



Confirmed Minutes Burke Shire Council Ordinary Meeting Thursday 27 January 2022 9.00am Council Chambers

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01. Opening of Meeting

The Chair declared the meeting open at 9:46am

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:

- **Cr John Clarke**
- **Graham O’Byrne, Director of Engineering**
- **Shaun Jorgensen, Finance and Technology Manager**

Moved: Cr Camp

Seconded: Cr Yanner

Carried 220127.01 5/0

03. Prayer

Cr Yanner 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 9th December 2021

Resolution 211209.22 was amended to reflect Waanyi PBC Rangers group.

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

Moved: Cr Camp

Seconded: Cr Wade

Carried 220127.02 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

That Council notes no notices of motion or petitions were received.

10. Works and 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:	16 January 2022
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 December 2021. The Attachment to this report provides detail on routine reporting matters and general information.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

2.1 General Works (including Parks, Gardens and Cemetery)

- Pre-Cyclone Clean up works tidy up
- Preparation for shut down period 2x staff remaining on as skeleton crew

2.2 Roads

- All road works -road construction and maintenance wrapped up for 2021
- Floraville road Culvert upgrades – current works Completed
- Increased Road checks to identify defects and signage

2.3 Plant and Fleet

- Ongoing servicing on Fleet – with planning for post Xmas period

2.4 Water & Sewerage

- SOPs workshopped and being finalised for early 2022.

Dave Marshall on leave until mid-February. Rob Ah Wing stepping up in Dave’s absence and doing well.

Burketown / Water

- WTP upgrade completed in December ’21
- Chemical Dosing upgrade works installation completed.
- SCADA upgrade scoping underway
- Waiting to hear from insurer reclaim 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 finalised.
- STP irrigation commissioning completed.

Gregory

- SCADA issues continue to be an issue. With upgrade works currently being scoped.
- Replacement of water meters ongoing.
- Raw water pumps tripping out, which evidently has been an ongoing issue for years during the wet season – issue to be rectified with upgrade

2.5 Airports

- Crack sealing completed at Burke Airport
- Burn offs completed prior to wet season both Gregory and Burke
- Gregory - 23 Solar lights replaced as per audit reports, continuation of monitoring on remaining lights is high priority.

2.6 Waste

- Ongoing sorting at Burketown, with Gregory to be conducted early 2022
- Waste Strategy finalized and published on website

3. OFFICER'S RECOMMENDATION

That Council receives and notes the Engineering and Services report

10.01 Works and Services Monthly Update Report

That Council receives and notes the Engineering and Services report

Moved: Cr Yanner

Seconded: Cr Murray

Carried 220127.03 5/0

Attendance

CEO Daniel McKinlay left the meeting from 10:00am to 10:01am.

10.02 Capex Projects Monthly Update Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Graham O’Byrne
DATE REPORT PREPARED:	16 January 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PURPOSE

This report provides an update of the overall Capital Expenditure (Capex) Program for 2021/22. The report 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 December there was a forecast cost of delivering this program is approximately \$27,000 over budget – additional variations have been approved by QRA for works which cover the majority of this amount. 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.

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>Practical Completion achieved in December 21 with Chemical Dosing equipment commissioned</i> <i>Extension of time with W4Q COVID & 19-21 have been granted out to June 2022</i> <i>Laboratory building installation delayed until January 2022</i>
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 <i>with lead times being confirmed</i>

Project	Description	Update/activity for reporting month
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
<i>Burketown Landfill Cell</i>	<ul style="list-style-type: none"> <i>New landfill cell</i> <i>Stage 1 of a 3 stage 10-year plan</i> 	<ul style="list-style-type: none"> <i>Contract awarded</i> <i>Construction commenced. Contractor demobilized and works suspended due to Cultural Heritage related issues. Current variation costs at circa \$40,000</i> <i>Ongoing</i> <i>Re-configuration of waste stockpiles completed</i> <i>Completion date December '21 (W4Q 19-21 project). Extension of Time approval received until June 2022. Department has indicated that no further extensions will be given</i> <i>Increased capacity of existing landfill carried out as temporary fix</i>
Remote Airport Upgrade Program Round 8	Lighting upgrade/replacement	<ul style="list-style-type: none"> New lights installed for Burketown and Gregory 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

Project	Description	Update/activity for reporting month
Water Source Inflow upgrade – Greg & Burketown	Improve inflow monitoring, change locality of pumps for water intake and improve infrastructure resilience. Decrease Opex	<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
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 instalment received from Qteq Installation commenced in November and to be completed in January
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" Have been unable to secure drawings/design to ease process for re-certification – GHD will be re-designing the bridge for compliance
Sewerage Network Assessment	Investigate network and implement a rectification program	<ul style="list-style-type: none"> GHD proposal and scoping agreed

Project	Description	Update/activity for reporting month
		<ul style="list-style-type: none"> Issued notice to community advising access to properties during a specific site visit timeframe by GHD GHD onsite inspections conducted with report/recommendations expected in January 2022
Asset Management Strategy	Review and re-write of the AMS and AMPs	<ul style="list-style-type: none"> Scoping completed RFT to be prepared in January
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 with RFT for January

3. 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
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

4. GRANTS & FUNDING SUBMISSIONS

(Yellow highlighted – Successful Submission)

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. <i>TMR have now stated that approval will be given in January</i>
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 Submission successful
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 was submitted by 22 December

