



Confirmed Minutes
Burke Shire Council Ordinary Meeting
Thursday 19th May 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

Members	Cr Ernie Camp; Mayor – Chair Cr Tonya Murray; Deputy Mayor Cr John Clarke Cr John Yanner Cr Rosita Wade
Officers	Dan McKinlay; Chief Executive Officer Graham O’Byrne; Director of Engineering Shaun Jorgensen; Finance and Technology Manager Chelsea Nelson; People, Performance and Culture Manager Kimberly Chan; Economic Development Manager Madison Marshall; Corporate Services and Governance Manager Clinton Murray; Works Manager Shannon Moren; Community and Communications 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**
- **Shaun Jorgensen, Finance and Technology Manager**
- **Chelsea Nelson, People, Performance and Culture Manager**
- **Cr Rosita Wade**

**Moved: Cr Camp
Seconded: Cr Murray**

Carried 220519.01 5/0

03. Prayer

Cr Yanner led Council in prayer.

04. Consideration of applications for leave of absence

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

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Tuesday 03rd May 2022

That the Minutes of the Ordinary Meeting of Council held on Tuesday 03rd May 2022 as presented be confirmed by Council.

Moved: Cr Clarke

Seconded: Cr Murray

Carried 220519.02 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 motions or petitions were received.

10. Engineering Services Reports

10.01 Engineering and Services Monthly Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	16 May 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 Operational Plan 2020-21

1. PURPOSE

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

General Works (including Parks, Gardens and Cemetery)

- Ramp up maintenance on over grown areas
- Ongoing wharf maintenance
- Slashing of over grown lots
- Clean up over grown lot in Gregory Street ongoing

Roads

- Completion of emergent works on BSC networks
- Open Grades underway
- Road side slashing progressing

Plant and Fleet

- Workshop Manager scheduled to start on the 9th of May
- Rubbish Truck – Electrical and Hydraulic issues ongoing. Replacement being sought
- Prime Mover – electrical issues ongoing
- Grader - Electrical faults (Hasting booked to inspect). Replacement underway

Water & Sewerage

- SOPs workshopped and being finalised for early 2022 - ongoing.
- Robert Ahwing currently away in Cairns at TAFE- returns the end of May. Also undertaking 1 week of mentoring with Cairns Regional Council

BurketownWater

- Chemical Dosing upgrade works installation completed and commissioned. A few minor repairs to take place once the contractor (QEE) on site. Completed.
- QEE to repair concrete where Sulphuric Acid has leaked and damaged concrete. Completed.
- SCADA upgrade scoping finalised and being prepared for tender. Ongoing
- Insurance broker has now revisited the claim and accelerating response for water leak damage during Clear Water Storage project. Indicated that claim not eligible – ongoing discussions regarding criteria for claim
- Planning for de-silting of lagoons for Mid 2022 underway
- Water meter replacements (damaged ones) being finalised

Sewerage Treatment Plant

- Currently investigating the cause of pH failures on the monthly Sewerage Samples. This will continue until we can identify the cause and treat accordingly. Ongoing with further testing to be undertaken with MBS water and Cairns Laboratory Services.

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 - new Potable meter onsite and are waiting on installation.
- Prominent Fluid control was on site to calibrate and service the dosing pumps and Probes.

Airports

- Mowing around lights and the runway strip at both the Gregory and Burketown Airports ongoing.

Waste

- Ongoing sorting at Burketown, with Gregory to be conducted early 2022
- Waste Strategy first actions being implemented – organic waste reuse via compost bins
- Land fill Cell rescheduled to start in May (has commenced)

3. OFFICER'S RECOMMENDATION

1. That Council receives and notes the Engineering and Services report for April 2022.

10.01 Engineering and Services Monthly Report

That Council receives and notes the Engineering and Services report for April 2022.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 220519.03 5/0

10.02 Capex Projects Monthly Update Report

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

1. PURPOSE

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

The progress of grant and funding submissions is also provided.

2. SUMMARY

The Capex program budget for 2021/22 financial year is \$8,198,521. At the end of April, the forecast cost of delivering this program remains at approximately \$18,000 over budget. A comprehensive review is now underway to ensure that the End of Financial Year closeout is in line with current forecasts. 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"> Upgrade of chemical dosing Provision of water testing facility (new lab) Replacement of shed and additional concrete working areas 	<ul style="list-style-type: none"> <i>Practical Completion achieved in December 21 with Chemical Dosing equipment commissioned</i> <i>Extension of time with W4Q COVID & 19-21 have been granted out to June 2022</i> Laboratory building installation delayed now until early March 2022 Training of operators carried out for laboratory equipment

Project	Description	Update/activity for reporting month
Fleet	<ul style="list-style-type: none"> Replacement of fleet 	<ul style="list-style-type: none"> Procurement of replacement vehicles (with trade-ins) underway Overall purchase / replacement /disposal strategy finalised and procurement commenced with dealers currently being locked in – Grader and white fleet Rubbish truck replacement (2nd hand) was established as not satisfactory. Alternative option being considered being sourced from Flinders Shire ex-fleet
Culvert Replacement (multiple roads)	<ul style="list-style-type: none"> Replacement of failed culverts 	<ul style="list-style-type: none"> On-site investigations and designs finalised Two sites (2A & 2B) on track for completion for end of 21/22 FY Sites on Floraville Rd 35, 10 tendered Floraville Rd Sites 6, 8 & 11 design underway and to be tendered Trugannini Rd culvert replacement being tendered

Project	Description	Update/activity for reporting month
Burketown Landfill Cell	<ul style="list-style-type: none"> New landfill cell Stage 1 of a 3 stage 10-year plan 	<ul style="list-style-type: none"> Contract awarded Construction commenced. Contractor demobilized and works suspended due to Cultural Heritage related issues. Current variation costs at circa \$40,000 Re-configuration of waste stockpiles completed Completion date December '21 (W4Q 19-21 project). Extension of Time approval received until June 2022. Department has indicated that no further extensions will be given. Note that recent (March) permission to proceed given by CLCAC. Re-mobilisation underway Re-commencement on site early May. Waiting on final variations amounts but will be circa \$60,000 New signage for total site to be installed by June 22
Remote Airport Upgrade Program Round 8	Lighting upgrade/replacement	<ul style="list-style-type: none"> New lights installed for Burketown and Gregory. Final inspection undertaken for final acquittal New line marking completed in conjunction with above
SCADA upgrade works	<p>QWRAP regional review of SCADA.</p> <p>Further to this BSC scope to be finalized and tendered</p>	<ul style="list-style-type: none"> Regional review under QWRAP report finalized and under review by participating councils Final investigation carried out on-site by GHD with final scoping workshop conducted end of January. Tender to be released in May. Site inspection to be conducted with contractors Scope has been split into 2 stages (St1 \$750k & St2 \$250k) due to budget constraints. Stage 2 to be undertaken under further grant program

