



Agenda and Business Papers

Burke Shire Council Ordinary Meeting

Thursday 28 July 2022

10.30am Council Chambers

10.30am	Opening of Meeting
12.30pm to 1.00pm	Lunch

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01. Opening of Meeting

The Mayor welcomed members and declared the meeting open at 10.30am.

02. Record of Attendance

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

- Graham O’Byrne, Director of Engineering
- Shaun Jorgensen, Finance and Technology Manager

03. Prayer

Led by Cr Wade

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 23 June 2022 and Special Meeting Tuesday 12 July 2022

That the Minutes of the Ordinary Meeting of Council held on Thursday 23 June 2022 and Special Meeting of Council held on Tuesday 12 July 2022 as presented be confirmed by Council.



220623

Unconfirmed Minutes



220712

Unconfirmed Minutes

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

08. Registers of Interests

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

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

09.01 Notices of Motion

None received at time of agenda preparation.

09.02 Petitions

None received at time of agenda preparation.

10. Engineering Services Reports

10.01 Engineering and Services Monthly Report
10.02 Capex Projects Report

Engineering Services Reports

10.01 Engineering and Services Monthly Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O'Byrne, Director of Engineering
PREPARED BY:	Graham O'Byrne, Director of Engineering
DATE REPORT PREPARED:	20 July 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

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 June 2022. The Attachment to this report provides detail on routine reporting matters and general information.

2. SUMMARY

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

2.1 General Works (including Parks, Gardens and Cemetery)

- General town Maintenance Ongoing

2.2 Roads

- Plant and Fleet Maintenance Grades Completed
- Road side slashing completed for RMPC network and selected shire roads
- RMPC Camooweal Rd HFG completed (2.5 km on the Boundary end)
- RMPC Heavy Shoulder grades commencing early June

2.3 Plant and Fleet

- Workshop Manager Started and settling in well
- Rubbish truck – Repaired and back in operations
- Prime Mover – electrical issues ongoing. Cummins booked to inspect
- Grader - Electrical faults – Hastings inspected and located a number of issues related to ECM. Focus on once priority repairs are completed
- New Caterpillar due July/Aug
- Fleet replacement prog-gram being reviewed for 22/23 budgeting purposes

2.4 Water & Sewerage

- SOPs workshopped and being finalised for early 2022 - ongoing.
- Robbie Ah Wing attending TAFE in August to September.

- Beau Ah Wing has expressed a desire to move away from the utilities unit and join the roads unit. This water unit position will be advertised

Burketown Water

- SCADA upgrade scoping finalised and being prepared for tender. Contractor site visit/tender delayed in order to proceed with joint procurement with Cloncurry - planned for September.
- 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. 11 meters to be replaced. 3 x 2 "meters and 8 x 20mm / 25 mm. Meter sourcing challenges being addressed.

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 (3 times per week) and we are currently waiting on the ALGACIDE to arrive here. Completed 1 testing for the Algae count. Algaecide still has not arrived as of yet - currently chasing down the supplier

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. Ongoing
- 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. 3 water meters to be replaced at Gregory. 1 x 2" and 2 x 20/25 mm meters.
- Ongoing minor issues with plant operations at the GWTP requiring travelling from Burketown to rectify. Acid Chemical dosing pumps and ACH dosing pump have issues which need to be rectified.

2.5 Airports

- Mowing around lights and the runway strip at both the Gregory and Burketown Airports being undertaken
- General grass mowing ongoing.
- Erosion at runway 21 needs urgent repairs having reached the fence.

2.6 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 ongoing to clarify timelines and compliance requirements for closure and relocation of Burketown landfill and transfer station. Engagement of advisor to council specializing in waste

3. OFFICER'S RECOMMENDATION

That Council receives and notes the Engineering and Services report.

ATTACHMENTS

1. Background Detail to End of June 2022 - Engineering and Services Report



Attachment 01 July
22_Final.docx

Engineering Services Reports

10.02 Capex Projects Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Graham O’Byrne, Director of Engineering
DATE REPORT PREPARED:	20 July 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PURPOSE

This report provides an update of the overall Capital Expenditure (Capex) Program for 2021/22. The report summarises the status to end of the reporting month.
The progress of grant and funding submissions is also provided.

2. SUMMARY

The Capex program budget for 2021/22 financial year is \$8,198,521. At the end of June 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 final reconciliation is underway to ensure that all forecast costs are accounted for. The End of Financial Year closeout to enable the appropriate carryover into the 2022/23 financial year is being finalised by Finance.

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"> Replacement of fleet 	<ul style="list-style-type: none"> Procurement of replacement vehicles (with trade-ins) underway Grader purchase confirmed through Caterpillar – delivery in new FY Alternative option for rubbish truck being sourced from Flinders Shire ex-fleet

Project	Description	Update/activity for reporting month
Culvert Replacement (multiple roads)	<ul style="list-style-type: none"> Replacement of failed culverts 	<ul style="list-style-type: none"> On-site investigations and designs finalised Two sites (2A & 2B) completed except for final sealing Sites on Floraville Rd 35, 10 construction contract awarded Floraville Rd Sites 6, 8 & 11 culverts placed Trugannini Rd culvert replacement – meetings with DAF. Negotiations continuing regards design solution. Have submitted for replacement of essentially like for like
Burketown Landfill Cell	<ul style="list-style-type: none"> <i>New landfill cell</i> <i>Stage 1 of a 3 stage 10 year plan</i> 	<ul style="list-style-type: none"> <i>Contract awarded</i> <i>Construction commenced. Contractor demobilized and works suspended due to Cultural Heritage related issues. Current variation costs at circa \$40,000</i> <i>Re-configuration of waste stockpiles completed</i> <i>Completion date December '21 (W4Q 19-21 project). Extension of Time approval received until June 2022. Department has indicated that no further extensions will be given. Note that recent (March) permission to proceed given by CLCAC. Re-mobilisation underway</i> <i>Construction completed, final testing of clay lining to be undertaken</i> <i>New signage for total site to be installed by June 22</i>

Project	Description	Update/activity for reporting month
SCADA upgrade works	QWRAP regional review of SCADA. Further to this BSC scope to be finalized and tendered	<ul style="list-style-type: none"> Regional review under QWRAP report finalized and under review by participating councils Final investigation carried out on-site by GHD with final scoping workshop conducted end of January. Tender release delayed with intent to jointly procure with Cloncurry. Site inspection to be conducted with contractors Scope has been split into 2 stages (St1 \$750k & St2 \$250k) due to budget constraints. Stage 2 to be undertaken under further grant program
Water Source Inflow upgrade – Greg & Burketown	Improve inflow monitoring, change locality of pumps for water intake and improve infrastructure resilience. Decrease Opex	<ul style="list-style-type: none"> This project directly related to SCADA scoping with similar timelines Scope development has been finalised in conjunction with above. Tenders in May
Gregory WTP upgrade	Improve resilience and reliability of plant operation with a focus on making it a "remote" plant that doesn't require daily attention. Circa \$40k pa Opex saving	<ul style="list-style-type: none"> Scope development has been finalised for Stage 1 as per above
Disaster and Recovery Generators Management Review/Training	Generator for communications and generator at airport fuel dispense.	<ul style="list-style-type: none"> Sizing and specifications for generators underway Includes tapping into existing power provisions at airport & new generator for the STP
Flood Cameras	Replacement and upgrade of existing cameras	<ul style="list-style-type: none"> Quotes for supply and installment received from Qteq Completed

