



Confirmed Minutes  
Burke Shire Council Ordinary Meeting  
Thursday 24 March 2022  
9.00am Council Chambers

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## 01. Opening of Meeting

**The Chair declared the meeting open at 9:09am**

## 02. Record of Attendance

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

**Dan McKinlay; Chief Executive Officer  
Graham O’Byrne; Director of Engineering  
Clinton Murray; Works Manager  
Chelsea Nelson; People, Performance and Culture Manager  
Kimberly Chan; Economic Development Manager  
Shannon Moren; Community and Communications Manager  
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**
- **Chelsea Nelson, People, Performance and Culture Manager**
- **Shaun Jorgensen, Finance and Technology Manager**

**Moved: Cr Yanner**

**Seconded: Cr Camp**

**Carried 220324.01 5/0**

## 03. Prayer

**Cr Camp led Council in prayer.**

**Council observed a minute silence for the Russian Ukrainian War and for Afghanistan girls not being able to go to high school.**

## 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 24 February 2022

**That the Minutes of the Ordinary Meeting of Council held on Thursday 24 February 2022 as presented be confirmed by Council.**

**Moved: Cr Wade**

**Seconded: Cr Murray**

**Carried 220324.02 5/0**

## 06. Condolences

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

## 07. Declaration of Interests

**No declarations of interests were noted for the meeting.**

## 08. Registers of Interests

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

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

### 09.01 Notices of Motion

### 09.02 Petitions

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

## 10. Engineering Services Reports

### 10.01 Engineering and Services Monthly Report

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DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	16 March 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24   Operational Plan 2021-22

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#### 1. PURPOSE

This report is for information of Council and outlines the works carried out by the Engineering and Services Department for the month of February 2022. 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)**

- Rain event cleanup works tidy up
- Ramp up maintenance on over grown areas
- Ongoing wharf maintenance
- Slashing of over grown lots
- Clean up over grown lot in Gregory Street

##### 2.2 **Roads**

- Wet season road checks -Temporary signage and conditions monitoring
- Increased Road checks to identify defects and signage
- WDR Jacks Gully and Poison Gully temporary repairs to road surface-ongoing monitoring
- Doomadgee west road closure in place due to severe wash outs
- Gregory crossing road closure – questions raised and addressed on reasons why (due to flood marker and locations)

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

- Ongoing routine maintenance – requirement for a contract mechanic pending unsuccessful attempts at securing a Workshop Manager
- Rubbish Truck – Electrical and Hydraulic issues ongoing
- Prime Mover – electrical issues ongoing

- Grader - Electrical faults (possible lightning strike)

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

- SOPs workshopped and being finalised for early 2022 - ongoing.
- Dave Marshall back at work on 21<sup>st</sup> February.

#### **Burketown**

##### **Water**

- Chemical Dosing upgrade works installation completed and commissioned. A few minor repairs to take place once the contractor (QEE) on site.
- QEE to repair concrete where Sulphuric Acid has leaked and damaged concrete.
- SCADA upgrade scoping finalised and being prepared for tender
- Insurance broker has now revisited the claim and accelerating response for water leak damage during Clear Water Storage project
- Planning for de-silting of lagoons for Mid 2022 underway
- Water meter replacements (damaged ones) being finalised

##### **Sewerage Treatment Plant**

- Issue with STP irrigation resolved – loose connection to pump. Currently working on procedures to operate irrigation system. This includes how regular we operate the filter bypass and flushing system.
- Currently investigating the cause of pH failures on the monthly Sewerage Samples. This will continue until we can identify the cause and treat accordingly.

##### **Gregory**

- Planning for Raw water pump well upgrade completed and scope included in overall SCADA upgrade works.
- Raw Water and Potable Meters planning to be replaced.

#### 2.5 **Airports**

- Final inspection of works required to enable sign-off of project (had been waiting on Asif's return from Brisbane)
- Mowing around lights and the runway strip at both the Gregory and Burketown Airports currently underway.

#### 2.6 **Waste**

- Ongoing sorting at Burketown, with Gregory to be conducted early 2022
- Waste Strategy first actions being implemented – organic waste reuse via compost bins

#### 3. OFFICER'S RECOMMENDATION

That Council receives and notes the Engineering and Services report.

**10.01 Engineering and Services Monthly Report**

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

**Moved: Cr Camp**

**Seconded: Cr Wade**

**Carried 220324.03 5/0**

## 10.02 Capex Projects Report

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

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## 1. PURPOSE

This report provides an update of the overall Capital Expenditure (Capex) Program for 2021/22. The report summarises the status to end of the reporting month.

The progress of grant and funding submissions is also provided.

## 2. SUMMARY

The Capex program budget for 2021/22 financial year is \$7,918,521. Of this \$1,284,211 is new grant funding. This is approximately \$130,000 more than last month with the successful funding received for the Health and Well Being Precinct master planning (\$100,000). At the end of February, the forecast cost of delivering this program is approximately \$32,000 over budget, \$5,000 increase from last month – additional variations are in the process of being approved by QRA which will cover the majority of this amount. 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
Burketown WTP Upgrade	<ul style="list-style-type: none"> <li>Upgrade of chemical dosing</li> <li>Provision of water testing facility (new lab)</li> <li>Replacement of shed and additional concrete working areas</li> </ul>	<ul style="list-style-type: none"> <li><i>Practical Completion achieved in December 21 with Chemical Dosing equipment commissioned</i></li> <li><i>Extension of time with W4Q COVID &amp; 19-21 have been granted out to June 2022</i></li> <li>Laboratory building installation delayed now until early March 2022</li> <li><a href="#">Training of operators scheduled for end of March 22</a></li> </ul>
Fleet	<ul style="list-style-type: none"> <li>Replacement of fleet</li> </ul>	<ul style="list-style-type: none"> <li>Procurement of replacement vehicles (with trade-ins) underway</li> <li>Overall purchase / replacement /disposal strategy finalised and procurement commenced <a href="#">with dealers currently being locked in – Grader and white fleet</a></li> </ul>



Project	Description	Update/activity for reporting month
Culvert Replacement (multiple roads)	<ul style="list-style-type: none"> <li>Replacement of failed culverts</li> </ul>	<ul style="list-style-type: none"> <li>On-site investigations and designs finalised</li> <li>Two sites (2A &amp; 2B) have been delayed until early 2022 due to availability of culverts</li> <li>Additional sites on Floraville Rd 35 and 10 design underway and to be tendered</li> </ul>
Burketown Landfill Cell	<ul style="list-style-type: none"> <li>New landfill cell</li> <li>Stage 1 of a 3 stage 10 year plan</li> </ul>	<ul style="list-style-type: none"> <li>Contract awarded</li> <li>Construction commenced. Contractor demobilized and works suspended due to Cultural Heritage related issues. Current variation costs at circa \$40,000 Ongoing</li> <li>Re-configuration of waste stockpiles completed</li> <li>Completion date December '21 (W4Q 19-21 project). Extension of Time approval received until June 2022. <b>Department has indicated that no further extensions will be given. Note that recent (March) permission to proceed given by CLCAC. Re-mobilisation underway</b></li> </ul>
Remote Airport Upgrade Program Round 8	Lighting upgrade/replacement	<ul style="list-style-type: none"> <li>New lights installed for Burketown and Gregory. Final inspection to be undertaken for final acquittal (waiting on return of Asif Alam to Bkt in March)</li> <li>New line marking completed in conjunction with above</li> </ul>
SCADA upgrade works	<p>QWRAP regional review of SCADA.</p> <p>Further to this BSC scope to be finalized and tendered</p>	<ul style="list-style-type: none"> <li>Regional review under QWRAP report finalized and under review by participating councils</li> <li>Final investigation carried out on-site by GHD with final scoping workshop conducted end of January. Tender to be released in March</li> <li>Scope has been split into 2 stages (St1 \$750k &amp; St2 \$250k) due to budget constraints. Stage 2 to be undertaken under further grant program</li> </ul>

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"> <li>This project directly related to SCADA scoping with similar timelines</li> <li>Scope development has been finalised in conjunction with above. Tenders in March</li> </ul>
Gregory WTP upgrade	Improve resilience and reliability of plant operation with a focus on making it a "remote" plant that doesn't require daily attention. Circa \$40k pa Opex saving	<ul style="list-style-type: none"> <li>Scope development has been finalised for Stage 1 as per above</li> </ul>
Disaster and Recovery Generators Management Review/Training	Generator for communications and generator at airport fuel dispense.	<ul style="list-style-type: none"> <li><a href="#">Sizing and specifications for generators underway</a></li> </ul>
Flood Cameras	Replacement and upgrade of existing cameras	<ul style="list-style-type: none"> <li>Quotes for supply and installment received from Qteq</li> <li>Installation commenced in November and to be completed in February/March depending on road closures</li> </ul>
FWIN Project	Joint Procurement of Flood Warning infrastructure with ROC councils	<ul style="list-style-type: none"> <li>Contract awarded to Qteq</li> <li>Cultural Heritage matters have been resolved with monitors required on a number of sites. QRA have agreed to finance this variation cost</li> <li>Installation has commenced</li> </ul>
Gregory River Pedestrian Bridge	Create a pedestrian bridge on top of the old bridge	<ul style="list-style-type: none"> <li>Risk analysis complete with preliminary costings</li> <li>Workshop/briefing to Council held at October meeting. Resolved to progress with re-instatement of original bridge purpose/categorisation, with "Authorised vehicle access only"</li> <li>Have been unable to secure drawings/design to ease process for re-certification – GHD will be re-designing the bridge for compliance</li> <li>Design check commenced</li> </ul>

Project	Description	Update/activity for reporting month
Sewerage Network Assessment	Investigate network and implement a rectification program	<ul style="list-style-type: none"> <li>GHD proposal and scoping agreed</li> <li>Issued notice to community advising access to properties during a specific site visit timeframe by GHD</li> <li>GHD on site inspections conducted with report/recommendations received and reviewed</li> <li>Price being sought for repair works</li> </ul>
Asset Management Strategy	Review and re-write of the AMS and AMPs	<ul style="list-style-type: none"> <li>Scoping completed</li> <li>RFT issued through Vendor Panel</li> </ul>
Raw Water Pipeline	Investigate and implement requirements for roll-out of the Raw Water Supply Agreement	<ul style="list-style-type: none"> <li>Scoping complete</li> <li>RFT being prepared</li> </ul>
STP Access Rd Upgrade	Upgrade of road and sealing to provide weather proof access	<ul style="list-style-type: none"> <li>Detailed design and scoping commenced</li> </ul>
Gregory Landfill Fencing	Fence around main boundaries to adjacent properties to help prevent windblown rubbish	<ul style="list-style-type: none"> <li>Survey undertaken</li> <li>Exact fence length to be determined to match budget</li> </ul>
Health & Wellbeing Precinct Master planning	Master planning including community/stakeholder consultation with concept design	<ul style="list-style-type: none"> <li>Tender brief issued with RFT through VendorPanel</li> </ul>
Beames St Upgrade and Cycleway	Beames St enhancement in conjunction with new cycleway/footpaths	<ul style="list-style-type: none"> <li>Finalised briefing for detailed design and documentation</li> <li>Endorsement of Erscon consultant engagement at February Council Meeting</li> <li>Requirement for the BBRF round 6 grant submission</li> <li>Workshop planned for March with consultants to kick start project design</li> <li>Meeting/workshop with DTMR planned for March to review compliance requirements for Cycleway</li> <li>Stakeholder workshop planned for April 22 in Bkt</li> </ul>