Project	Description	Update/activity for reporting month
Water Source Inflow upgrade – Greg & Burketown	Improve inflow monitoring, change locality of pumps for water intake and improve infrastructure resilience. Decrease Opex	<ul style="list-style-type: none"> This project directly related to SCADA scoping with similar timelines Scope development has been finalised in conjunction with above. Tenders in May
Gregory WTP upgrade	Improve resilience and reliability of plant operation with a focus on making it a "remote" plant that doesn't require daily attention. Circa \$40k pa Opex saving	<ul style="list-style-type: none"> Scope development has been finalised for Stage 1 as per above
Disaster and Recovery Generators Management Review/Training	Generator for communications and generator at airport fuel dispense.	<ul style="list-style-type: none"> Sizing and specifications for generators underway Includes tapping into existing power provisions at airport & new generator for the STP
Flood Cameras	Replacement and upgrade of existing cameras	<ul style="list-style-type: none"> Quotes for supply and installment received from Qteq Installation commenced in November and to be completed in February/March depending on road closures
FWIN Project	Joint Procurement of Flood Warning infrastructure with ROC councils	<ul style="list-style-type: none"> Contract awarded to Qteq Cultural Heritage matters have been resolved with monitors required on a number of sites. QRA have agreed to finance this variation cost Installation has been delayed slightly due to track access challenges post wet season. Recommended with pressure on contractor to deliver scope by EOFY
Gregory River Pedestrian Bridge	Create a pedestrian bridge on top of the old bridge	<ul style="list-style-type: none"> Risk analysis complete with preliminary costings Workshop/briefing to Council held at October meeting. Resolved to progress with re-instatement of

Project	Description	Update/activity for reporting month
		<p>original bridge purpose/categorisation, with “Authorised vehicle access only”</p> <ul style="list-style-type: none"> Have been unable to secure drawings/design to ease process for re-certification – GHD will be re-designing the bridge for compliance Design check underway with site inspection scheduled for May
Sewerage Network Assessment	Investigate network and implement a rectification program	<ul style="list-style-type: none"> GHD proposal and scoping agreed Issued notice to community advising access to properties during a specific site visit timeframe by GHD GHD onsite inspections conducted with report/recommendations received and reviewed Price being sought for repair works
Asset Management Strategy	Review and re-write of the AMS and AMPs	<ul style="list-style-type: none"> Scoping completed RFT issued through Vendor Panel GHD appointed and work commenced with workshops internally
Raw Water Pipeline	Investigate and implement requirements for roll-out of the Raw Water Supply Agreement	<ul style="list-style-type: none"> Scoping complete RFT being prepared
STP Access Rd Upgrade	Upgrade of road and sealing to provide weather proof access	<ul style="list-style-type: none"> Contractor (Gulf Civil) appointed at Council Special Meeting
Gregory Landfill Fencing	Fence around main boundaries to adjacent properties to help prevent windblown rubbish	<ul style="list-style-type: none"> Survey undertaken Exact fence length to be determined to match budget
Health & Wellbeing Precinct Master planning	Master planning including community/stakeholder consultation with concept design	<ul style="list-style-type: none"> Tenders assessed in negotiations with 2 consultants. Request for quotation for full design and documentation as Phase 2 of their engagement

Project	Description	Update/activity for reporting month
Beames St Upgrade and Cycleway	Beames St enhancement in conjunction with new cycleway/footpaths	<ul style="list-style-type: none"> Finalised briefing for detailed design and documentation Endorsement of Erscon consultant engagement at February Council Meeting Requirement for the BBRF round 6 grant submission Workshop conducted in March with consultants - kick start project design Meeting/workshop with DTMR conducted in March to review compliance requirements for Cycleway. Feedback received from DTMR – now incorporating into prelim design Stakeholder workshop conducted April 22 in Bkt
Water Reticulation Valves	Install new valves to better manage water reticulation isolation points	<ul style="list-style-type: none"> Hydraulic assessment undertaken Valves being scoped for installation
Wharf Recreational Grounds	Construction of new recreational facilities at the Burketown wharf	<ul style="list-style-type: none"> Appointed Guymer Bailey architects for design Detailed briefing meeting conducted Stakeholder workshop conducted April 22 in Bkt

4. GRANTS & FUNDING SUBMISSIONS

(Yellow highlighted – Successful Submission)

Funding program	Description	Update/activity for reporting month
TMR Principal Cycle Network	<p>Cycle Way along Beames St & 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"> Project submitted under TMR Principal Cycle Network program (funding approval since obtained – July '21) Further discussions with department to ascertain extent of funding and co-contribution required by Council Approval in principle to fully fund the design (approx. \$150-200k). waiting on final sign-off by TMR. Received formal funding agreement from DTMR
BoR 6	Building Our Regions round 6 is open and due 22 nd November	<ul style="list-style-type: none"> Council agreed to put forward the following projects – Smart Water Meters & Intelligent Water Network, Gregory Water Treatment Plant (Stage 2) & Water Security Strategy: Second stream submission for Water Security Strategy, in conjunction with Doomadgee was submitted by 22 December Submission accepted for the construction projects above, and progressed through the EOI phase. Detailed submissions now being prepared – due 17 May
LRCI Phase 3	Notification received of allocation of \$611,000. Bridges 21/22 to 22/23 financial years	<ul style="list-style-type: none"> Notification received from Commonwealth Gov't Dep't of Infrastructure Work Schedule to be formally submitted in May. Projects being put forward: <ul style="list-style-type: none"> Funding of 21/22 TIDS program (circa \$100k) Distribution of remainder prioritised to STP Access Rd upgrade

