to payment made towards work in progress for the month of November 2021 based on progress payments claimed from suppliers as at the end of November 2021.
7. Capital Grants and Subsidies - \$335k was billed to department for TIDS during November 2021. Finance notes that capital grants appear to be lagging comparative to November last year; this is normal as we reach the end of the calendar year however management will monitor this closely. It is expected that this will start to move in line with budget for January 2022 onwards.
8. Net Cash Movement - council's cash holdings were down \$1.263mil, to a total balance of \$5.228mil in the bank/QTC. This is mainly due to contractor payments as noted in the above commentary and a lag in the receipt of capital grant inflows at this stage.

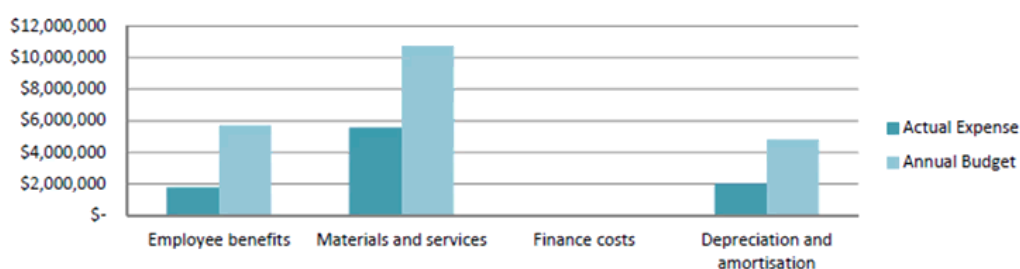
5. STATEMENT OF INCOME AND EXPENDITURE

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

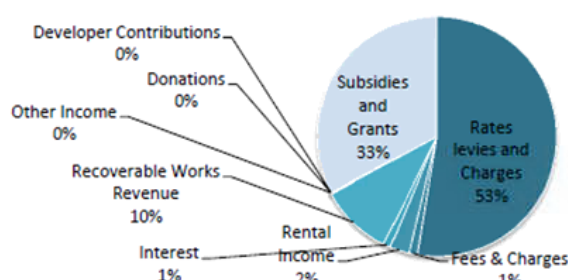
For the month ended 30 November 2021

	Note Ref	30 November 2020 \$	30 November 2021 \$	2021-22 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,513,388	1,586,212	3,022,500	52%
Fees & Charges	(1)	21,202	34,132	85,300	40%
Rental Income	(2)	89,520	78,022	222,000	35%
Interest	(3)	30,006	28,946	79,704	36%
Recoverable Works Revenue	(4)	450,925	294,336	1,111,000	26%
Other Income	(5)	85,678	1,942	75,800	3%
Donations	(12)	-	5,000	5,000	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	1,408,666	986,042	11,870,930	8%
Total Recurrent Revenue		2,085,997	3,014,632	16,472,234	18%
Capital Revenue					
Sale of non-current assets		-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	-	989,448	6,303,310	16%
Total Capital Revenue		-	989,448	6,343,310	16%
TOTAL INCOME		2,085,997	4,004,080	22,815,544	18%
Recurrent Expenses					
Employee benefits	(8)	1,977,895	1,800,518	5,717,890	31%
Materials and services	(9)	4,083,080	5,588,009	10,783,794	52%
Finance costs	(10)	4,619	5,036	12,000	42%
Depreciation and amortisation	(11)	1,936,058	2,013,221	4,829,100	42%
TOTAL RECURRENT EXPENSES		8,001,652	9,406,784	21,342,784	44%
NET RESULT		- 5,915,655	- 5,402,704	1,472,760	-367%

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 (0.61%). This is up from 0.51% in October 2021.
4. Recoverable Works Revenue - \$248k of RMPC works were also billed to TMR during the month.
5. Other Income - minimal movement for the month.
6. Subsidies and Grants (operating) - Operating grants have increased month on month due to the receipt of the second Financial Assistance Grant instalment being received in November. This amount will increase once finance commences reconciliation of the DRFA unearned revenue balances for council.
7. Subsidies and Grants (capital) - \$335k was billed to department for TIDS during November 2021. Finance notes that capital grants appear to be lagging comparative to November last year; this is normal as we reach the end of the calendar year however management will monitor this closely. It is expected that this will start to move in line with budget for January 2022 onwards.
8. Employee benefits - employee benefits costs against the budget, we have currently expended \$1.800mil against a budget of \$5.717mil for the year. This is an actual spend of 31.49%, Council is currently tracking below the budget target as the council has not yet filled the budgeted Director Community, Economic Development and Regulatory Services role and there are other roles pending for filling such as the Workshop Manager 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 30 November 2021.
12. Donations Revenue - no movement for November 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 November 2021 41.65%