Project	Description	Update/activity for reporting month
Water Reticulation Valves	Install new valves to better manage water reticulation isolation points	<ul style="list-style-type: none"> <li>Hydraulic assessment undertaken</li> <li>Valves being scoped for installation</li> </ul>
Wharf Recreational Grounds	Construction of new recreational facilities at the Burketown wharf	<ul style="list-style-type: none"> <li>RFQ to Guymer Bailey architects for design consultancy – leveraging off of the work they did for council in 2018</li> <li>Detailed briefing meeting planned for March</li> <li>Stakeholder workshop planned for April 22 in Bkt</li> </ul>

## 4. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Burketown WTP Chemical Dosing	Upgrade of Chemical Dosing system	<ul style="list-style-type: none"> <li>Practical completion obtained for the new installation</li> </ul>

## 5. GRANTS &amp; FUNDING SUBMISSIONS

(Yellow highlighted – Successful Submission)

Funding program	Description	Update/activity for reporting month
TMR Principal Cycle Network	<p>Cycle Way along Beames St &amp; Musgrave St</p> <p>\$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)</p>	<ul style="list-style-type: none"> <li>Project submitted under TMR Principal Cycle Network program (funding approval since obtained –July '21)</li> <li>Further discussions with department to ascertain extent of funding and co-contribution required by Council</li> <li>Approval in principle to fully fund the design (approx. \$150-200k). waiting on final sign-off by TMR. TMR have now advised formalisation of funding will be within next month</li> </ul>

Funding program	Description	Update/activity for reporting month
BoR 6	Building Our Regions round 6 is open and due 22 <sup>nd</sup> November	<ul style="list-style-type: none"> <li>▪ Council agreed to put forward the following projects – Smart Water Meters &amp; Intelligent Water Network, Gregory Water Treatment Plant (Stage 2) &amp; Water Security Strategy:</li> <li>▪ Second stream submission for Water Security Strategy, in conjunction with Doomadgee was submitted by 22 December</li> <li>▪ <a href="#">Submission accepted for the construction projects above, and progressed through the EOI phase. Detailed submissions now being prepared – due 17 May</a></li> </ul>
LRCI Phase 3	Notification received of allocation of \$611,000. Bridges 21/22 to 22/23 financial years	<ul style="list-style-type: none"> <li>▪ Notification received from Commonwealth Gov't Dep't of Infrastructure</li> <li>▪ Work Schedule to be formally submitted. Projects being put forward: <ul style="list-style-type: none"> <li>○ Funding of 21/22 TIDS program (circa \$100k)</li> <li>○ <a href="#">Distribution of remainder prioritised between Airport Erosion project and STP Access Rd upgrade</a></li> </ul> </li> </ul>
Preparing Australian Communities Program (PACP)	Program about disaster resilience and prevention.	<ul style="list-style-type: none"> <li>▪ Burke is nominated in the Risk category for Cyclone but not for flooding – this has been challenged</li> <li>▪ Submission provided for Archie Creek upgrade to a total value of \$3.3m</li> <li>▪ 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</li> </ul>

Funding program	Description	Update/activity for reporting month
BBRF 6	Building Better Regions Rd 6 – due 10 February 2022	<ul style="list-style-type: none"> <li>Submitted Beames St Upgrade and Cycleway with co-contribution of \$1m from TMR (cycleway) and \$250,00 of BSC revenue spread over 2 financial years (to be included future year's budget)</li> </ul>
QRRRF 21-22	Qld Resilience & Risk Reduction Fund – due 18 February	<ul style="list-style-type: none"> <li>Consideration for the Burketown airport – flood protection and erosion construction of remedial works</li> <li>Submission being prepared – due 18 Feb. <b>SUBMITTED</b></li> </ul>
LGGSP 22-24	Local Government Grants and Subsidies Program – due 4 March	<ul style="list-style-type: none"> <li>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 – due 17 March</li> </ul>
NQNDMP	North Qld Natural Disasters Mitigation Program – due 18 February	<ul style="list-style-type: none"> <li>Airport road upgrade planning and design works – due 18 Feb. <b>SUBMITTED</b></li> </ul>
RRUPP	Remote Road Upgrade Pilot Program	<ul style="list-style-type: none"> <li>Lawn Hill National Pk Rd sealing – due 20 Feb. <b>SUBMITTED</b></li> </ul>
NFMIP Rd 2	National Flood Mitigation Infrastructure Program Rd 2	<ul style="list-style-type: none"> <li>Submitted Airport scour investigation and design as the priority – EOI process (linked with QRRF 21-22 above)</li> </ul>
RAUP 9	Remote Airports grant program	<ul style="list-style-type: none"> <li>Project relating to upgrade of fencing to address issue raised by recent review report – to comply with CASA requirements. Due 17 March 22</li> </ul>
20-21 DRFA Betterment Fund	Restoration works assoc with sites from 2021 event	<ul style="list-style-type: none"> <li>Erscon currently reviewing projects for this – due 31 March</li> </ul>
22-23 ATSI TIDS	TMR Far North District fund	<ul style="list-style-type: none"> <li>Lodgment of Shadforth Creek installment of culvert – due 15 Feb. <b>SUBMITTED</b></li> </ul>

## 6. OFFICER'S RECOMMENDATION

That Council notes the Capex Projects Report for end of February 2022.

**10.02 Capex Projects Report**

**That Council notes the Capex Projects Report for end of February 2022.**

**Moved: Cr Clarke**

**Seconded: Cr Yanner**

**Carried 220324.04 5/0**

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10.03 Civil Engineering Consultancy – 3 (+1) Year Services Agreement Contract

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DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O’Byrne; Director of Engineering
PREPARED BY:	Graham O’Byrne; Director of Engineering
DATE REPORT PREPARED:	17 March 2022

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**1. PURPOSE**

Council’s endorsement is sought to enter into a Services Agreement with Erscon Consulting Engineers for the provision of Civil Engineering services for a 3 year term.

Formalisation of Erscon’s service provision into an overarching contract will address the procurement and governance related matters associated with the continued utilisation of a sole consultant without tendering for the consultancy packages. The 3 year term will enable the appropriate timeframe deemed necessary for Council to progress with a forward planned tendering of the civil services to the market.

The overall extent of services includes, but is not limited to the following:

- Project scoping, design, general project and contract management;
- Project budget assistance;
- Technical and operational support as needed;
- Business Case and/or funding application assistance.

Specifically, the work packages covered by the contract will be:

- DRFA (Queensland Reconstruction Authority) works – Counter disaster operations, Emergency Works, Restoration Works, Betterment Works
- TIDS (Department of Transport and Main Roads) – annual program of works with a 5 year outward looking forecast
- ATSI TIDS ((Department of Transport and Main Roads)
- Road to Recovery (R2R – Commonwealth Department of Infrastructure)
- General civil advice and specific projects as required.

**2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

Erscon have been providing services to Burke Shire Council for the past 8 years, and historically have been engaged through LocalBuy on a project by project bases. The purpose of entering into a 3 year contract is based around the forward planning required for Council’s road construction and maintenance program. The 3 year engagement will enable Council to plan well in advance, with the aim to go to the open market in 2 ½ years’ time for a new Services Agreement. This will ensure from a governance perspective that best value outcomes are achieved for Council and the community.

BSC, due to its remoteness and size has difficulty in attracting and retaining skilled professionals. This leads to BSC having limited engineering resources and technical capability in the area of civil engineering. As such Council are looking to appoint an engineering consulting practice to partner with enabling management of day-to-day operational challenges as well as specific project related



aspects. The services will be based on an agreed schedule of rates, and aligned with rates already contained within LocalBuy arrangements.

Historically Council has engaged a consultant on a case-by-case basis. Council has a relatively small capital program, and yet its need for external expertise is critical. By pulling all the required services together under a single contract, and including project related works, the economy of scale will encourage a more competitive pricing model. It will also maintain a team of resources that will work alongside council to develop.

### **Scope of Services**

The extent of services required includes, but is not limited to the following:

- Project Business Case and/or funding application assistance;
- Project budget assistance;
- Project scoping, design, project and contract management;
- Technical and operational support as needed.

The engineering disciplines that will be required are those that provide support to all aspects of the civil sector, including but not limited to:

- Civil engineering;
- Geotechnical engineering and laboratory testing;
- Environmental;
- Cultural Heritage matters;
- Survey;
- Planning;
- Project and Contract management.

It is anticipated that the average annual consultancy spend under this Services Agreement would be in the order of \$1,200,000 (excl GST). Approximately 30% of these fees are “pass through” costs for sub-consultants (such as surveyors) and disbursements for travel and the like. In the lead up to its annual budget Council will work with the consultant to provide a predicted level of expenditure through the Services Agreement for the financial years ahead. Indeed it is envisaged that the consultant will provide assistance in defining the project scopes and overall budget estimates.

### **Intent of The Agreement**

The term of the Agreement will be for three (3) years from the date of appointment with an option, at Council’s discretion, to extend the Agreement by a period of one (1) year, with the contract being based on Local Buy. The detailed terms of the Agreement will be negotiated based around the following key performance criteria:

- Quality of deliverables;
- Timeliness of responses;
- Commitment of nominated key personnel;
- Flexibility in service provision;
- Cost of services.

### 3. FINANCIAL & RESOURCE IMPLICATIONS

There is no financial or resource implication.

All of the costs associated with the engineering consulting services being budgeted for. Individual project budgets, which include the costs of consultants, are covered by identified funding sources within budget considerations.