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"> • Notification received from Commonwealth Gov't Dep'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 – in line with previous prioritisation undertaken at time of establishing the 21/22 budget
Preparing Australian Communities Program (PCAP)	Program about disaster resilience and prevention.	<ul style="list-style-type: none"> • Burke is nominated in the Risk category for Cyclone but not for flooding – this has been challenged • Submission provided for Archie Creek upgrade to a total value of \$3.3m • 50/50 con-contribution required. Council's contribution will be through the TIDS program over the remainder of this year and the next 2 years
BBRF 6	Building Better Regions Rd 6 – due 10 February 2022	<ul style="list-style-type: none"> • Have earmarked the Health and Well Being Precinct detailed design – on the back of the Master planning and concept design funded by the successful NWMP grant

Funding program	Description	Update/activity for reporting month
QRRF 21-22	Qld Resilience & Risk Reduction Fund – due 18 February	<ul style="list-style-type: none"> Consideration for the Burketown airport – flood protection and erosion investigation and design of remedial works May include some immediate works
LGGSP 22-24	Local Government Grants and Subsidies Program – due 4 March	<ul style="list-style-type: none"> Projects being considered at the moment and to be put to Council once recommendations finalized Immediate airport remedial works being considered – in conjunction with QRRF 21-22
NQNDMP	North Qld Natural Disasters Mitigation Program – due 18 February	<ul style="list-style-type: none"> Considering a number of projects for this – culverts, WTP/STP road upgrade, airport road upgrade
RRRMF	Regional and Remote Recycling Modernisation Fund – due 27 January	<ul style="list-style-type: none"> Project submission to include bins and signage for Burketown and Gregory recyclables Not a significant submission dollar wise but every bit helps

5. OFFICER'S RECOMMENDATION

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

10.02 Capex Projects Monthly Update Report

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

Moved: Cr Murray

Seconded: Cr Wade

Carried 220127.04 5/0

Adjournment

That Council adjourned the meeting from 10:28am to 11:39am for Morning Tea.

11. 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:	17 January 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 December 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. Three more currently being progressed.

Involved with a number of interviews for Gulf Savannah Development CEO position.

Meeting over new Website development.

Discussions over SES Grant Applications, new vehicle and roller doors.

Undertook WH&S Workplace Inspection Depot.

Various DDMG meetings re COVID and possible weather events.

Financial Services and Information Technology.

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

- Finalisation of forward payroll for period 14 and xmas period;
- Development in Governance internal audit scope set for January 2022;
- Continued development of council FMPM (Financial Management Practices Manual); and
- Forward planning for finance for calendar year 2022.

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

- Website version 2 in production for early 2022 implementation;
- Review of RMT network probe and review report;
- Commencement of construction of ICT Strategy Framework;
- Submission of support letter and report to Telstra for RCP round 2 submission;
- Successful implementation of Microsoft Office 2016 into Citrix environment as an incremental update to Citrix; and
- Scoping of 365 upgrades with Civica for Citrix environment for mid-January 2022.

People, Performance and Culture

EBA

- The Fourth EBA Negotiation Meeting was held on 9 December. All three unions were present resulting in some key clauses being approved and good progress being made.

Positions advertised

- Workshop Manager
- Temporary Treatment Plant Operator

New employees

- Paul Slater and Katrina Hodson have joined Council as permanent employees. Paul as our full-time Gregory Caretaker and Katrina in the capacity of part-time Gregory Caretaker.
- Sage Marshall has successfully completed his Apprenticeship and has now been employed as Council's Mechanic.

Training and Professional Development

- Cert III Business Enrolment
- Business Writing Essentials workshop
- High Risk – Forklift training
- Roller tickets
- Backhoe tickets

Economic Development / Community Projects

- Several grant applications have been submitted and awaiting outcomes:
 - 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 EOI) – Gregory WTP, Smart water meter project
 - Building our Region Fund (Planning Projects EOI) – Regional Water Strategy
 - SES Support Grant – Facility Upgrades and Car

- Currently in the process of applying for the following grants: 2022-23 Cycle Network Local Government Grants Program; AMAGA Culture, Heritage and Arts Regional Tourism Program; National Suicide Prevention Leadership and Support Program. Considering: Building our Regions Fund Planning Projects Round 6; NQ Natural Disasters Mitigation Program and the Bridges Renewal Program and Heavy Vehicle Safety and Productivity Program; Remote Roads Upgrade Pilot Program; Queensland Resilience and Risk Reduction Fund QRRRF; 2022-24 Local Government Grants and Subsidies Program.
- Unsuccessful in obtaining the Resources Community Infrastructure Fund Round 1 Grant for upgrades to the Doomadgee East Road near Little Oakey Creek. Feedback on the grant will be followed up by the engineering team. Initial results from the funding suggests future grant applications for this fund needs to be more community focused.
- Successful in obtaining \$100,000.00 from the North West Minerals Province Building Sustainable Communities Grants 2021 for planning for the Burketown Health and Wellbeing Precinct.
- Initial planning for a community grants webpage on the new Burke Shire Webpage is being considered.
- Planning currently underway for the Burke Shire Health and Wellbeing week – funding obtained. At this stage the event has been planned for the last week for March.
- Potential litter signage grants currently being assessed. Awaiting quotes to determine if the funding will match the costs.
- The North West Queensland Get Ready Campaign is currently being launched – Get Ready promotional brochures will be mailed out to LGA's in the area including Burke Shire.
- Planning for Burke Shire Council becoming a Small Business Friendly Council is also underway. Initial planning involves the signing of the Small Business Friendly Charter.