Project	Description	Update/activity for reporting month
FWIN Project	Joint Procurement of Flood Warning infrastructure with ROC councils	<ul style="list-style-type: none"> Contract awarded to Qteq Cultural Heritage matters have been resolved with monitors required on a number of sites. QRA have agreed to finance this variation cost Installation has been delayed slightly due to track access challenges post wet season. Completed
Gregory River Pedestrian Bridge	Create a pedestrian bridge on top of the old bridge	<ul style="list-style-type: none"> Risk analysis complete with preliminary costings Workshop/briefing to Council held at October meeting. Resolved to progress with re-instatement of original bridge purpose/categorisation, with "Authorised vehicle access only" Have been unable to secure drawings/design to ease process for re-certification – GHD will be re-designing the bridge for compliance Site inspection to be scheduled for structural sign-off
Sewerage Network Assessment	Investigate network and implement a rectification program	<ul style="list-style-type: none"> GHD proposal and scoping agreed Issued notice to community advising access to properties during a specific site visit timeframe by GHD GHD on-site inspections conducted with report/recommendations received and reviewed Works scoped and RFQ issued
Asset Management Strategy	Review and re-write of the AMS and AMPs	<ul style="list-style-type: none"> Scoping completed RFT issued through Vendor Panel Workshop with Councillors conducted. Review of draft AMPs planned for July
Raw Water Pipeline	Investigate and implement requirements for roll-out of the Raw Water Supply Agreement	<ul style="list-style-type: none"> Scoping complete RFT being prepared

Project	Description	Update/activity for reporting month
STP Access Rd Upgrade	Upgrade of road and sealing to provide weather proof access	<ul style="list-style-type: none"> Contractor (Gulf Civil) appointed at Council Special Meeting Stage 1 completed Stage 2 to commence August
Gregory Landfill Fencing	Fence around main boundaries to adjacent properties to help prevent wind blown rubbish	<ul style="list-style-type: none"> Survey undertaken Fence ordered and construction commenced
Health & Well being Precinct Masterplanning	Masterplanning including community/stakeholder consultation with concept design	<ul style="list-style-type: none"> Tenders assessed in negotiations with 2 consultants. Request for quotation for full design and documentation as Phase 2 of their engagement – responses due August
Beames St Upgrade and Cycleway	Beames St enhancement in conjunction with new cycleway/footpaths	<ul style="list-style-type: none"> Finalised briefing for detailed design and documentation Endorsement of Erscon consultant engagement at February Council Meeting Requirement for the BBRF round 6 grant submission Workshop conducted in March with consultants - kick start project design Meeting/workshop with DTMR conducted in March to review compliance requirements for Cycleway. Feedback received from DTMR – now incorporating into prelim design Stakeholder workshop conducted April 22 in Bkt Final concept design option completed and discussed at June council Ordinary Meeting. Council agreed to proceed with final concept Final concept/prelim design to be submitted to TMR in July for approval Meetings with key stakeholders planned for August

Project	Description	Update/activity for reporting month
Water Reticulation Valves	Install new valves to better manage water reticulation isolation points	<ul style="list-style-type: none"> Hydraulic assessment undertaken Valves locations finalised and RFQ being prepared
Wharf Recreational Grounds	Construction of new recreational facilities at the Burketown wharf	<ul style="list-style-type: none"> Appointed Guymer Bailey architects for design Detailed briefing meeting conducted Stakeholder workshop conducted April 22 in Bkt On hold due to Cultural Heritage discussions to be progressed in July
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"> Funding Agreement executed Preliminary design & investigation works underway

4. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Burketown WTP Upgrade	<ul style="list-style-type: none"> Upgrade of chemical dosing Provision of water testing facility (lab) 	<ul style="list-style-type: none"> <i>Practical Completion for</i> Laboratory building Training of operators carried out for laboratory equipment
Remote Airport Upgrade Program Round 8	Lighting upgrade/replacement	<ul style="list-style-type: none"> New lights installed for Burketown and Gregory. Final inspection undertaken for final acquittal New line marking completed in conjunction with above

5. GRANTS & FUNDING SUBMISSIONS

Yellow highlighted – Successful Submission

Funding program	Description	Update/activity for reporting month
TMR Principal Cycle Network	<p>Cycle Way along Beames St & Musgrave St</p> <p>\$125k from BSC possibly required (possibly use the BBRF). This could be linked with a Town Precinct Enhancement project ie. focused on Beames St as entrance to Burketown. Possible total budget \$2m for overall enhancement (refer below)</p>	<ul style="list-style-type: none"> Funding Agreement received for the design (approx. \$150-200k). waiting on final sign-off by TMR. Received formal funding agreement from DTMR Discussions now underway to secure the \$1m in funding that has been earmarked for the project
BoR 6	Building Our Regions round 6 is open and due 22 nd November 2021	<ul style="list-style-type: none"> Council agreed to put forward the following projects – Smart Water Meters & Intelligent Water Network, Gregory Water Treatment Plant (Stage 2) & Water Security Strategy: Second stream submission for Water Security Strategy, in conjunction with Doomadgee was submitted by 22 December Submission accepted for the construction projects above, and progressed through the EOI phase. Detailed submissions now being prepared – due 17 May Water Security Strategy has been successful (announced in June)

Funding program	Description	Update/activity for reporting month
LRCI Phase 3	Notification received of allocation of \$611,000. Bridges 21/22 to 22/23 financial years	<ul style="list-style-type: none"> Notification received from Commonwealth Gov't Dep't of Infrastructure Work Schedule to be formally submitted in May. Projects being put forward: <ul style="list-style-type: none"> Funding of 21/22 TIDS program (circa \$100k) Distribution of remainder 15 prioritized to STP Access Rd upgrade Formal approval of project nomination received enabling whole of STP access road to progress
BBRF 6	Building Better Regions Rd 6 – due 10 February 2022	<ul style="list-style-type: none"> Submitted Beames St Upgrade and Cycleway with co-contribution of \$1m from TMR (cycleway) and \$250,00 of BSC revenue spread over 2 financial years (to be included future year's budget)
QRRF 21-22	Qld Resilience & Risk Reduction Fund – due 18 February	<ul style="list-style-type: none"> Consideration for the Burektown airport – flood protection and erosion construction of remedial works SUBMITTED (received notice of success in July)
LGGSP 22-24	Local Government Grants and Subsidies Program – due 4 March	<ul style="list-style-type: none"> Have earmarked the Health and Well Being Precinct detailed design – on the back of the Masterplanning and concept design funded by the successful NWMP grant - Successful
NQNDMP	North Qld Natural Disasters Mitigation Program – due 18 February	<ul style="list-style-type: none"> Airport road upgrade planning and design works. SUBMITTED (received notice of success in July)

Funding program	Description	Update/activity for reporting month
RAUP 9	Remote Airports grant program	<ul style="list-style-type: none">Project relating to upgrade of fencing to address issue raised by recent review report – to comply with CASA requirements. SUBMITTED
22-23 ATSI TIDS	TMR Far North District fund	<ul style="list-style-type: none">Lodgement of Shadforth Creek installment of culvertSuccessful

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

11. Chief Executive Officer Reports

- 11.01 Chief Executive Officer Report
- 11.02 Finance Monthly Report
- 11.03 Operational Plan 2021-2022 – June 2022 Quarter Review
- 11.04 Sport and Recreation Strategy - Update for June 2022 Quarter
- 11.05 Workplace Health and Safety Policy
- 11.06 Sale of Vacant Lots in The Township of Gregory-Tender 7600-2130-2

Chief Executive Officer Reports

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	22 July 2022
LINK TO COUNCIL PLAN/S:	Goal - Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

1. PURPOSE

To summarise the key actions and updates within the office of the CEO for the month of June 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

EBA discussions finalised and successful vote received.