Funding program	Description	Update/activity for reporting month
Preparing Australian Communities Program (PCAP)	Program about disaster resilience and prevention.	<ul style="list-style-type: none"> Burke is nominated in the Risk category for Cyclone but not for flooding – this has been challenged Submission provided for Archie Creek upgrade to a total value of \$3.3m 50/50 con-contribution required. Council's contribution will be through the TIDS program over the remainder of this year and the next 2 years Submission successful. Agreement executed
BBRF 6	Building Better Regions Rd 6 – due 10 February 2022	<ul style="list-style-type: none"> 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)
QRRF 21-22	Qld Resilience & Risk Reduction Fund – due 18 February	<ul style="list-style-type: none"> Consideration for the Burketown airport – flood protection and erosion construction of remedial works SUBMITTED
LGGSP 22-24	Local Government Grants and Subsidies Program – due 4 March	<ul style="list-style-type: none"> Have earmarked the Health and Well Being Precinct detailed design – on the back of the Master planning and concept design funded by the successful NWMP grant – SUBMITTED
NQNDMP	North Qld Natural Disasters Mitigation Program – due 18 February	<ul style="list-style-type: none"> Airport road upgrade planning and design works. SUBMITTED
RRUPP	Remote Road Upgrade Pilot Program	<ul style="list-style-type: none"> Lawn Hill National Pk Rd sealing. SUBMITTED

Funding program	Description	Update/activity for reporting month
NFMIP Rd 2	National Flood Mitigation Infrastructure Program Rd 2	<ul style="list-style-type: none"> Submitted Airport scour investigation and design as the priority – EOI process (linked with QRRF 21-22 above)
RAUP 9	Remote Airports grant program	<ul style="list-style-type: none"> Project relating to upgrade of fencing to address issue raised by recent review report – to comply with CASA requirements. SUBMITTED
22-23 ATSI TIDS	TMR Far North District fund	<ul style="list-style-type: none"> Lodgment of Shadforth Creek installment of culvert SUBMITTED

5. OFFICER'S RECOMMENDATION

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

10.02 Capex Projects Monthly Update Report

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

Moved: Cr Yanner

Seconded: Cr Murray

Carried 220519.04 5/0

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	12 May 2022
LINK TO COUNCIL PLAN/S:	Goal - Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

1. PURPOSE

To summarise the key actions and updates within the office of the CEO for the month of April 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 re Visitor Information Centre.

The Housing Strategy implementation is progressing. Three houses now sold. Four further applications have been submitted to Westpac. Two further applications being worked on. Prepared PowerPoint for Indigenous Housing & Homelessness Forum in Sydney.

Internal Grants meeting

EBA discussions. Agreement well advanced.

Various meetings re Mental Health and Wellbeing planned Expo.

Fishing Event Easter

Gave presentation on Council's House Sales to Indigenous staff at the Economic Development Practitioners Group meeting.

Financial Services and Information Technology

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

- Finance Strategy Planning session with councillors;
- Receipt of draft annual indexation of Non-current Assets;
- Completion of Shell financial statements for review by the audit committee chairman;
- Planning and progression of interim audit queries for GT/QAO;
- Completion of council asset and financial maturity self-assessment per request of the QAO;

- Completion of tip restoration provision valuation – pending review of report; and
- Commenced insurance renewals for the 2022/23 year with LGMS – we will be pulling all insurances under one agent (JLT) moving forwards

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

- MS365 account has been resolved council is moving forwards with a large 0365 server upgrade;
- Progression of radio channel licensing for flood camera installation projects;
- Receipt of BSC Cyber Risk Assessment which is currently in review; and
- ICT is finalizing the details around the installation of the Telstra agility satellite service to the Gregory Scada location; we will be looking at a further air-bridging solution in 2022/23.

People, Performance and Culture

EBA

- Final wage increase negotiations taking place, with next meeting scheduled for May

Policies

- COVID Policy - reviewed

Positions advertised:

- Administration Officer
- Machine Operator / Labourer
- WHS and Training Officer

New employees

- Chelsea Smith

Training and Professional Development

- Plumbing Apprenticeship progression in Cairns
- Mentally Healthy Workplaces Workshop
- Small Business Friendling Conference
- Cyber Security Training
- Negotiation Training
- Cert III Business completed

Other Projects

- Tourism Brochure finalised

Economic Development / Community Projects

Grants

- Several grant applications have been submitted and awaiting outcomes:

Festivals Australia Grant – for an Arts and Mental Health Event in the Park. Awaiting outcome

- Resource Community Infrastructure Fund – new town entry signage application
- STAND Evacuation Centre Funding – for the establishment of disaster communications for community evacuation centres.

- Building our Region Fund final submissions – Gregory WTP, Smart water meter project – detailed applications being submitted.
- Building our Region Fund (Planning Projects EOI) – Regional Water Strategy.
- Successful with the Sports Australia Grant for an athletics carnival to be held in Gregory \$9500.
- Successful with SES Grant Applications - \$44956.98 for Burketown SES facility upgrades project. \$30000 awarded for Burketown vehicle replacement project.
- Move it NQ – application for sports equipment for the Gregory/Biddungu currently progress
- Successful for the Culture, Heritage and Arts Regional Tourism Program – funding for new historical information posters, computer and printer for the Visitor Information Centre \$3000. Currently in the process of procurement
- Funding for litter signage and Albert River Bridge lighting is currently being executed.
- Albert River Bridge Grant – currently working on executing funding agreement

Health and Wellbeing Expo

- Scheduled for the 30th May to 1st June – Burketown Monday to Wednesday, Gregory Thursday
- Currently finalising health care providers/attendees
- Marketing to begin this week
- Program to be finalised

Small Business

- Burke Shire Business Listing for the new website completed and live
- Plans to visit all small businesses by the end of May to discuss ways Council may be able to support small business
- Attended Small Business Friendly Conference Friday 29th April in Townsville – good networking opportunities and resource building

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 – steering committee has awarded project to TRC consultants.

Tourism

- Tourism Brochure currently in print.
- Branding exercise to being progress – this includes scoping the cost of tourism branding for Burke Shire.

Economic Development

- Currently looking at the Gregory microgrid and linking with New Century to discuss the project. Also working with LGAQ.
- Planning a Business Prospectus for the Shire to be placed on the Council Website alongside the Business Incentive Policy.

Community and Communications

Events

Upcoming Community Events:

May 2nd Southern Gulf NRM Clean Up Day - Gregory

June 18th – 19th June Gregory Campdraft and Horse Sports

Upcoming Council Events:

March 1st – 12th May Burke Shire Tidy Yard Competition

May 17th -21st Gulf Vet Services Clinic

May 30th – 3rd June Mental Health and Wellbeing Expo.