Gulf Savannah Development

- 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 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.
- Have recently been in contact with Action Graphics who edit the Matilda Country Tourism Magazine – no major edits made. Scheduled events have been redirected to the Burke Shire Council Webpage or Facebook.

Additional Training/Events

- Economic Development Australia Practitioners Training Program Course completed successfully now an Australian Certified Economic Developer.

Community and Communications

Events

Upcoming Community Events:

NIL

Upcoming Council Events:

- Health & Wellbeing Expo – Monday 28th March to Friday 1st April

Other

- Auction of items on the block behind Depot currently on hold due to other priorities.
- Youth Unit sheds have been removed and quotes and contractors sourced to isolate power to each individual property. Marwill have provided quote. Awaiting pricing and availability from Ergon.
- Demolish Old Town Hall – Planning to still proceed with this. Meeting to be held with Tim Wilson Contracting later in the month.
- Savannah Way Art Trail – Concept design has been drafted. Council to review.
- Health Expo – We are currently in the planning stages and hoping for delivery 28th March – 1st April. To be discussed further with Councillors.

Facilities Management

- Looking into MOUs 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 be completed once the weather clears up.

REX

- REX flights are in full operation as per normal.

EHO

- The EHO we had scheduled to commence Food Business inspections in October pulled out so we are on the hunt again for another. Trying to engage Cloncurry Shire Council.

Corporate Services and Governance:**Governance**

- Reviews taking place on all Council policies and procedures.
- Assisting Shaun with the rollout of the Council website and ensuring we are compliant.

Durlga

- 7 external bookings and a few internal bookings for December 2021.
- Currently reviewing processes for the Durlga to ensure additional measures in place for managing COVID (i.e., signage, sanitizer, etc).

Records

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

Rex

- Provided support for REX over the shutdown period.
- Following up with staff that have rex training to be completed.
- Assisting with training new staff for baggage handling and marshalling.
- Processed ASIC card renewal for Kieran.

Training

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

- Brianna Harrison has also commenced Business Administration course.

3. OFFICER'S RECOMMENDATION

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

11.01 Chief Executive Officer Report

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

Moved: Cr Yanner

Seconded: Cr Wade

Carried 220127.05 5/0

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:	5 January 2022
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 December 2021.

2. SUMMARY

A review of council's performance over the month of December 2021 noted that cash was down by \$326k. It was also noted that comparative to the budget, council operational expenditure was slightly over budget for December 2021 by 4.63%; this is mainly due to cost phasing and the accelerations of works leading up to Christmas 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 budget.

DRFA unearned revenue was reviewed for the month; finance identified a balance of \$4.3mil for DRFA 19/20 to be recognised to revenue along with \$417k for DRFA 20/21.

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 December 2021.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	7,812,292	16,472,234	47%
Operating Expenses	(2)	11,658,661	21,342,784	55%
Operating Result (Profit/Loss)	-	3,846,369	- 4,870,550	79%
Capital Revenue	(3)	989,448	6,343,310	16%
Net Result	-	2,856,921	1,472,760	-194%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	4,902,188	6,833,430
Other Current Assets	(5)	2,584,928	1,290,391
Non Current Assets	(6)	155,078,600	156,192,852
Total Assets		162,565,716	164,316,673
Liabilities (Current)	(7)	3,442,625	3,540,000
Liabilities (Non Current)	(8)	817,952	999,515
Total Liabilities		4,260,577	4,539,515
Net Community Assets		158,305,139	159,777,158

Sustainability outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-49%	-212%
² Working Capital Ratio	Greater than 1:1	2	1
³ Net Financial Liabilities Ratio	Less than 60%	-52%	-61%

Notes:

- Operating revenues - DRFA unearned revenue was reviewed for the month; finance identified a balance of \$4.3mil for DRFA 19/20 to be recognised to revenue along with \$417k for DRFA 20/21. This coincides with the increase in operational expenditure and cost phasing over the past 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 Christmas and the wet season. In relation to employee benefits costs against the budget, Council has expended \$2.113mil against a budget of \$5.717mil for the year. This is an actual spend of 36.96%, 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 for the January 2021 month. (4,5,6,7,8) - Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; therefore, there are no items by exception to report at this stage.

