



Confirmed Minutes  
Burke Shire Council Ordinary Meeting  
Thursday 23 June 2022  
9.00am Council Chambers

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## 01. Opening of Meeting

**The Chair declared the meeting open at 9.10am.**

## 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  
Madison Marshall; Corporate Services and Governance Manager (Minutes)  
Shannon Moren; Community and Communications Manager  
Shaun Jorgensen; Finance and Technology Manager**

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

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

- **Cr Tonya Murray**
- **Clinton Murray, Works Manager**
- **Chelsea Nelson, People, Performance and Culture Manager**
- **Shannon Moren, Community and Communications Manager**
- **Shaun Jorgensen, Finance and Technology Manager**

**Moved: Cr Camp**

**Seconded: Cr Clarke**

**Carried 220623.01 5/0**

## 03. Prayer

**Cr Clarke led Council in prayer.**

## 04. Consideration of applications for leave of absence

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

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

### 05.01 Ordinary Meeting Thursday 19<sup>th</sup> May 2022

**That the Minutes of the Ordinary Meeting of Council held on Thursday 19th May 2022 as presented be confirmed by Council.**

**Moved: Cr Wade**

**Seconded: Cr Yanner**

**Carried 220623.02 5/0**

## 06. Condolences

**Council notes the passing of Jane Doomadgee and expresses their condolences to the family.**

## 07. Declaration of Interests

**Council notes that there were no declarations of interests.**

## 08. Registers of Interests

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

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

### 09.01 Notices of Motion

### 09.02 Petitions

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

## 10. Engineering Services Reports

### 10.01 Works and Services Monthly Update Report

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DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	15 June 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24   Operational Plan 2020-21

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#### 1. PURPOSE

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

- General town Maintenance Ongoing

##### 1. Roads

- Maintenance Grading progressing well
- RMPC Heavy Formation Grading on Wills Development Road Under way
- Road side slashing progressing with prioritisation

##### 2. Plant and Fleet

- Workshop Manager Started and settling in well
- Rubbish truck – Repaired and back in operations
- Prime Mover – electrical issues ongoing. On the renewal program
- Grader - Electrical faults – Hastings inspected and located a number of issues related to ECM. Focus on once priority repairs are completed
- New Caterpillar Grader ordered
- Fleet replacement program being reviewed for 22/23 budgeting purposes

##### 3. Water & Sewerage

- SOPs workshopped and being finalised for early 2022 - ongoing.
- Robbie Ah Wing returned from TAFE and mentoring week in Cairns with CRC

Burketown Water

- SCADA upgrade scoping finalised and being prepared for tender. Contractor site visit planned for early July.
- Planning for de-silting of lagoons for Mid 2022 underway. Collaboration with QWRAP members for regional procurement
- Water meter replacements (damaged ones) finalised. Introducing rolling program of meter replacement and consistency regards meter sizing.

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. Aiming for full report to the department further to 3 months of data collection
- We have implemented a testing regime for pH and we are currently waiting on the ALGACIDE to arrive here.

Gregory

- Planning for Raw water pump well upgrade completed and scope included in overall SCADA upgrade works. Raw water pump well cleaning (de-silting) to be carried out.
- Raw Water and Potable Meters planning to be replaced - new Potable meter onsite and are waiting on installation. We have postponed the Raw Water meter replacement with a by-pass to be installed to avoid a significant water supply outage. Current issues with access to the flow meter with replacement job proposed to take over 4 hrs
- Ongoing minor issues with plant operations at the GWTP requiring travelling from Burketown to rectify.

4. Airports

- Mowing around lights and the runway strip at both the Gregory and Burketown Airports being undertaken
- General grass mowing ongoing.

5. Waste

- Ongoing sorting at Burketown, with Gregory to be managed Late2022
- Waste Strategy first actions being implemented – organic waste reuse via compost bins. Community based survey drafted for review
- Burketown Land fill Cell construction recommenced
- Discussions with Department of Environment and Science escalating to clarify timelines and compliance requirements for closure and relocation of Burketown landfill and transfer station

## 3. OFFICER'S RECOMMENDATION

That Council receives and notes the Engineering and Services report.

**10.01 Works and Services Monthly Update Report**

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

**Moved: Cr Clarke**

**Seconded: Cr Yanner**

**Carried 220623.03 5/0**

## 10.02 Capex Projects Monthly Update Report

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DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Graham O’Byrne, Director of Engineering
DATE REPORT PREPARED:	14 June 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 \$8,198,521. At the end of May the forecast cost of delivering this program is approximately \$120,000 under budget – mainly due to the lead times associated with procurement of fleet (rubbish truck). 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, apart from fleet, 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
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><a href="#">Grader purchase confirmed through Caterpillar – delivery in new FY</a></li> <li><a href="#">Alternative option being sourced from Flinders Shire ex-fleet</a></li> </ul>
Culvert Replacement (multiple roads)	<ul style="list-style-type: none"> <li>Replacement of failed culverts</li> </ul>	<ul style="list-style-type: none"> <li>On-site investigations and designs finalised</li> <li><a href="#">Two sites (2A &amp; 2B) on track for completion for end of 21/22 FY</a></li> <li><a href="#">Sites on Floraville Rd 35, 10 construction contract awarded</a></li> <li><a href="#">Floraville Rd Sites 6, 8 &amp; 11 design underway and to be tendered</a></li> <li><a href="#">Trugannini Rd culvert replacement – meetings with DAF. Negotiations continuing regards design solution.</a></li> </ul>



Project	Description	Update/activity for reporting month
		Have submitted for replacement of essentially like for like
<i>Burketown Landfill Cell</i>	<ul style="list-style-type: none"> <li>▪ <i>New landfill cell</i></li> <li>▪ <i>Stage 1 of a 3 stage 10 year plan</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Contract awarded</i></li> <li>▪ <i>Construction commenced. Contractor demobilized and works suspended due to Cultural Heritage related issues. Current variation costs at circa \$40,000</i></li> <li>▪ <i>Re-configuration of waste stockpiles completed</i></li> <li>▪ <i>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></i></li> <li>▪ <i>Construction on track for completion by end of FY</i></li> <li>▪ <i>New signage for total site to be installed by June 22</i></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 June. Site inspection to be conducted with contractors – delayed due to a key member with COVID</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>
Water Source Inflow upgrade – Greg & Burketown	Improve inflow monitoring, change locality of pumps for water intake and	<ul style="list-style-type: none"> <li>• This project directly related to SCADA scoping with similar timelines</li> </ul>

Project	Description	Update/activity for reporting month
	improve infrastructure resilience. Decrease Opex	<ul style="list-style-type: none"> <li>Scope development has been finalised in conjunction with above. Tenders in May</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>Sizing and specifications for generators underway</li> <li>Includes tapping into existing power provisions at airport &amp; new generator for the STP</li> </ul>
Flood Cameras	Replacement and upgrade of existing cameras	<ul style="list-style-type: none"> <li>Quotes for supply and instalment received from Qteq</li> <li>To be completed by EOFY</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 been delayed slightly due to track access challenges post wet season.</li> <li>On track for completion by EOFY</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</li> </ul>

Project	Description	Update/activity for reporting month
		re-designing the bridge for compliance <ul style="list-style-type: none"> <li>Design check completed (all OK) with site inspection scheduled for June</li> </ul>
Sewerage Network Assessment	Investigate network and implement a rectification program	<ul style="list-style-type: none"> <li>GHD proposal and scoping agreed</li> <li>Issued notice to community advising access to properties during a specific site visit timeframe by GHD</li> <li>GHD onsite inspections conducted with report/recommendations received and reviewed</li> <li>Price to be 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> <li>GHD appointed and workshop with Councillors scheduled for June</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>Contractor (Gulf Civil) appointed at Council Special Meeting</li> <li>Stage 2 to be completed on back of LRCI funding confirmation</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>Fence ordered and to commence prior to EOFY</li> </ul>
Health & Wellbeing Precinct Master planning	Master planning including community/stakeholder consultation with concept design	<ul style="list-style-type: none"> <li>Tenders assessed in negotiations with 2 consultants. Request for quotation for full design and documentation as Phase 2 of their engagement – responses due end of June</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> </ul>

Project	Description	Update/activity for reporting month
		<ul style="list-style-type: none"> <li>• Endorsement of Erscon consultant engagement at February Council Meeting</li> <li>• Requirement for the BBRF round 6 grant submission</li> <li>• Workshop conducted in March with consultants - kick start project design</li> <li>• Meeting/workshop with DTMR conducted in March to review compliance requirements for Cycleway. Feedback received from DTMR – now incorporating into prelim design</li> <li>• Stakeholder workshop conducted April 22 in Bkt</li> <li>• Final concept design option completed – to be discussed at June council Ordinary Meeting</li> </ul>
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>• Appointed Guymer Bailey architects for design</li> <li>• Detailed briefing meeting conducted</li> <li>• Stakeholder workshop conducted April 22 in Bkt</li> <li>• On hold due to Cultural Heritage discussions to be progressed in June</li> </ul>
Archie Ck Crossing (PACP Grant)	Upgrade of road across Archie Ck including culverts and road elevation and re-alignment	<ul style="list-style-type: none"> <li>• Funding Agreement executed</li> <li>• Preliminary design &amp; investigation works underway</li> </ul>

## 4. RECENTLY COMPLETED PROJECTS

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 (lab)</li> </ul>	<ul style="list-style-type: none"> <li><i>Practical Completion for Laboratory building</i></li> <li>Training of operators carried out for laboratory equipment</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 undertaken for final acquittal</li> <li>New line marking completed in conjunction with above</li> </ul>

## 5. GRANTS &amp; FUNDING SUBMISSIONS (Yellow highlighted – Successful Submission)

Funding program	Description	Update/activity for reporting month
TMR Principal Cycle Network	Cycle Way along Beames St & Musgrave St \$125k from BSC possibly required (possibly use the BBRF). This could be linked with a Town Precinct Enhancement project ie. focused on Beames St as entrance to Burketown. Possible total budget \$2m for overall enhancement (refer below)	<ul style="list-style-type: none"> <li><i>Funding Agreement received for the design (approx. \$150-200k). waiting on final sign-off by TMR. Received formal funding agreement from DTMR</i></li> </ul>
BoR 6	Building Our Regions round 6 is open and due 22 <sup>nd</sup> November 2021	<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>Submission accepted for the construction projects above, and progressed through the EOI phase. Detailed submissions now being prepared – due 17 May</li> </ul>

		<ul style="list-style-type: none"> <li>• Water Security Strategy has been successful (announced in June)</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 in May. Projects being put forward:               <ul style="list-style-type: none"> <li>○ Funding of 21/22 TIDS program (circa \$100k)</li> <li>○ Distribution of remainder 14 prioritized to STP Access Rd upgrade</li> <li>○ Formal approval of project nomination received enabling whole of STP access road to progress</li> </ul> </li> </ul>
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>
QRRF 21-22	Qld Resilience & Risk Reduction Fund – due 18 February	<ul style="list-style-type: none"> <li>• Consideration for the Burektown airport – flood protection and erosion construction of remedial works</li> <li>• <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 Masterplanning and concept design funded by the successful NWMP grant – <b>SUBMITTED</b></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. <b>SUBMITTED</b></li> </ul>

RRUPP	Remote Road Upgrade Pilot Program	<ul style="list-style-type: none"> <li>Lawn Hill National Pk Rd sealing. <b>Unsuccessful</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. <b>SUBMITTED</b></li> </ul>
22-23 ATSI TIDS	TMR Far North District fund	<ul style="list-style-type: none"> <li>Lodgement of Shadforth Creek instalment of culvert</li> <li><b>Successful</b></li> </ul>

#### 6. OFFICER'S RECOMMENDATION

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

#### 10.02 Capex Projects Monthly Update Report

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

Moved: Cr Wade

Seconded: Cr Camp

Carried 220623.04 5/0

#### Attendance

Cr Yanner left the meeting at 9.54am.