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

Meeting with LGAQ in relation to Resources Opportunities.

NWQROC zoom meeting

RDA meeting re housing project.

Asset Management workshop with councillors and senior management.

Order of the Outback Ball nominations.

Financial Services and Information Technology

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

- Stock take completed for 30 June 2022 with minimal stock adjustment;
- PCS Accounting Year End Software rollover completed (no issues);

- Completion of fees and charges schedule for 2023;
- Insurance renewals for 2023 now completed and in effect;
 - Marine Hull
 - Industrial Special Risk
 - Fleet Coverage
 - Various other minor coverage policies
 - LGW Workcover renewal for 2022/23 completed and lodged
- QFES state fire levy for 30 June 2022 lodged;
- Cairns office fit-out quotes received and currently under review (approx. 24k and within budget estimated to council)
- Position papers now reviewed by external audit with minimal markups; and
- Shell Financials now reviewed by Grant Thornton and QAO – markups to be completed for August.

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

- MS365 on-prem server build placed on pause due to Active Directory complications – RMT assisting in scoping of solution;
- Replacement MFP printers for Burketown Depot and Administration locations now costed and pending ordering for late July 2022;
- Scoping of new teleconferencing and interactive display presentation equipment for Durlga meeting room and admin training room – still in-progress;
- Telstra Agile Satellite Service to the Gregory Scada location – Sarath is coordinating the build, minor change in scope due to roof on Gregory WTP being non-structurally sound. The Satellite will now be built on ground and fenced off;
- Cairn's office ICT fit-out quotes received and under review for implementation; and
- Public wi-fi solution being investigated as Telstra Air is set to be discontinued later in 2022/23.

People, Performance and Culture

EBA

- Voting took place from 1-3 June with a unanimous vote to approve the draft agreement. Paperwork for Certification has been drafted. Waiting for Union signed pages to be returned to Council in order to send documentation to QIRC. On Certification, backpays will be calculated.

Policies

- –N/A

Positions advertised:

- None

New employees

- Jade Linden

Training and Professional Development

- Cert III Business administration

- HR Conference
- First Aid training
- Drug & Alcohol training course for Managers and supervisors.

Other Projects

- Australia Post Community Grant Submission – application for \$10,000 to use toward mental health and wellness in the form of addition equipment for the community gym and a visit from a health and fitness professional.
- Housing – new tenants Jade, Daryl, Beau.
- Christmas Shutdown period has been advised to employees as per the EBA

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 – Awaiting Outcome
- Successful with the Sports Australia Grant for an athletics carnival to be held in Gregory \$9500.
- Building our Region Fund (Planning Projects EOI) – Regional Water Strategy. Successful
- 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

- Currently looking at planning another community event with leftover funds from the Localised Mental Health Initiatives grant. Julie Cross Dinner or similar event.
- RFDS came out to run a mental health first aid course on the 29th and 30th June. Approximately 8 participants.

Small Business

- Burke Shire Business Listing for the new website completed and live
- Burke Shire Business Innovation Incentives scheme form and policy now live on the website.
- Looking at potentially putting more economic development related information on the website.
- Visited Hell's Gate Roadhouse to discuss how Council can assist with their business. Good conversations held – Council to investigate a few things and look at promoting their events as well.

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 – TRC consultants to finalise travel schedule to Burketown shortly.
- GSD Board meeting in Mount Isa on the 13th July

Tourism

- Tourism Brochure completed and sent to various outlying information centres.
- Branding exercise continuing to progress – RFQ submitted with two options. Looking at going with the more comprehensive option

Economic Development

- Scoping of trial digital hub underway
- Internal Grants Meeting held 29th June
- Meeting with Doomadgee to discuss economic development collaboration opportunities 5th June

Other

- Attended and completed Mental First Aid Training Course
- Meeting with Ergon Energy in Cairns to discuss solar options in Burketown

Community and Communications

Events

Upcoming Community Events:

NIL

Upcoming Council Events:

Aug 9 – 13 Seniors Week (Collaborating with Carpentaria Shire Council)

Aug 26th Gregory Sports Day

Other

- Youth Units – Still liaising with Ergon to get this completed
- Demolish Old Town Hall – We are going out again with RFQ. Exploring option of tagging onto company performing Police Station Works
- Savannah Way Art Trail – Project is well underway and set for completion by November 2022.
- Gulf Vet Services – Scheduled to be in Burketown end of August/September 2022. Finalising dates.

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.
- Kimberly Chan is moving into House 14 on return from leave and Chelsea Smith has moved into House 15 – Bowen Street properties

Others

- Sasha Hookey has moved into Community & Communications on a short term contract and will assist in the events and administration space.

Corporate Services and Governance

Governance

- Completed Operational Plan redesign with CEO – was adopted at 12 July Special Meeting

Durlga

- Bookings continuing to pick up in this space.
- Completing a cleanup in the facility.

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
- Still working with Wendy to find a solution for a new archive room

Library

- Jade has completed a tidy up in library
- Finalised First 5 Forever expenditure for 2021-22
- Signed new agreements with State Library for First 5 Forever (expires June 2026) and Public Library Services (expires June 2024).

Rex

- Continuing to assist with baggage handling and marshalling.
- Recommended training with Brianna and Shakiah – Rex will be onsite to assess them on 29 July.

Training

- Shakiah Douglas completed her Cert III in Business Administration.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Workplace Health and Safety Report for June 2022



WHS Report June
2022.pdf

Financial Services Reports

11.02 Finance Monthly Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	14 July 2022
LINK TO COUNCIL PLAN/S:	Operational Plan 2021-22 Council Budget 2021-22

1. PURPOSE

This report has been constructed to provide a snapshot of the progress of council's operations (financial) against budget targets at 30 June 2022 as adopted by the council budget. The below report will focus on providing information to key decision makers in regards to key metrics, trends and actuals for the month ended June 2022. Please note the figures presented in this report are not final and are pending year-end adjustments.

2. SUMMARY

As a review of council's performance over the month of June 2022; Council notes that cash was down by \$942k for the month. Currently council is on track with budget at this stage and managed to come under budget on total spend at this stage pending accruals and year-end adjustments.