Definitions

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

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

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

4. STATEMENT OF CASH FLOWS

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

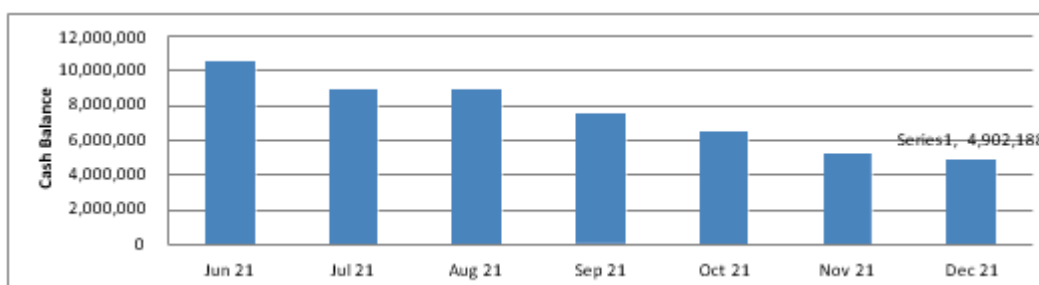
For the month ended 31 December 2021

	Note Ref	31 December 2020 \$	31 December 2021 \$	2021-22 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	1,390,108	2,203,348	5,016,086	44%
Payments to suppliers and employees	(2)	(7,759,356)	(11,780,536)	(19,430,883)	61%
		(6,369,249)	(9,577,188)	(14,414,797)	66%
Rental Income	(3)	109,146	93,264	222,000	42%
Interest Received	(4)	39,128	31,617	80,000	40%
Operating Grants and Contributions	(5)	3,874,084	5,409,312	11,871,000	46%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		(2,346,890)	(4,042,994)	12,173,000	-33%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(3,835,813)	(2,574,505)	(7,798,521)	33%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	40,000	0%
Capital Grants and Subsidies	(7)	2,689,221	989,448	6,303,310	16%
Net cash inflow (outflow) from investing activities		(1,146,592)	(1,585,057)	(1,455,211)	109%
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)	(3,493,482)	(5,628,052)	(3,697,008)	152%
Cash at beginning of reporting period		7,053,604	10,530,239	10,530,239	100%
Cash at end of reporting period	(8)	3,560,122	4,902,188	6,833,230	72%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.57%	31,617	2,812,323
Westpac General Fund	-	-	2,289,582
Cash Floats	-	-	283
Total			4,902,188

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	4,902,188	
Restricted Cash - DRFA Revenue	2,581,941	Majority of balance relates to DRFA funding
Unrestricted Cash	2,320,247	

Notes to the Statement of Cashflows:

1. Receipts from customers - No significant movements noted month on month.
2. Payments to suppliers and employees - Noted that this amount includes amounts accrued back into the 2021 financial year. As such, there is a minor 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 DRFA related projects and capital projects during December 2021.
3. Rental Income - rental income is on track with budget.
4. Interest Received - interest has increased comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (0.57%). This is down from 0.61% in November 2021.
5. Operating Grants and Contributions - DRFA unearned revenue was reviewed for the month; finance identified a balance of \$4.3mil for DRFA 19/20 to be recognised to revenue along with \$417k for DRFA 20/21.
6. Payments for Property, Plant and Equipment - the amount expended relates to payment made towards Work In Progress for the month of December 2021 based on progress payments claimed from suppliers as at the end of December 2021.
7. Capital Grants and Subsidies - No movement noted for December 2021. Finance notes that capital grants appear to be lagging comparative to November last year. It is expected that this will start to move in line with budget for January 2022 onwards based on discussions with Engineering and Project Management personnel.
8. Net Cash Movement - council's cash holdings were down \$326k, to a total balance of \$4.902mil in the bank/QTC. This is mainly due to contractor payments as noted in the above commentary.

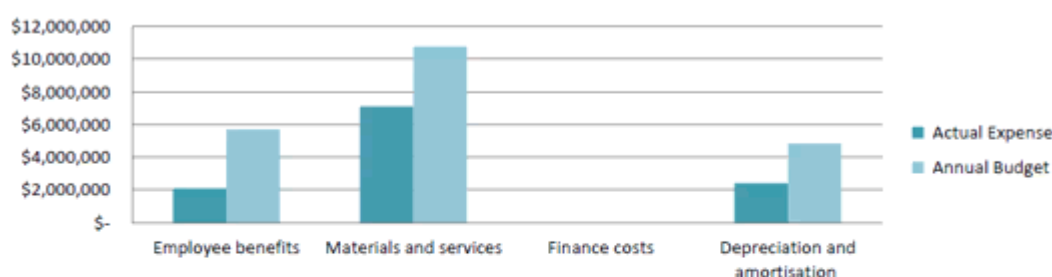
5. STATEMENT OF INCOME AND EXPENDITURE

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

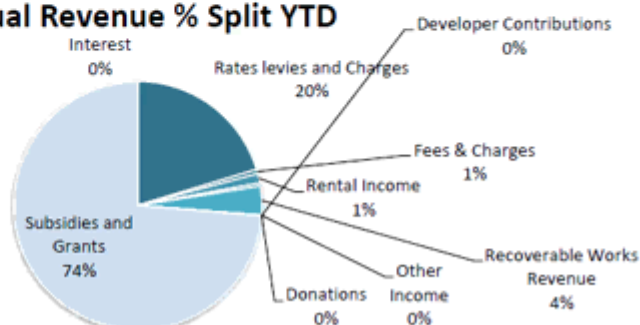
For the month ended 31 December 2021

	Note Ref	31 December 2020 \$	31 December 2021 \$	2021-22 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,512,797	1,586,212	3,022,500	52%
Fees & Charges	(1)	27,108	45,421	85,300	53%
Rental Income	(2)	109,146	93,264	222,000	42%
Interest	(3)	39,128	31,617	79,704	40%
Recoverable Works Revenue	(4)	451,792	295,035	1,111,000	27%
Other Income	(5)	85,678	1,880	75,800	2%
Donations	(12)	-	5,000	5,000	100%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	2,047,129	5,753,863	11,870,930	48%
Total Recurrent Revenue		2,759,981	7,812,292	16,472,234	47%
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		2,759,981	8,801,740	22,815,544	39%
Recurrent Expenses					
Employee benefits	(8) -	2,360,005	2,113,113 -	5,717,890	37%
Materials and services	(9) -	4,766,470	7,120,371 -	10,783,794	66%
Finance costs	(10) -	5,175	5,516 -	12,000	46%
Depreciation and amortisation	(11) -	2,330,809	2,419,661 -	4,829,100	50%
TOTAL RECURRENT EXPENSES	-	9,462,459	11,658,661 -	21,342,784	55%
NET RESULT	-	6,702,478	2,856,921	1,472,760	-194%