Dan McKinlay left the meeting from 9.55am to 9.56am.

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10.03 Sewerage Treatment Plant Access Road upgrade (Stage 2)

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DEPARTMENT:	Depot & Engineering
RESPONSIBLE OFFICER:	Graham O'Byrne, Director of Engineering
PREPARED BY:	Graham O'Byrne, Director of Engineering
DATE REPORT PREPARED:	16 June 2022

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## 1. PURPOSE

This report provides Council with the recommendation to appoint the Principal Contractor to carry out Stage 2 of the works designated under Contract 0280-4074-2 Sewage Treatment Plant (STP) Access Road – Pavement Improvements for the tendered price of \$378,510.62 (excl GST) as per Table No. 2 - Recommended Contractor and Price. The overall contract value (Stages 1 & 2) will be \$856,923.47 (excl GST).

It is noted that the overall project budget of \$1,073,592 (excl GST), is provided for under the TIDS, LRCI 22-23 and FAGS Roads funding schemes. This includes preliminaries, consulting services, internal costs, and construction cost for pavement improvement works. The project budgets' details are provided in Section 4 – Financial and Resource Implications Table 3.

## 2. BACKGROUND

The STP access road is inundated annually during the rainy season and as a result the access to the STP's vital infrastructure is cut off regularly. Maintaining the access to the STP is paramount for its operation and maintenance and to reduce the risk to the community. Hence, the Sewage Treatment Plant Access Road is designated as a critical infrastructure need requiring the improvements in accordance with the project scope.

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. 0280-4074-2 Sewage Treatment Plant (STP) Access Road – Pavement Improvements

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.

This project was tendered in March 2022, split into 2 stages. Depending on the pricing received Council could then make a decision, depending on affordability, whether or not to proceed with Stage 1 or both stages. The tenders received led to the ability only to appoint the contractor for stage 1 (endorsed by Council at April's Special Meeting), with stage 2 pending the final approval of funding through the LRCI Phase 3 program. This funding has now been secured enabling Stage 2 to proceed. The successful tenderer for Stage 1, Gulf Civil, were also the cheapest price for Stage 2. By appointing Gulf Civil for Stage 2 as well, savings are also achieved with the reduced mobilisation costs.



**Table No. 1 – Summary of Tender Responses**

<b>Tenderer Package</b>	<b>Scope of Work</b>	<b>Number of Tenders Received</b>	<b>Non-confirming Tenders</b>
TENDER NO. 0280-4074-2 Sewage Treatment Plant (STP) Access Road – Pavement Improvements	Raise road level with imported material, pavement construction and spray seal including construction of a culvert	2	0

### 3. PROPOSAL

That Council, having referenced the Tender Evaluation Assessment, endorses the recommendations of the Tender Evaluation Panel to the extent that the Contract is awarded to the maximum amount stated (ex GST)

**Table No. 2 – Recommended Contractor and Prices**

<b>Tender Package</b>	<b>Awarded to</b>	<b>Contract Amount</b>
<b>Priority Project</b>		
TENDER NO. 0280-4074-2 Sewage Treatment Plant (STP) Access Road – Pavement Improvements (Stage 1)	Gulf Civil Pty Ltd	\$478,412.85
TENDER NO. 0280-4074-2 Sewage Treatment Plant (STP) Access Road – Pavement Improvements (Stage 2)	Gulf Civil Pty Ltd	\$378,510.62
<b>Total for Stages 1 &amp; 2</b>		<b>\$856,923.47</b>

### 4. FINANCIAL & RESOURCE IMPLICATIONS

The budget allocated is detailed in table 3 below. 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 covered by grants as follows.

**Table No 3 – Total Project Budget (construction)**

<b>Funding Source</b>	<b>Value</b>
TIDS 21-22	\$246,113.50
LRCI 22-23	\$611,722
FAGS 21-22	\$37,807
BSC Own Revenue 21-22	\$93,949.50
TIDS 21-22 (unused contingency from site 6 & 11)	\$42,000.00
BSC Own Revenue 21-22 (unused contingency from site 6 & 11)	\$42,000.00
<b>Total</b>	<b>\$1,073,592</b>

## 5. RISK

**Table No 5 – Risk Mitigation Strategy**

<b>Risk</b>	<b>Possible consequence</b>	<b>Mitigation</b>
Contract variation – due to wet weather, latent conditions	Increase in Contract Sum	<ul style="list-style-type: none"> <li>Contingency in the order of 15% allowed</li> <li>Project Management “on the ground” available at all times</li> </ul>
Delays to the completion of First Priority projects	Not meeting the funding requirements	<ul style="list-style-type: none"> <li>Monitor progress closely with Project Management “on the ground” overview</li> <li>Seek time extension from funding authority if necessary</li> </ul>

## 6. POLICY &amp; 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.

## 7. CONSULTATION

Consultation has taken place with:

- Department of Transport and Main Roads
- Erscon Consulting Engineers

**8. OFFICER'S RECOMMENDATION**

1. That Council note the contents of the report and relevant attachments; and
2. That Council endorse the award of Stage 2 of the STP Access Rd upgrade works as a variation under Contract 0280-4074-2 Sewage Treatment Plant (STP) Access Road – Pavement Improvements to the Gulf Civil Pty Ltd for \$378,510.62 (ex GST), and
3. Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract, to the maximum values of the Project Budget \$1,073,592 (exc GST).

**10.03 Sewerage Treatment Plant Access Road upgrade (Stage 2)**

1. That Council note the contents of the report and relevant attachments; and
2. That Council endorse the award of Stage 2 of the STP Access Rd upgrade works as a variation under Contract 0280-4074-2 Sewage Treatment Plant (STP) Access Road – Pavement Improvements to the Gulf Civil Pty Ltd for \$378,510.62 (ex GST), and
3. Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract, to the maximum values of the Project Budget \$1,073,592 (exc GST).

Moved: Cr Clarke

Seconded: Cr Camp

Carried 220623.05 4/0

## 10.04 Caterpillar 150 Grader Purchase

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DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Graham O’Byrne, Director of Engineering
PREPARED BY:	Wendy van der Wolf, Procurement Coordinator
DATE REPORT PREPARED:	16 June 2022

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### 1. PURPOSE

This report informs Council of the decision to purchase a new Caterpillar 150 Grader from Hastings Deering as part of the fleet replacement program, and seeks endorsement of the decision.

The cost of replacement is \$595,000 (excl GST) and falls within the overall fleet budget line item as approved by Council in its budget for 2021/2022.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council’s existing Caterpillar graders are beyond the effective asset life (both are over 10 years old) and are regularly requiring repair for re-occurring faults and parts failures. The plan within the budget was to trade in 2 graders and to purchase 1 new grader.

The Grader is an essential machine required for the extensive road maintenance and upgrades within the Shire’s Road network. Caterpillar have advised that new machines are experiencing long lead times due to worldwide supply issues and parts availability.

#### The tender

Hastings Deering is the Australian distributor of Caterpillar plant, machinery and parts. It is Council’s preference to purchase Caterpillar machines as they are renowned for quality and service. New machines now come with unprecedented support and warranty packages. The package also now includes extended warranty on electrics which is not supported by any other brand supplier.

Hastings Deering advised that it had a new machine on hand which was earmarked for another customer and has now been made available for purchase by Burke Shire Council.

A sole invitation procurement process approval was sought from the CEO and was granted on the 9/6/2022. The tender for the grader was released and quotation received via VendorPanel.

### 3. PROPOSAL

That Council, endorses the decision to purchase of the Caterpillar 150 Grader supplied by Hastings Deering, based on the machinery availability and lead times and the approval from the CEO for the amount stated (ex GST).

**Table No. 2 – Recommended Contractor and Price**

Item	Awarded to	Contract Amount
Caterpillar 150 Grader	Hastings Deering	\$595,000

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council approved the 2021/22 budget which included the Replacement Plant budget of \$560,000. The replacement cost of a new grader is \$595,000, which is offset by the estimated trade-in of council's existing graders of \$280,000. The net cost of the new grader purchase is approximately \$315,000 which is within the budgeted amount.

#### 5. RISK

**Table No 5 – Risk Mitigation Strategy**

<b>Risk</b>	<b>Possible consequence</b>	<b>Mitigation</b>
Delay in delivery of plant	Delays with road constructions and maintenance programs	<ul style="list-style-type: none"> <li>Proactive maintenance of existing Graders to ensure continuity of program of works</li> </ul>

#### 6. POLICY & LEGAL IMPLICATIONS

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.

#### 7. CONSULTATION

Consultation has taken place with:

- Works Manager, Burke Shire Council
- Hastings Deering

#### 8. OFFICER'S RECOMMENDATION

That Council endorses the purchase of the Caterpillar 150 Grader from Hastings Deering at a cost of \$595,000 (excl GST).

##### **10.04 Caterpillar 150 Grader Purchase**

**That Council endorses the purchase of the Caterpillar 150 Grader from Hastings Deering at a cost of \$595,000 (excl GST).**

**Moved: Cr Clarke**

**Seconded: Cr Wade**

**Carried 220623.06 4/0**

#### Attendance

Cr Yanner entered the meeting at 10.37am.

## 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:	09 June 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 May 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.

Internal Grants meeting.

GSD Board meeting.

CEO Connect meeting (zoom).

EBA discussions finalised.

Various meetings re Mental Health and Wellbeing planned Expo.

Gave presentation on Council's House Sales to Indigenous staff at the Economic Development Practitioners Group meeting and also at the Indigenous Housing and Homelessness Forum in Sydney.

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

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

- Interim External Audit completion for 2022 (no new findings for this year);
- Development of forward year (2023) budgeting template and documents;
- Completion of draft fees and charges schedule for 2023;
- Insurance renewals for 2023 completed and pending quotes;

- Marine Hull
- Industrial Special Risk
- Fleet Coverage
- Various other minor coverage policies
- Review of the following policies for the forward year budget; and
  - FIN-POL-005 Revenue Policy 2023
  - FIN-POL-005 Debt Policy 2023
  - FIN-POL-008 Investment Policy 2023
  - Revenue Statement 2022-23
- Completion of on costing rate revision for 2023.

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

- MS365 on-prem server build in progress;
- Scoping of replacement MFP printers for Burketown Depot and Administration location;
- Scoping of new teleconferencing and interactive display presentation equipment for Durlga meeting room and admin training room;
- Progressing 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;
- Review of local public Wi-fi data plans with a view to expand; and
- Scoping and seeking for grants to increase public wi-fi nodes (Telstra-Air) in Burketown township.

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

#### EBA

- Draft agreement finalized and distributed for review for 2 weeks with voting to take place from 1 – 3 June. Document will then be sent to the QIRC for Certification which can take a month or so. Backpays will then be calculated and processed.