### 4. RISK

Risk	Description	Risk Mitigation
<b>Meeting KPIs</b>	<ul style="list-style-type: none"> <li>KPIs are not met</li> <li>Complacency develops over term of contract</li> </ul>	<ul style="list-style-type: none"> <li>KPIs are set with tangible metrics</li> <li>KPIs assessed monthly</li> <li>Council has unilateral right of early termination of the contract</li> </ul>
<b>Expertise</b>	<ul style="list-style-type: none"> <li>For a specific project or query there is a lack of expertise</li> <li>Change of personnel leads to discontinuity or reduced capability</li> </ul>	<ul style="list-style-type: none"> <li>Consistency and continuity in nominated personnel as a KPI</li> <li>Council has the right to seek expertise outside the Agreement</li> </ul>
<b>Scope Definition</b>	<ul style="list-style-type: none"> <li>Scope is not well defined</li> <li>Misinterpretation of scope</li> <li>Scope creep – and cost variance</li> </ul>	<ul style="list-style-type: none"> <li>Formal scoping for all projects with briefings</li> <li>Seek confirmation of scope via a “back-brief”</li> <li>Monthly forecasting of costs</li> </ul>

### 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. These requirements will be met through the proposed contract based on Local Buy engagement processes.

### 6. OFFICER’S RECOMMENDATION

1. That Council endorses entering into a contract with Erscon Consulting Engineers for three (3) years with the option to extend for one (1) year for the provision of civil consulting engineering services relating; and
2. Council delegates authority to the CEO to negotiate any and all matters relating to the contract.

**10.03 Civil Engineering Consultancy – 3 (+1) Year Services Agreement Contract**

- 1. That Council endorses entering into a contract with Erscon Consulting Engineers for three (3) years with the option to extend for one (1) year for the provision of civil consulting engineering services relating; and**
- 2. Council delegates authority to the CEO to negotiate any and all matters relating to the contract.**

**Moved: Cr Wade**

**Seconded: Cr Murray**

**Carried 220324.05 5/0**

## 11. Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	March 2022
LINK TO COUNCIL PLAN/S:	Goal - Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

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#### 1. PURPOSE

To summarise the key actions and updates within the office of the CEO for the month of February 2022.

#### 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 is well advanced.

The Housing Strategy implementation is progressing. Three houses now sold. Further application being worked on. Discussion with LGAQ re staff House sales.

Internal Grants meeting

EBA discussions. Agreement well advanced.

Discussion with Doomadgee and TMR re road closures.

Various DDMG meetings re COVID, and also held LDMG meeting re weather events. This included resupply meetings and discussion critical workers.

Discussions various funding impacts Cairns Office relocation.

Various meetings re Mental Health and Wellbeing planned Expo.

Police Interview for new Policeman Burketown.

Gregory Microgrid discussion.

Discussions Savannah Way Art Trail Artist Visit.

NQROC Zoom meeting.

**Financial Services and Information Technology**

Major focus in February 2022 for Financial Services was as follows:

- Bi-annual rates mailed out for Feb 2022;
- Budget review 2 completed with \$ nil impact on cash;
- Completion of LGMS Annual membership and Cyber-risk liability questionnaire;
- Internal audit 1 – Governance internal audit completed with draft report issued to council;
- Internal audit 2 – Procurement internal audit in progress; and
- Annual NCA indexation kick-off with Finance, Engineering and External Valuers.

Major focus in February 2022 for Technology Services was as follows:

- MS365 upgrade still in design and build phase with Civica;
- Whisper boat safety messaging now configured and sign is being created for installation;
- BSC IT is investigating and costing the installation of a new Agility Enterprise Satellite internet configuration for Gregory;
- Telstra has been contacted regarding the regional 5G grant application and they have committed a grant writer for Burke at the expense of Telstra to assist council – GSD is also involved in assisting in lobbying for this funding to bring 5G into the region;
- A number of new Surface Pro's and hardware updates have been rolled out across the BSC staff; and
- STAND NBN emergency systems have been installed to the Burketown and Gregory halls and are up and running.

**People, Performance and Culture**

EBA

- An EBA Negotiation meeting took place on 9 February. This was a rather successful meeting with only six clauses left to be endorsed as a result. All parties have since presented a package for negotiation which included the annual wage increase over a three-year period.

Policies

- Overtime Policy - reviewed
- Leave Without Pay Policy - reviewed

Positions advertised

- Workshop Manager

New employees

- None

Training and Professional Development

- Dial Before You Dig Awareness Webinar
- Cert III Business completion
- Cert IV in Environmental Management and Sustainability Enrolment
- Time Management Training

**Economic Development / Community Projects****Grants**

- 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.
  - 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 Motor vehicle.
  - Culture, Heritage and Arts Regional Tourism Program – funding for new historical information posters, computer and printer for the Visitor Information Centre
  - National Suicide Leadership Prevention Grant – Funding for Mental Health First Aid Courses
- Currently in the process of applying for the following grants: 2022-23 Cycle Network Local Government Grants Program. Considering: 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; Regional Australia Microgrid Pilots Program.
- Application submitted for Festivals Australia Grant to hold an event in the Morning Glory Park in October. This will be focused around Arts & Mental Health – MIND your Art
- Initial planning for a community grants webpage on the new Burke Shire Webpage is being considered.
- Currently project planning the Health and Wellbeing Expo in Burke Shire. The event has been postponed to the 30<sup>th</sup> May to the 1<sup>st</sup> June to allow for more time to plan and also means more health care providers are able to plan better and bring more people to the shire. The event will be held at Burketown for three days and a further day and half in Gregory. Currently seeking funding from Century Mines to fund guest speaker Julia Cross and Matty Bowen to attend the event. The event will include community afternoon/evening events such as a movie night, games afternoon and a family evening with guest speaker Julie Cross.
- Funding for litter signage is currently being finalised. This funding will provide ten litter deterrence signs in five locations in the shire – to be determined.

**Small Business**

- Small Business Friendly Council Charter Signing scheduled for the 22<sup>nd</sup> March at Burketown. This will be attended by key community members in Burke Shire including an invitation to small business owners and Di Farmer, Minister for Employment and Small Business and Minister for Training and Skills Development, and Maree Adshead, Small Business Commissioner.
- Burke Shire Business Listing for the new website to be prepared.
- Planning to visit businesses at the end of wet season to discuss the passport project and how Council may be able to support businesses for 2022.

**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.

- Appointment of new CEO Mark Forbes finalised

#### 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.
- Plans to create a small tourism brochure to be printed and distributed to local businesses as the local shire does not currently have a dedicated tourism resource.
- Entry signage planning currently being undertaken. The aim is to have a design and cost estimate ready for funding.

#### **Community and Communications**

##### Events

##### Upcoming Community Events:

April 15 <sup>th</sup> – 17 <sup>th</sup> April	Moungibi (Burketown) Fishing Competition
April 27 <sup>th</sup>	Burketown State School Healthy Food Gardening Workshop
May 1 <sup>st</sup> – 2 <sup>nd</sup> May	Gregory Saddles and Paddles Horse Racing & Gregory Canoe Race
June 18 <sup>th</sup> – 19 <sup>th</sup> June	Gregory Campdraft and Horse Sports

##### Upcoming Council Events:

April 25 <sup>th</sup>	ANZAC Day
March 1 <sup>st</sup> – 12 <sup>th</sup> May	Burke Shire Tidy Yard Competition
April 21 <sup>st</sup> – 29 <sup>th</sup> April	Story Players Workshop
May 6 <sup>th</sup>	Clean Up Australia – Burketown and Gregory
May 8 <sup>th</sup>	Mates Day
May 30 <sup>th</sup> – 3 <sup>rd</sup> June	Mental Health and Wellbeing Expo.

##### Other

- Youth Units are almost ready for divestment. Marwill are currently liaising with Ergon to isolate power to each individual property.
- Demolish Old Town Hall – Wilson's Contracting are currently in process of obtaining appropriate licenses and completing training to allow this project to go ahead. Meeting to be held with CEO to discuss contract and safety requirements. Date to be set for project to be completed.
- Savannah Way Art Trail – Project is well underway and set for completion by November 2022. Project team to visit Burketown 21<sup>st</sup> February 2022
- Health Expo – Date has been moved to 30<sup>th</sup> May – 3<sup>rd</sup> June. Planning is well underway. Looking to present draft schedule to Council at April Council Meeting.
- Works and Services Administration Role Position has been advertised. Applications close 21<sup>st</sup> March 2022
- Call for applications for Donation Requests for 22/23 was released on 2<sup>nd</sup> March 2022. Applications close 29<sup>th</sup> April 2022.
- Currently reviewing lease with Telstra in relation to block at Gregory. Looking at increasing the fee. To be finalized by end of April.
- Funeral for the late Lois Jacob is scheduled for 26<sup>th</sup> March 2022 at Bidunggu Cemetery. As approved by Council, we will provide assistance in digging of the plot as determined by Lois's son Selwy Jacob.

### Facilities Management

- Due to recent legislative changes to smoke alarms, properties will require inspection and possible replacement to ensure we are meeting our obligations and are compliant. Currently sourcing contractor for this.
- Maintenance works for Nijinda Durlga proceeding
- Service Agreements to be put in place for inspections & servicing of air conditioners and roller doors in Council properties. Both items have proved very costly over the past 12 months and this is partly due to lack of maintenance/servicing. Quotes are currently being sourced.

### REX

- REX flights are in full operation as per normal.

### EHO

- Unfortunately, we were unable to secure an EHO to perform inspections last year however are currently speaking with Cloncurry Shire Council to engage them this year.
- Notice for renewals/new applications for Food Licenses were sent out on 16<sup>th</sup> March 2022. Applications/renewals due on 6<sup>th</sup> May 2022.

### **Corporate Services and Governance**

#### Governance

- Still undertaking reviews on all Council policies. More than half have been reviewed and are current.

#### Durlga

- No Durlga bookings for February 2022.
- Starting to receive bookings again.

#### Records

- Recordkeeping is continuing as per usual.
- Continuing to work through destruction runs and digitisation disposals

#### Library

- Working on the First 5 Forever program for this year.
- Purchasing new furniture and equipment for the library.

#### Rex

- Continuing to assist with training new staff for baggage handling and marshalling.

#### Training

- Jennifer Kumsing, Brianna Harrison and Shakiah Douglas are still working through their Cert III in Business Administration.
- Sasha Hookey has successfully completed her certificate III in Business Administration
- Completed training and submitted final paperwork to become a Commissioner for Declarations.



3. OFFICER'S RECOMMENDATION

That the contents of the Chief Executive Officer's Report for February 2022 be noted and received.

**11.01 Chief Executive Officer Report**

**That the contents of the Chief Executive Officer's Report for February 2022 be noted and received.**

**Moved: Cr Yanner**

**Seconded: Cr Camp**

**Carried 220324.06 5/0**

Adjournment

That Council adjourned the meeting from 10:30am to 10:50am for Morning tea.