% 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 November 2020	30 November 2021	2021-22 Annual Budget	YTD Progress		
\$	\$	\$	%		
Recurrent Expenses					
Corporate Governance Costs	308,961	324,154	887,700	37%	Within budget expectation for the month (41.65% movt).
Administration Costs	1,333,652	1,159,558	3,099,900	37%	Within budget expectation for the month (41.65% movt).
Recoverable Works Expenses	353,773	432,031	790,000	55%	Recoverable works have increased due to the completion of works for RMPC during November 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	3,797,034	5,280,385	10,326,754	51%	Engineering expenses are over budget for the month due to cost phasing as a result of accelerated works being completed ahead of the wet season.
Utility Services Costs	304,041	317,812	825,300	39%	Within budget expectation for the month (41.65% movt).
Net Plant Operating Costs	585,274	666,018	900,000	74%	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	34,841	28,330	163,000	17%	Within budget expectation for the month (41.65% movt).
Community Services Costs	513,947	532,274	1,309,030	41%	Within budget expectation for the month (41.65% movt).
Finance Costs	4,619	5,036	12,000	42%	Slightly above budget for the month (41.65% movt); however we do not expect this to materially impact council budget or operations.
Depreciation	1,938,058	2,013,221	4,829,100	42%	Slightly above budget for the month (41.65% movt); however we do not expect this to materially impact council budget or operations.
Other Expenses	-	-	-	0%	Within budget expectation for the month (41.65% movt).
TOTAL RECURRENT EXPENSES	8,001,652	9,406,783	21,342,784	44.07%	Slightly above budget for the month (41.65% movt); this is mainly due to cost phasing and the accelerations of works leading up to xmas and the wet season. Management will keep a close eye on this overspend to ensure this levels out in the coming months in accordance to the annual budget.
Capitalised Wages					Noted that capitalised wages are under the expected 41.65% 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 30 November 2021

	30 November 2021	2021-22 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	5,228,669	6,833,430
Trade and other receivables	1,809,599	340,539
Inventories	275,586	300,000
Other financial assets	621,357	649,852
Non-current assets classified as held for sale	-	-
Total current assets	7,935,211	8,123,821
Non-current Assets		
Receivables	-	-
Property, plant and equipment	232,110,057	232,316,643
Accumulated Depreciation	- 77,371,332	- 76,123,791
Intangible assets	-	-
Total non-current assets	154,723,269	156,192,852
TOTAL ASSETS	162,658,480	164,316,673
Current Liabilities		
Trade and other payables	5,931,898	3,414,152
Borrowings	-	-
Provisions	152,277	125,848
Other	-	-
Total current liabilities	6,084,175	3,540,000
Non-current Liabilities		
Trade and other payables	69,757	139,515
Interest bearing liabilities	-	-
Provisions	745,193	860,000
Other	-	-
Total non-current liabilities	814,950	999,515
TOTAL LIABILITIES	6,899,125	4,539,515
NET COMMUNITY ASSETS	155,759,355	159,777,158
Community Equity		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	93,485,877	93,485,877
Retained surplus/(deficiency)	22,743,587	26,761,392
Other reserves	-	-
TOTAL COMMUNITY EQUITY	155,759,355	159,777,158

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 repayment term	<u>Authorising</u> officer (CEO)
\$126 in rates interest was written off during the month across multiple assessments.	Nil	Yes

Debt Write off requested > \$5,000

Nil

9. OFFICER’S RECOMMENDATION

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

Chief Executive Officer Reports

11.03 Sustainability Feedback Submission to Department of Local Government

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:	6 December 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- sustainability measures are adhered to

1. PURPOSE

The purpose of this report is to present to council the responses communicated to the Local Government Association of Queensland, Local Government Finance Professionals and the Western Queensland Alliance of Councils for the proposed changes to council sustainability reporting in accordance with the Local Government Sustainability Framework Discussion Paper release to the public in October 2021 by the Department of State Development, Infrastructure, Local Government and Planning.