#### Policies

- Flexible Working Policy – reviewed
- COVID Policy - reviewed

#### Positions advertised:

- None

#### New employees

- Russel Aplin
- Christopher Moren
- Kelston Walden
- Jasmin Davis

Training and Professional Development

- Salary Packaging Webinar
- Integrity Refresher training
- Cyber Security Fundamentals training
- Traffic Management Implementation
- Mentally Healthy Workplaces webinar
- Silica Exposure Prevention training
- ID and Awareness of Asbestos training
- Cert III Business Administration completed
- Drug and Alcohol testing
- Cert III Account Administration enrolment

Other Projects

- Move It Burke Program Launched at Mental Health and Wellbeing Expo with 26 participants registered so far.

**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
  - 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.
- 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.

Health and Wellbeing Expo

- Event Completed – currently finalizing event report and acquittal for the funding body
- Positive feedback from the community on event
- Currently awaiting a variation in funding to run a smaller event with leftover funding
- Plans to host smaller mental health events throughout the year as opposed to one big event
- Currently organizing RFDS to come out to run a mental health first aid course on the 29th and 30th June.



Small Business

- Burke Shire Business Listing for the new website completed and live
- Visited Gregory Businesses – Burketown business visits scheduled

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. They are due to come out to the region in July.

Tourism

- Tourism Brochure completed and sent to various outlying information centres.
- Branding exercise continuing to progress – RFQ submitted with two options.

**Economic Development**

- Currently looking at the Gregory microgrid and linking with New Century to discuss the project. Also working with LGAQ.
- Scoping of solar panel cost currently underway
- Scoping of trial digital hub underway
- Scoping of Telstra air public WIFI underway for outlying businesses – Gregory, Tirranna and Hell's Gate

**Community and Communications**

## Events

## Upcoming Community Events:

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

## Upcoming Council Events:

July 9th                      OOTOB

Other

- Youth Units – we have now received advice from Ergon that the process around isolating electricity to these properties is a little harder than what we initially thought. An application needs to be submitted (currently working on) to Ergon and a third pole may need to be installed which will be at full cost to Council. They were unable to provide an estimate on this at this point in time.
- Roof replacement of 2 properties on Sloman street to be completed by 30 June 2022 – Daryl Whitney property to be completed 20-24th June and James Aitkens property to be completed 27th – 1st July.
- We have 2 new tenants – Beau Ahwing (Unit 2, Youth Units) and Daryl Trindle (Unit 4, Senior Complex).
- Tenant of Unit 3, Senior Complex has sadly passed away (late, Jane Doomadgee). Unfortunately, we do not have a next of kin listed so Chelsea Nelson is currently looking at process on packing up items and terminating lease.

- Demolish Old Town Hall – We have received an updated quote from Tim Wilson Contracting in relation to demolition project which is significantly higher than initial quote. To ensure we are getting value for money and staying in line with Procurement Policy we will be looking at putting out RFQ.
- Savannah Way Art Trail – Project is well underway and set for completion by November 2022.
- 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 were in Burketown from 17th May – 21st May. They have already completed 24 dog desex procedures and will perform another 10 on their next visit which will be in possibly August/September 2022.

#### 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 quotes from 2 companies in Mt Isa.
- SES Building – with funding approved, work is set to be completed by late October and has already commenced.

#### 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.
- Applications for Food Licenses have been received for 22/23. Invoices issued and certificates will be sent out as soon as payments are received.

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

##### Governance

- Working with CEO to redesign Operational Plan

##### Durlga

- We had a few external bookings and a number of internal Durlga bookings throughout May.

##### Records

- Recordkeeping is continuing as per usual.
- Completing risk assessments for early source destructions
- Closing out folders in InfoXpert to allow destruction process to take place
- Working with Wendy to find a solution for a new archive room

##### Library

- Library exchange has been received. We now have new stock in the library.
- New library furniture for kids' area has arrived and been set up.
- The First 5 Forever activity day was held in conjunction with the Burketown Kindergarten at the Mental Health and Wellbeing Expo.
- First 5 Forever take-home packs have been sent to rural properties with Kids 5 and under.

##### Rex

- Continuing to assist with baggage handling and marshalling.

- Completion of online Rex Training

#### Training

- Shakiah Douglas is still working on her Cert III in Business Administration.
- Jennifer Kumsing successfully completed her Certificate III in Business Administration.
- Attended Integrity Refresher training with the Department of Local Government, Racing and Multicultural Affairs.

### 3. OFFICER'S RECOMMENDATION

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

#### **11.01 Chief Executive Officer Report**

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

**Moved:** Cr Camp

**Seconded:** Cr Yanner

**Carried 220623.07 5/0**

#### Adjournment

Council adjourned the meeting for morning tea from 10.52am to 11.11am; all were present at resumption.

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11.02 Financial Services Monthly Update Report

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DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	10 June 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 focuses on providing information to key decision makers in regards to key metrics, trends and actuals for the month ended May 2022.

## 2. SUMMARY

Council notes that cash was up by \$337k for the month of May 2022. Currently council is moving on track with budget at this stage and is expected to meet the budget targeted spend estimated by 30 June 2022.

The following report will cover off on the following key areas (in order) of the list

1. Overall Operating Summary (Actual v Budget)
2. Statement of Cash Flows
3. Statement of Income and Expenditure
4. Organisational Services Performance
5. Statement of Financial Position
6. Exercise of Delegations
7. Officer's Recommendations

## 3. OVERALL OPERATING SUMMARY (ACTUAL V BUDGET)

The below summary shows a brief snapshot of how council is tracking in the current year against the budget for the year as adopted by council on the 31 May 2022.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	12,816,798	16,572,800	77%
Operating Expenses	(2)	18,340,518	21,517,784	85%
Operating Result (Profit/Loss)	-	5,523,720	4,944,984	112%
Capital Revenue	(3)	1,501,679	6,343,310	24%
Net Result	-	4,022,041	1,398,326	-288%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	11,088,892	6,758,430
Other Current Assets	(5)	2,203,827	1,290,391
Non Current Assets	(6)	153,142,138	156,192,852
<b>Total Assets</b>		<b>166,434,857</b>	<b>164,241,673</b>
Liabilities (Current)	(7)	8,518,401	3,540,000
Liabilities (Non Current)	(8)	776,438	999,515
<b>Total Liabilities</b>		<b>9,294,839</b>	<b>4,539,515</b>
<b>Net Community Assets</b>		<b>157,140,018</b>	<b>159,702,158</b>

## Sustainability outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
<sup>1</sup> Operating Surplus Ratio (%)	Between 0% and 10%	-43%	-69%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	2	1
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-37%	-28%

## Notes:

- Operating revenues - Council notes movement increase for the month relates to the recognition of approximately \$1.8mil in DRFA revenues from unearned revenue based on Finance's review of works completed year to date.
  - 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 \$4.006mil against a budget of \$5.717mil for the year. This is an actual spend of 70.06%, Council is currently tracking below the budget target as 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. Finance also notes that in comparison to May 2021 there has been a \$282k reduction in wage costs year on year with no reduction to council services or salary rates.
  - Capital Revenue - Minimal amount recognised to capital grants for the month of May 2022, however Finance does note some grant amounts to be recognised as capital from unearned revenue by 30 June 2022 upon confirmation of project completion in accordance with AASB 15 and 1058 requirements.
- (4,5,6,7,8) - Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; as such no items by exception to report at this stage.

**Definitions**

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

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

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

## 4. STATEMENT OF CASH FLOWS

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

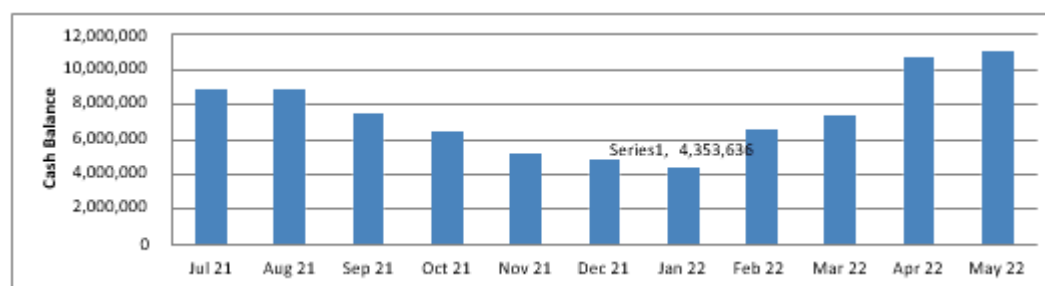
For the month ended 31 May 2022

	Note Ref	31 May 2021 \$	31 May 2022 \$	2021-22 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	4,840,500	4,801,295	5,018,088	92%
Payments to suppliers and employees	(2)	(12,291,599)	(16,416,918)	(19,605,883)	84%
		(7,451,099)	(11,815,624)	(14,589,797)	81%
Rental Income	(3)	205,580	181,867	222,000	82%
Interest Received	(4)	74,426	58,826	80,000	71%
Operating Grants and Contributions	(5)	10,069,860	13,305,231	11,971,000	111%
Borrowing Costs		-	-	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		<b>2,898,567</b>	<b>1,728,101</b>	<b>12,273,000</b>	<b>14%</b>
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	(4,731,914)	(2,703,310)	(7,798,521)	35%
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)	3,877,683	1,704,364	6,303,310	27%
<b>Net cash inflow (outflow) from investing activities</b>		<b>(854,231)</b>	<b>(1,169,448)</b>	<b>(1,455,211)</b>	<b>80%</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>2,044,336</b>	<b>558,653</b>	<b>13,772,008</b>	<b>-15%</b>
Cash at beginning of reporting period		7,053,804	10,530,239	10,530,239	100%
<b>Cash at end of reporting period</b>	(8)	<b>9,097,940</b>	<b>11,088,892</b>	<b>6,758,230</b>	<b>164%</b>

## Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.74%	58,826	10,288,804
Westpac General Fund	-	-	818,805
Cash Floats	-	-	283
<b>Total</b>			<b>11,088,892</b>

## Cash and Cash Equivalents Movement Comparison Chart



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

<b>Total Cash on hand</b>	<b>11,088,892</b>	
Restricted Cash - DRFA Revenue	7,594,736	Distorted by \$2.7mil FA Grant relating to 2022/23 paid early by department.
Unrestricted Cash	3,494,156	

**Notes to the Statement of Cashflows:**

1. Receipts from customers - It was noted that an increase was from the receipt of private works receipts, fees and charges and general debtors amounts during the month.
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 May 2022 as previously advised to council, cash outflows have caught up with targeted expectations at this stage resulting in 84% year to date spend which is in line with budgeted expectations on a pro-rata basis. At this stage council is expected to meet the budget spend by 30 June 2022 with large contractor invoices for DRFA expected before the end of the year.
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 (0.74%). This is up from 0.28% in April 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 to unearned revenue at this stage to avoid this balance skewing financial reports to council as this is funding relating to the next financial year. \$1.8mil was also transferred from unearned revenue during May 2022 as well to recognise revenues for the completion of DRFA flood damage works for the 19/20 and 20/21 flood events (REPA funding).
6. Payments for Property, Plant and Equipment - The amount expended relates to payment made towards WIP (capital projects) for the month of May 2022. Minimal movement was noted for the month of May 2022. Finance expected this to uplift by 30 June with amounts expected to be billed after the financial year and accrued back into 2021/2022.

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 2022 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.