## 11.02 Finance Monthly Update Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	7 March 2022
LINK TO COUNCIL PLAN/S:	Operational Plan 2021-22   Council Budget 2021-22

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### 1. PURPOSE

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

### 2. SUMMARY

As a review of council's performance over the month of February 2022; Council notes that cash was up by \$2.188 mil. It was also noted that comparative to the budget, council operational expenditure was over budget for February 2022 by 2.25%; this is mainly due to cost phasing and the accelerations of works leading up to xmas and the wet season which are still impacting the month of February 2022. It should however be noted that in a comparison to January 2022, this is a 3.06% improvement in actuals v budget performance which was expected as the impact of cost phasing slows during the wet season in the Burke region.

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 vs 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 28 February 2022.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	10,108,445	16,572,234	61%
Operating Expenses	(2)	14,772,291	21,342,784	69%
<b>Operating Result (Profit/Loss)</b>	-	<b>4,663,846</b>	<b>- 4,770,550</b>	<b>98%</b>
Capital Revenue	(3)	1,212,906	6,343,310	19%
<b>Net Result</b>	-	<b>3,450,940</b>	<b>1,572,760</b>	<b>-219%</b>

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	6,542,347	6,833,430
Other Current Assets	(5)	3,694,275	1,290,391
Non Current Assets	(6)	154,399,825	156,192,852
<b>Total Assets</b>		<b>164,636,447</b>	<b>164,316,673</b>
Liabilities (Current)	(7)	6,099,422	3,540,000
Liabilities (Non Current)	(8)	825,907	999,515
<b>Total Liabilities</b>		<b>6,925,329</b>	<b>4,539,515</b>
<b>Net Community Assets</b>		<b>157,711,118</b>	<b>159,777,158</b>

#### Sustainability Outlook<sup>1</sup>

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
<sup>1</sup> Operating Surplus Ratio (%)	Between 0% and 10%	-46%	-68%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	2	2
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-41%	-36%

#### Notes:

- 1) Operating revenues** - Council notes that Feb 2022 rates were levied during the month. Council finance also noted amounts to the sum of approximately \$2.6mil received for DRFA during February 2022 as well.
  - 2) Operating Expenses** - Noted that costs appear to be slightly higher than the budgeted expectations for the month; this is mainly due to cost phasing from heavier expenditure at the later end of 2021 ahead of the flood season; Council notes however that this phasing has now caught up to budget expectation by approximately 3.06%. In relation to employee benefits costs against the budget, we have currently expended \$2.929mil against a budget of \$5.717mil for the year. This is an actual spend of 51.23%, 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. As of the 24 February 2022, no amendment to overall expenditure resulting in any bottom-line cash impact was made as council expects to continue travelling on course for the remainder of the year within budgeted expectation at this stage.
  - 3) Capital Revenue** - No capital revenue was captured during February 2022. Finance is currently investigating this matter with Engineering and Project Management as this balance is lagging at current.
- (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.

#### 4. STATEMENT OF CASH FLOWS

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

#### Definitions

- <sup>1</sup> The working capital ratio: measures council's ability to offset short term obligations with current assets
- <sup>2</sup> The net financial liabilities ratio: measures council's ability to increase borrowings where necessary
- <sup>3</sup> The operating surplus ratio: measures council's ability to cover operational costs through operational revenues

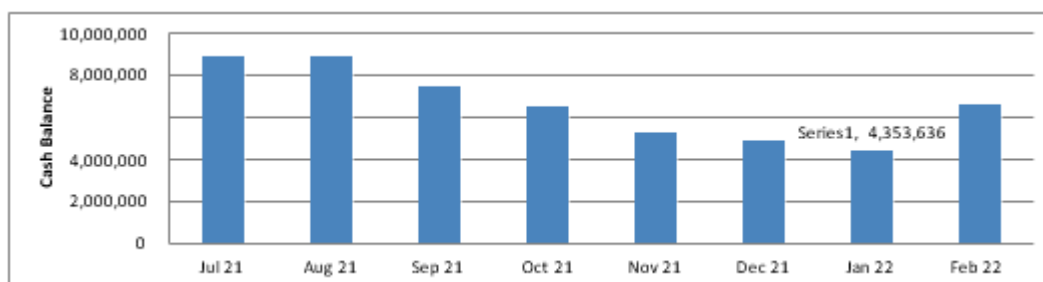
For the month ended 28 February 2022

	Note Ref	28 February 2021 \$	28 February 2022 \$	2021-22 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	3,319,531	2,678,221	5,016,086	53%
Payments to suppliers and employees	(2)	(10,059,761)	(13,743,144)	(19,430,883)	71%
		<b>(6,740,230)</b>	<b>(11,064,924)</b>	<b>(14,414,797)</b>	<b>77%</b>
Rental Income	(3)	147,673	135,942	222,000	61%
Interest Received	(4)	55,932	39,862	80,000	50%
Operating Grants and Contributions	(5)	7,069,584	8,354,148	11,871,000	70%
Borrowing Costs		-	-	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		<b>532,960</b>	<b>(2,534,972)</b>	<b>12,173,000</b>	<b>-21%</b>
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	(4,277,058)	(2,665,826)	(7,798,521)	34%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	18,012	40,000	0%
Capital Grants and Subsidies	(7)	3,085,256	1,230,918	6,303,310	20%
<b>Net cash inflow (outflow) from investing activities</b>		<b>(1,191,801)</b>	<b>(1,452,920)</b>	<b>(1,455,211)</b>	<b>100%</b>
<b>Cash flows from financing activities:</b>					
Proceeds from Borrowings		-	-	-	0%
Repayment of Borrowings		-	-	-	0%
<b>Net cash inflow (outflow) from financing activities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Net increase (decrease) in cash held</b>	(8)	<b>(658,841)</b>	<b>(3,987,892)</b>	<b>(3,697,008)</b>	<b>108%</b>
Cash at beginning of reporting period		7,053,604	10,530,239	10,530,239	100%
<b>Cash at end of reporting period</b>	(8)	<b>6,394,763</b>	<b>6,542,347</b>	<b>6,833,230</b>	<b>96%</b>

### Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.60%	39,862	5,614,507
Westpac General Fund	-	-	927,557
Cash Floats	-	-	283
<b>Total</b>			<b>6,542,347</b>

### Cash and Cash Equivalents Movement Comparison Chart



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

<b>Total Cash on hand</b>	<b>6,542,347</b>	
Restricted Cash - DRFA Revenue	4,850,418	Majority of balance relates to DRFA funding
Unrestricted Cash	1,691,929	

### Notes to the Statement of Cashflows:

- 1) Receipts from customers** - It was noted that an influx of rates receipts were received during the month of February which contributed to the uplift in part. We also noted an impact resulting from the movement in the rates receivable captions as having an impact on this balance as well from an accounting perspective.

- 2) **Payments to suppliers and employees** - Council notes 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. For February as previously advised to council, there has been a reduction in the level of expenditure during the flooding season which has allowed year to date expenditure to catch up.
- 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 (0.60%). This is up from 0.50% in January 2022.
- 5) **Operating Grants and Contributions** - Approximately 2.6mil was received from the QRA for DRFA funded projects during the month. These amounts have currently been recognised as unearned revenue and will be recognised once the equivalent works have been completed for these projects.
- 6) **Payments for Property, Plant and Equipment** - The amount expended relates to payment made towards WIP (capital projects) for the month of February 2022. Minimal movement was noted for the month of February 2022; this was primarily due to weather.
- 7) **Capital Grants and Subsidies** - No capital grants were received for the month of February 2022. Finance is currently investigating this matter with Engineering and Project Management as this balance is lagging behind budget. This will likely be a timing issue.
- 8) **Net Cash Movement** - council's cash holdings was up \$2.188mil, to a total balance of \$6.542mil in the bank/QTC. This is mainly due to amounts received from the QRA for DRFA works.

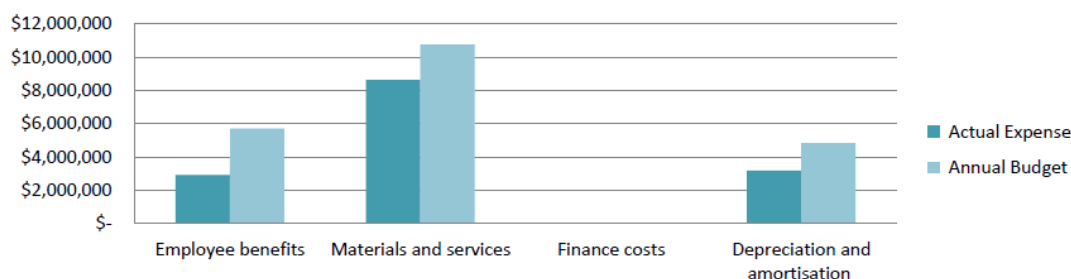
## 5. STATEMENT OF INCOME AND EXPENDITURE

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

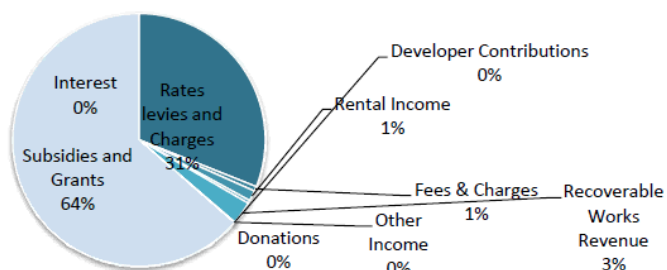
*For the month ended 28 February 2022*

	Note Ref	28 February 2021 \$	28 February 2022 \$	2021-22 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		3,026,504	3,139,459	3,022,500	104%
Fees & Charges	(1)	39,363	59,974	85,300	70%
Rental Income	(2)	147,673	135,942	222,000	61%
Interest	(3)	55,932	39,862	79,704	50%
Recoverable Works Revenue	(4)	486,958	295,906	1,111,000	27%
Other Income	(5)	92,211	2,080	75,800	3%
Donations	(12)	-	5,000	5,000	100%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	2,450,912	6,430,222	11,970,930	54%
<b>Total Recurrent Revenue</b>		<b>3,273,049</b>	<b>10,108,445</b>	<b>16,572,234</b>	<b>61%</b>
<b>Capital Revenue</b>					
Sale of non-current assets		-	18,012	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	-	1,230,918	6,303,310	20%
<b>Total Capital Revenue</b>		<b>-</b>	<b>1,212,906</b>	<b>6,343,310</b>	<b>19%</b>
<b>TOTAL INCOME</b>		<b>3,273,049</b>	<b>11,321,351</b>	<b>22,915,544</b>	<b>49%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	3,021,431	2,929,075	5,717,890	51%
Materials and services	(9)	6,641,757	8,646,745	10,783,794	80%
Finance costs	(10)	6,175	6,714	12,000	56%
Depreciation and amortisation	(11)	3,176,288	3,189,757	4,829,100	66%
<b>TOTAL RECURRENT EXPENSES</b>		<b>12,845,651</b>	<b>14,772,291</b>	<b>21,342,784</b>	<b>69%</b>
<b>NET RESULT</b>		<b>- 9,572,602</b>	<b>- 3,450,940</b>	<b>1,572,760</b>	<b>-219%</b>