2. BACKGROUND

Under section 169(5) of the Local Government Regulation 2012; council's budget must include the relevant measures of financial sustainability being the following:

- Asset sustainability ratio;
- Net financial liabilities ratio; and
- Operating surplus ratio.

Per the Local Government Sustainability Framework Discussion Paper the State is proposing a new financial sustainability assessment framework for QLD Councils.

This framework will take into consideration the environment, finances, assets, governance and compliance and more scaled targets are being suggested based on population size to ensure equitable comparisons of councils.

On the 12 November 2021; Burke Shire Council submitted its feedback responses on the suggested sustainability changes to the Local Government Association of Queensland, Local Government Finance Professionals and the Western Queensland Alliance of Councils for the submission to the Department of Local Government on council's behalf.

3. FINANCIAL & RESOURCE IMPLICATIONS

As council works towards the long term sustainability benchmarks as determined by the Department, council will ensure appropriate levels of service to the community into the future.

4. RISK

Risk Type	What could happen	Possible consequence
Financial	Council fails to maintain sustainability targets.	Appointment of department administrators due to insufficient cash holdings.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 169(5)	The relevant measures of financial sustainability are the following measures as described in the financial management (sustainability) guideline— (a) asset sustainability ratio; (b) net financial liabilities ratio; (c) operating surplus ratio.

6. CRITICAL DATES & IMPLICATIONS

The due date for the submission of responses to department was the 30 November 2021.

7. CONSULTATION

CEO

Finance and Technology Management

8. CONCLUSION

The requested feedback to key sustainability measurement changes was submitted to the Local Government Association of Queensland, Local Government Finance Professionals and the Western Queensland Alliance of Councils on the 12 November 2021 ahead of the due deadline. This will drive change within the Department of Local Government to adjust sustainability targets to assist councils in meeting their obligations to regulators and the community as a whole and will assist in ensuring operations of councils are reviewed in more detail into the future.

9. OFFICER'S RECOMMENDATION

THAT Council notes and receives the submission made by Council to the Local Government Association of Queensland, Local Government Finance Professionals and the Western Queensland Alliance of Councils in response to the feedback request on the changes to sustainability targets suggested by the Department of Local Government.

ATTACHMENTS

1. LG Sustainability Changes Feedback- Burke Shire Council



Chief Executive Officer Reports

11.04 Small Business Friendly Program (SBF)

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay – Chief Executive Officer
PREPARED BY:	Kimberly Chan – Economic Development Manager
DATE REPORT PREPARED:	2nd Dec 2021
LINK TO COUNCIL PLAN/S:	Burke Shire Corporate Plan 2019-24 – Tourism and Economic Development

1. PURPOSE

The following report discusses the Small Business Friendly Program (SBF) which is supported by the Office of the Queensland Small Business Commissioner (QSBC). The program involves the signing of a 'charter' that recognises Councils commitment to supporting local businesses (see draft attachment) between Councils, key businesses and several government partners including the Minister for Employment and Small Business. Once signed, the office of the QSBC also meets with Council to discuss and assist SBF program arrangements and strategies.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has been approached by the Queensland Small Business Commissioner to join the Small Business Friendly Program.

The SBF program provides the framework, support and tools required to help local governments, Queensland Government agencies and large enterprise to realise their role in supporting small businesses. By bringing people together around a common goal, the program aims to enhance the operating environment for small businesses and provide the opportunities they need to thrive. It is driven by a series of simple, yet powerful commitments by SBF members to improve the way they transact, interact and support small businesses across Queensland.

There are currently 23 Queensland local governments that have joined the SBF Program.

Small businesses are at the heart of the Queensland economy and our regional communities. They create local jobs, grow the local economy, and provide essential goods and services. But just as importantly, small businesses help create attractive, liveable communities. They foster civic pride and help attract people and investment into the area.

Small businesses face a multitude of challenges and must navigate a range of complexities especially in our remote region. In the face of unprecedented natural disasters and the economic ripple effects of the COVID-19 global pandemic, it is vital that Local Council supports small businesses to survive and thrive.

The SBF Program could have a range of benefits for council including:

- Greater community trust and confidence
- • Enhanced public reputation

- Higher employee satisfaction and engagement.