7. Capital Grants and Subsidies - Minimal movements noted for capital grants for the month of May 2022. Noted that a number of capital grant revenues are contained within unearned revenue and potentially there is a current skew of these amounts being included within the operating grants and contributions in the cashflow due to mapping limitations within the GL.
8. Net Cash Movement - council's cash holdings were up \$337k, to a total balance of \$11.08mil in the bank/QTC. This is distorted by an early payment of 2022/23 FA grant money by approximately \$1.3mil when compared with May 2021. This amount scaled back for this distortion would result in a comparison total of \$9.78mil for May 2022 v 9.09mil for May 2021; year on year this is relatively consistent from a cash holding position (no decline in overall position annually).

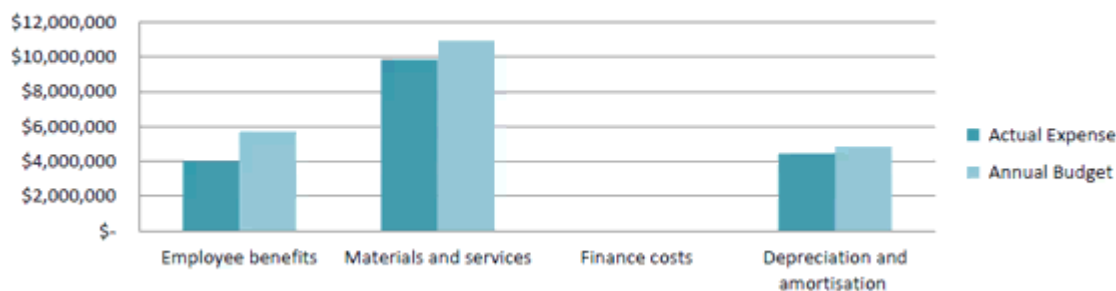
## 5. STATEMENT OF INCOME AND EXPENDITURE

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

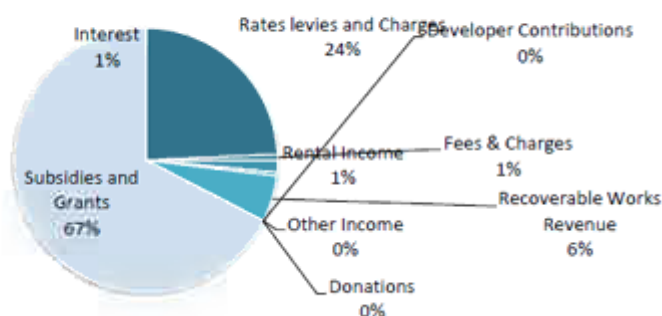
*For the month ended 31 May 2022*

	Note Ref	31 May 2021 \$	31 May 2022 \$	2021-22 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		2,997,689	3,109,928	3,023,000	103%
Fees & Charges	(1)	58,593	100,078	85,000	118%
Rental Income	(2)	205,580	181,867	222,000	82%
Interest	(3)	74,426	56,626	80,000	71%
Recoverable Works Revenue	(4)	759,098	721,206	1,111,000	65%
Other Income	(5)	94,352	2,107	75,800	3%
Donations	(12)	-	8,000	5,000	160%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	2,959,217	8,636,986	11,971,000	72%
<b>Total Recurrent Revenue</b>		<b>7,148,955</b>	<b>12,816,798</b>	<b>16,572,800</b>	<b>77%</b>
<b>Capital Revenue</b>					
Sale of non-current assets	(13)	-	202,685	40,000	-507%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	3,877,683	1,704,364	6,303,310	27%
<b>Total Capital Revenue</b>		<b>3,877,683</b>	<b>1,501,679</b>	<b>6,343,310</b>	<b>24%</b>
<b>TOTAL INCOME</b>		<b>11,026,638</b>	<b>14,318,477</b>	<b>22,916,110</b>	<b>62%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	4,288,869	4,006,162	5,717,890	70%
Materials and services	(9)	7,658,118	9,871,300	10,958,794	90%
Finance costs	(10)	9,448	10,310	12,000	86%
Depreciation and amortisation	(11)	4,398,332	4,452,746	4,829,100	92%
<b>TOTAL RECURRENT EXPENSES</b>		<b>16,354,767</b>	<b>18,340,518</b>	<b>21,517,784</b>	<b>85%</b>
<b>NET RESULT</b>		<b>5,328,129</b>	<b>4,022,041</b>	<b>1,398,326</b>	<b>-288%</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 (0.74%). This is up from 0.28% in April 2022.
4. Recoverable Works Revenue - There has been a \$374k increase month on month which places the year-on-year billing of RMPC in a consistent position with May 2021. This is expected to increase further before 30 June 2022 as RMPC wraps up and works 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. The increase month on month relates to the recognition of \$1.8mil in 19/20 and 20/21 DRFA revenue based on the expenditure incurred by 31 May 2022.
7. Subsidies and Grants (capital) - Minimal movements noted for capital grants for the month of May 2022. Noted that a number of capital grant revenues are contained within unearned revenue at current still and are pending reconciliation against the completion of projects in order for council finance to confirm their recognition in accordance with AASB 15 and 1058.
8. Employee benefits - Employee benefits costs against the budget, we have currently expended \$4.006mil against a budget of \$5.717mil for the year. This is an actual spend of 70.06%, 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. Finance also notes that in comparison to May 2021 there has been a \$282k reduction in wage costs year on year with no reduction to council services or salary rates.
9. Materials and services - Refer to the cost disaggregation in the operating statement.
10. Finance costs - Are on track against budget.
11. Depreciation and amortisation - Is in line with the expected depreciation spend by 31 May 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).

## 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 May 2022 91.63%

**% YTD Actual expense v Annual Budget**  
■ YTD actual v budget is on track  
■ YTD actual v budget is unfavourable (1%-5% movement larger than expected)  
■ YTD actual v budget requires review (>5% movement larger than expected)

Organisational Services					
	31 May 2021 \$	31 May 2022 \$	2021-22 Annual Budget \$	YTD Progress %	Comments
<b>Recurrent Expenses</b>					
Corporate Governance Costs	810,172	744,575	887,700	84%	Within budget expectation for the month (91.63% movt).
Administration Costs	3,038,217	2,803,184	3,124,900	90%	Within budget expectation for the month (91.63% movt).
Recoverable Works Expenses	594,059	692,864	790,000	88%	Within budget expectation for the month (91.63% movt).
Engineering Services	6,721,488	8,879,313	10,516,754	84%	Within budget expectation for the month (91.63% movt). We do expect at least the remainder of this budget to be expended on contractor invoices for DRFA before 30 June 2022.
Utility Services Costs	633,485	775,328	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	- 865,782	- 1,077,566	900,000	120%	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	72,172	74,643	163,000	46%	Within budget expectation for the month (91.63% movt).
Community Services Costs	943,177	985,121	1,299,030	76%	Within budget expectation for the month (91.63% movt).
Finance Costs	9,448	10,310	12,000	86%	Within budget expectation for the month (91.63% movt).
Depreciation	4,398,332	4,452,746	4,829,100	92%	Within budget expectation for the month (91.63% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (91.63% movt).
<b>TOTAL RECURRENT EXPENSES</b>	<b>16,354,768</b>	<b>18,340,518</b>	<b>21,517,784</b>	<b>85.23%</b>	Within budget expectation for the month (91.63% movt).
<b>Capitalised Wages</b>	<b>-</b>	<b>79,758</b>	<b>194,000</b>	<b>41%</b>	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.

## 7. STATEMENT OF FINANCIAL POSITION

*For the month ended 31 May 2022*

	31 May 2022 \$	2021-22 Annual Budget \$
<b>Current Assets</b>		
Cash and cash equivalents	11,088,892	6,758,430
Trade and other receivables	1,920,298	340,539
Inventories	269,021	300,000
Other financial assets	14,508	649,852
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>13,292,719</b>	<b>8,048,821</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	232,596,956	232,316,643
Accumulated Depreciation	- 79,454,818	- 76,123,791
Intangible assets	-	-
<b>Total non-current assets</b>	<b>153,142,138</b>	<b>156,192,852</b>
<b>TOTAL ASSETS</b>	<b>166,434,857</b>	<b>164,241,673</b>
<b>Current Liabilities</b>		
Trade and other payables	8,366,124	3,414,152
Borrowings	-	-
Provisions	152,277	125,848
Other	-	-
<b>Total current liabilities</b>	<b>8,518,401</b>	<b>3,540,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	69,757	139,515
Interest bearing liabilities	-	-
Provisions	706,681	860,000
Other	-	-
<b>Total non-current liabilities</b>	<b>776,438</b>	<b>999,515</b>
<b>TOTAL LIABILITIES</b>	<b>9,294,839</b>	<b>4,539,515</b>
<b>NET COMMUNITY ASSETS</b>	<b>157,140,018</b>	<b>159,702,158</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)	24,124,250	26,686,392
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>157,140,018</b>	<b>159,702,158</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	<del>Authorising officer</del> (CEO)
Nil	Nil	Nil

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

Nil

## 9. OFFICERS RECOMMENDATION

That the financial report for the 31 May 2022 be received and noted.

**11.02 Financial Services Monthly Update Report**

**That the financial report for the 31 May 2022 be received and noted.**

**Moved: Cr Yanner**

**Seconded: Cr Camp**

**Carried 220623.08 5/0**

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### 11.03 Investment Policy

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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:	15 June 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

To provide Council with a contemporary investment policy based on an assessment of financial risk within the legislative framework of the Statutory Bodies Financial Arrangements Act 1982 (the Act) and its regulation. The report aims to adopt this policy as is required under the Local Government Act 2009 for the 2022-2023 year.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The intent of this document is to outline Burke Shire Council's investment policy and guidelines regarding the investment of surplus funds, with the objective to maximise earnings within approved risk guidelines and to ensure the security of funds.

Section 104(5) of the Local Government Act 2009 requires a local government to have an Investment Policy as part of its financial management system.

Section 191 (1) of the Local Government Regulation 2012 requires that a local government must prepare and adopt an investment policy.

191(2) The investment policy must outline—

- a) the local government's investment objectives and overall risk philosophy; and
- b) procedures for achieving the goals related to investment stated in the policy.

Part 6 (Division 1, section 42) of the Statutory Bodies Financial Arrangement Act 1982 regulates Council's ability to invest. Schedule 3 of the Statutory Bodies Financial Arrangement Regulation 2007 provides that Council may pursue Category 1 investments only.

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this report.

## 4. RISK

Risk Type	What could happen	Possible consequence
Governance Compliance	<ul style="list-style-type: none"> <li>Policy is not adopted for 2022-2023</li> </ul>	<ul style="list-style-type: none"> <li>Council is not compliant with the local Government Act 2009 and Local Government Regulation 2012</li> </ul>

## 5. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009.	Section 104(5)	(c) the following financial policies of the local government— (i) investment policy
Local Government Regulation 2012	Section 191 (1)	<p>(1) A local government must prepare and adopt an investment policy.</p> <p>(2) The investment policy must outline—</p> <p>(a) the local government's investment objectives and overall risk philosophy; and</p> <p>(b) procedures for achieving the goals related to investment stated in the policy.</p>

## 6. CRITICAL DATES &amp; IMPLICATIONS

Investment Policy is adopted for the 2022-2023 financial year.

## 7. CONSULTATION

Councillors

Executive Management team

Finance and Technology Manager

## 8. CONCLUSION

The Investment policy is to be adopted annually under the Local Government Act 2009.

## 9. OFFICER'S RECOMMENDATION

THAT the attached Investment policy be adopted.