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 (0.57%). This is down from 0.61% in November 2021.
4. Recoverable Works Revenue - no movement for the month.
5. Other Income - minimal movement for the month.
6. Subsidies and Grants (operating) - DRFA unearned revenue was reviewed for the month; finance identified a balance of \$4.3mil for DRFA 19/20 to be recognised to revenue along with \$417k for DRFA 20/21.
7. Subsidies and Grants (capital) - No movement noted for December 2021. Finance notes that capital grants appear to be lagging comparative to November last year. It is expected that this will start to move in line with budget for January 2022 onwards based on discussions with Engineering and Project Management personnel.
8. Employee benefits - employee benefits costs against the budget, we have currently expended \$2.113mil against a budget of \$5.717mil for the year. This is an actual spend of 36.96%, 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 in line with the expected depreciation spend by 31 December 2021.
12. Donations Revenue - council received a \$5,000 donation to be committed against the Young Ambassadors Program for 2021/22

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 December 2021 49.98%

% 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 December 2020	31 December 2021	2021-22 Annual Budget	YTD Progress %	Comments
	\$	\$	\$		
Recurrent Expenses					
Corporate Governance Costs	367,040	379,310	887,700	43%	Within budget expectation for the month (49.98% movt).
Administration Costs	1,530,403	1,395,815	3,099,900	45%	Within budget expectation for the month (49.98% movt).
Recoverable Works Expenses	365,887	450,971	790,000	57%	Recoverable works have increased due to the completion of works for RMPC during December 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	4,506,248	6,663,461	10,326,754	65%	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	368,315	419,457	825,300	51%	Utility services are slightly higher than budget. These will be assessed as part of the 6 month budget review at this stage.
Net Plant Operating Costs	- 613,767 -	- 698,949 -	900,000	78%	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	42,806	163,000	26%	Within budget expectation for the month (49.98% movt).
Community Services Costs	567,507	580,613	1,309,030	44%	Within budget expectation for the month (49.98% movt).
Finance Costs	5,175	5,516	12,000	46%	Within budget expectation for the month (49.98% movt).
Depreciation	2,330,809	2,419,661	4,829,100	50%	Within budget expectation for the month (49.98% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (49.98% movt).
TOTAL RECURRENT EXPENSES	9,462,458	11,658,661	21,342,784	54.63%	Slightly above budget for the month (49.98% movt); this is mainly due to cost phasing and the accelerations of works leading up to xmas and the wet season. A budget review of 6 months to December 2021 is scheduled to be completed for Feb 2021 to review any over budget movements.
Capitalised Wages	-	56,479	194,000	29%	Noted that capitalised wages are under the expected 49.98% however this will pick up before the end of the financial year as more project works are completed.

For the month ended 31 December 2021

	31 December 2021	2021-22 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	4,902,188	6,833,430
Trade and other receivables	1,744,972	340,539
Inventories	259,946	300,000
Other financial assets	580,010	649,852
Non-current assets classified as held for sale	-	-
Total current assets	7,487,116	8,123,821
Non-current Assets		
Receivables	-	-
Property, plant and equipment	232,871,828	232,316,643
Accumulated Depreciation	- 77,777,772 -	76,123,791
Intangible assets	-	-
Total non-current assets	155,078,600	156,192,852
TOTAL ASSETS	162,565,716	164,316,673
Current Liabilities		
Trade and other payables	3,290,348	3,414,152
Borrowings	-	-
Provisions	152,277	125,848
Other	-	-
Total current liabilities	3,442,625	3,540,000
Non-current Liabilities		
Trade and other payables	69,757	139,515
Interest bearing liabilities	-	-
Provisions	748,195	860,000
Other	-	-
Total non-current liabilities	817,952	999,515
TOTAL LIABILITIES	4,260,577	4,539,515
NET COMMUNITY ASSETS	158,305,139	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)	25,289,370	26,761,392
Other reserves	-	-
TOTAL COMMUNITY EQUITY	158,305,138	159,777,158

7. 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	Authorising officer (CEO)
Nil	Nil	Nil

Debt Write off requested > \$5,000

Nil

8. OFFICER'S RECOMMENDATION

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

11.02 Financial Services Monthly Update Report**That the financial report for the 31 December 2021 be received and noted.****Moved: Cr Camp****Seconded: Cr Yanner****Carried 220127.06 5/0**

Chief Executive Officer Reports

11.03 Operational Plan 2021-2022 – December 2021 Quarter Review

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	18 January 2022
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

To provide Council with an outline of progress made through the December 2021 Quarter towards the achievement of Council's 2021/2022 Operational Plan.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under Section 174(3) of the Local Government Regulation 2012 the Chief Executive Officer is required to present a written assessment of the progress made towards implementing the Annual Operational Plan at regular intervals of not more than three months.

Attached is the update for the December 2021 quarter review of progress against Council's 2021/2022 Operational Plan for Council consideration.

3. PROPOSAL

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

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

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

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

All Senior Managers have contributed to the compilation of this report.

9. CONCLUSION

This report highlights Council's implementation of the 2021/2022 Operational Plan actions/projects for the December 2021 quarter of the 2021/2022 Financial Year.