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

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

3. OVERALL OPERATING SUMMARY (ACTUAL V BUDGET)

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

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	13,011,562	16,572,800	79%
Operating Expenses	(2)	20,357,402	21,517,784	95%
Operating Result (Profit/Loss)	-	7,345,840	4,944,984	149%
Capital Revenue	(3)	2,359,161	6,343,310	37%
Net Result	-	4,986,679	1,398,326	-357%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	10,146,891	6,758,430
Other Current Assets	(5)	2,274,439	1,290,391
Non Current Assets	(6)	153,245,477	156,192,852
Total Assets		165,666,807	164,241,673
Liabilities (Current)	(7)	8,711,256	3,540,000
Liabilities (Non Current)	(8)	780,172	999,515
Total Liabilities		9,491,428	4,539,515
Net Community Assets		156,175,379	159,702,158

Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-56%	-43%
² Working Capital Ratio	Greater than 1:1	1	2
³ Net Financial Liabilities Ratio	Less than 60%	-29%	-37%

1

Notes:

- (1) **Operating revenues** - Council notes a number of operating grant revenue adjustments are pending for unearned revenue. There is currently a \$2.7mil balance to be adjusted from unearned revenue which represented the FA Grant for 2022/23 as an early payment that has been received to cash. Finance has chosen to not include this balance in the finance report as this balance would mislead council of its true operating position excluding the component not currently recognised in 2022 for the early payment received in 2021 (\$1.5m). Also noted there is approximately \$766k in DRFA operating grant adjustments to be made from unearned revenue for 30 June 2022 as well. These movements have been shown in the statement of estimated actuals to be presented to council prior to the adoption of the 2022/23 budget.
- (2) **Operating Expenses** - Noted that costs appear to be consistent with budgeted expectations for the month; this was as predicted throughout the year as a result of cost phasing catching up as operations slowed during the wet season. In relation to employee benefits costs against the budget, we have currently expended \$4.417mil against a budget of \$5.717mil for the year. This is an actual spend of 77.26%, 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.
- (3) **Capital Revenue** - Minimal amount recognised to capital grants for the month of June 2022, however Finance does note some grant amounts to be recognised as capital from unearned revenue for 30 June 2022 upon confirmation of project completion in accordance with AASB 15 and 1058 requirement.

Definitions

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

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

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

(4,5,6,7,8) - Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; as such no items by exception to report at this stage.

4. STATEMENT OF CASH FLOWS

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

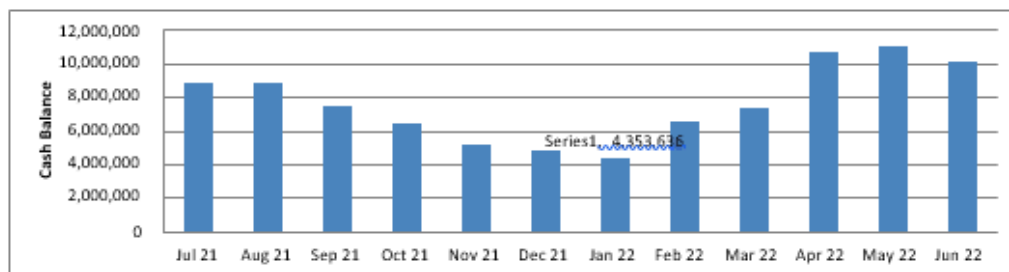
For the month ended 30 June 2022

	Note Ref	30 June 2021 \$	30 June 2022 \$	2021-22 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	3,969,907	4,682,984	5,016,088	93%
Payments to suppliers and employees	(2)	(11,253,228)	(17,923,913)	(19,605,883)	91%
		(7,283,320)	(13,240,929)	(14,589,797)	91%
Rental Income	(3)	217,968	198,442	222,000	89%
Interest Received	(4)	80,641	66,618	80,000	83%
Operating Grants and Contributions	(5)	11,158,269	13,411,431	11,971,000	112%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		4,173,557	435,562	12,273,000	4%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(7,588,506)	(3,210,254)	(7,798,521)	41%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		189,131	170,502	40,000	426%
Capital Grants and Subsidies	(7)	6,702,454	2,561,846	6,303,310	41%
Net cash inflow (outflow) from investing activities		(696,922)	(818,911)	(1,455,211)	56%
Cash flows from financing activities:					
Proceeds from Borrowings		-	-	-	0%
Repayment of Borrowings		-	-	-	0%
Net cash inflow (outflow) from financing activities		-	-	-	0%
Net increase (decrease) in cash held	(8)	3,476,635	(383,348)	(3,772,008)	10%
Cash at beginning of reporting period		7,053,604	10,530,239	10,530,239	100%
Cash at end of reporting period	(8)	10,530,239	10,146,891	6,758,230	150%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.75%	66,618	9,274,707
Westpac General Fund	-	-	871,901
Cash Floats	-	-	283
Total			10,146,891

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	10,146,891	
Restricted Cash - DRFA Revenue	7,689,563	Distorted by \$2.7mil FA Grant relating to 2022/23 paid early by department.
Unrestricted Cash	2,457,328	

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 June 2022 as previously advised to council, cash outflows have caught up with targeted expectations at this stage resulting in 91% year to date spend which is under budgeted expectations.
- (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 (0.75%). This is up from 0.74% in May 2022.
- (5) **Operating Grants and Contributions** - An early payment of \$2.7mil for the 2022/23 allocation of the FA grant was paid during the month. This has been moved unearned revenue at this stage to avoid this balance skewing financial reports to council as this is funding relating to the next financial year. Another \$766k at this stage is expected to be recognised to revenue as well for the end of June 2022 pending further adjustments for the 30 June 2022 audit.
- (6) **Payments for Property, Plant and Equipment** - The amount expended relates to payment made towards WIP (capital projects) for the month of May 2022. About \$500k was noted as the movement for the month of June 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 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** - 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. This balance is expected to potentially change based on unearned revenue adjustments for the 30 June 2022 final accounts to be presented to external audit.
- (8) **Net Cash Movement** - council's cash holdings was down \$383k for the entire year of 2022; this represents council maintaining consistent cashflow management throughout the year. Also note further that this is also somewhat distorted by an early payment of 2022/23 FA grant money by approximately \$1.3mil when compared with June 2021. This distortion is further quantified in the report to be presented to council regarding the 30 June 2022 estimated actuals.