**11.03 Investment Policy**

**THAT the attached Investment policy be adopted.**

**Moved: Cr Clarke**

**Seconded: Cr Wade**

**Carried 220623.09 5/0**

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11.04 Burke Shire Council - Financial Sustainability update

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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:	14 June 2022
LINK TO COUNCIL PLAN/S:	Nil

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## 1. PURPOSE

The report provides Council with the details of Burke Shire Council's progress to improve financial sustainability.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

In the Queensland Audit Office 2021-22 Financial Audit Report dated 11 May 2022 it was noted that there are 45 Queensland Council's (approximately 60 per cent of the sector) that are still at either a moderate or a high risk of not being financially sustainable.

Burke Shire Council is rated as a high financial risk Council (and has been for a number of years), as are the following 21 Councils:

- Aurukun Shire Council
- Barcaldine Regional Council
- Barcoo Shire Council
- Boulia Shire Council
- Carpentaria Shire Council
- Cook Shire Council
- Doomadgee Aboriginal Shire Council
- Kowanyama Aboriginal Shire Council
- Mapoon Aboriginal Shire Council
- Mornington Shire Council
- Napranum Aboriginal Shire Council
- North Burnett Regional Council
- Northern Peninsula Area Regional Council
- Palm Island Aboriginal Shire Council
- Paroo Shire Council
- Richmond Shire Council\*
- Torres Shire Council



- Torres Strait Island Regional Council
- Woorabinda Aboriginal Shire Council
- Wujal Wujal Aboriginal Shire Council
- Yarrabah Aboriginal Shire Council

Why is Burke Shire Council struggling with financial sustainability?

- Council has very low population (328) and only 334 ratepayer assessments.
- Council covers a very big area (40,000 km)
- Council only has rates income of 18.23 % of total operating income, where bigger Councils have between 70-80 %.
- Nearly all capital expenditure is grant funded as there is little ability to fund projects directly through rates (only 3%).
- Operating Deficit because largely not funding Depreciation, therefore there is very little ability to fund Infrastructure renewal in a timely manner.
- Lack of ability to borrow due to the potential impact of debt servicing.
- As a result of the strain placed on material supply and contractor availability from COVID19, there is an expectation that the cost to deliver capital infrastructure projects will continue to rise. This will place further stress on council's fiscal resources into the future due to Burke's remoteness.
- Council has a declining rate base due to the Federally legislated Charitable Trust laws which have enabled land owned by Traditional Owners to be converted to non-rateable status; equating to an income loss of over \$100,000. Over a ten-year period, this is compounded to over \$1 million, with potentially more land becoming eligible for conversion as claims continue to be lodged and reach determination.
- Despite our communities being predominantly a ATSI cohort we are required to co-contribute to State and Federal grants and support in the same way as a mainstream council (and subsidise REX airline), despite having all the associated social and economic issues that tend to exist in an Aboriginal Shire.
- Attracting staff to this small remote region is very difficult and Council has to pay significantly above market rates to get critical staff. In addition to higher wages, Council provides at no charge and/or subsidises other goods and services as part of the remuneration package. This includes providing housing, relocation allowances, telephone, internet and motor vehicle access.
- The cost of providing services to the Shire is significantly more expensive than many other regions e.g., cost of materials, freight, fuel etc. An example is concrete: where Burke Shire has almost the highest concrete costs in the country. We can supply details of this. Concrete is used for – causeways, pedestrian and cycle pathways, work surfaces etc.
- We have limited ability to increase Fees and Charges with the 2021-2022 increase being only 3% with many fees being set at a cost recovery only level. Council is mindful of the significant impost the cost of living in Burke Shire imposes on residents e.g., groceries; fuel). This impinges upon the ability of our ratepayers to absorb increasing fees and charges for Council services. Additionally, we want to ensure that our communities remain liveable, as having a stable population and encouraging growth is key to sustainability.

- In relation to the road network, Burke is currently heavily reliant on flood damage funding as the distribution from the Department based on population, as the default determinant funds, just does not meet the minimum level of funding required to maintain the extensive road network Burke is responsible, which is essential in facilitating access across our vast geographical area.
- While the population of the Burke region is low, the road network maintained by the council is critical in maintaining arterial traffic flow across the Gulf region and facilitates mines and agricultural businesses in maintaining primary production levels for QLD as a whole as well as supporting the ever-increasing numbers of tourism traffic.
- Council has also experienced increases in the cost to have contractors and/or qualified providers mobilise plant and personnel to roll out works to address road maintenance.
- Population is not a good measure to determine need nor does it provide an accurate reflection of the number and type of road usage/users. As mentioned above, in many instances the roads are being used by freighting companies, mines, primary producers, neighbouring councils and tourists and this is not captured as part of the population data of Burke. National Highway 1 runs through Burke Shire but except for 29 km (which is State controlled), the balance is a locally controlled road with Burke Shire responsible for maintaining this road. This road is essential for inter community connection (and is the only access road for the approximately 1,400 residents of the neighbouring discrete indigenous community/ Doomadgee Aboriginal Council) which is vital for individual, family and communal, mental and emotional health, transport, tourism, biosecurity, industry, emergency response and defence.
- As the region is very prone to floods and cyclones, laying adjacent to the Gulf of Carpentaria and being the catchment and drainage area for four major river systems, natural disasters have a significant impost upon our road network. As well, these prevailing seasonal conditions narrow the ability of businesses to trade and Council being able to undertake activities including maintenance of the road network to a maximum 8-9 months of the year.

### 3. FINANCIAL & RESOURCE IMPLICATIONS

By focusing on financial sustainability Council will improve its level of service and asset renewal.

### 4. RISK

Risk Type	What could happen	Possible consequence
<ul style="list-style-type: none"> <li>Financial Risk</li> </ul>	<ul style="list-style-type: none"> <li>Financial sustainability gets worse</li> </ul>	<ul style="list-style-type: none"> <li>Levels of service drops</li> <li>Asset renewal program decreases</li> <li>Erosion of overall cash position in future periods</li> </ul>

**5. POLICY & LEGAL IMPLICATIONS**

Instrument	Reference	Details
Local Government Act 2009	Section 4 (2)	Local government principles
Local Government Act 2009	Section 12	Responsibilities of councillors
Local Government Regulation 2012	Part 3 Division 1- section 178	Financial sustainability statements

**6. CRITICAL DATES & IMPLICATIONS**

Important to review financial sustainability as part of 2022/2023 budget process.

**7. CONSULTATION**

Consultation has taken place with:

- Councillors
- Finance and Technology Manager
- Management Group

**8. CONCLUSION**

Council continues to have a very strong focus on improving its Financial Sustainability to improve from high financial sustainability risk to medium financial suitability risk. Burke Shire Councils 2021 Closing Audit Report clearly indicates Council is slowly improving its financial sustainability with each of the financial sustainability ratios showing improvement. In deed the Asset sustainability ratio is within the target range.

The substantial increase in FAGs grant from its current allocation of \$3.307mil to \$6.450mil over three years (95%) will make a substantial difference to Councils financial sustainability as long as Council is still prudent in its budget allocations and part of the FAGs increase is retained in reserve to improve the long-term overall cash position of Council.

**9. OFFICER'S RECOMMENDATION**

That the Financial Sustainability update report be received and noted.

**11.04 Burke Shire Council - Financial Sustainability update**

**That the Financial Sustainability update report be received and noted.**

**Moved: Cr Camp**

**Seconded: Cr Clarke**

**Carried 220623.10 5/0**

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11.05 Budget Policy

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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:	16 June 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan, Good Governance- Council decision –making promotes financial and asset sustainability.

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## 1. PURPOSE

To provide a framework for the administration of Council's budget and establish guidelines to ensure that known variations to the budget are addressed in a timely manner.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

- Council provides a wide range of services, many of them significant, to all parts of the community. It is important that guidelines are established to assist in providing financial rigour to these activities. This includes guidelines to:
- Clarify limitations on the release of budgetary information prior to the formal adoption of the budget
- Ensure that council reports are presented in a fiscally responsible manner
- Provide guidance in the preparation of the budget reviews
- Ensure that required amendments to the budget are made in a timely manner
- Ensure consistency with council's Long Term Financial Forecast including Long Term Asset Management Plans
- Ensure there is an emphasis for accountability for budget administration and compliance from all council officers and delegates.

## 3. FINANCIAL &amp; RESOURCE IMPLICATIONS

Having a Budget Policy in place will improve Councils financial accountability and sustainability.

## 4. RISK

Risk Type	What could happen	Possible consequence
<ul style="list-style-type: none"> <li>Financial</li> </ul>	<ul style="list-style-type: none"> <li>Inadequate internal financial controls regarding expenditure outside of adopted budget.</li> </ul>	<ul style="list-style-type: none"> <li>Councils budgeted expenditure being exceeded.</li> </ul>

## 5. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009.	Section 12 Responsibilities of councillors.	Details responsibilities of councillors, in particular; 12 (3) (a) providing high quality leadership to the local government and then community; (b) being accountable to the community for the local government's performance.

## 6. CRITICAL DATES &amp; IMPLICATIONS

Budget Policy is adopted as part of the 2022-2023 budget process.

## 7. CONSULTATION

Councillors

Executive Management team

Finance and Technology Manager

## 8. CONCLUSION

The budget policy sets out the framework under which Council's budget is determined and how the budget is adjusted throughout the year if required. The budget should be consistent with the Council's corporate plan, long term financial forecast and the annual operational plan.

## 9. OFFICER'S RECOMMENDATION

THAT the attached Budget policy be adopted.

**11.05 Budget Policy**

**THAT the attached Budget policy be adopted.**

**Moved: Cr Yanner**

**Seconded: Cr Wade**

**Carried 220623.11 5/0**

## 11.06 Additional Council Property 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:	17/06/2022
LINK TO COUNCIL PLAN/S:	Asset Sustainability. Council makes appropriate infrastructure investments (operations, maintenance, renewals, upgrades, acquisitions, disposals) to ensure the delivery of appropriate levels of service. These decisions are made with reference to financial, asset and community sustainability

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### 1. PURPOSE

This report recommends an additional residential block at Gregory to be tendered for sale.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has recently tendered a further seven residential blocks at Gregory.

### 3. PROPOSAL

An additional block has been identified where there has been interest to purchase. This block is 67 RP743009 11 Clarke Street, Gregory QLD 4830 (973m<sup>2</sup>). It is therefore recommended that this property be added to the tender list. This property will be tendered on the same basis as the other seven properties tendered.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

The block will need to be tidied up for sale and also needs to be surveyed and boundary defined.

If sold the property will generate income not budgeted. Additional rates revenue will also be generated. There will also be no future maintenance costs.

### 5. RISK

Risk Type	What could happen	Possible consequence
<ul style="list-style-type: none"> <li>Individual blocks</li> </ul>	<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 Lot 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 document to advise what the tenderer proposes to do with the block tendered 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 vacant residential lot at Gregory:
  - Lot 67 RP743009
3. That the proceeds received from the sale of the block be utilised for the future upgrade of the Gregory Depot.