July 9th OOTOB

Other

- Youth Units are almost ready for divestment. Marwill are currently liaising with Ergon to isolate power to each individual property.
- Roof replacement of 2 properties on Sloman street to be completed by 30 June 2022
- 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. Requote to be issued and expected completion by 30th June 2022.
- Savannah Way Art Trail – Project is well underway and set for completion by November 2022.
- Health Expo – Date has been moved to 30th May – 3rd June. Planning is well underway.
- Call for applications for Donation Requests for 22/23 closed 29th April 2022 – see donations report
- Currently reviewing lease with Telstra in relation to block at Gregory. Looking at increasing the fee. To be finalized by end of June.
- Gulf Vet Services will be in Burketown from 17th May – 21st May. They have already completed 4 dog desex procedures and we currently have 28 registered for this visit.

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
- SES Building – with funding approved, work is set to be completed by late October

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 16th March 2022. Applications/renewals were due on 6th May 2022. Not all businesses have submitted renewals and reminders have been sent out.

Corporate Services and Governance

Governance

- Still working through reviews on all Council policies.

Durlga

- Durlga bookings are picking up again. We had a few external bookings and a number of internal Durlga bookings throughout April.
- Quite a few bookings, both internal and external, have already been received for May and June.

Records

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

Library

- Library furniture – some items have arrived. Waiting on the rest of the furniture to arrive.
- First 5 Forever resources have arrived. In discussions with Burketown Kindy/Playgroup to organise an activity day for the Under 5's.
- Library exchange has been sent to us, will have some new stock very soon.

Rex

- Continuing to assist with training new staff for baggage handling and marshalling.
- Rex is conducting an audit on operations and compliance throughout May.

Training

- Jennifer Kumsing and Shakiah Douglas are still working through their Cert III in Business Administration.
- Brianna Harrison has successfully completed her Certificate III in Business Administration.

3. OFFICER'S RECOMMENDATION

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

4. OFFICER'S RECOMMENDATION

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

11.01 Chief Executive Officer Report

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

Moved: Cr Camp

Seconded: Cr Yanner

Carried 220519.05 5/0

Adjournment

That Council adjourned the meeting from 10:46am to 11:17am for Morning Tea

Financial Services Reports

11.02 Financial Services Monthly Update Report

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	16 May 2022
LINK TO COUNCIL PLAN/S:	Operational Plan 2021-22 Council Budget 2021-22

1. PURPOSE

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

2. SUMMARY

As a review of council's performance over the month of April 2022; Council notes that cash was up by \$3.3mil due to an early instalment of 2022/2023 FA Grant funding. It was also noted that comparative to the budget, council operational expenditure was under budget for April 2022 by 2.67%. This shows the council is moving on track with budget at this stage.

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

1. OVERALL OPERATING SUMMARY (ACTUAL V BUDGET)

The below summary shows a brief snapshot of how council is tracking in the current year against the budget for the year as adopted by council on the 30 April 2022.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	10,228,280	16,572,234	62%
Operating Expenses	(2)	17,289,451	21,442,784	81%
Operating Result (Profit/Loss)	-	7,061,171	- 4,870,550	145%
Capital Revenue	(3)	1,371,595	6,343,310	22%
Net Result	-	5,689,576	1,472,760	-386%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	10,711,083	6,833,430
Other Current Assets	(5)	2,295,369	1,290,391
Non Current Assets	(6)	153,485,992	156,192,852
Total Assets		166,492,444	164,316,673
Liabilities (Current)	(7)	10,138,037	3,540,000
Liabilities (Non Current)	(8)	832,347	999,515
Total Liabilities		10,970,384	4,539,515
Net Community Assets		155,522,060	159,777,158

Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-69%	-58%
² Working Capital Ratio	Greater than 1:1	1	2
³ Net Financial Liabilities Ratio	Less than 60%	-28%	-37%

Notes:

- (1) Operating revenues - Council notes movement increase for the month relates to operational grants to the sum of approximately \$600k.
 - (2) Operating Expenses - Noted that costs appear to be consistent with budgeted expectations for the month; this was as predicted throughout the year as a result of cost phasing catching up as operations slowed during the wet season. In relation to employee benefits costs against the budget, we have currently expended \$3.645mil against a budget of \$5.717mil for the year. This is an actual spend of 63.75%, 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.
 - (3) Capital Revenue - Minimal amount recognised to capital grants for the month of April 2022, however Finance does note some grant amounts to be recognised as capital from unearned revenue for the month. Due to timing and minimal staffing resources, these adjustments are planned to be processed for May 2022 at this stage.
- (4,5,6,7,8) - Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; as such no items by exception to report at this stage.

Definitions

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

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

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

2. STATEMENT AND CASHFLOWS

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

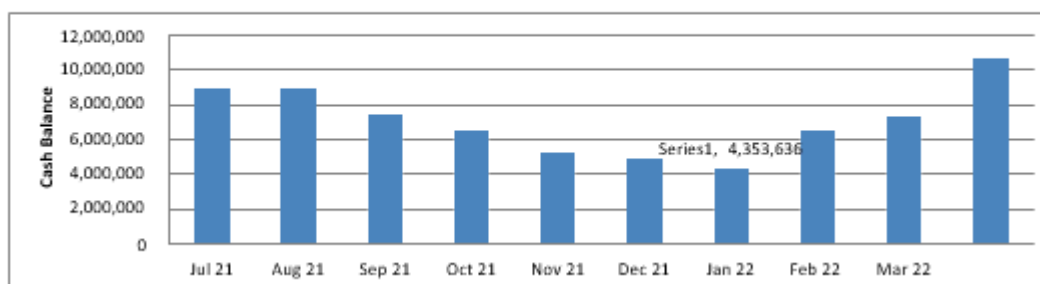
For the month ended 30 April 2022

	Note Ref	30 April 2021 \$	30 April 2022 \$	2021-22 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	4,919,540	4,123,691	5,016,086	82%
Payments to suppliers and employees	(2)	(11,747,461)	(15,698,660)	(19,430,883)	81%
		(6,827,920)	(11,574,969)	(14,414,797)	80%
Rental Income	(3)	191,462	165,312	222,000	74%
Interest Received	(4)	67,757	47,751	80,000	60%
Operating Grants and Contributions	(5)	9,586,526	12,719,343	11,871,000	107%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		3,017,824	1,357,437	12,173,000	11%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(4,468,877)	(2,629,948)	(7,798,521)	34%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	170,502	40,000	-426%
Capital Grants and Subsidies	(7)	3,850,033	1,623,857	6,303,310	26%
Net cash inflow (outflow) from investing activities		(618,844)	(1,176,594)	(1,455,211)	81%
Cash flows from financing activities:					
Proceeds from Borrowings		-	-	-	0%
Repayment of Borrowings		-	-	-	0%
Net cash inflow (outflow) from financing activities		-	-	-	0%
Net increase (decrease) in cash held	(8)	2,398,980	180,844	(3,697,008)	-5%
Cash at beginning of reporting period		7,053,604	10,530,239	10,530,239	100%
Cash at end of reporting period	(8)	9,452,584	10,711,083	6,833,230	157%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.28%	47,751	9,618,994
Westpac General Fund	-	-	1,091,806
Cash Floats	-	-	283
Total			10,711,083