10. OFFICER'S RECOMMENDATION

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

11.03 Operational Plan 2021-2022 – December 2021 Quarter Review

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

Moved: Cr Wade

Seconded: Cr Murray

Carried 220127.07 5/0

Chief Executive Officer Reports

11.04 Sport and Recreation Strategy - Update for December 2021 Quarter

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	10 January 2022
LINK TO COUNCIL PLAN/S:	BSC Sport and Recreation Strategy 2019-24

1. PURPOSE

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

3. FINANCIAL & RESOURCE IMPLICATIONS

The majority of items listed for delivery in the Sport and Recreation Strategy have been fully funded through external grants. These included:

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

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

However, there are a number of high-priority projects and initiatives scheduled for delivery in 2021-22 that do not have a budget allocation. These include:

- Swimming pool/water park: progress the concept design for a new swimming pool and associated facilities;
- Burketown Gym: progress the concept/design component for this project;
- Burketown Recreation Precinct: progress the concept/design for a recreational precinct on the School Oval.

4. RISK

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

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Corporate Plan 2019-24	Goals	Community: Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire.
Corporate Plan 2019-24	Strategies	<p>Community</p> <ol style="list-style-type: none"> Council provides facilities, spaces, services, events and activities that promote and support community engagement, health, well-being and sustainability. Council supports and/or partners with organisations, services, events and activities that promote and support community engagement, health, well-being and sustainability. Council acts (directly or through facilitation, advocacy or partnerships) to address accommodation issues that impact on community well-being and sustainability.

6. CRITICAL DATES & IMPLICATIONS

The Sport and Recreation Strategy 2019-24 allocates completion timeframes for particular activities. Council's ability to fund these activities is often dependent on receipt of external funding, so these timeframes are, in many cases, aspirational.

7. CONSULTATION

Periodic consultation is taking place between Council and:

- Club and Association representatives:
 - Ongoing engagement with Gregory club representatives in relation to Gregory Showgrounds projects
 - Ongoing engagement with the Burketown Rodeo and Sporting Association in relation to infrastructure and facility management at the Burketown Showgrounds.
- Department of Housing & Public Works (Sport and Recreation).

8. CONCLUSION

Monitoring the implementation of the Sport and Recreation Strategy 2019-24 will help Council to progress key goals and strategies in the Corporate Plan 2019-24, particularly as these relate to community health, wellbeing and sustainability.

9. OFFICER'S RECOMMENDATION

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

11.04 Sport and Recreation Strategy - Update for December 2021 Quarter

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

Moved: Cr Yanner

Seconded: Cr Murray

Carried 220127.08 5/0

Attendance

CEO Daniel McKinlay left the meeting from 11:53am to 11:54am

Chief Executive Officer Reports

11.05 Review of Annual Policies

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	14 January 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

The purpose of this report is to readopt a range of Annual Policies in accordance with the relevant legislation.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In accordance with the Local Government Regulation 2012, Council is required to maintain a range of policies to guide Council's behaviours and activities.

The policies included for adoption are:

- Advertising Expenditure Policy (Statutory);
- Asset Disposal Policy (General);
- Portables and Attractive Items Policy (General); and
- Competitive Neutrality Complaints Policy (Statutory).

3. PROPOSAL

Comments on the various policies to be adopted as per the Local Government Regulation 2012 are as follows:

Advertising Expenditure Policy (Statutory) – Local Government Regulation Section 197

Council advertises in various media to inform, involve and educate the community about matters affecting them. It is important that guidelines are established to assist Council in determining the appropriate uses for advertising. This includes guidelines for:

- When the Burke Shire Council may incur expenditure for the purposes of advertising;
- When the Burke Shire Council may engage in advertising;
- General Restrictions on advertising;
- Restrictions during elections; and
- Advertising Approvals.

Asset Disposal Policy (General) – Local Government Act Section 104

The purpose of this policy is to provide unambiguous and transparent direction for the disposal of assets to:

- Promote fair and effective competition to the greatest possible extent;
- Consider any potential benefit to the community;
- Ensure best value for money is achieved; and
- Ensure the same accountability for disposal of assets as that of purchasing assets.

Portables and Attractive Items Policy (General)

The purpose of the Portables and Attractive Items Policy is to provide BSC with a policy that promotes accountability and transparency in the management of Portable and Attractive Items to mitigate the risk of theft, intentional misuse or loss of public benefit from the items, while considering the associated administrative costs.

The policy outlines the following factors to be considered for Portables and Attractive Items:

- Recognition and Identification;
- Stocktakes; and
- Disposals.

Competitive Neutrality Complaints Policy (Statutory)

This policy applies to Competitive Neutrality Complaints regarding Business Activities undertaken by Burke Shire Council (BSC) that are in direct competition, or have the potential to be in competition, with the private sector.

The policy outlines the following factors to be considered for Competitive Neutrality Complaints Items:

- Preliminary Review Process;
- Further Complaints Process; and
- Council's Competitive Neutrality Complaints Register and Reporting Requirements.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this Report

5. RISK

The annual review of these policies is a risk mitigation activity ensuring the currency of Council policies.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 197 Advertising Spending.	<ol style="list-style-type: none"> 1) A local government must prepare and adopt a policy about the local government's spending on advertising (an advertising spending policy). 2) A local government may spend money on advertising only if— <ol style="list-style-type: none"> a) the advertising is to provide information or education to the public; and b) the information or education is provided in the public interest; and c) in a way that is consistent with the local government's advertising spending policy. 3) Advertising is promoting, for the payment of a fee, an idea, goods or services to the public.
Local Government Act 2009 Section 104	Financial management systems	<ol style="list-style-type: none"> 1) To ensure it is financially sustainable, a local government must establish a system of financial management that— <ol style="list-style-type: none"> a) ensures regard is had to the sound contracting principles when entering into a contract for— <ol style="list-style-type: none"> b) the supply of goods or services; or <p><u>(ii) the disposal of assets</u></p> <ol style="list-style-type: none"> 1) A local government must adopt a process for resolving competitive neutrality complaints.
Local Government Act 2009 Section 48	Competitive neutrality complaints	<ol style="list-style-type: none"> 2) A competitive neutrality complaint is a complaint that— <ol style="list-style-type: none"> a) relates to the failure of a local government to conduct a business activity in accordance with the competitive neutrality principle; and b) is made by an affected person. 3) An affected person is— <ol style="list-style-type: none"> o a person who— <ol style="list-style-type: none"> a) competes with the local government in relation to the business activity; and b) claims to be adversely affected by a competitive advantage that the person alleges is enjoyed by the local government; or o a person who— <ol style="list-style-type: none"> a) wants to compete with the local government in