### **11.06 Additional Council Property to Tender – Gregory**

- 1. That Council note the contents of the report; and**
- 2. That Council invite tenders for sale of the following vacant residential lot at Gregory:**
  - Lot 67 RP743009**
- 3. That the proceeds received from the sale of the block be utilised for the future upgrade of the Gregory Depot.**

**Moved: Cr Yanner**

**Seconded: Cr Wade**

**Carried 220623.12 5/0**



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11.07 Burke Shire Special Holiday 2023

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; CEO
PREPARED BY:	Madison Marshall; Corporate Services and Governance Manager
DATE REPORT PREPARED:	16 June 2022
LINK TO COUNCIL PLAN/S:	N/A

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## 1. PURPOSE

To confirm the 2023 Special Holiday date for the Burke Shire Council Local Government Area.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Council traditionally nominates the 1st Tuesday in November as a Special Holiday in the Burke Shire Council area to coincide with Melbourne Cup Day. Consideration may be given to amending the day or adding a holiday based on the development of a signature event and/or festival in the future.

Notification of the Special Holiday and/or Bank Holiday dates for Local Governments are included in the Queensland Government Gazette and published online:

2020: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2020>

2021: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2021>

2022: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2022>

## 3. PROPOSAL

Council confirms the date of the Special Holiday for 2023 by resolution and authorises the CEO to complete the nomination process.

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

N/A

## 5. POLICY &amp; LEGAL IMPLICATIONS

Holidays Act 1983 – Section 4 Special Holidays

- (1) Subject to subsections (2) and (3) the Minister may by notification published in the Gazette appoint a day or the forenoon or afternoon of a day to be a holiday either throughout the State or within such district as may be specified.
- (2) A holiday shall not be appointed pursuant to this section in respect of a district unless the Minister has, by a date specified by the Minister, received a notice from the local government for the area in which the district is situated signed by the chief executive officer of that local government requesting that the holiday be appointed.
- (3) The holiday appointed may be the date requested or another date as the Minister thinks fit.

**6. CRITICAL DATES & IMPLICATIONS**

Nominations for Show Days/Special Holidays have been requested by no later than Friday 29 July 2022.

**7. CONCLUSION**

This report enables Council to meet its notification obligations under the Holiday Act 1983 as these relate to the gazettal of Special Holidays for Local Government Areas in Queensland.

**8. OFFICER'S RECOMMENDATION**

1. That Council note the contents of the report; and
2. That Council nominates Tuesday 7 November 2023 as the Special Holiday date for the Burke Shire Local Government Area.

**11.07 Burke Shire Special Holiday 2023**

- 1. That Council note the contents of the report; and**
- 2. That Council nominates Tuesday 7 November 2023 as the Special Holiday date for the Burke Shire Local Government Area.**

**Moved: Cr Clarke**

**Seconded: Cr Wade**

**Carried 220623.13 5/0**

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11.08 Material Change of Use for a Development Permit for a Telecommunications Facility

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Office of the Chief Executive Officer
PREPARED BY:	Liz Taylor-Consultant Town Planner
DATE REPORT PREPARED:	16 June 2022
LINK TO COUNCIL PLAN/S:	Planning Scheme

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## 1. INTRODUCTION

**APPLICANT:** Telstra Corporation Ltd  
C/- Downer EDI Limited  
Attention: Ms E Wasieleski  
Level 7  
19 Lang Parade  
**MILTON QLD 4064**

**APPLICATION:** Material Change of Use for a Development Permit for a Telecommunications Facility

**ADDRESS:** Tirranna Springs Roadhouse, Doomadgee Road, via Burketown; being a Lease area on Lot 6 SP280656

**ZONE:** Rural Zone

**APPENDIX 1:** Copy of Plans

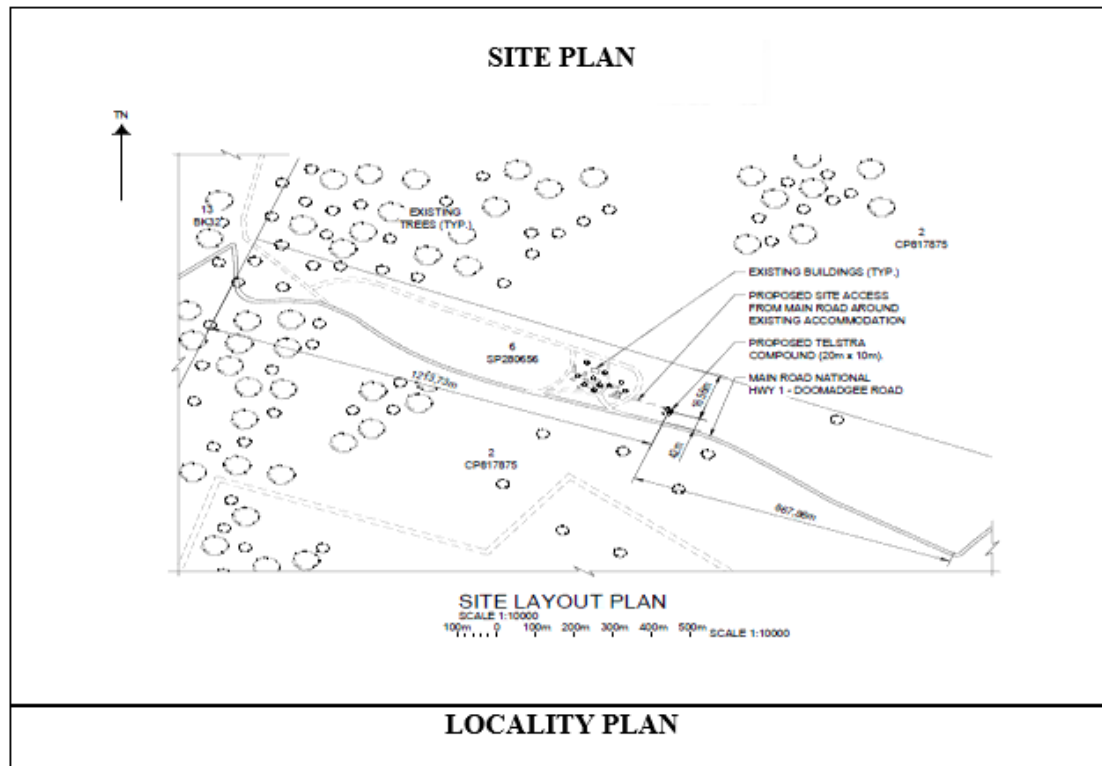
## 2. BACKGROUND

In early June 2022 an Application for Material Change of Use was lodged with Council for the establishment of a Telecommunications (small cell) Facility at Tirranna Springs Roadhouse. The proposed Facility does not fall into the category of low-impact and therefore requires a planning approval.

The Facility will provide 4G coverage to the area as part of the Federal Government's Mobile Phone Black Spot Program. The facility will maintain and improve Telstra communication services to the area, including voice calls, video calling and Wireless Broadband, providing high speed wireless internet service via the 4G phone network.

### 3. SITES AND LOCALITY

The proposed site of the Facility is on a cleared part of the site to be leased with an area of 200m<sup>2</sup> (10m x 20m). This area requires no vegetation clearing. A Site Layout Plan and a Locality Plan are reproduced below.



#### 4. PROPOSED DEVELOPMENT

It is proposed to erect the following infrastructure for the Telecommunication Facility within the Lease area:

- o The installation of a new 20m monopole;
- o The installation of one (1) omni antenna on top of the monopole (overall height 21.4m);
- o The installation of one (1) equipment cabinet at the base of the monopole;
- o The installation of one (1) GPS antenna on the roof of the equipment cabinet;
- o The installation of one (1) satellite dish at the base of the monopole;
- o The installation of 15 solar panels and back up battery cabinets; and
- o The installation of associated ancillary equipment including transceivers, amplifiers, antenna mounts, cable trays, feeders, cabling, combiners, diplexers, splitters, couplers, jumpers, filters, electrical equipment, signage, fence and other associated equipment.

A photograph, showing the type of Telecommunications Facility is reproduced below.



The height of the proposed structure is a 20metre monopole with various antenna increasing the overall height to 21.4 metres.

A copy of the Plans is attached at Appendix 1.

Access to the site will be via the existing access track to/from Doomadgee Road. This existing access will minimise disruptions to traffic during the construction phase and for any routine maintenance, once operational.

## 5. TOWN PLANNING ASSESSMENT

The proposed development is Code assessable and requires assessment against the Burke Shire Planning Scheme 2020 and specifically the Rural Zone Code and the General Development Code.

**Rural Zone Code**

6.2.4.2 Assessment benchmarks—Rural zone code		COMMENT
Performance outcomes	Acceptable outcomes	
<b>For assessable development</b>		
<b>PO1</b> Buildings and structures are setback from the front, side and rear boundaries generally consistent with character and amenity of the zone.	<b>AO1</b> Buildings and structures are setback 20m from a State-controlled road otherwise 6m from all boundaries.	<b>Complies – setback 42 metres from road frontage</b>
<b>PO2</b> Uses established in the Rural zone do not conflict with existing rural land uses or the natural, scenic and community values of the area. New uses maintain the long term production values of the land for rural purposes.	<b>AO2</b> No Acceptable outcome provided.	<b>Complies</b>
<b>PO3</b> Tourist uses supporting the primary rural activities on the site are limited in scale and do not threaten the viability of traditional rural uses or the local environment.	<b>AO3.1</b> Tourist uses are small scale and sited clear of agricultural activities and in lawfully cleared areas.	<b>N/A</b>
	<b>AO3.2</b> Tourist uses are located a minimum of 100m clear any use or activity that has the potential to cause detrimental impacts, such as noise, odour and dust.	<b>N/A</b>
	<b>AO3.3</b> Tourist uses are located a minimum of 100m clear of a watercourse.	<b>N/A</b>
<b>PO4</b> New development does not jeopardize existing or potential extractive industry, mining operations or other rural activities.	<b>AO4</b> Residential and other sensitive uses are separated from existing or approved: <ul style="list-style-type: none"> <li>intensive animal industry use by at least 2,000m;</li> <li>extractive industry operation by: <ol style="list-style-type: none"> <li>2,000m from a hard rock extractive industry;</li> <li>500m from a sand and gravel extractive industry;</li> <li>250m from a haul route;</li> </ol> </li> <li>Mining activities by: <ol style="list-style-type: none"> <li>2,000m; and</li> <li>250m from a haul route.</li> </ol> </li> </ul>	<b>N/A</b>
	<b>AO5.1</b> New extractive industry does not involve the transportation of extracted resources along a transport route (excluding the State and major road network identified in Schedule 2) that is within 250m of a building used for a	<b>N/A</b>

	sensitive land use.	
	<b>AO5.2</b> New extractive industry is separated from existing sensitive land uses by: <ul style="list-style-type: none"> <li>• 2,000m where a hard rock extractive industry; or</li> <li>• 500m where a sand or gravel extractive industry.</li> </ul>	
<b>PO6</b> Areas of abandoned mines are to be avoided or remediated.  Editor's note—up to date locations of abandoned mines can be viewed at on the Queensland government's GeoResGlobe.	<b>AO6</b> Geotechnical investigation is carried out and all necessary works to remediate the site are completed prior to further development of the site.	N/A
<b>PO7</b> Development is connected to an appropriate level of infrastructure services.	<b>AO7.1</b> Development has formal and safe access to the existing road network.  <b>AO7.2</b> An on-site water storage and a waste disposal system is provided and connected, which does not overflow to adjoining properties or detract from environmental values.  <b>AO7.3</b> The development is connected to electricity and telecommunications.	N/A   Complies
		<b>The proposed development will provide improved telecommunication services to the area, which is currently a black spot.</b>

Compliance is achieved with the relevant provisions of the Rural Zone Code.