Joining the SBF Program means agreeing to and signing the SBF charter which sets out Council's commitment to recognise and consider small businesses as an important customer, recipient, and supplier of our services. It means:

- Considering small businesses when Council makes key decisions that impact them, such as purchasing and payment practices, tender processes, and legislative and policy decisions.
- Being mindful of small businesses, their issues and priorities when making local decisions.
- Keeping a log of council's improvements and showcasing Council's progress at least once each financial year.

The QSBC is working in partnership with organisations across Queensland to develop the local SBFC initiative as a commitment to be mindful of small businesses, their issues and priorities when making decisions for the local community.

3. PROPOSAL

To demonstrate Council's commitment to local small businesses it is recommended that we sign a SBF charter (see draft example Appendix 1) to become 'Small Business Friendly'. This will also mean that Council will be accountable for engaging more frequently with our local businesses, initiating business-friendly activities and finding ways to support and grow the local businesses.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial costs associated with signing the SBF charter; however, the charter sets out several requirements that council would need to meet. Council would also be required to showcase its small business friendly activities and achievements. The SBF charter signing event is an opportunity to promote council's commitment to our local community.

5. CONSULTATION

Consultation with the businesses will occur once the charter is endorsed by Council.

Mayor Ernie Camp

Chief Executive Officer

6. CONCLUSION

Council's commitment to the SBF Program confirms our commitment to support our local businesses to ensure their sustainability. Some of the work from the SBF program will likely compliment the planned work for the future Burke Shire Economic Development Strategy.

7. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Supports Burke Shire Council to become a Small Business Friendly Council by signing the Small Business Charter.

ATTACHMENTS

1. Draft Small Business Friendly Charter
2. Small Business Friendly Information Sheet



QSBC_SBF-Information-sheet.pdf



QSBC_SBF-Program Sample-charter.pdf

Chief Executive Officer Reports

11.05 Burke Shire Council Interim Tourism Plan 2022-2024

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay – Chief Executive Officer
PREPARED BY:	Kimberly Chan – Economic Development Manager
DATE REPORT PREPARED:	2nd Dec 2021
LINK TO COUNCIL PLAN/S:	Burke Shire Corporate Plan 2019-24

1. PURPOSE

The following report puts forward the Burke Shire Interim Tourism Plan that will provide guidance on projects related to developing and expanding our tourism industry. The plan also includes an action plan and will assist in organising and driving tourism-related work until the Burke Shire Economic Development Strategy is developed.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Tourism represents one of the major sectors that contributes to Burke Shire's economy and is important for many local businesses. Historically, Council has worked to support the tourism sector, however, in the past years; there has been no formal planning for the industry. There are plans to implement the Burke Shire Economic Development Strategy that will likely supersede this plan; however, there is uncertainty around when this will be able to be completed as it is dependent on State Development's commitments. This plan will allow tourism development activities to continue in the meantime. The plan also addresses the impacts of covid-19 that has caused recent declines in the tourism industry, however, may also contribute to large influxes of future tourist numbers due to the rise of domestic tourism.

3. PROPOSAL

The detailed Tourism Plan and Action Plan is located within the attachment below – Burke Shire Interim Tourism Plan

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no initial costs however, it is anticipated there will be some costs that will arise in order to implement some of the actions in the plan. There is no current allocated budget for costs. Due to the nature of the activity, some of the costs may be cover by our Covid-19 recovery funding or grant funding opportunities that may arise. Some activities will not involve any costs.

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

As noted in the attachment, no community/external consultation took place in writing the Tourism Plan as consultation for the superseding Burke Shire Economic Development Strategy will require consultation.

Councillor's previous discussions

Chief Executive Officer

Community and Communications Manager

Acting CEO / Director of Engineering

7. CONCLUSION

The Burke Shire Interim Tourism Plan will provide much needed guidance and planning in the Burke Shire Tourism Space whilst we wait for the completion of the Burke Shire Economic Development Plan. Without proper planning, work in the tourism space will likely continue to be very reactive and disorganised.

8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Endorse the Burke Shire Interim Tourism Plan 2022 - 2024

ATTACHMENTS

1. Burke Shire Interim Tourism Plan 2022 – 2024



Burke Shire Interim
Tourism Plan 2022 - 2

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) (a, b, c, d, e, f, g, h and i).

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

12.01 Outstanding Planning Matters – 3 Sites Burketown

12.02 Tender Gregory Residential Blocks and Residential House Block

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. Late Business

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

16. Deputations and presentation scheduled for meeting

16.01 Ergon Energy presentation

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 27th January 2022