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	10,711,083	
Restricted Cash - DRFA Revenue	9,209,002	Distorted by FA Grant and DRFA to be moved to ops revenue for 2022.
Unrestricted Cash	1,502,081	

Notes to the Statement of Cashflows:

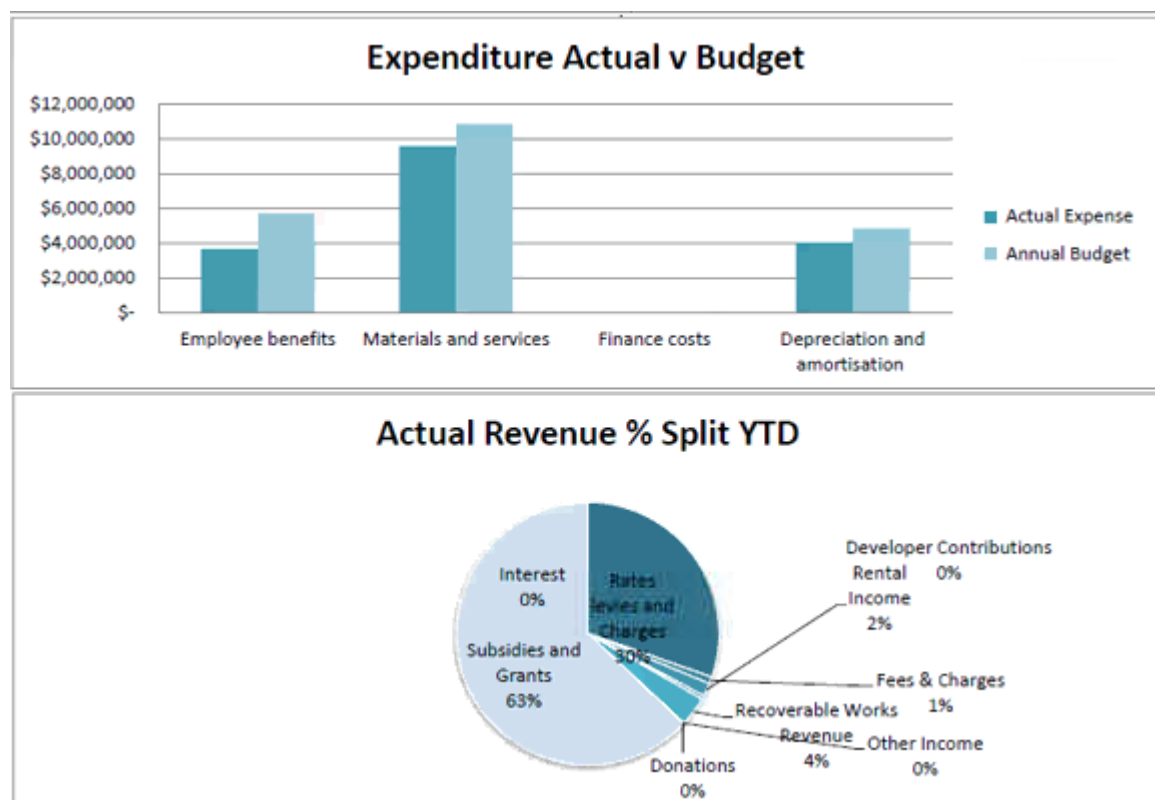
- 1) Receipts from customers - It was noted that an influx of rates receipts and private works (RMPC) were received during the month of April 2022 which contributed to the uplift in operational cash from receipts. We also noted an impact resulting from the movement in the rates receivable captions as 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 April 2022 as previously advised to council, cash outflows have caught up with targeted expectations at this stage resulting in 81% year to date spend which is in line with budgeted expectations on a pro-rata basis.
- 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 (0.28%). This is down from 0.78% in February 2022.
- 5) Operating Grants and Contributions - An early payment of \$2.7mil for the 2022/23 allocation of the FA grant was paid during the month. This has been moved unearned revenue at this stage to avoid this balance skewing financial reports to council as this is funding relating to the next financial year.
- 6) Payments for Property, Plant and Equipment - The amount expended relates to payment made towards WIP (capital projects) for the month of April 2022. Minimal movement was noted for the month of April 2022.
- 7) For the proceeds from the sales of PPE; it should be noted that due to the way council's cashflow mapping is executed, this includes accruals accounting impacts that in past years of reporting were not of any impact to council's cashflow reporting. This figure will be revised for 30 June at this stage to ensure year end of financial year reporting represents the figure on a cash only basis. The \$170,502 balance represents the value of land/housing sold over the period of time of ownership (being multiple years since purchase date). Based on the current market valuations of the properties sold, we do not consider there be a true cash loss on sale of any asset where there was previously no active market to gauge any such loss against.
- 8) Capital Grants and Subsidies - Minimal movements noted for capital grants for the month of April 2022. This will be reviewed in more detail during May 2022 at this stage with an expectation for more grant funding to be receipted before 30 June 2022 as projects start to wrap up for the financial year.
- 9) Net Cash Movement - council's cash holdings was up \$3.397mil, to a total balance of \$10.7mil in the bank/QTC.