### General Development Code

The following provisions of the Code are not relevant to this assessment and are not reproduced below:

- Development located in a flood hazard area – PO1;
- Multiple dwellings – PO2 & PO3;
- Building design – PO9.
- Development located in a bushfire prone area – PO19, PO20, PO21, PO22, PO23, PO24, PO25, PO26 & PO27;
- Development located in a flood hazard area – RAL/MCU – PO29, PO30, PO31 & PO32;
- Development located in a coastal hazard area – PO33;
- Development located in a coastal management district – PO34, PO35 & PO36;
- Stock route network – PO37, PO38 & PO39;
- Petroleum pipeline – PO40;
- Local heritage – PO42;
- Airports, airstrips and aviation facilities – PO43, PO44 & PO45

All uses excluding Dwelling houses, Dual occupancies and Multiple dwellings		COMMENT
<b>P04</b> The size and bulk of new buildings associated with development maintains and enhances the intended local character of the location (zone and/or precinct) by avoiding over-development of the site, and allowing for development at a consistent scale, siting and intensity to nearby development.	<b>A04</b> Total development on the site has a maximum site cover in accordance with Table 7.2.1.4 – Building heights, setbacks and site coverage.	Complies
<b>P05</b> Buildings and structures are setback from the front, side and rear boundaries generally consistent with: <ul style="list-style-type: none"> <li>the intended form, function and character of development in the respective zone or zone precinct; and</li> <li>prevailing setbacks of existing development in the same zone or zone precinct in the locality; and</li> <li>amenity outcomes for adjoining development, streetscapes and public spaces.</li> </ul>	<b>A05</b> Unless otherwise prescribed in a zone code, or other Acceptable outcome within the General development code, development provides setbacks in accordance with Table 7.2.1.4 – Building heights, setbacks and site coverage.	Complies
<b>P06</b> Landscaping is provided to enhance the visual appeal of development and soften the appearance of the built form. The majority of landscaping is to be undertaken on the principal street frontage of the development.	<b>A06</b> Except in the Commercial precinct of the Township zone and the Rural zone, a minimum of 10% of the total development area is landscaped with native trees and shrubs endemic to the local area.	N/A
<b>P07</b> New development retains the character and amenity of the area, including minimising or avoiding adverse impacts from heavy vehicle or traffic generation on residential or rural residential roads.	<b>A07</b> Development involving heavy transport activities establishes in the Industrial precinct of the Township zone or in the Rural zone.	N/A
<b>P08</b> The height of development: <ul style="list-style-type: none"> <li>maintains the overall low rise scale and character of development in the Shire;</li> <li>reflects the intended form, function and character of development in the respective zone or precinct; and</li> <li>integrates with existing surrounding development without introducing adverse amenity impacts.</li> </ul>	<b>A08</b> Unless otherwise prescribed in a zone code, buildings and structures have a maximum height in accordance with Table 7.2.1.4 – Building heights, setbacks and site coverage.	<b>The height of the structure exceeds the height specified. However, it is a necessary function of a Telecommunications facility and is therefore acceptable in this instance.</b>



Access, manoeuvring and parking		
<b>PO10</b> The proposed development accommodates sufficient car parking on site to meet the peak parking demand of the use at any point in time.	<b>A010</b> Car parking is provided at rates as per table 7.2.1.5.  <i>Editor's note—where industrial or commercial development cannot accommodate the minimum car parking requirements specified, council is willing to negotiate a reduction in car parking numbers if the applicant can demonstrate that parking requirements can be adequately accommodated within the adjoining road reserve.</i>	N/A
<b>PO11</b> The proposed driveway is clear of all impediments.	<b>A011</b> The proposed driveway is clear of street furniture, gully pits, man holes, power poles, street trees and bus stops by a distance of 1m.	N/A
<b>PO12</b> The location of driveways does not create a danger to the safety and efficiency of existing intersections.	<b>A012.1</b> Driveway access is from the secondary lower order road where located on a corner allotment.	N/A
	<b>A012.2</b> The minimum distance of a driveway from an intersection of one street with another is 6m.	N/A
<b>PO13</b> The design of access, parking and manoeuvring within the site: <ul style="list-style-type: none"> <li>• is adequate for the type and volume of traffic generated by the use;</li> <li>• does not adversely impact on the traffic network external to the site;</li> <li>• caters for safe pedestrian access; and</li> <li>• provides for disabled access.</li> </ul>	<b>A013.1</b> Vehicle crossovers and driveways are designed in accordance with council standards.	N/A
	<b>A013.2</b> Car parking and manoeuvring areas are designed in accordance with: <ul style="list-style-type: none"> <li>• AS2890.1 – Parking Facilities;</li> <li>• AS2890.1 – Accessible (Disabled) Parking; and</li> <li>• Austroads AP-34/95 - Design Vehicles and Turning Path Templates.</li> </ul>	N/A
Infrastructure and services		
<b>PO14</b> The development is supplied with an appropriate level of infrastructure to service the intended use.	<b>A014</b> Telecommunications and electricity supplies are designed and installed to supplier standards.	Complies and will be conditioned to comply
<b>PO15</b> All development has an adequate supply of potable water and can provide for appropriate treatment and disposal of effluent and other waste water.	<b>A015.1</b> In the Township zone, all development is connected to Council's reticulated water supply network in accordance with: <ul style="list-style-type: none"> <li>• Water Services Association of Australia (WSAA), 2011, "WSA 03-11 Water Supply Code of Australia" Version 3.1; and</li> <li>• Queensland Department of Energy and Water Supply, 2010, <i>Planning Guidelines for Water Supply and Sewerage</i>.</li> </ul> OR	N/A

	<p>In the Recreation and open space, Rural and Rural residential zones, a potable water supply is provided by one (1) 50,000L water tank.</p>		
	<p><b>AO15.2</b> In the Township zone, all development is connected to Council's reticulated sewerage network.</p> <p>OR</p> <p>In the Recreation and open space, Rural, and Rural residential zones, sewage disposal is provided and connected generally in accordance with the <i>Queensland Plumbing and Wastewater Code</i>.</p>		N/A
<p><b>PO16</b> Stormwater is collected and discharged to ensure no impacts on adjoining land owners, Council or State infrastructure while also ensuring environmental values of waters in the Shire are maintained.</p>	<p><b>AO16</b> In all zones, stormwater drainage is provided in accordance with:</p> <ul style="list-style-type: none"> <li>Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013; and</li> <li>Pilgrim, DH, (ed.), <i>Australian Rainfall &amp; Runoff – A Guide to Flood Estimation</i>, Institution of Engineers, Australia, Barton, ACT, 1987.</li> </ul>		N/A
<p><b>PO17</b> Wastewater discharge to a waterway is avoided or managed in a way that maintains ecological processes, riparian vegetation, waterway integrity, and downstream ecosystem health.</p> <p>Editor's Note—where wastewater discharge to a waterway is unavoidable, compliance with the performance outcome may be able to be demonstrated by the submission of a wastewater management plan (WWMP) which provides a waste management hierarchy that minimises wastewater discharge to waterways by re-use, recycling, recovery and treatment for disposal to sewer, surface water and groundwater. This WWMP is prepared by a suitably qualified person and addresses:</p> <ul style="list-style-type: none"> <li>wastewater type;</li> <li>climatic conditions;</li> <li>water quality objectives (WQOs); and</li> <li>best-practice environmental management.</li> </ul>	<p><b>AO17</b> Wastewater from development is not discharged to a waterway.</p>		N/A
<p><b>PO18</b> Development does not adversely impact on essential infrastructure.</p>	<p><b>AO18.1</b> All proposed structures and buildings are clear of any Council easements and underground infrastructure located within the site</p>		Complies

	boundaries.	N/A
	<b>AO18.2</b> All invert crossing(s) and driveways are clear of all gully pits, street lights, power poles and other infrastructure located within the road reserve with a minimum separation distance of 1m.	
<b>Biodiversity</b>		
<b>PO41</b> Development: <ul style="list-style-type: none"><li>identifies matters of state environmental significance as identified in SPP mapping – Environment and heritage, biodiversity;</li><li>facilitates the protection and enhancement of matters of state environmental significance; and</li><li>protects and enhances ecological connectivity.</li></ul>	<b>AO41</b> Where development is located in a zone other than the Township zone, buildings, ancillary structures and all other development are constructed: <ul style="list-style-type: none"><li>at least 100m from the top bank of all water courses and the full supply level of storages;</li><li>a minimum of 100m from areas identified as Matters of State Environmental Significance (MSES) in ; and</li><li>avoids fragmentation of matters of state environmental significance.</li></ul>	<b>No clearing is proposed or required to facilitate the development.</b>

Where relevant, the proposed development is complaint with the General Development Code.

## 6. STATEMENT OF REASONS

The proposed development is recommended for approval as it is compliant, or can be conditioned to comply, with the relevant codes of the Burke Shire Planning Scheme 2020:

- Rural Zone Code; and
- General Development Code.

The proposed development will provide much needed improved telecommunications coverage in the local area, which will improve the quality of life for, and the economic opportunities of, local residents. It will also benefit travellers and tourists who visit or pass through the local area.

## 7. CONCLUSION

The proposed development will provide significant community and tourist benefit in upgrading telecommunication services in the area. The Application is recommended to Council for approval, subject to reasonable and relevant conditions.

## 8. OFFICER'S RECOMMENDATION

1. That the Council resolve In accordance with the Planning Act 2016 as amended, the applicant be notified that the application for a Development Permit for a Telecommunications Facility to be sited at the Tirranna Springs Roadhouse, Doomadgee Road, via Burketown; being Lot 6 SP280656, is approved subject to the conditions detailed below.

**A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)**

2. The development shall be undertaken substantially in accordance with the submitted Plans and documentation, lodged with the application, except as modified by this approval:

PLANS:

- Telstra Small Cell Site 138368 – DWG NO: Q117007 Sheet 1;
  - Telstra Small Cell Site 138368 – DWG NO: Q117007 Sheet 1-1;
  - Telstra Small Cell Site 138368 – DWG NO: Q117007 Sheet 2;
  - Telstra Small Cell Site 138368 – DWG NO: Q117007 Sheet 2-1; and
  - Telstra Small Cell Site 138368 – DWG NO: Q117007 Sheet 3.
1. The Lease is required to be executed and the Lease area pegged on the ground, prior to construction of the Facility, to the satisfaction of the Chief Executive Officer or delegate.
  2. All building work shall be carried out within the designated Lease area and generally in accordance with any relevant Council requirements and State and National legislation and to the satisfaction of the Chief Executive Officer or delegate.
  3. If unactioned, this development approval lapses six (6) years after the day that the development approval takes effect, unless extended under the Planning Act 2016.
  4. Access to the Lease area is limited to the existing site access from Doomadgee Road for construction and ongoing maintenance of the Facility. During construction of the Facility and particularly during the transport of the monopole to the site, all necessary safety measures and mandated traffic control requirements will be implemented to ensure the safety of other road users, including on site and within the Lease area, to the satisfaction of the Chief Executive Officer or delegate.
  5. Should any of the Council's assets be damaged during the transport of the monopole, or construction of the proposed development the cost of the reinstatement of all such assets shall be met by the applicant/proponent, to the satisfaction of the Chief Executive Officer or delegate.
  6. The developer shall ensure that the Lease area is always maintained in a clean and tidy condition, to the satisfaction of the Chief Executive Officer or delegate.
  7. The construction, operation and ongoing maintenance of the Telecommunications Facility is required to comply with the following:
    - Telecommunications Act 1997;
    - Telecommunications Code of Practice 2018;
    - Telecommunications (Low-impact Facilities) Determination 2018; and
    - Mobile Phone Base Station Deployment Code.