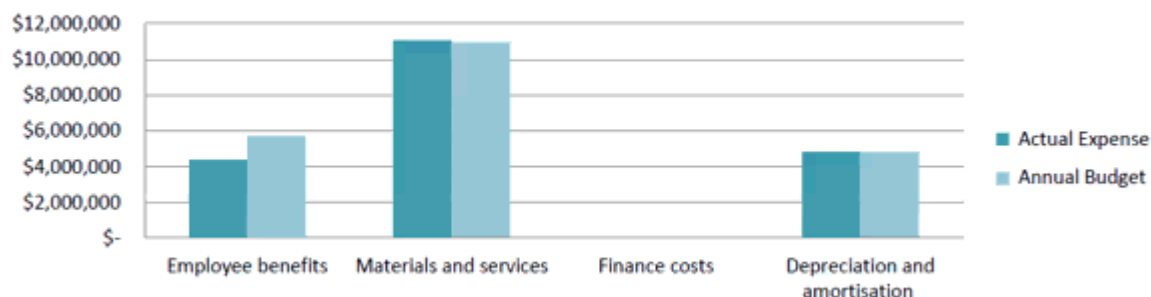
5. STATEMENT OF INCOME AND EXPENDITURE

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

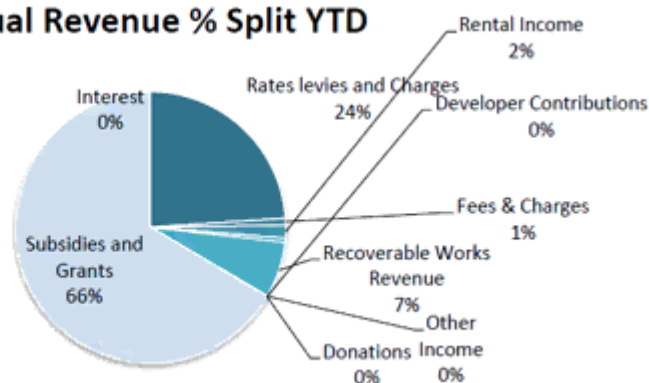
For the month ended 30 June 2022

	Note Ref	30 June 2021	30 June 2022	2021-22 Annual Budget	YTD Progress %
		\$	\$	\$	
Recurrent Revenue					
Rates levies and Charges		2,995,601	3,109,928	3,023,000	103%
Fees & Charges	(1)	80,445	109,773	85,000	129%
Rental Income	(2)	217,968	198,442	222,000	89%
Interest	(3)	80,641	66,618	80,000	83%
Recoverable Works Revenue	(4)	1,049,342	867,226	1,111,000	78%
Other Income	(5)	94,382	3,216	75,800	4%
Donations	(12)	-	8,000	5,000	160%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	9,003,926	8,648,359	11,971,000	72%
Total Recurrent Revenue		13,522,305	13,011,562	16,572,800	79%
Capital Revenue					
Sale of non-current assets	(13)	-	202,685	40,000	-507%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	7,038,388	2,561,846	6,303,310	41%
Total Capital Revenue		7,038,388	2,359,161	6,343,310	37%
TOTAL INCOME		20,560,693	15,370,723	22,916,110	67%
Recurrent Expenses					
Employee benefits	(8)	4,269,368	4,417,755	5,717,890	77%
Materials and services	(9)	8,537,976	11,071,652	10,958,794	101%
Finance costs	(10)	211,699	11,645	12,000	97%
Depreciation and amortisation	(11)	4,888,063	4,856,350	4,829,100	101%
TOTAL RECURRENT EXPENSES		17,907,106	20,357,402	21,517,784	95%
NET RESULT		2,653,587	- 4,986,679	1,398,326	-357%

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. It is slightly lower due to the sale of houses during the year however.
- (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 (0.75%). This is up from 0.74% in May 2022.
- (4) **Recoverable Works Revenue** - A number of accruals are expected to be processed for 30 June 2022 for RMPC works at this stage; this will lift the balance to close to if not above the expected budgeted at council did receive additional requested for works for RMPC for this year. This is expected to increase further before 30 June 2022.
- (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. Another \$766k at this stage is expected to be recognised to revenue as well for the end of June 2022 pending further adjustments for the 30 June 2022 audit.
- (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. This will be resolved for the 30 June 2022 final audit figures to be presented.
- (8) **Employee benefits** - Employee benefits costs against the budget, we have currently expended \$4.417mil against a budget of \$5.717mil for the year. This is an actual spend of 77.26%, 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.
- (9) **Materials and services** - Refer to the cost disaggregation in the operating statement.
- (10) **Finance costs** - Are on track against budget.
- (11) **Depreciation and amortisation** - Is in line with the expected depreciation spend by 30 June 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 June 2022 100.00%

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

Organisational Services					
	30 June 2021	30 June 2022	2021-22 Annual Budget	YTD Progress %	Comments
	\$	\$	\$		
Recurrent Expenses					
Corporate Governance Costs	889,402	843,223	887,700	95%	Within budget expectation for the month (100% movt). However there are still accruals expected to be recorded against this code.
Administration Costs	2,853,163	3,023,184	3,124,900	97%	Within budget expectation for the month (100% movt). However there are still accruals expected to be recorded against this code.
Recoverable Works Expenses	837,842	854,653	790,000	108%	RMPC works were slightly higher due to additional works being requested from TMR. This has resulted in an increase in revenue that is pending and to be accrued back to 30 June 2022.
Engineering Services	7,299,665	9,815,322	10,516,754	93%	Within budget expectation for the month (100% movt). However there are still accruals expected to be recorded against this code.
Utility Services Costs	724,120	841,209	795,300	106%	Costs were higher than expected during the year. It is noted that savings in other areas have covered the additional cost of utility services to council during 2022.
Net Plant Operating Costs	- 944,892	- 1,057,338	- 900,000	117%	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	107,773	97,578	163,000	60%	Within budget expectation for the month (100% movt).
Community Services Costs	1,040,270	1,071,576	1,299,030	82%	Within budget expectation for the month (100% movt).
Finance Costs	211,699	11,645	12,000	97%	Within budget expectation for the month (100% movt).
Depreciation	4,888,063	4,856,350	4,829,100	101%	Within budget expectation for the month (100% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (100% movt).
TOTAL RECURRENT EXPENSES	17,907,105	20,357,402	21,517,784	94.61%	Within budget expectation for the month (100% movt). Noted that while council was under budget for 30 June 2022; there are still accruals to be recorded back to 30 June. Also noted that savings to the value of approximately \$565k will also be carried forwards into 2022/23 in the new budget.
Capitalised Wages	-	82,397	194,000	42%	We note the initial estimated budgeted recover of wages has come in lower than anticipated. This will be remedied for the 2022/23 year at this stage.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 30 June 2022

	30 June 2022 \$	2021-22 Annual Budget \$
Current Assets		
Cash and cash equivalents	10,146,891	6,758,430
Trade and other receivables	1,838,328	340,539
Inventories	264,499	300,000
Other financial assets	171,612	649,852
Non-current assets classified as held for sale	-	-
Total current assets	12,421,330	8,048,821
Non-current Assets		
Receivables	-	-
Property, plant and equipment	233,103,900	232,316,643
Accumulated Depreciation	- 79,858,423 -	76,123,791
Intangible assets	-	-
Total non-current assets	153,245,477	156,192,852
TOTAL ASSETS	165,666,807	164,241,673
Current Liabilities		
Trade and other payables	8,558,979	3,414,152
Borrowings	-	-
Provisions	152,277	125,848
Other	-	-
Total current liabilities	8,711,256	3,540,000
Non-current Liabilities		
Trade and other payables	69,757	139,515
Interest bearing liabilities	-	-
Provisions	710,415	860,000
Other	-	-
Total non-current liabilities	780,172	999,515
TOTAL LIABILITIES	9,491,428	4,539,515
NET COMMUNITY ASSETS	156,175,379	159,702,158
Community Equity		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	93,485,877	93,485,877
Retained surplus/(deficiency)	23,159,610	26,686,392
Other reserves	-	-
TOTAL COMMUNITY EQUITY	156,175,379	159,702,158

8. EXERCISE OF DELEGATIONS

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

Debt Write off (Amount written off)	Payment arrangement and repayment term	Authorising officer (CEO)
Nil	Nil	Nil
Debt Write off requested > \$5,000		
Nil		

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.03 Operational Plan 2021-2022 – June 2022 Quarter Review

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	22 July 2022
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

3. PROPOSAL

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

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Risk Type	What could happen	Possible consequence
Strategic and operational alignment	<ul style="list-style-type: none">Non-alignment between Corporate Plan, Operational Plan and Budget.	<ul style="list-style-type: none">Ineffective, inefficient and non-compliant operations.