3. STATEMENT OF INCOME AND EXPENDITURE

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

For the month ended 30 April 2022

	Note Ref	30 April 2021 \$	30 April 2022 \$	2021-22 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		2,997,735	3,109,236	3,022,500	103%
Fees & Charges	(1)	52,106	85,516	85,300	100%
Rental Income	(2)	191,462	165,312	222,000	74%
Interest	(3)	67,757	47,751	79,704	60%
Recoverable Works Revenue	(4)	508,090	373,526	1,111,000	34%
Other Income	(5)	94,352	2,107	75,800	3%
Donations	(12)	-	8,000	5,000	160%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	2,476,083	6,436,832	11,970,930	54%
Total Recurrent Revenue		6,387,585	10,228,280	16,572,234	62%
Capital Revenue					
Sale of non-current assets	(13)	-	202,685	40,000	-507%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	3,850,033	1,574,280	6,303,310	25%
Total Capital Revenue		3,850,033	1,371,595	6,343,310	22%
TOTAL INCOME		10,237,618	11,599,875	22,915,544	51%
Recurrent Expenses					
Employee benefits	(8)	4,036,262	3,645,314	5,717,890	64%
Materials and services	(9)	7,288,413	9,599,619	10,883,794	88%
Finance costs	(10)	8,198	8,988	12,000	75%
Depreciation and amortisation	(11)	3,987,325	4,035,530	4,829,100	84%
TOTAL RECURRENT EXPENSES		15,320,198	17,289,451	21,442,784	81%
NET RESULT		- 5,082,580	- 5,689,576	1,472,760	-386%



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 (0.78%). This is up from 0.60% in February 2022.
- 4) Recoverable Works Revenue - Minimal movement for the month. This is expected to increase before 30 June 2022 as RMPC wraps up and work are completed on the Wills Development Road.
- 5) Other Income - Minimal movement for the month.
- 6) Subsidies and Grants (operating) - An early payment of \$2.7mil for the 2022/23 allocation of the FA grant was paid during the month. This has been moved unearned revenue at this stage to avoid this balance skewing financial reports to council as this is funding relating to the next financial year.
- 7) Subsidies and Grants (capital) - Minimal movements noted for capital grants for the month of April 2022. This will be reviewed in more detail during May 2022 at this stage with an expectation for more grant funding to be receipted before 30 June 2022 as projects start to wrap up for the financial year.
- 8) Employee benefits - Employee benefits costs against the budget, we have currently expended \$3.645mil against a budget of \$5.717mil for the year. This is an actual spend of 63.75%, 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 30 April 2022.
- 12) Donations Revenue - Council received a \$5,000 donation to be committed against the Young Ambassadors Program for 2021/22 in December 2021.
- 13) Sale of non-current assets - The \$202k balance represents an accruals accounting loss for the sale of land/housing based on the original gross cost of the asset from the date of initial purchase date (many years ago in all cases). Based on the current market valuations of the properties sold, we do not consider there be a true cash loss on sale of any asset where there was previously no active market to gauge any such loss against. This loss represents the explicit accounting for these asset disposals; however, it does not take into account the complex nature of the determination of the sales price itself and the process conducted to determine these values (whether by tender or local establishment of reasonable sales prices on an arm's length basis).

4. 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 April 2022 83.30%

% 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					
	30 April 2021	30 April 2022	2021-22 Annual Budget	YTD Progress	Comments
	\$	\$	\$	%	
Recurrent Expenses					
Corporate Governance Costs	755,491	676,896	887,700	76%	Within budget expectation for the month (83.30% movt).
Administration Costs	2,771,024	2,563,132	3,099,900	83%	Within budget expectation for the month (83.30% movt).
Recoverable Works Expenses	414,859	532,311	790,000	67%	Within budget expectation for the month (83.30% movt).
Engineering Services	6,507,905	8,606,965	10,466,754	82%	Within budget expectation for the month (83.30% movt).
Utility Services Costs	625,143	770,095	795,300	97%	Balances reviewed as part of 3rd budget review; the impact of any overs has been covered via savings in other areas of the Engineering budget for 2022; noted that Water and Waste costs were higher than originally expected.
Net Plant Operating Costs	-	711,876	905,329	101%	This balance relates to plant recoveries and will be offset against the over expenses captions as this represents plant hours that will be recovered via grant funding and such.
Planning and Environmental Expenses	61,714	73,169	163,000	45%	Within budget expectation for the month (83.30% movt).
Community Services Costs	900,415	927,694	1,299,030	71%	Within budget expectation for the month (83.30% movt).
Finance Costs	8,198	8,988	12,000	75%	Within budget expectation for the month (83.30% movt).
Depreciation	3,987,325	4,035,530	4,829,100	84%	Within budget expectation for the month (83.30% movt). Rounding.
Other Expenses	-	-	-	0%	Within budget expectation for the month (74.97% movt).
TOTAL RECURRENT EXPENSES	15,320,198	17,289,451	21,442,784	80.63%	Within budget expectation for the month (74.97% movt).
Capitalised Wages	-	75,927	194,000	39%	We note the initial estimated budgeted recover of wages has come in lower than anticipated. This will be reviewed and re-assessed for the forward year budget.

5. STATEMENT OF FINANCIAL POSITION

For the month ended 30 April 2022

	30 April 2022 \$	2021-22 Annual Budget \$
Current Assets		
Cash and cash equivalents	10,711,083	6,833,430
Trade and other receivables	1,949,070	340,539
Inventories	245,894	300,000
Other financial assets	100,405	649,852
Non-current assets classified as held for sale	-	-
Total current assets	13,006,452	8,123,821
Non-current Assets		
Receivables	-	-
Property, plant and equipment	232,523,595	232,316,643
Accumulated Depreciation	- 79,037,603 -	76,123,791
Intangible assets	-	-
Total non-current assets	153,485,992	156,192,852
TOTAL ASSETS	166,492,444	164,316,673
Current Liabilities		
Trade and other payables	9,985,760	3,414,152
Borrowings	-	-
Provisions	152,277	125,848
Other	-	-
Total current liabilities	10,138,037	3,540,000
Non-current Liabilities		
Trade and other payables	69,757	139,515
Interest bearing liabilities	-	-
Provisions	762,590	860,000
Other	-	-
Total non-current liabilities	832,347	999,515
TOTAL LIABILITIES	10,970,384	4,539,515
NET COMMUNITY ASSETS	155,522,060	159,777,158
Community Equity		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	93,485,877	93,485,877
Retained surplus/(deficiency)	22,506,291	26,761,392
Other reserves	-	-
TOTAL COMMUNITY EQUITY	155,522,059	159,777,158

6. EXERCISE OF DELEGATIONS

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

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

Debt Write off requested > \$5,000

\$9.80 rates interest.

3. OFFICER'S RECOMMENDATION

1. That the financial report for the 30 April 2022 be received and noted

11.02 Financial Services Monthly Update Report

That the financial report for the 30 April 2022 be received and noted

Moved: Cr Camp

Seconded: Cr Murray

Carried 220519.06 5/0

Chief Executive Officer Reports

11.03 Cairns Office Lease – 36 Aplin Street

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	13 May 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance - external, internal audit and Audit Committee requirements are satisfied.

1. PURPOSE

The purpose of this report is to recommend for council to endorse the application for the lease of 36 Aplin Street office space for the new office location for the Burke Shire Council Cairns Office.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire Council was approached by Garda to break the lease over the Cairns office in the Cairns Corporate Tower for the 28 February 2022.