## Expenditure Actual v Budget



## Actual Revenue % Split YTD



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

- 1) **Fees & Charges** - This amount is on track with budget.
- 2) **Rental Income** - Rental income is on track against budget.
- 3) **Interest** - Interest has increased comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (0.60%). This is up from 0.50% in January 2022.
- 4) **Recoverable Works Revenue** - No movement for the month.
- 5) **Other Income** - Minimal movement for the month.
- 6) **Subsidies and Grants (operating)** - Approximately 2.6mil was received from the QRA for DRFA funded projects during the month. These amounts have currently been recognised as unearned revenue and will be recognised once the equivalent works have been completed for these projects.
- 7) **Subsidies and Grants (capital)** - No capital grants were received for the month of February 2022. Finance is currently investigating this matter with Engineering and Project Management as this balance is lagging behind budget. This is likely a timing issue.
- 8) **Employee benefits** - Employee benefits costs against the budget, we have currently expended \$2.929mil against a budget of \$5.717mil for the year. This is an actual spend of 51.23%, 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 28 February 2022.
- 12) **Donations Revenue** - Council received a \$5,000 donation to be committed against the Young Ambassadors Program for 2021/22 in December 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 February 2022 66.64%

% 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
	28 February 2021 \$	28 February 2022 \$	2021-22 Annual Budget \$	YTD Progress %	
<b>Recurrent Expenses</b>					
Corporate Governance Costs	518,485	515,456	887,700	58%	Within budget expectation for the month (66.64% movt).
Administration Costs	2,094,083	2,061,882	3,099,900	67%	Within budget expectation for the month (66.64% movt).
Recoverable Works Expenses	372,436	484,002	790,000	61%	Within budget expectation for the month (66.64% movt).
Engineering Services	6,028,508	7,902,518	10,466,754	76%	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	476,511	587,047	795,300	74%	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.
Net Plant Operating Costs	- 619,426	- 748,918	900,000	83%	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	34,875	60,021	163,000	37%	Within budget expectation for the month (66.64% movt).
Community Services Costs	757,716	713,812	1,299,030	55%	Within budget expectation for the month (66.64% movt).
Finance Costs	6,175	6,714	12,000	56%	Within budget expectation for the month (66.64% movt).
Depreciation	3,176,288	3,189,757	4,829,100	66%	Within budget expectation for the month (66.64% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (66.64% movt).
<b>TOTAL RECURRENT EXPENSES</b>	<b>12,845,651</b>	<b>14,772,291</b>	<b>21,442,784</b>	<b>68.89%</b>	Above budget for the month (66.64% 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 7 months to January 2022 was carried out and it was determined that costs are moving in the direction as expected and Council expected to meet budget expectation by 30 June 2022 as originally forecast at this stage.
<b>Capitalised Wages</b>	<b>-</b>	<b>66,659</b>	<b>194,000</b>	<b>34%</b>	Noted that capitalised wages are under the expected 66.64% 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 28 February 2022

	28 February 2022	2021-22 Annual Budget
	\$	\$
<b>Current Assets</b>		
Cash and cash equivalents	6,542,347	6,833,430
Trade and other receivables	3,321,362	340,539
Inventories	275,295	300,000
Other financial assets	97,618	649,852
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>10,236,622</b>	<b>8,123,821</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	232,718,032	232,316,643
Accumulated Depreciation	- 78,302,751 -	76,123,791
Intangible assets	-	-
<b>Total non-current assets</b>	<b>154,399,825</b>	<b>156,192,852</b>
<b>TOTAL ASSETS</b>	<b>164,636,447</b>	<b>164,316,673</b>
<b>Current Liabilities</b>		
Trade and other payables	5,947,145	3,414,152
Borrowings	-	-
Provisions	152,277	125,848
Other	-	-
<b>Total current liabilities</b>	<b>6,099,422</b>	<b>3,540,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	69,757	139,515
Interest bearing liabilities	-	-
Provisions	756,150	860,000
Other	-	-
<b>Total non-current liabilities</b>	<b>825,907</b>	<b>999,515</b>
<b>TOTAL LIABILITIES</b>	<b>6,925,329</b>	<b>4,539,515</b>
<b>NET COMMUNITY ASSETS</b>	<b>157,711,118</b>	<b>159,777,158</b>
<b>Community Equity</b>		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	93,485,877	93,485,877
Retained surplus/(deficiency)	24,695,350	26,761,392
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>157,711,118</b>	<b>159,777,158</b>

## 8. EXERCISE OF DELEGATIONS

Clause 9 of Council's Rate Debt Recovery Policy determines how debtors can enter into a plan to pay their outstanding debts (rates and charges and other receivables) to Council. Clause 11 delegate's authority to negotiate payment plans to the CEO. The following delegations were exercised.

Debt Write off (Amount written off)	Payment arrangement and repayment term	Authorising officer (CEO)
Nil	<del>Nil</del>	<del>Nil</del>

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

Nil

**9. OFFICER'S RECOMMENDATION**

That the financial report for the 28 February 2022 be received and noted.

**11.02 Finance Monthly Update Report**

That the financial report for the 28 February 2022 be received and noted.

Moved: Cr Yanner

Seconded: Cr Wade

Carried 220324.07 5/0

## 11.03 Statutory Policy on Complaints against the Chief Executive Officer

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	07 March 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

## 1. PURPOSE

To comply with the Crime and Corruption Act 2001 requirements for Council to readopt a Policy on the handling of complaints against the Chief Executive Officer

## 2. BACKGROUND

Section 48A of the Crime and Corruption Act 2001 (Act) requires Council to have a Policy in place which outlines how Council will manage a complaint which may involve Council's Chief Executive Officer.

This policy is readopting the original policy with some minor changes and is attached for Council's consideration.

The draft Policy (see Attachment) appoints the Mayor as the nominated person under the Act to receive and deal with complaints involving the Chief Executive Officer. The Mayor is delegated the power under the Policy to source the resources required to undertake any investigation that may be required. The Act authorises these powers to be given to the Council appointed nominated officer.

Should a complaint that may involve the Chief Executive Officer be received by that Officer it is to be referred to the Mayor and the Chief Executive Officer is not to take any part in the subsequent management of the complaint.

## 3. PROPOSAL

Council to readopt the Policy that outlines how a complaint against the Chief Executive Officer is dealt with ensuring due process is followed and legislative requirements are met.

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

Should the Mayor (as the Nominated Person) require external expertise to assist in the investigation of a complaint involving the Chief Executive Officer that cost will be borne by Council.

## 5. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009	Sections 12 and 13	Section 12 charges councillors with ensuring the local government achieves its corporate plan.

	– responsibilities of councillors and employees	Section 13 charges council employees with carrying out their duties in a way that ensures the local government achieves its corporate plan.
Crime and Corruption Act 2001	48A Policy about how complaints involving public official are to be dealt with	<p>1) A public official must, in consultation with the chairperson, prepare a policy about how the unit of public administration for which the official is responsible will deal with a complaint that involves or may involve corruption of the public official.</p> <p>(2) The policy may nominate a person other than the public official to notify the commission of the complaint under section 37 or 38, and to deal with the complaint under subdivision 1 or 2, on behalf of the public official.</p> <p>(3) If the policy includes a nomination as mentioned in subsection (2), this Act applies as if a reference about notifying or dealing with the complaint to the public official were a reference to the nominated person.</p> <p>Example of operation of subsection (3)—</p> <p>If a policy prepared under this section for a unit of public administration includes a nomination as mentioned in subsection (2)—</p> <p>(a) under section 38 as applying under subsection (3), the nominated person must notify the commission of complaints about the relevant public official that the person suspects involve or may involve corrupt conduct; and</p> <p>(b) under section 35(1)(b) as applying under subsection (3), the commission may refer complaints about the relevant public official to the nominated person for the nominated person to deal with; and</p> <p>(c) under section 42 or 44 as applying under subsection (3), the nominated person must deal with complaints about the relevant public official referred to the nominated person by the commission.</p>

		(4) In this section— complaint includes information or matter
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#### 6. RISK

The Policy addresses a potential conflict of interest matter by removing the Chief Executive Officer from dealing with any complaint in which they may be involved.

#### 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

#### 9. CONCLUSION

Adoption of this Policy will ensure continued compliance with the Crime and Corruption Act.

#### 10. OFFICER'S RECOMMENDATION

- 1) That Council note the contents of the report; and
- 2) That Council readopt the revised Statutory Policy- Complaints against the Chief Executive Officer; and
- 3) That the Chief Executive Officer forward a copy of this readopted Policy to the Crime and Corruption Commission.

#### **11.03 Statutory Policy on Complaints against the Chief Executive Officer**

- 1) That Council note the contents of the report; and**
- 2) That Council readopt the revised Statutory Policy- Complaints against the Chief Executive Officer; and**
- 3) That the Chief Executive Officer forward a copy of this readopted Policy to the Crime and Corruption Commission.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 220324.08 5/0**

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11.04 Council Properties to Tender - Gregory

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	10/03/2022

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## 1. PURPOSE

This report details the proposed sale by tender of a further seven residential blocks of land at Gregory.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

After an investigation by Shannon Moren- Manager Community and Communications in relation to Gregory Blocks owned by Council, a total of 25 residential vacant blocks of land were identified (one block includes a Telstra Satellite). In addition, there were 2 Residential blocks-2x3 Bedroom houses- One of the houses is tenanted.

The following properties were put up for Public Tender and at the 9<sup>th</sup> December Council Ordinary Meeting. Council awarded the tenders as follows:

- Lot 11 on RP743007-Vacant lot – Erscon
- Lot 14 on RP743007-Vacant lot – Waanyi
- Lot 16 on RP743008-Vacant lot - Waanyi
- Lot 20 on RP743008-Vacant lot – Steven Weise
- Lot 22 on RP743008-Vacant lot – Oscar Gesuato
- Lot 23 on RP743008-Vacant lot – Ken Booth
- Lot 25 on RP743008-Vacant lot - Waanyi
- Lot 27 on RP743008-Vacant lot – Cardwell Traders
- Lot 38 on RP743008-Vacant lot – Brendan Goldstein
- The Residential Lot house 37 on RP743008 - Brendan Goldstein

Council has banked \$141,249 from the sale of these blocks with an additional \$71,295 to be received shortly.