Risk Type	What could happen	Possible consequence
Compliance	<ul style="list-style-type: none"> Content requirements of Operational Plan 2020-21 not met 	<ul style="list-style-type: none"> Plan prepared with reference to regulatory requirements.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Section 104 Financial management systems	<p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually</p>
Local Government Regulation 2012	Division 4 Annual operational plan	<p>Section 174 Preparation and adoption of the annual operational plan</p> <p>(1) A local government must prepare and adopt an annual operational plan for each financial year.</p> <p>(2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.</p> <p>(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.</p> <p>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</p> <p>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</p> <p>Section 175 Annual operational plan contents</p> <p>(1) (1) The annual operational plan for a local government must—</p> <p>a. be consistent with its annual budget; and</p> <p>b. state how the local government will—</p> <p>i. progress the implementation of the 5-year</p>

Instrument	Reference	Details
		corporate plan during the period of the annual operational plan; and ii. manage operational risks

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

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

9. CONCLUSION

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

Solid progress has occurred with most KPI's for the year. Where there has been a lack of progress this has been appropriately articulated.

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Op Plan 2021-22 – June review



2021-22
Operational Plan - C

Chief Executive Officer Reports

11.04 Sport and Recreation Strategy - Update for June 2022 Quarter

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	19 July 2022
LINK TO COUNCIL PLAN/S:	BSC Sport and Recreation Strategy 2019-24

1. PURPOSE

To provide the June 2022 Quarter update on the implementation of the Burke Shire Council Sport and Recreation Strategy 2019-24.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

3. FINANCIAL & RESOURCE IMPLICATIONS

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

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

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

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

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

4. RISK

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

5. POLICY & LEGAL IMPLICATIONS

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

6. CRITICAL DATES & IMPLICATIONS

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

7. CONSULTATION

Periodic consultation is taking place between Council and:

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

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

That Council note and receive the Sport and Recreation Strategy 2019-24 update for the June 2022 Quarter.

ATTACHMENTS

1. Sport and Recreation Strategy – Quarterly update-June 2022 Quarter



Sport and
Recreation Strategy

Chief Executive Officer Reports

11.05 Workplace Health and Safety Policy

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	22 July 2022
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

To adopt the updated Workplace Health and Safety Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire Council is committed to providing a safe and healthy working environment for its employees, contractors, volunteers and visitors.

Council aims to achieve and maintain the highest safety standards in corporate planning and in the performance of its operations within all projects, work sites and workplaces.

3. PROPOSAL

That Council adopt the updated Workplace Health and Safety Policy.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil regarding adoption of this policy.

5. RISK

Risk Type	What could happen	Possible consequence
Inadequate workplace health & safety processes.	<ul style="list-style-type: none">Lack of commitment to WH& safety.	<ul style="list-style-type: none">Increased costs to CouncilIncrease in workplace health and safety incidents.

6. POLICY & LEGAL IMPLICATIONS

Instrument
<i>Work Place health & Safety Act 2011</i>
Workplace Health & Safety Regulation 2011

7. CRITICAL DATES & IMPLICATIONS

This policy must be reviewed at 12-month intervals after its adoption (or latest amendment).

8. CONSULTATION

Management Group

9. CONCLUSION

The regular update of this policy reinforces Council's commitment to WH&S.

10. OFFICER'S RECOMMENDATION

That Council adopts the updated Burke Shire Council Workplace Health & Safety Policy.

ATTACHMENTS

1. Burke Shire Council Workplace Health & Safety Policy



WHS-POL-001
Workplace Health a

Chief Executive Officer Reports

11.06 Sale of Vacant Lots in The Township of Gregory-Tender 7600-2130-2

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; Chief Executive Officer
PREPARED BY:	Wendy van der Wolf; Contracts and Procurement Coordinator
DATE REPORT PREPARED:	27 July 2022
LINK TO COUNCIL PLAN/S:	Nil

1. PURPOSE

This report provides Council with a summary of tenders received for the sale of 8 Residential vacant lots in the township of Gregory.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council went out to tender for the following residential vacant lots in the Township of Gregory.

Lot on Plan	Area	Address
Lot 53 RP743009	1010 m2	18 Gleeson Avenue, Gregory, QLD, 4830
Lot 55 RP743009	909 m2	22 Gleeson Avenue, Gregory, QLD, 4830
Lot 56 RP743009	1020 m2	4 Clarke Street, Gregory, QLD, 4830
Lot 57 RP743009	946 m2	6 Clarke Street, Gregory, QLD, 4830
Lot 58 RP743009	1094 m2	8 Clarke Street, Gregory, QLD, 4830
Lot 67 RP743009	973 m2	11 Clarke Street, Gregory, QLD, 4830
Lot 18 RP743008	1340 m2	6 Scholes Court, Gregory, QLD, 4830
Lot 9 RP743007	960 m2	9 Nowland Street, Gregory, QLD, 4830

The Tender was issued on the 9th June 2022 and closed at 2 pm on the 27th June 2022.

Under conditions of tender, it was clarified that the tender invitation was not an offer but a request for Tenderers to submit a tender for the purchase of the Lot/s.

The conditions of tender noted that vacant lots are not fully serviced and there is no sewerage or electrical infrastructure. Water access is available to the vacant lots and connection to water infrastructure is available through Council upon payment of the relevant fee.

The tender pack responses are detailed under Attachment One.

The Tenderer for Lots 55 and 56 has sent an email to withdraw its Tender for these lots citing family circumstances.

As this Tender for Lots 55 & 56 was the highest offer, advice was sought from Preston Law as to the best possible way resolve this situation for all with minimal risk to Council.

Preston Law has advised (Attachment Two):

'I confirm your instructions that:

- 1. Tenders have closed;*
- 2. Successful Tenderers have not yet been notified;*
- 3. A Tenderer has written to Council to withdraw its offer.*

Ultimately, Council has the discretion to decide whether or not to accept the Tenderers withdrawal.

Part 2 of the Request for Tender sets out that:

"The Tenderer acknowledges that upon submitting a Tender. the Tenderer shall be bound by the terms of the Conditions of Tender as through the Conditions of Tender were a deed between Council and the Tenderer."

This means, that had the Tenderer been successful then it would have been obliged to comply with clause 5.4 of the Tender, which is set out in the below, and complete the transaction.

From a practical sense should Council opt to proceed on the basis that the withdrawal is not accepted and the Tenderer is required to complete the transaction the likely scenario is that the Tenderer will not sign the Contract or take steps to complete the transaction which then leaves Council in a position where it will need to consider suing for specific performance. If the Tenderers situation has dramatically changed from the time of submission of the Tender, then the chances of success of specific performance would be low and the reputational damage to Council for failing to accept the withdrawal in this case may also need to be considered.'

3. FINANCIAL & RESOURCE IMPLICATIONS

No income was budgeted for the sale of the blocks in the 2022/2023 budget. There is an expectation that revenue received will be utilised towards Gregory Depot improvements.

4. POLICY & LEGAL IMPLICATIONS

Council is required to meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012 and in Council's Procurement Policy. These requirements have been met.