		<p>b) relation to the business activity; and claims to be hindered from doing so by a competitive advantage that the person alleges is enjoyed by the local government.</p> <p>4) A regulation may provide for the process for resolving competitive neutrality complaints.</p> <p>5) A local government does not have to resolve a competitive neutrality complaint relating to a business activity prescribed under a regulation.</p>
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7. CRITICAL DATES & IMPLICATIONS

These policies apply until the next respective review date of each policy as defined by either the Act, Regulation or Policy.

8. CONSULTATION

Councillors

Chief Executive Officer

Finance and Technology Manager

9. CONCLUSION

The policies to be adopted are required to be adopted annually under the Local Government Act 2009.

10. OFFICER'S RECOMMENDATION

THAT Council adopts the following policies as part of the annual review carried out by officers.

11.05 Review of Annual Policies

THAT Council adopts the following policies as part of the annual review carried out by officers.

- **Advertising Expenditure Policy (Statutory);**
- **Asset Disposal Policy (General);**
- **Portables and Attractive Items Policy (General); and**
- **Competitive Neutrality Complaints Policy (Statutory).**

Moved: Cr Clarke

Seconded: Cr Wade

Carried 220127.09 5/0

Attendance

Cr Yanner left the meeting from 12:01pm to 12:04pm

Chief Executive Officer Reports

11.06 Review of Annual Policies

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	14 January 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

The purpose of this report is to readopt a range of Annual Policies in accordance with the relevant legislation.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In accordance with the Local Government Regulation 2012, Council is required to maintain a range of policies to guide Council's behaviours and activities.

The policies included for adoption are:

- CCTV Policy (General);
- Social Media Policy (General);
- Computer and Telecommunication Resource Usage Policy (General); and
- Related Party Disclosure Policy (Statutory).

Comments on the various policies to be adopted as per the Local Government Regulation 2012 are as follows:

CCTV Policy (General)

This policy provides guidance on the establishment and maintenance of Burke Shire Council's Closed-Circuit Television (CCTV) system. This Policy outlines how Council collects and manages personal information associated with the installation and use of CCTV systems and ensures access to, and requests for footage are managed in accordance with relevant legislation.

The primary objectives of the CCTV System are as follows:

- a. To reduce crime levels by deterring potential offenders;
- b. To assist in the investigation and/or prosecution of offenders;
- c. To reduce fear of crime within the community; and
- d. To help secure a safer environment for those whom work in, live in and visit the Burke Shire Region.

The secondary objectives of the CCTV System may include:

- a. To monitor or record progress of construction/works at Council property;
- b. To obtain data of usage of roads or other Council facilities for future planning purposes;
- c. To monitor operational aspects of Council facilities including, water levels, waste levels or
- d. general asset condition;
- e. To monitor compliance with, or identify breaches against, Council Local Laws and Policies; and
- f. Assist in the enforcement of Leases, Permits & the collection of Fees & Charges.

Social Media Policy (General)

This policy is to provide understanding and guidance for the appropriate use of social media platforms and tools by Council staff, Councillors and contractors for the purpose of conducting Council business.

This policy outlines the following items:

- Expectations;
- Content Not Permitted;
- Social Media Protocols;
- Roles and Responsibilities; and
- Dealing with the media.

Computer and Telecommunication Resource Usage Policy (General)

- The purpose of this policy is to ensure that Burke Shire Council (Council) ICT and Telecommunication resources are used:
- Appropriately and efficiently;
- To assist Council to effectively deliver quality, value for money services;
- To not create or increase risk to Council, Council employees, Councillors, contractors and third parties;
- In accordance with other policies, legislation, standards, and business best practice; and
- Managed with sound consistent governance across Council.

This policy outlines the following items:

- Use of Internet, Email and Computers;
- Requirements for Use;
- Prohibited Conduct;
- Security;
- Details on Blocking Email or Internet Access;
- Computer Surveillance in Council's Workplace; and
- Use of Financial Accounting Systems.

Related Party Disclosure Policy (Statutory)

The purpose of this Policy is to provide guidance to Burke Shire Councillors and Key Management Personnel (KMP) to ensure Council's compliance with Australian Accounting Standards Board AASB 124 Related Party Disclosures. This Guideline will provide a systematic approach to discern related parties, approved related party transactions and proper identification, recording and reporting of such transactions.

This Guideline will be applied in:

- Identifying KMP;
- Identifying related party relationships and transactions;
- Identifying outstanding balances, including commitments, between Council and its related parties;
- Identifying the circumstances in which disclosure is required; and

Determining the specific disclosures to be made.

3. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this Report.