This allowed council to investigate a number of buy and leasing options throughout the Cairns area in search of a more economically sustainable office space that would also meet a need for a fit for purpose space to conduct Engineering, Financial Services and also the GSD CEO for the Burke Shire Council.

After the investigation of a number of options over the course of the past 5 months, the most appropriate and available property determined to be fit for purposes was deemed to be 36 Aplin Street. The Annual lease cost of 36 Aplin street is \$27,868 per year plus GST, this includes 3 parking spaces and a 138m² office property in the CDB of Cairns. The term of the lease available is 5 years with 2 months' rent free.

3. FINANCIAL & RESOURCE IMPLICATIONS

The original cost breakdown of the Cairns office (Corporate Tower) is noted as below (based on pro-rata estimates from actual spend):

Average Annual Cost: \$97,714.09

10-year forecasted Cost: \$967,813.87

New costing breakdown of the Cairns office situation from 36 Aplin Street:

Average Annual Cost: \$50,001.38 (ex-GST)

Breakdown of Average Annual Cost

Lease Suite C&D/36 Aplin Street, Cairns City			
Base rental \$27,868 from year 2022			Average Annual cost
General costs ex-gst			
Cairns Office Rental (Old Lease) - end 28 Feb 2021			\$ -
Cairns Office Rental (New Lease) - start 28 Feb 2021			\$ 30,204.67
Amenities			\$ 703.64
Stationary and Printing			\$ 4,375.22
Telephone and Internet			\$ 3,946.72
Insurance (contents up to \$100k)			\$ 732.96
Other Purchases			\$ 10,038.16
Total			\$ 50,001.38

10-year forecasted Cost: \$548,239.52 (including \$30k for initial fitout)

Net Saving from the move to the 36 Aplin street lease option:

Average Annual Cost Saving: \$47,712.71

10-year Saving: \$419,574.35

There is anticipated to be fitout costs of approx. \$ 30,000 to be funded from the current year lease savings.

Also note that pending the receipt of the lease agreement, there may also be an annual increase applied to the base lease amount by either indexation or CPI for the life of the lease; this has been factored into the average annual cost of the lease as noted above.

4. RISK

Risk Type	What could happen	Possible consequence
Financial	<ul style="list-style-type: none"> If the original option of the Cairns office was maintained, council would not be able to own-source fund potential capital projects in the Burke region for community. 	<ul style="list-style-type: none"> Lack of ability to build local infrastructure and service existing infrastructure into the future.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Nil		

6. CRITICAL DATES & IMPLICATIONS

Contract to be signed when Council resolution passed.

7. CONSULTATION

Mayor.

Councillors.

Chief Executive Officer.

Director of Engineering.

Finance and Technology Manager.

8. CONCLUSION

Council considers that the leasing of the Cairns Office Location for Financial Services and part of Engineering Services is a positive outcome for Burke Shire Council.

9. OFFICER'S RECOMMENDATION

1. THAT 1. Council endorses the lease of 36 Aplin Street for a period of five years at an annual rental of \$25,000 plus GST plus outgoings and carpark \$2,868 plus GST as the new office location of Burke Shire Council in Cairns, QLD 4870.
2. And THAT 2. Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to enter into finalising and executing any and all matters associated with, or in relation to, the Lease.

11.03 Cairns Office Lease – 36 Aplin Street

- 1. THAT 1. Council endorses the lease of 36 Aplin Street for a period of five years at an annual rental of \$25,000 plus GST plus outgoings and carpark \$2,868 plus GST as the new office location of Burke Shire Council in Cairns, QLD 4870.**
- 2. And THAT 2. Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to enter into finalising and executing any and all matters associated with, or in relation to, the Lease.**

Moved: Cr Camp

Seconded: Cr Murray

Carried 220519.07 4/0

11.04 Budget Review for the 10 months to the end of 30 Apr 22

DEPARTMENT:	The office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgenson – Finance and Technology Manager
DATE REPORT PREPARED:	16 May 2022
LINK TO COUNCIL PLAN/S:	Operational Plan/Budget

1. PURPOSE

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

2. BACKGROUND & PREVIOUS CONSIDERATION

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

3. PROPOSAL

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

Summary of Proposed Budget Amendments			
To the end of April 2022			
Proposed Amendments			
	Sept Movt	Sept Movt	Total
	\$	\$	\$
September 2021 Budget Proposed Amendments (Surplus)			69,129.72
January 2022 Budget Proposed Amendments (Nil Movement)			-
April 2022 Budget Proposed Amendments			
<u>Income</u>			
Nil			
Total Income			-
<u>Expenses</u>			
Admin Office (Burke) Maint. Costs - Cleaning	25,000.00		
Subscriptions and Memberships - Surepact	50,000.00		
		75,000.00	
Total Expenses			75,000.00
Total Annual 2022 Budget Amendments (Deficit)			- 5,870.28

4. FINANCIAL & RESOURCE IMPLICATIONS

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

Budget Review for 10 Months to 30 April 2022:

As at the end of end 30 April 2022; council officers were able to identify two minor bottom line cash movements resulting in \$75,000 deficit movement budget review. The two identified budget review items were for the engagement of Surepact project management software (\$50,000) and an increase in administration facility cleaning for the year (\$25,000).

No increase or change has been identified for capital expenditure at this stage however this will be further reviewed before 30 June 2022 at this stage.

Further 10-year forecast considerations:

At this stage Department has identified to Burke Shire Council that it should anticipate a 35% increase to the annual Financial Assistance Grant allocation. While council has confirmed this will take the form of an estimated \$25.2mil increase over 10 years; this will be factored into the 2022/2023 budget.

5. POLICY & LEGAL IMPLICATIONS

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

6. CRITICAL DATE & IMPLICATIONS

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

1. CONSULTATION

- Executive Management Team; and
- Council.

7. CONCLUSION

A total movement budget deficit of \$5.8k will be reported for the year up to 30 April 2022 as a result of further interrogation of the original budget calculations and emergent costs during the 10 months to the end of April 2022.