Council has determined that a further seven residential blocks will be tendered as follows:

- Lot 53 RP743009
- Lot 55 RP743009
- Lot 56 RP743009
- Lot 57 RP743009
- Lot 58 RP743009
- Lot 18 RP743008

- Lot 9 RP743007
- Also refer attached map identifying these defined blocks for tender.
- It should be noted that three blocks were identified in the February 2022 Ordinary Council meeting to be allocated to the Waanyi Rangers Program at nil cost as part of an Incentive to support the new proposed Waanyi Program at Gregory. This was also considered an economic incentive for Gregory. These blocks were are as follows.
- Lot 59 RP743009
- Lot 60 RP743009
- Lot 61 RP743009

### 3. PROPOSAL

The proposal is to offer the above identified seven blocks for tender. It is proposed to have a tender period of three weeks.

The tender invite will state that the only service to the land blocks is water access.

These blocks are recommended to go to tender as they are surplus to Council's requirements, have ongoing maintenance costs and if sold, will generate future rates income.

All seven Residential blocks will be sold "As is where is".

### 4. FINANCIAL & RESOURCE IMPLICATIONS

- Blocks have to be tidied up for sale. Blocks also need to be surveyed and boundaries defined.
- Any sales will generate income not budgeted. Additional rates revenue will also be generated. There will also be no future maintenance costs.
- Revenue generated will be included in the March 2022 budget review.

### 5. RISK

Risk Type	What could happen	Possible consequence
Individual blocks	<ul style="list-style-type: none"> <li>• Individual blocks do not sell.</li> </ul>	<ul style="list-style-type: none"> <li>• Council has to retain blocks.</li> <li>• Ongoing maintenance costs.</li> </ul>

### 6. POLICY & LEGAL IMPLICATIONS

Pursuant to section 228(2)(a) of the *Local Government Regulation 2012*, the Request for Tender is an invitation for interested parties to submit a written Tender for the purchase of the Lots on the terms set out in the Conditions of Tender.

### 7. CONSULTATION

Consultation has taken place with:

- Councillors
- Community and Communications Manager
- Preston Law

**8. CONCLUSION**

An additional clause will be included in the tender documents for each tenderer to advise what they propose to do with the block they tender for and anticipated time frames.

**9. OFFICER'S RECOMMENDATION**

1. That Council note the contents of the report; and
2. That Council invite tenders for sale of the following seven vacant residential lots at Gregory:
  - Lot 53 RP743009
  - Lot 55 RP743009
  - Lot 56 RP743009
  - Lot 57 RP743009
  - Lot 58 RP743009
  - Lot 18 RP743008
  - Lot 9 RP743007
3. That the proceeds received from the sale of the blocks be utilised for the future upgrade of the Gregory Depot.

**11.04 Council Properties to Tender - Gregory**

1. That Council note the contents of the report; and
2. That Council invite tenders for sale of the following seven vacant residential lots at Gregory:
  - Lot 53 RP743009
  - Lot 55 RP743009
  - Lot 56 RP743009
  - Lot 57 RP743009
  - Lot 58 RP743009
  - Lot 18 RP743008
  - Lot 9 RP743007
3. That the proceeds received from the sale of the blocks be utilised for the future upgrade of the Gregory Depot.

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 220324.09 5/0



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## 11.05 Fraud and Corruption Control Policy Review

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	7 March 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

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### 1. PURPOSE

The purpose of this report is to readopt the Burke Shire Council Fraud and Corruption Control Policy in accordance with the relevant legislation.

### 2. BACKGROUND

In accordance with the Local Government Regulation 2012, Local Government Act 2009 and Crime and Corruption Act 2001, Council is required to maintain a Fraud and Corruption Control Policy to guide Council's behaviours and activities when addressing instances of perpetration of fraud.

### 3. PROPOSAL

The purpose of this policy is to:

- Support high standards of professional conduct and honest and ethical business practices within Burke Shire Council; and
- Outline Council's commitment to effectively preventing, detecting and responding to incidents of fraud and corruption.
- Provide definition and approaches for the follow matters:
  - Fraud Risk Assessment;
  - Reporting Allegations of Fraud;
  - Misleading or False Reporting;
  - Investigation Process;
  - Fraud Awareness; and
  - Actions to Prevent, Detect and Respond to Fraud.

On the basis of the review of the above GOV-PLA-001 Fraud and Corruption Control Policy, it has also been identified that there is no longer a need for the GOV-POL-004 Fraud Policy; this policy should be repealed as all associated fraud matters, risk assessments and planning have been included in the GOV-PLA-001 Fraud and Corruption Control Policy.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this report.

## 5. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009.	Schedule 1 Serious integrity offences and integrity offences	
<i>Local Government Regulation 2012</i>	Section 164 - Requirement to keep record of particular matters	<p>(1) A local government must keep a written record stating the following—</p> <p><b>(a) the risks the local government's operations are exposed to, to the extent they are relevant to financial management;</b></p> <p><b>(b) the control measures adopted to manage the risks.</b></p> <p>(2) The local government must keep, with the record, a copy of each of the following—</p> <p>(a) its community grants policy;</p> <p>(b) its entertainment and hospitality policy;</p> <p>(c) its advertising spending policy;</p> <p>(d) its procurement policy.</p>
<i>Financial Accountability Act 2009 (FA Act)</i>	Section 7	<p>(2) Governance, for a department or statutory body, is the way the department or statutory body manages the performance of its functions and operations.</p> <p>(3) Governance—</p> <p>(a) incorporates the cultural and operational aspects of a department or statutory body that are influenced by its actions and decisions; and</p> <p>(b) includes the concepts of—</p> <p>(i) openness, integrity and accountability; and</p> <p>(ii) due care; and</p> <p>(iii) public defensibility; and</p> <p>(c) incorporates the ethics principles for public officials</p> <p>under the Public Sector Ethics Act 1994, section 4; and</p>

<i>Crime and Corruption Act 2001</i>		<b>(d) includes establishing a performance management system, a risk management system and an internal control structure.</b>
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## 6. RISK

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

## 7. CRITICAL DATES & IMPLICATIONS

This policy applies until the next respective review date of each policy/plan as defined by either the Act, Regulation or Policy.

## 8. CONSULTATION

Councillors

Chief Executive Officer

Finance and Technology Manager

## 9. CONCLUSION

Under the Local Government Regulation 2012, Local Government Act 2009 and Crime and Corruption Act 2001, Burke Shire Council is required to maintain risk management policies/plans/frameworks that pertain to the management of Fraud risks. As such a revision of the Burke Shire Fraud and Corruption Control Policy has been conducted to ensure compliance with this requirement.

## 10. OFFICER'S RECOMMENDATION

- 1) THAT Council approves the repeal of policy GOV-POL-004 Fraud Policy on the basis that this policy is no longer relevant as all matters within this policy have been addressed within the GOV-PLA-001 Fraud and Corruption Control Policy; AND
- 2) THAT Council adopts the revised GOV-PLA-001 Fraud and Corruption Control Policy (Statutory) as part of the review carried out by officers.

**11.05 Fraud and Corruption Control Policy Review**

- 1) THAT Council approves the repeal of policy GOV-POL-004 Fraud Policy on the basis that this policy is no longer relevant as all matters within this policy have been addressed within the GOV-PLA-001 Fraud and Corruption Control Policy; AND**
- 2) THAT Council adopts the revised GOV-PLA-001 Fraud and Corruption Control Policy (Statutory) as part of the review carried out by officers.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 220324.10 5/0**

## 11.06 Adoption of General Policy - Vehicle Policy

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	11 March 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

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### 1. PURPOSE

The purpose of this report is to readopt the attached revised Vehicle Policy-General. The policy sets the parameters for the use of Council vehicles.

The purpose of the policy is:

- To determine usage entitlements of Council vehicles: private use, commuter use etc.
- To determine the ways in which Council vehicles can be used by those operating them.

### 2. BACKGROUND

Council vehicles are visible assets in the community and as such are part of the corporate image of Council. Furthermore, Council is committed to protecting the health, safety and welfare of its employees, including the use of vehicles in the workplace.

### 3. PROPOSAL

The proposal is to endorse the updated Vehicle Policy. The policy covers all aspects of council vehicle use such as private use, use of vehicle while on leave, commuter use, authorised persons, appropriate use of vehicle.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

The Vehicle Policy ensures that there is reasonable control over Vehicle expenditure.

There are also Fringe Benefit Tax implications.

### 5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009	Sections 12 and 13	Responsibilities of councillors and employees
Burke Shire Council Code of Conduct	Principle 4	Accountability and Transparency.

**6. RISK**

Inappropriate use of vehicles creates a risk and additional cost for Council.

**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

Management Team

**9. CONCLUSION**

The vehicle policy to be readopted ensures accountability and the appropriate use of Council vehicles. This means minimisation of costs of owning and operating Council vehicles and also reduces level of risk.

**10. OFFICER'S RECOMMENDATION**

1. That Council note the contents of the report; and
2. That Council adopt the revised Vehicle Policy-General.

**11.06 Adoption of General Policy - Vehicle Policy**

- 1. That Council note the contents of the report; and**
- 2. That Council adopt the revised Vehicle Policy-General.**

**Moved: Cr Wade**

**Seconded: Cr Murray**

**Carried 220324.11 5/0**

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## 11.07 Business Innovation Scheme Policy – General Policy

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	17 March 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan –Goal- A diverse, strong and sustainable economy that provides employment and business opportunities for current and future generations.

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### 1. PURPOSE

The purpose of this report is to adopt a Business Innovation Scheme Policy.

### 2. BACKGROUND

Burke Shire Council has developed this new policy to support new or expanding businesses suitable to the local environment and community of the Burke Shire. The scheme aims to provide targeted assistance that will result in employment and investment opportunities. The scheme incorporates the offsetting of some costs associated with establishing a new business which may include, but is not limited to, rates, permits, rent and fee concessions. The scheme is aimed at creating healthy, sustainable, strong and growing businesses in the Shire.

### 3. PROPOSAL

Applicants must be establishing or growing a business within the Shire's boundary that directly benefits the Shire by way of service provision and job creation. The applicant must be able to provide a business plan, business proposal, evidence of a fully developed business idea or other and complete an application form.

The policy covers:

- Guiding Principles
- Assessment Criteria
- Financial Assistance Criteria
- Other

### 4. FINANCIAL & RESOURCE IMPLICATIONS

It is anticipated that the financial implications will be minimal but subject to the number of businesses that apply.