**11.08 Material Change of Use for a Development Permit for a Telecommunications Facility**

1. That the Council resolve In accordance with the Planning Act 2016 as amended, the applicant be notified that the application for a Development Permit for a Telecommunications Facility to be sited at the Tirranna Springs Roadhouse, Doomadgee Road, via Burketown; being Lot 6 SP280656, is approved subject to the conditions detailed below.
- A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)
2. The development shall be undertaken substantially in accordance with the submitted Plans and documentation, lodged with the application, except as modified by this approval:  
PLANS:
  - Telstra Small Cell Site 138368 – DWG NO: Q117007 Sheet 1;
  - Telstra Small Cell Site 138368 – DWG NO: Q117007 Sheet 1-1;
  - Telstra Small Cell Site 138368 – DWG NO: Q117007 Sheet 2;
  - Telstra Small Cell Site 138368 – DWG NO: Q117007 Sheet 2-1; and
  - Telstra Small Cell Site 138368 – DWG NO: Q117007 Sheet 3.
3. The Lease is required to be executed and the Lease area pegged on the ground, prior to construction of the Facility, to the satisfaction of the Chief Executive Officer or delegate.
4. All building work shall be carried out within the designated Lease area and generally in accordance with any relevant Council requirements and State and National legislation and to the satisfaction of the Chief Executive Officer or delegate.
5. If unactioned, this development approval lapses six (6) years after the day that the development approval takes effect, unless extended under the Planning Act 2016.
6. Access to the Lease area is limited to the existing site access from Doomadgee Road for construction and ongoing maintenance of the Facility. During construction of the Facility and particularly during the transport of the monopole to the site, all necessary safety measures and mandated traffic control requirements will be implemented to ensure the safety of other road users, including on site and within the Lease area, to the satisfaction of the Chief Executive Officer or delegate.
7. Should any of the Council's assets be damaged during the transport of the monopole, or construction of the proposed development the cost of the reinstatement of all such assets shall be met by the applicant/proponent, to the satisfaction of the Chief Executive Officer or delegate.
8. The developer shall ensure that the Lease area is always maintained in a clean and tidy condition, to the satisfaction of the Chief Executive Officer or delegate.
9. The construction, operation and ongoing maintenance of the Telecommunications Facility is required to comply with the following:
  - Telecommunications Act 1997;
  - Telecommunications Code of Practice 2018;
  - Telecommunications (Low-impact Facilities) Determination 2018; and

- **Mobile Phone Base Station Deployment Code.**

**Moved:** Cr Camp

**Seconded:** Cr Yanner

**Carried 220623.14 5/0**

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11.09 Councillor Remuneration 2022/23

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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:	20 June 2022
LINK TO COUNCIL PLAN/S:	Burke Shire Council Budget 2022/23

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## 1. PURPOSE

To determine Councillors Remuneration for financial year ended 30 June 2023.

## 2. BACKGROUND &amp; PREVIOUS COUNCIL CONSIDERATION

Council considers the Councillor Remuneration Schedule each year which is set by the Local Government Remuneration Commission (the Commission) for elected members (Mayor, Deputy Mayor, Councillors). These rates are automatically applied unless Councils, by resolution, elect to adopt a lesser schedule of rates.

On 25 November 2020, the Local Government Remuneration Commission concluded its review of remuneration for Mayors, Deputy Mayors and Councillors of Local Governments as required by Chapter 8, Part 1, Division 1 of the Local Government Regulation 2012.

The Commission's report outlining the remuneration determination for Councillors can be accessed here:

[https://www.statedevelopment.qld.gov.au/\\_data/assets/pdf\\_file/0031/66478/local-government-remuneration-commission-report-2021.pdf](https://www.statedevelopment.qld.gov.au/_data/assets/pdf_file/0031/66478/local-government-remuneration-commission-report-2021.pdf)

The methodology adopted by the Commission is outlined on pages 6-8 of the Remuneration Report. The decision factors in a range of consumer and wage price indices from different jurisdictions (by state, by metropolitan area, by rural locality etc.) and with reference to remuneration decisions in other states and so forth. In this instance, the Commission's determination is for an increase of 2.5% (21-22 to 22-23), following on from a 0% increase the previous year (20-21 to 21-22).

## 3. PROPOSAL

That Council considers whether it will reduce Councillor Remuneration below the scheduled amounts detailed in the Local Government Remuneration Commission Annual Report 2021 which are effective from 01 July 2022.

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

The financial implications in relation to this report are outlined in the below Local Government Remuneration Commission Annual Report 2021 which are effective from 01 July 2022. The level of Councillors remuneration resolved by Council will be included in the 2022/2023 budget.

Council resolved to pay 2020 and 2021 financial years as detailed in the table below. The Local Government Remuneration Commission actually recommended the 2021-22 increase the previous year and did not recommend an increase in 2021-22.

<b>Year</b>	<b>Mayor</b>	<b>Deputy Mayor</b>	<b>Councillors</b>	<b>Council Resolved</b>
2022-2023	\$110,386	\$63,684	\$55,192	To be determined
2021-22	\$108,222	\$62,435	\$54,110	Resolved 2021
2020-21	\$106,100	\$61,211	\$53,049	Resolved 2020

#### 5. RISK

There are no perceived risks associated with this item.

#### 6. POLICY & LEGAL IMPLICATIONS

As set out in section 247(2), (3), (4) and (6), of the Local Government Regulation 2012, Council is able to decide, by resolution, that the maximum amount is not payable to a Councillor. The amount of remuneration decided must not be more than the maximum amount payable to a Councillor stated.

Under section 247 (6) The Local Government Regulation 2012, the Local Government must make a resolution under subsection (2), for the remuneration payable from 1 July of a particular year, before 1 July of that year.

HRM-POL-013 – Councillor Remuneration Policy also exists to:

- a) Ensure that Councillors are paid in accordance with the determinations of the Local Government Remuneration Commission.
- b) Clarify Council's obligations to Councillors under the QLD Local Government Act 2009 (the Act) and QLD Local Government Regulation 2012 (the Regulation).

#### 7. CRITICAL DATES & IMPLICATIONS

details If Council is to adopt a remuneration schedule different to that specified in the 2021 Local Government Remuneration Commission Annual report 2021, effective 01 July 2022, it must resolve to do so by 30th June 2022.

#### 8. CONSULTATION

Councillors

#### 9. CONCLUSION

Council has the right to accept the remuneration schedule for the 2022/2023 financial year, applicable from 1 July 2022 or to reduce the remuneration of Councillors beneath those levels. It is noted that the Local Government Remuneration Commission have recommended a 2.5% increase from 01 July 2022 to 30 June 2023.



## 10. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council adopt version 10 of HRM-POL-013 Councillor Remuneration Policy attached.
3. And that Council notes the remuneration rates determined by the Local Government Remuneration Commission in the Local Government Remuneration Commission Annual Report 2020-21 for financial year 2022-23 as outlined in the table below:

Office	Salary component
Mayor	\$110,386
Deputy Mayor	\$63,684
Councillor	\$55,192

OR

1. That Council resolves pursuant to section 247 not to adopt the remuneration rates from the Local Government Remuneration Commission Annual Report 2020-21 for financial year 2022-23 and to adopt the following remuneration rates:

Office	Salary component
Mayor	
Deputy Mayor	
Councillor	

**11.09 Councillor Remuneration 2022/23**

1. That Council notes the contents of this report; and
2. That Council adopt version 10 of HRM-POL-013 Councillor Remuneration Policy attached.
3. And that Council notes the remuneration rates determined by the Local Government Remuneration Commission in the Local Government Remuneration Commission Annual Report 2020-21 for financial year 2022-23 as outlined in the table below:

Office	Salary component
Mayor	\$110,386
Deputy Mayor	\$63,684
Councillor	\$55,192

Moved: Cr Wade

Seconded: Cr Yanner

Carried 220623.15 5/0

### 11.10 Conversion from leasehold to freehold of rural parcel of land described as Lot 5 SP287784 (a portion of the land locally known as Augustus)

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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:	20 June 2022
LINK TO COUNCIL PLAN/S:	Planning Scheme

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#### 1. PURPOSE

The Department is seeking Council's views on the conversion from leasehold to freehold of a rural parcel of land described as Lot 5 on SP287784

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has been approached by STANBROKE in relation to the possible conversions to Freehold and views were sought from Councillors from the survey plans provided.

It is advised the Department of Resources (the department) has made an offer to the lessee for the conversion of Term Lease to freehold, described as Lot 5 on SP287784.

#### 3. PROPOSAL

It is proposed that Council offer no objection to the conversion from leasehold to freehold of Lot 5 on SP287784.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

#### 5. RISK

No risk Management implications.

#### 6. POLICY & LEGAL IMPLICATIONS

Conversion in accordance with Land Act.

#### 7. CRITICAL DATES & IMPLICATIONS

Needs to be finalised this week.

#### 8. CONSULTATION

Cormac Hoch-STANBROKE

## 9. CONCLUSION

Nil

## 10. OFFICER'S RECOMMENDATION

That Council offer no objection to the conversion from leasehold to freehold of Lot 5 on SP287784 and requests that all the roads within the property are defined and recorded on survey plans on their current alignment.

**11.10 Conversion from leasehold to freehold of rural parcel of land described as Lot 5 SP287784 (a portion of the land locally known as Augustus)**

That Council offer no objection to the conversion from leasehold to freehold of Lot 5 on SP287784 and requests that all the roads within the property are defined and recorded on survey plans on their current alignment.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 220623.16 5/0

## 12. Closed Session Reports

**That Council notes no closed session reports were received.**

## 13. Mayoral Report

I attended the following:

- Mental Health and Wellbeing Expo in both Burketown and Gregory – lots of great activities and well supported by the community.
- Asset Management Workshop
- Order of the Outback Nomination Assessment Meeting
- LGAQ Workshop with CEO LGAQ, other LGAQ reps, Councillors and CEO
- NNWQRDA CEO and Chair – meeting and dinner to discuss housing project
- Budget Workshop
- Meeting with CSIRO reps
- Phone Call with Bob Katter on various matters

I sent an email to all Kennedy candidates, who had listed addresses, regarding lack of visitation during the Federal election campaign.

Had hoped to attend the Waanyi Community Meeting along with CEO to learn more about the recently announced Joint Management Plan between Waanyi PBC and QPWS however due to unexpected delays it did not occur until a day later and due to other commitments, I was therefore unable to attend.

I will be attending the Civic Leaders' Summit on the Sunshine Coast next week and will be part of a panel at the end of Day 2.

GSD:

- Fortnightly meetings
- Signed documents to begin a project in partnership with DAF
- Next board meeting planned for mid-July in conjunction with the NWROC Meeting.

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

**Moved: Cr Wade**

**Seconded: Cr Yanner**

**Carried 220623.17 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 220623.18 5/0**

## 15. Late Business

**That Council notes no late business was received for the meeting.**

## 16. Deputations and presentation scheduled for meeting

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

## 17. Closure of meeting

**The Chair declared the meeting closed at 12.23pm.**

I hereby certify that these pages numbered 1 to 69 – constitute  
the Confirmed minutes of the Ordinary Council Meeting of Burke  
Shire Council held on Thursday 23 June 2022.

Mayor Cr Ernie Camp .....