8. OFFICER'S RECOMMENDATION

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

Summary of Proposed Budget Amendments			
To the end of April 2022			
Proposed Amendments			
	Sept Movt	Sept Movt	Total
	\$	\$	\$
September 2021 Budget Proposed Amendments (Surplus)			69,129.72
January 2022 Budget Proposed Amendments (Nil Movement)			-
April 2022 Budget Proposed Amendments			
<u>Income</u>			
Nil			
Total Income			-
<u>Expenses</u>			
Admin Office (Burke) Maint. Costs - Cleaning	25,000.00		
Subscriptions and Memberships - Surepact	50,000.00		
		75,000.00	
Total Expenses			75,000.00
Total Annual 2022 Budget Amendments (Deficit)			- 5,870.28

11.04 Budget Review for the 10 months to the end of 30 Apr 22

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

Summary of Proposed Budget Amendments			
To the end of April 2022			
Proposed Amendments			
	Sept Movt	Sept Movt	Total
	\$	\$	\$
September 2021 Budget Proposed Amendments (Surplus)			69,129.72
January 2022 Budget Proposed Amendments (Nil Movement)			-
April 2022 Budget Proposed Amendments			
Income			
Nil			
Total Income			-
Expenses			
Admin Office (Burke) Maint. Costs - Cleaning	25,000.00		
Subscriptions and Memberships - Surepact	50,000.00		
		75,000.00	
Total Expenses			75,000.00
Total Annual 2022 Budget Amendments (Deficit)			- 5,870.28

Moved: Cr Yanner

Seconded: Cr Murray

Carried 220519.08 5/0

11.05 Floraville Rd Culverts Site 10 & 35 – Contract 0280-4060-7

DEPARTMENT:	Depot & Engineering
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Sarath Jayasekara
DATE REPORT PREPARED:	16 May 2022

2. PURPOSE

This report provides Council with recommendations to appoint Tim Wilson Building, Construction, Fabrication as the Principal Contractor to carry out the works designated under Floraville Road Culvert Replacement Site 10 & 35 – Contract 0280-4075-2 for the tendered price of \$1,684,155.65 (excl GST) as per Table No. 2 - Recommended Contractor and Price.

It is noted that the overall budget for the project is provided for under the QRA funding schemes. This includes preliminaries, consulting services, internal costs, and construction cost for culvert replacement works.

The project budgets' details are provided in Section 4 – Financial and Resource Implications.

3. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The culverts at sites 10 and 35 have previously been identified as high-risk assets due poor structural conditions. The Council initiated the culvert replacement project to alleviate the risk and improve the road safety. The replacement of culverts are prioritized based on the risk and the location of the culverts and packaged accordingly (113-059 Asset Assessment Report attached).

The improvement works has been considered a priority from a programming and scope perspective. The package was assessed by the evaluation panel and the tender package is:

- TENDER NO. 0280-4075-2 Floraville Road Culvert Replacement Site 10 & 35

The tender

The tender for the project was released via VendorPanel. The tender submissions received for the project are listed in table 1- Summary of Tender Response.

Table No. 1 – Summary of Tender Responses

Tenderer Package	Scope of Work	Number of Tenders Received	Non-confirming Tenders
TENDER NO. 0280-4075-2 Floraville Road Culvert Replacement Site 10 & 35	Remove and replace the stormwater culvert including earthworks and road works	2	0

Attendance

CEO Daniel McKinlay left the meeting from 11:56am to 11:57am

4. PROPOSAL

That Council, having reference to the Tender Evaluation Assessment (attached), endorses the recommendations of the Tender Evaluation Panel.

Table No. 2 – Recommended Contractor and Price

Tender Package	Awarded to	Contract Amount
Priority Project		
TENDER NO. 0280-4075-2 Floraville Road Culvert Replacement Site 10 & 35	TJ Wilson Building, Construction, Fabrication	\$1,684,155.65

5. FINANCIAL & RESOURCE IMPLICATIONS

The budget allocated for the work package is \$1,808,191.04 (excl GST). This budget figure incorporates all works to complete the project, including preliminaries, design, project management, contingency, and internal costs. All costs associated with the delivery of the works is funded through QRA.

6. RISK

Table No 5 – Risk Mitigation Strategy

Risk	Possible consequence	Mitigation
Contract variation – due to wet weather, latent conditions	Increase in Contract Sum	<ul style="list-style-type: none"> Contingency in the order of 5 - 10% allowed Project Management “on the ground” available at all times
Poor ground/soil conditions	Increase in Contract Sum	<ul style="list-style-type: none"> Contingency in the order of 5 - 10% allowed Geotextile layer and rock working platform
Delays to the completion of First Priority projects	Not meeting the funding requirements	<ul style="list-style-type: none"> Monitor progress closely with Project Management “on the ground” overview Seek time extension from funding authority if necessary

7. POLICY & LEGAL IMPLICATIONS

Council is required to meet all of the requirements of the QRA funding guidelines.

Council is also required to meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012 and in Council's Procurement Policy. These requirements have been met through the tender process involved with these projects.

8. POLICY & LEGAL IMPLICATIONS

Council is required to meet all of the requirements of the QRA funding guidelines.

Council is also required to meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012 and in Council's Procurement Policy. These requirements have been met through the tender process involved with these projects.

9. CONSULTATION

Consultation has taken place with:

- Department of Transport and Main Roads
- Erscon Consulting Engineers
- QRA

10. OFFICER'S RECOMMENDATION

1. That, the Council awards the Contract 0280-4075-2, Floraville Road Culvert Replacement Site 10 & 35 to TJ Wilson Building, Construction, Fabrication to the maximum amount (ex GST) of \$1,684,155.65.
2. Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract, to the maximum value of the Project Budget of \$1,808,191.04 (excl GST).

11.05 Floraville Rd Culverts Site 10 & 35 – Contract 0280-4060-7

1. That, the Council awards the Contract 0280-4075-2, Floraville Road Culvert Replacement Site 10 & 35 to TJ Wilson Building, Construction, Fabrication to the maximum amount (ex GST) of \$1,684,155.65.
2. Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract, to the maximum value of the Project Budget of \$1,808,191.04 (excl GST).

Moved: Cr Camp

Seconded: Cr Clarke

Carried 220519.09 5/0

12. Closed Session Reports

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

13. Mayoral Report

Report to be provided to meeting.

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

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 220519.10 5/0

14. Councillor Reports

Councillors will provide reports to the meeting.

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

Moved: Cr Camp

Seconded: Cr Clarke

Carried 220519.11 5/0

15. Late Business

That Council notes no late business was submitted to the meeting.

16. Deputations and presentation scheduled for meeting

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

17. Closure of meeting

The Chair declared the meeting closed at 12:31pm

I hereby certify that these pages numbered 1 to 43 – constitute
the Confirmed Ordinary Meeting minutes of the Council Meeting
of Burke Shire Council held on Thursday 19 May 2022

Mayor Cr Ernie Camp