4. RISK

The annual review of these policies is a risk mitigation activity ensuring the currency of Council policies.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009 Section 104	Section 150EP Who is a related party of a councillor	<p>(1) A person is a related party of a councillor if the person is any of the following in relation to the councillor—</p> <p>(a) an entity in which the councillor, or a person mentioned in paragraph (b), (c) or (d), has an interest;</p> <p>(b) a close associate of the councillor, other than an entity mentioned in section 150EJ(1)(f);</p> <p>(c) a parent, child or sibling of the councillor's spouse;</p> <p>(d) a person who has a close personal relationship with the councillor.</p> <p>(2) However, a parent, child or sibling of the councillor's spouse,</p> <p>or a person who has a close personal relationship with the councillor, is a related party of the councillor in relation to a matter only if the councillor knows, or ought reasonably to know, about the parent's, child's, sibling's or person's involvement in the matter.</p>
Local Government Regulation 2012	Section 289(2)	A person is related to a councillor, chief executive officer, councillor advisor or senior executive employee (the primary party) if—

Instrument	Reference	Details
		<p>(a) the person is the primary party's spouse; or</p> <p>(b) the person is totally or substantially dependent on the primary party and—</p> <p>(i) the person is the primary party's child; or</p> <p>(ii) the person's affairs are so closely connected with the affairs of the primary party that a benefit derived by the person, or a substantial part of it, could pass to the primary party.</p>

6. CRITICAL DATES & IMPLICATIONS

These policies apply until the next respective review date of each policy as defined by either the Act, Regulation or Policy.

7. CONSULTATION

Councillors

Chief Executive Officer

Finance and Technology Manager

8. CONCLUSION

The policies to be adopted are required to be adopted annually under the Local Government Act 2009.

9. OFFICER'S RECOMMENDATION

1. THAT Council adopts the following policies as part of the annual review carried out by officers.

11.06 Review of Annual Policies

THAT Council adopts the following policies as part of the annual review carried out by officers.

- **CCTV Policy (General);**
- **Social Media Policy (General);**
- **Computer and Telecommunication Resource Usage Policy (General); and**
- **Related Party Disclosure Policy (Statutory).**

Moved: Cr Camp

Seconded: Cr Yanner

Carried 220127.10 5/0

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) (g).

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

Council moved into closed session at 12:19pm

Moved: Cr Wade

Seconded: Cr Yanner

Carried 220127.11 5/0

Attendance

Cr Camp left the meeting from 12:41pm to 12:42pm

Attendance

Cr Wade left the meeting from 12:42pm to 12:43pm

Move into Open Session

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

Council resumed open session at 1:17pm

Moved: Cr Wade

Seconded: Cr Yanner

Carried 220127.12 5/0

12.01 Waanyi Rangers Program.

- **That Council note the contents of the report. and**
- **That Council agrees to sell to Waanyi PBC a Council Donga at book value. Relocation at Waanyi PBC cost.**
- **Mayor and CEO be delegated to finalise any Licence agreements arising from occupation of any of the residential blocks identified or any other Council locations.**
- **Council will consider the requirements of a third block. This will be subject to further negotiation.**
- **Council to work with Waanyi Group in relation to the activities planned on the Residential Land Blocks they are to be allocated. When blocks are identified Town Planning advice will be sought.**
- **The Mayor, Cr Clarke and the CEO to further the negotiations and update Council accordingly.**

Moved: Cr Clarke

Seconded: Cr Camp

Carried 220127.13 5/0

13. Mayoral Report

I attended the following:

1. DDMG Weekly Vaccination Meetings – DM and Cr Clarke attended when I was unable
2. DDMG Monthly Meeting – I have brought up several issues at recent meetings:
 - a. Need for electronic signage, and legislative changes to allow for this, to be able to react swiftly to changing weather/road conditions and advise travellers of road closures, flooded causeways etc
 - b. Calls to remote stations/roadhouses etc to assist police/emergency response such as stranded/broken down travellers when police/emergency services are unable to assist in the first instance and implications for their safety
 - c. More people relying solely on mapping apps to make travel plans and not undertaking additional research into seasonal weather/road conditions or suitability of vehicle to undertake such a journey
 - d. Need to evaluate effectiveness of “if its flooded, forget it” campaign
3. Extra Ordinary DDMG Meetings – to prepare for borders opening on 01/01/22
4. Burke Shire Covid 19 Response Planning Meeting between Burke LDMG, Burketown Health Centre CAG, Health, Police and relevant DDMG members – to discuss response and ability/resources required to respond to Covid once it reaches our Shire
5. Meeting with CQU Rep – regarding research project on First Nations Disaster Management Plans for Covid 19 – with CEO and DM
6. Discussions with CLCAC reps regarding Waanyi Rangers Programme -to be based at Gregory

Media

1. Interviews with ABC Radio re reliance on mapping apps, flooding
2. Video message re “If its flooded, forget it” - shared across ABC NWQ and Council FB

GSD

1. We recently advertised for a CEO to assist in reinvigorating and renewing GSD and were pleased to receive almost 100 applicants. We then conducted several interviews, shortlisted candidates, reinterviewed those and negotiated with successful candidate for role. Pleased to advise that Mark Forbes, with a background in local government, regional development, business mentoring and business ownership will take up the role in early February. We are currently finalising arrangements to support his role.

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

Moved: Cr Yanner

Seconded: Cr Wade

Carried 220127.14 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 220127.15 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 1:39pm.

I hereby certify that these pages numbered 1 to 44 – constitute
the Confirmed minutes of the Ordinary Council Meeting of Burke
Shire Council held on Thursday 27 January 2022.

Mayor Cr Ernie Camp