### 5. POLICY & LEGAL IMPLICATIONS

Nil

6. RISK

Risk is limited and having a Business Innovation Scheme Policy in place means a consistent approach can be applied to any business asking for assistance.

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

Management Team

9. CONCLUSION

Burke Shire Council has developed this policy to support new or expanding businesses suitable to the local environment and community of the Burke Shire. The scheme aims to provide targeted assistance on a consistent basis that will result in employment and investment opportunities.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopt the attached Business Innovation Scheme Policy -General

**11.07 Business Innovation Scheme Policy – General Policy**

- 1. That Council note the contents of the report; and**
- 2. That Council adopt the attached Business Innovation Scheme Policy - General.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 220324.12 5/0**



## 11.08 Dog registration fees and desexing

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	11 March 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk) - KPI: Local Laws, strategies, policies, plans, systems, committees, procedures, registered and reports are developed, implemented and assessed in a manner that satisfies regulatory and organisational requirements.

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## 1. PURPOSE

The purpose of this report is to review the issues concerning dogs in the Burketown and Gregory Townships. This will include the recommendation to reduce registration fees and offer free desexing until 30 June 2022.

## 2. BACKGROUND

In Queensland, all dogs must be registered with the local council:

- before they are 12 weeks old
- within 14 days after moving to a new local council area.

When lodging your completed registration form, you must include the registration fee and state:

- if your dog is a regulated dog - including declared dangerous, declared menacing and restricted dogs
- if your dog has been desexed - include a signed certificate from your vet micro-chipped - include the permanent identification device (PID) number.

Very few dogs are registered in the Burke shire. The main deterrent to this is the current fees and charge's structure which are as follows:

Details - Registration of Dogs	Fee
Regulated Dog registration (Fee waived for 2021/2022 financial year unless unregistered dog is impounded.)	\$267.80
Dog Registration -entire	\$123.60
Dog Registration -entire (secondary dog on a single property.)	\$100.00 where this is the second and/or further subsequent dogs owned on a single property

Cat Registration	\$13.40
Dog Registration-desexed	\$10.30
Lodgement of Ownership Advice (including update)	\$0
Replacement tags	\$5.20
<b>Impounding Of Dogs</b>	<b>Fee</b>
Dogs, Cats	\$83.40
Repeat offenders (12-month period)	\$140.10
Officer Callout Fee (For impounding 's outside of ordinary hours)	\$212.20
<b>Release Fee (Payment of impound Fee Plus)</b>	<b>Details</b>
Dogs, Cats - animals will only be released if registered.	\$75.00
Officer Callout Fee (For release outside of ordinary hours)	\$212.20
Sustenance and maintenance fee per day	\$39.00

Some Councils have significantly reduced Dogs Fees and Charges as an incentive to get dogs registered. A couple of examples are as follows:

#### **Croydon**

- Only charge Registration Fee of \$10.25 per entire dog.
- Free for desexed dog.

**Carpentaria Shire Council** - registration of dogs is as follows:

- Male/Female per dog - \$22.00
- Desexed Male or Female per dog - \$11.00
- Aged Person Dog (Limit to one dog - guide dogs no fee) - \$4.00

### 3. PROPOSAL

The proposal is to recommend the reduction of Fees and Charges for dogs as follow:

Details - Registration of Dogs	Fee	Recommended revised fee
Regulated Dog registration (Fee waived for 2021/2022 financial year unless unregistered dog is impounded.	\$267.80	No change

Dog Registration - entire	\$123.60	\$10.00
Dog Registration - entire (secondary dog on a single property.)	\$100.00 where this is the second and/or further subsequent dogs owned on a single property	\$10.00
Dog Registration- desexed	\$10.30	\$nil
Lodgement of Ownership Advice (including update)	\$0	No change
Replacement tags	\$5.20	No change

The reasoning for the significant recommended reductions is as follows:

- Simply at the current fee charge there is no incentive to register. No income is being received for Dog Registration. This is compounded by a general lack of ability to pay in the Shire.
- We need to consider as part of the Council strategic session if we employ a Regulatory Officer, it is important to get prior information on dog numbers in the Shire to help Council make an informed decision.
- There are significant advantages in deleting the \$10 desexed charge for dogs as a further incentive to have dogs desexed.

Therefore, if Council agrees on the reduced fees, we need to have a real information drive to encourage dogs to be registered. This will give us some real data on dogs in our Township and some of the issues faced.

#### **Desexing of dogs Incentive**

Shannon Moren, Community and Communications Manager, is currently negotiating fees with Zoe O'Brien, a young vet who is based in Normanton who will provide a travelling service around the gulf. She had previously practiced in Cloncurry. Zoe will be undertaking a full Gulf run between 31 March and the 5<sup>th</sup> April.

We are recommending to Council that we totally subsidise desexing up to 30 June 2022 as a real incentive to get dogs in the townships desexed. There currently is an Animal Control budget that can cover this.

#### **4. FINANCIAL & RESOURCE IMPLICATIONS**

Based on the fact that we have not received any registration fee during the current and last Financial Year's reflect those financial implications are very limited by reducing the Dog Registration Fee to \$10.

By having a push to get dogs desexed with a total subsidising of the cost has a financial implication but we do not expect to get many dogs desexed and there is a more than adequate Animal Control Budget to cover.

## 5. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009	Part 1-Local Laws.	Power to make Local Laws.
<i>Animal Management</i> (Cats and dogs) Act 2008	Many areas of Legislation	Council and Dog Owners responsibilities

## 6. RISK

Improving regulation controls over Dogs will help ensure the appropriate regulatory management of Dogs. Encouraging Registration and desexing will go a long way to achieving this.

## 7. CRITICAL DATES &amp; IMPLICATIONS

Drive to get as many dogs registered and desexed by 30 June.

## 8. CONSULTATION

Councillors

Chief Executive Officer

Community and Communications Manager

## 9. CONCLUSION

Council is at the stage that we really have to improve the regulation of dogs. By significantly reducing the registration fee for dogs and offering free desexing up to 30 the June shows a real commitment by Council to get on top of the dog issues in the shire townships and improving regulatory control.

## 10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopt the revised Dog registration Fees as follows:

Dog Registration - entire	Reduce cost from \$123 to \$10.
Dog Registration - desexed	Reduce cost from \$10.30 to \$2.00

3. That Council offer desexing of Dogs at a nil cost up to 30 June 2022.
4. That a public information campaign be implemented to promote the above Council initiatives.

**11.08 Dog registration fees and desexing**

1. That Council note the contents of the report; and
2. That Council adopt the revised Dog registration Fees as follows:

Dog Registration - entire	Reduce cost from \$123 to \$10.
Dog Registration - desexed	Reduce cost from \$10.30 to \$2.00

3. That Council offer desexing of Dogs at a nil cost up to 30 June 2022.
4. That a public information campaign be implemented to promote the above Council initiatives.

Moved: Cr Camp

Seconded: Cr Wade

Carried 220324.13 5/0

## 11.09 MOUNGIBI (BURKETOWN) FISHING COMPETITION

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	17 March 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan –Goal- A diverse, strong and sustainable economy that provides employment and business opportunities for current and future generations.

### 1. PURPOSE

The purpose of this report is to determine Council support for the MOUNGIBI (Burketown Fishing Competition) to be held over Easter weekend 15-17 April 2022.

### 2. BACKGROUND

Council had an approach from the Carpentaria Land Council Aboriginal Corporation about holding a Burketown Fishing Competition and requesting in-kind assistance. The competition will be over Easter Weekend, 15-17 April 2022. This is in lieu of the cancelled Burketown Barramundi Fishing Organisation Inc fishing competition. The competition will be held from 6am on Friday 15<sup>th</sup> and conclude on Sunday 17<sup>th</sup> April at 2pm.

A committee has been formed and interested community members attended a meeting at Savannah Lodge on 10<sup>th</sup> March. This was well attended by 20 people. There are \$15,000 in cash and prizes with has nearly been all raised through sponsorship. Nominations are at the Burketown Pub and open at 6pm Thursday 14 April and close at 4 pm Saturday 16 April. Weigh ins: close at 2 pm Sunday 17 April.

A presentation night will be held starting at 6 pm Sunday 17<sup>th</sup> April on the closed road in front of the Burketown Pub and will conclude at 12 am.

Weigh ins will be held on the Friday, Saturday and Sunday under a Marquee at the front of the Burketown Pub. The presentation area at the front of the of the Burketown pub will be setup by volunteers starting at 3 pm and will finalise completion of the setup by 5.30 pm.

The committee have advised that a risk assessment will be carried out before the event to make sure all participants safety is the highest priority.

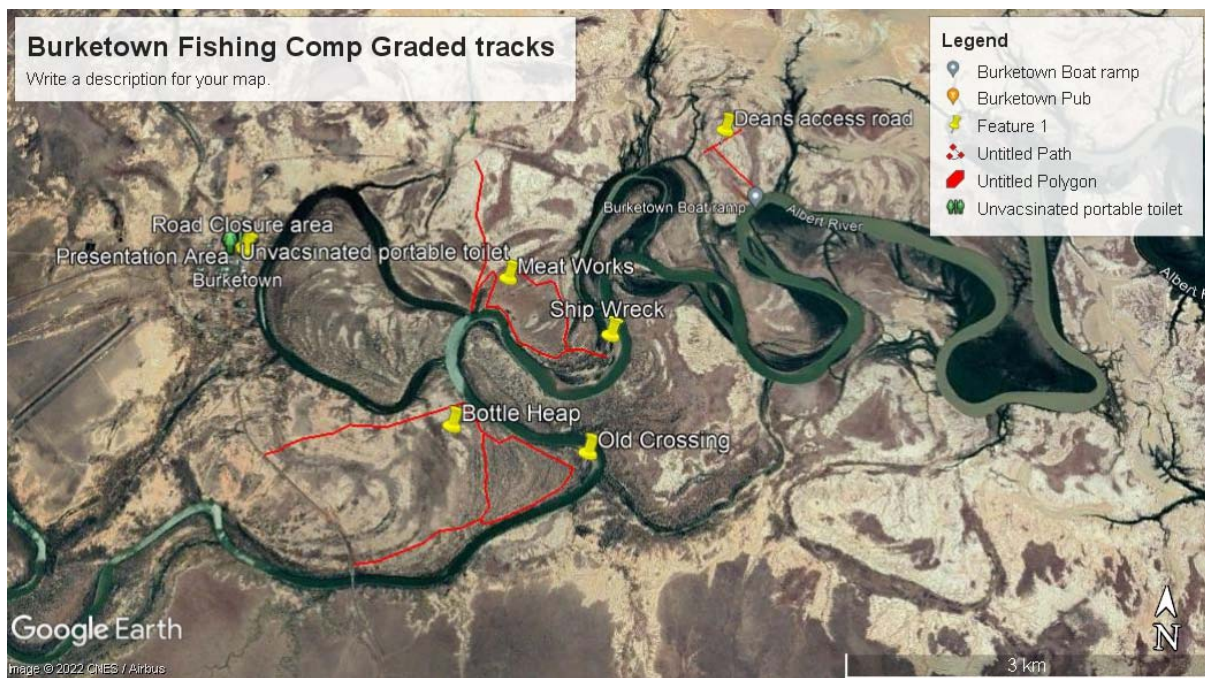
### 3. PROPOSAL

The committee have requested in-kind assistance as follows:

Details	Comments
Up to 130 Chairs requested	Can be accommodated but need to ensure any damage will be covered by organisers.
Tables as requested subject to availability	Can be accommodated but need to ensure any damage will be covered by organisers.