5. CRITICAL DATES & IMPLICATIONS

Nil

6. CONSULTATION

Consultation has taken place with:

- Councillors
- CEO
- Contracts and Procurement Coordinator-Wendy van der Wolf
- Preston Law-Cairns

7. CONCLUSION

The tenders were advertised as follows:

- Public notices
- Social Media
- Cairns Post
- Townsville Bulletin
- Mount Isa –North West Star

Some tender responses were sent directly to our Cairns Office under the control of Contracts and Procurement Coordinator-Wendy van der Wolf who coordinated the tender process and some were received directly over the counter in Burketown. These were opened under strict control by Wendy in the Burke Shire Council office in Burketown.

8. OFFICER'S RECOMMENDATION

- 1) That Council note the contents of the report and relevant attachments; and
- 2) That Council awards the tenders for the vacant lots as follows:

Lot #	Address	Tenderer	Tendered Price	Intended use of Lot
Lot 53 RP743009	18 Gleeson Avenue, Gregory, QLD, 4830	Kristy McWilliam	\$10,000	Lots will be used to provide a clean and safe camping environment with a recognised dump point for people travelling through Gregory.
Lot 58 RP743009	8 Clarke Street, Gregory, QLD, 4830	Kristy McWilliam	\$10,000	
Lot 67 RP743009	11 Clarke Street, Gregory, QLD, 4830	Travis and Kelly McKnight – McKnight Family Investment	\$15,000	Within 12 months build a shed and 1 or 2 bed residence for use as a base whilst working in the area. Currently own Lots 65 and 66. Rural Fencing business servicing NW Qld & NT. Will use the block for

				family stays and retirement.
Lot 9 RP743007	9 Nowland Street, Gregory, QLD, 4830	John and Susan Clarke	\$20,000	Currently own adjoining corner block and envisage building or a business. Due to economic uncertainty, there is no timeframe.

3) That Council considers the withdrawal of Tender for Lot 55 and 56:

Lot 55 RP743009	22 Gleeson Avenue, Gregory, QLD, 4830	\$20,000	Residential Use If allowed will look into building a food provider: - Café; or - Diner Restaurant; and maybe - Mini Mart / Grocery
Lot 56 RP743009	4 Clarke Street, Gregory, QLD, 4830	\$20,000	

4) That Council considers the second Tender offer for Lots 55 & 56, being a non-conforming offer, which will require further clarifications:

Lot 55 RP743009	22 Gleeson Avenue, Gregory, QLD, 4830	\$5,500	Information not provided
Lot 56 RP743009	4 Clarke Street, Gregory, QLD, 4830	\$5,500	Information not provided

5) That Council resolve that revenue received for the sale of the blocks be allocated in whole or part to the upgrade of the Gregory Depot.

ATTACHMENTS

1. Tender Pack Requests Responses


Gregory Sale of
Lots 2nd Release da

2. Preston Law response to Tender Withdrawal


Preston Law Tender
Query [PL220679].pd

Chief Executive Officer Reports

11.07 2022 LGAQ Annual Conference Delegates and Observer

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	26 July 2022
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

To nominate Burke Shire Council delegates and observer to attend the 2022 LGAQ Annual Conference to be held in Cairns from 17 – 19 October 2022.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The 2022 LGAQ Annual Conference will be held at the Cairns Convention Centre between 17 – 19 October 2022. This year's theme is 'liveability'.

As a member of the Local Government Association Queensland (LGAQ), Council is entitled to be represented at the 2022 Annual Conference by two (2) delegates at no cost as part of the LGAQ membership. Any further attendance is classified as an 'observer' with a registration fee required.

I have contacted Councillors individually and have confirmed that Mayor Camp and Councillor John Clarke, will be attending as Delegates and CEO Dan Mckinlay will be an "Observer".

3. FINANCIAL & RESOURCE IMPLICATIONS

Registration (CEO), Accommodation and Travel is all covered in the 2022/2023 Budget.

4. RISK

Nil

5. POLICY & LEGAL IMPLICATIONS

Nil

6. CRITICAL DATES & IMPLICATIONS

Registrations are now open.

7. CONSULTATION

Councillors.

8. CONCLUSION

Nil.

9. OFFICER'S RECOMMENDATION

That Council endorse the following delegates and observer to the 2022 LGAQ Annual Conference to be held in Cairns from 17 – 19 October 2022:

- 1) Mayor Ernie Camp and Councillor John Clarke.
- 2) Chief Executive Officer Dan McKinlay as an observer

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.08 LGAQ Annual Conference -Submissions of Motions

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	26 July 2022
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

The Local Government Association of Queensland (LGAQ) has called for agenda item/motions for consideration at the 126th Annual Conference to be held Monday 17 to Wednesday 19 October 2022 in Cairns which are required to be submitted by no later than Wednesday 10 August 2022.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Agenda Committee of the LGAQ will review all submitted motions and provide a Preliminary Agenda for Member Councils four weeks prior to the commencement of the Conference.

3. PROPOSAL

Council is proposing to recommend the following motions at the LGAQ Conference on the 17-19 October:

Motion 1

Who is the key contact for this motion? (required)	Mayor Ernest Camp
Do you have a contact at the LGAQ for this motion? (optional)	
Submitting council (required)	Burke Shire Council
Supporting organisation (if applicable)	
Council resolution # (required)	
Date of council resolution (required)	Please select the date of resolution here

0 Does this motion have state-wide relevance? -Yes	
Title of motion (required)	Local Government Recognition As Key Stakeholders by Qld Government
Motion (required)	The LGAQ calls on the State Government to automatically include relevant local government area/s when developing policies/plans/initiatives that will impact on the liveability, economy, sustainability and/or resilience of a local government area/s.
What is the desired outcome sought? (required) 200 word limit	That Local Government Areas be automatically included in consultations, roundtables, committees and working groups when outcomes of such activities.
Background (required) 350 word limit	<p>Boodjamulla (Lawn Hill) National Park has recently transitioned to joint management between QPWS and Waanyi PBC after a period of discussions and consultation. A public announcement was made at Parliament House in celebration of this event. Burke Shire Council was not identified as a key stakeholder who should be at the discussion table nor were representatives of Council invite to attend this special occasion. As the body responsible for providing services, supporting all residents, businesses and communities as well as the key organisation tasked with ensuring local resilience, sustainability and liveability, automatic inclusion by government in any activity/consultation should be the norm. It was disappointing to see commercial entities, other government departments and individuals at the ceremony at Parliament House and learn of this joint management via social media. Government regularly, and automatically, includes interest groups such as indigenous and environmental as partners from the beginning in many of its plans/activities/consultations. It would be invaluable and respectful if Local Government was automatically also given a seat at the table as it, objectively, represents these interests and more on behalf of its residents and communities.</p>