Decorative lights	If available
Green Metal Waste Bins	Can be accommodated - 2 to be supplied
8 Wheelie Bins	Can be accommodated - 8 to be supplied
Portable toilets for non-vaccinated people that may be in attendance as per the Covid Regulations	Can be accommodated but subject to management of the pub over the weekend.
Portable Barbecues	Can be accommodated.
Street Barricades to block area in front of pub along with 100 metres of orange barricade netting and appropriate signage.	Can be accommodated but subject to clarification.
Support to put together event program.	Can be accommodated-Chelsea Nelson to assist.

**Graded Tracks map is as follows:**



**Map of Presentation Area**



#### 4. FINANCIAL & RESOURCE IMPLICATIONS

It is estimated that the in-kind assistance would total around \$6,000 dependent on the level of suggested maintenance on the tracks. It is suggested this be funded from the Covid 19 fund as a COVID stimulus activity in Burketown where there are very few events being held.

#### 5. POLICY & LEGAL IMPLICATIONS

Nil

#### 6. RISK

The organisers will carry out a risk assessment prior to the event to ensure all participants safety is the highest priority. The organisers will also have appropriate public liability cover for the event.

#### 7. CRITICAL DATES & IMPLICATIONS

Council decision required on the 24<sup>th</sup> March to meet timeframes.

#### 8. CONSULTATION

Chief Executive Officer

Works Manager

Community and Communications Manager

Community Development and Administration Officer.



## 9. CONCLUSION

Last year a small event was held in lieu of the cancelled Burketown Barramundi Fishing Organisation Inc fishing competition. It is anticipated that the event this April will be significantly bigger. It will add some stimulus to Burketown over Easter. The event will not only entertain people in and around the community but will also bring people and families from outside the region.

Council will be recognised on the official program of the fishing competition along with advertisement on social media and local newsletters.

## 10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Council determines level of in-kind support as detailed under report heading 3.

**11.09 Mougibi (Burketown) Fishing Competition**

1. That Council note the contents of the report; and
2. Council agree to provide in-kind assistance to the Mougibi (Burketown) fishing competition as follows
3. The committee have requested in-kind assistance as follows:

Details	Comments
Up to 130 Chairs requested	Can be accommodated but need to ensure any damage will be covered by organisers.
Tables as requested subject to availability	Can be accommodated but need to ensure any damage will be covered by organisers.
Decorative lights	If available
Green Metal Waste Bins	Can be accommodated - 2 to be supplied
8 Wheelie Bins	Can be accommodated - 8 to be supplied
Portable toilets for non-vaccinated people that may be in attendance as per the Covid Regulations	Can be accommodated but subject to management of the pub over the weekend.
Portable Barbecues	Can be accommodated.
Street Barricades to block area in front of pub along with 100 metres of orange barricade netting and appropriate signage.	Can be accommodated but subject to clarification.
Support to put together event program.	Can be accommodated-Chelsea Nelson to assist.

4. Council agree to provide a \$1,000. Cash assistance to support this event.
5. Council endorse in principle a traffic management plan to close Beames Street from the corner intersection of Musgrave Street and Anthony Street to hold presentation dinner

**from 2.30 pm Sunday. This is subject to further discussion between the organisers, Chief Executive Officer and Works Manager.**

- 6. All in-kind assistance is subject to the organisers holding the appropriate public liability insurance and details of this need to be provided to Council prior to the event.**
- 7. That the event is open to all Burke Shire residents and visitors.**
- 8. That the organisers have an appropriate risk management plan in place which includes a Covid management plan.**
- 9. The organisers provide a written report to Council within 30 days after the event on the success of the event.**

**Moved: Cr Camp**

**Seconded: Cr Wade**

**Carried 220324.14 5/0**

### Adjournment

That Council adjourned the meeting from 12.25pm to 1.29pm for lunch; all were present at resumption.

That Council adjourned the meeting from 1.57pm to 2.40pm for a zoom update by Liz Taylor, Council's Town Planner, regarding Burketown South Rural Residential and Industrial Land Development; all were present except Cr Murray.

### 11.10 Donation Requests

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	11 March 2022
LINK TO COUNCIL PLAN/S:	Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire

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#### 1. PURPOSE

To provide information to Council regarding donation requests received the following:

- Far North Queensland Child Safety Program
- WQAC Councils-Premier's Flood Appeal-Twenty-Two for Twenty-Two.

#### 2. BACKGROUND and PROPOSAL

##### **Far North Queensland Child Safety Program**

Last year Council supported the Far North Queensland Child Safety Program run by Queensland Police Legacy. The handbook will be distributed to both public & private schools in June this year.

Attached is the media kit regarding the campaign and to show you what they will be teaching the children. The Child Safety Handbook is a wonderful publication which covers areas such as body boosters, out and about, street smarts, drug awareness, personal space, bullying, abuse and other topics.

The cost is \$649 to sponsor a school or \$330 to sponsor a half school with payment not required until July.

##### **WQAC Councils-Premier's Flood Appeal-Twenty-Two for Twenty-Two.**

In February 2022 the south-east corner of Queensland from Wide Bay to the NSW border and inland to the Darling Downs was hit by the worst flooding in living memory. Tragically, 13 Queenslanders have lost their lives and property and stock losses will run into billions of dollars.

Recognising the heart-breaking ordeal facing the residents of the 22 disaster declared council areas in Queensland and remembering the generous support received across Western Queensland from metropolitan and coastal councils in times of floods and drought, the WQAC Assembly 2022 held in Charleville from 9 to 11 March 2022, discussed a proposal that all 22 WQAC local governments consider a financial contribution to the Premier's Flood Appeal. It would be known as Twenty-Two for Twenty-Two!! A sum of \$5,000 per Council was suggested which was generally supported.

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

The \$649 to sponsor the Far North Queensland Child Safety Program can be funded from Donations in the current year budget.

The WQAC Councils-Premier's Flood Appeal-Twenty-Two for Twenty-Two \$5,000 can be funded from the Local Disaster Management Budget which will be underspent this financial year on current predictions.

#### 4. POLICY & LEGAL IMPLICATIONS

Instrument	
<b>Local Government Regulation 2012</b>	<p>S189 Expenditure on grants to community organisations</p> <p>The annual report for a financial year must contain a summary of—</p> <ul style="list-style-type: none"> <li>(a) the local government's expenditure for the financial year on grants to community organisations; and</li> <li>(b) expenditure from each councillor's discretionary fund, including— <ul style="list-style-type: none"> <li>(i) the name of each community organisation to which an amount was allocated from the fund; and</li> <li>(ii) the amount and purpose of the allocation.</li> </ul> </li> </ul> <p>S194 Grants to community organisations</p> <p>A local government may give a grant to a community organisation only—</p> <ul style="list-style-type: none"> <li>(a) if the local government is satisfied— <ul style="list-style-type: none"> <li>(i) the grant will be used for a purpose that is in the public interest; and</li> <li>(ii) the community organisation meets the criteria stated in the local government's community grants policy; and</li> </ul> </li> <li>(b) in a way that is consistent with the local government's community grants policy.</li> </ul> <p>s195 Community Grants policy</p> <p>A local government must prepare and adopt a policy about local government grants to community organisations (a "community grants policy"), which includes the criteria for a community organisation to be eligible for a grant from the local government.</p>

#### 5. RISK

Nil

#### 6. CRITICAL DATES & IMPLICATIONS

To be decided this Council meeting.

#### 7. CONSULTATION

Councillors

**8. CONCLUSION**

It is considered that both Donations recommended should be supported by Council.

**9. OFFICER'S RECOMMENDATION**

1. That Council note the contents of the report; and
2. That Council approve the following proposed Donations:

The Far North Queensland Child Safety Program	\$649
WQAC Councils-Premier's Flood Appeal-Twenty-Two for Twenty-Two.	\$5,000

**11.10 Donation Requests**

1. That Council note the contents of the report; and
2. That Council approve the following proposed Donations:

WQAC Councils-Premier's Flood Appeal-Twenty-Two for Twenty-Two	\$5,000
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**Moved:** Cr Camp

**Seconded:** Cr Yanner

**Carried 220324.15 5/0**

**12. Closed Session Reports**

**No closed session reports were received for the meeting.**

**Attendance**

Cr Wade left the meeting from 2:51pm to 2:52pm

**Attendance**

Cr Murray entered the meeting at 2:52pm

### 13. Mayoral Report

I attended the following:

- WQAC Assembly Charleville with Cr Clarke – some interesting speakers including David Littleproud, Dr John Gerrard Qld's CHO, Deputy Premier Steven Miles and Regional Aged Care Providers
- Burke Shire Council Audit Committee Meeting

GSD

- Teleconference between GSD and Roper Gulf – seeking to develop a cross border relationship on matters of mutual interest
- Met with Mark Forbes and ADBT in Karumba – with other GSD management committee members
- GSD meeting held in Burketown 21/03
- Wrote to Mayors across the Savannah Way seeking support for united approach to progressing sealing/upgrade of road – following announcement of Outback Way funding by David Littleproud – Shires of Etheridge, Croydon, Carpentaria, Doomadgee, Roper-Gulf all in support. Did media interview with ABC NW on this. Mentioned it to Min Littleproud when in Charleville.

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

**Moved: Cr Yanner**

**Seconded: Cr Clarke**

**Carried 220324.16 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 Wade**

**Carried 220324.17 5/0**

### 15. Late Business

**No late business was received for the meeting.**

### 16. Deputations and presentation scheduled for meeting

**No deputations or presentations were scheduled for the meeting.**

## 17. Closure of meeting

**The Chair declared the meeting closed at 3:02pm**

I hereby certify that these pages numbered 1 to 63 – constitute  
the Confirmed Ordinary Meeting minutes of the Council Meeting  
of Burke Shire Council held on Thursday 24 March 2022.

Mayor Cr Ernie Camp .....