Motion Two

Who is the key contact for this motion? (required)	Ernest Camp
Do you have a contact at the LGAQ for this motion? (optional)	
Submitting council (required)	Burke Shire Council
Supporting organisation (if applicable)	
Council resolution # (required)	
Date of council resolution (required)	Please select the date of resolution here
<p>0 Does this motion have state-wide relevance? (This is a required field)</p> <p>Yes – national parks cover all of Qld and increasing numbers are being transitioned to joint management</p>	
Title of motion (required)	Commercial Business/es Occurring Inside a National Park Should Trigger Rateability by Local Government
Motion (required)	The LGAQ calls on the State Government to allow for National Parks to become rateable entities should commercial activities with an aim to make a profit be undertaken by any group/individual associated with Park Management.
What is the desired outcome sought? (required) 200-word limit	That Local Government Areas be able to charge rates on National Parks and recoup costs associated with provision/maintenance of key infrastructure that enables visitation and engagement. Visitors/ suppliers of goods and services, can be significant in numbers and has the real potential to increase particularly if commercial enterprises are commenced. At this point in time Local Gov has no ability to see a return on its investment.
Background (required) 350 word limit	Boodjamulla (Lawn Hill) National Park has recently transitioned to joint management between QPWS and Waanyi PBC. Aside from strengthening the strong natural, cultural and social values, the recently released Plan, which underscores the cooperative management approach, allows for the

	development of eco-tourism and visitor experiences by the traditional owners. These experience could be classed commercial activities given they would be generating profits for the traditional owners. As such, given that the Park will be being used for a commercial purpose, (as opposed to its traditional preservation and protection on behalf of the Queensland people), as with other commercial entities, it should be come a rateable entity. In addition, these planned activities potentially could result in increased visitation placing greater pressure on Council supplied and maintained resources, leaving Council further out of pocket due to an inability to offset costs.
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Motion 3

Who is the key contact for this motion? (required)	Mayor Ernest Camp
Do you have a contact at the LGAQ for this motion? (optional)	
Submitting council (required)	Burke Shire Council
Supporting organisation (if applicable)	
Council resolution # (required)	
Date of council resolution (required)	Please select the date of resolution here
0 Does this motion have state-wide relevance? (This is a required field) Yes – applicable across all LGA's	
Title of motion (required)	Mental Health Training for Mayors
Motion (required)	The LGAQ facilitates appropriate training, and refresher courses, for Mayors.
What is the desired outcome sought? (required) 200 word limit	That Mayors receive sufficient support and training to enable them to appropriately and confidently respond when confronted with staff/community members with mental and emotional health challenges.

Background

(required) 350 word limit

With Covid, cost of living pressures and social media pressures, we are seeing more and more people struggling with mental and emotional health. In rural and remote communities, where everyone knows everyone and Councillors are seen as a “servant” of the people who voted for them to represent them, you are often approached informally to discuss a range of issues. With changes to legislation, an elected councillor can no longer entertain these approaches without risk of breaching Councillor conduct guidelines. Yet these people are reaching out and seeking support from you – as a local person (as opposed to employed executive who may be seen as outsiders and/or not their chosen people) and as a person who they believe is an effective listener with knowledge and empathy able to provide guidance/support or be a conduit to/from Council on issues of concern to them. Whether they are community members or employees it is you they have a rapport with and feel confident in approaching. Under current legislation, Mayors cannot speak to/with those people and are to guide them to the CEO for operational matters. But if they have come to you and you can see their mental/emotional health is not good, how can you turn them away – particularly when you know they won’t go to see someone they don’t know as well, don’t see as their representative of/for community and with whom they have no history/back story of understanding or if their issue is with a member of the Executive team? Do you ignore your duty of care to your fellow man, out of care of duty to your local government role and fear of prosecution? Mayors must be given training on how to handle these situations and respond appropriately and effectively to ensure the best health outcomes for all – residents, Council and community – which is the basic tenet of Local Government.

Motion 4

Who is the key contact for this motion? (required)	Mayor Ernest Camp
Do you have a contact at the LGAQ for this motion? (optional)	
Submitting council (required)	Burke Shire Council
Supporting organisation (if applicable)	
Council resolution # (required)	
Date of council resolution (required)	Please select the date of resolution here
0 Does this motion have state-wide relevance? (This is a required field) Yes – applicable across all LGA's	
Title of motion (required)	Support for Rural and Remote Apprentices
Motion (required)	The LGAQ seeks support to assist apprentices, particularly rural and remote, to successfully complete their apprenticeship in a location of their choosing.
What is the desired outcome sought? (required) 200 word limit	That rural and remote based apprentices receive appropriate, clear and easily obtained information and fiscal, physical, mental support to ensure they are able to complete their apprenticeships.
Background (required) 350 word limit	<p>Anecdotal evidence would suggest that apprentices who originate from rural and remote areas are often much sort after as they are perceived, by and large, to enter the workplace with a superior array of skills and a strong work ethic.</p> <p>Currently, information to assist rural and remote apprentices (and their families) to source fiscal, physical and mental support as well as information about available apprenticeships is not easily accessible. A one stop app/website is needed with all that information clearly and concisely available (in a user-friendly language and format). Additionally rural and remote apprentices often have to leave their home/community</p>

	<p>to undertake/complete their apprenticeship. This means they must arrange travel/meals/accommodation, sometimes hundreds of kilometres from home, and this can be quite expensive as well – the cost far greater than apprentice wages covers. It also means they are far away from their support network and may have to navigate social/travel/life experiences far outside their lived experience which can have negative mental health impacts – things such as bus timetables/travel, cooking meals, urban lifestyle exposure. In comparison a majority of urban/peri urban apprentices can access this all while either living at home or with ready access to family support networks. This disincentivises rural and remote apprentices to complete their apprenticeships and feeds into the growing disparity of services and skills available in rural and remote communities (if a person is rural/remote based they are more likely to continue to live and work in those areas).</p>
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Motion 5

Who is the key contact for this motion? (required)	Mayor Ernest Camp
Do you have a contact at the LGAQ for this motion? (optional)	
Submitting council (required)	Burke Shire Council
Supporting organisation (if applicable)	
Council resolution # (required)	
Date of council resolution (required)	Please select the date of resolution here
0 Does this motion have state-wide relevance? (This is a required field) Yes – applicable across all LGA's	
Title of motion (required)	Increasing the Living Away from Home Allowance (LAFHAS) for Students Who Must Leave Home to Complete Compulsory Education.

Motion (required)	The LGAQ requests Dept of Education and Treasury to increase LAFHAS Allowance to more accurately reflect the cost of accessing compulsory schooling at a boarding school.
What is the desired outcome sought? (required) 200 word limit	That rural and remote students who have either no access to a State High School or access only to a bypass eligible High School receive a level of LAFHAS that reflects the real cost of accessing boarding school and that the amount received is responsive to increasing fees charged to students and their families.
Background (required) 350 word limit	One of the key areas that keep residents, families and therefore goods, services and businesses in regional and remote areas is the ability to access education for their children. While all Local Government Areas (LGA) offer P-6 education in at least one of their towns, eight LGA's in Queensland have no secondary facilities at all. There are also hundreds of children living on remote properties or in small communities where Distance Education is the only realistic means of obtaining an education. Rural and remote families have little or no choice but to send their children away to further their education to maximise the opportunity for educational success. Allowances such as LAFHAS are vital in assisting parents to do so. The LAFHAS is adjusted annually in accordance with CPI. The main component of the LAFHAS is the Remote Area Tuition Allowance (RATuA) which supports approximately 1335 students. (There is also a component to assist towards the cost of travel to access boarding schools). LAFHAS (RATua) component currently meets less than 42% of the cost of fees. There is an urgent need for a significant increase in the RATuA to offset the rising cost of boarding school tuition fees over recent years which has seen the steady erosion of the financial benefit of the scheme.

Motion 6

Who is the key contact for this motion? (required)	Mayor Ernest Camp
Do you have a contact at the LGAQ for this motion? (optional)	
Submitting council (required)	Burke Shire Council
Supporting organisation (if applicable)	
Council resolution # (required)	
Date of council resolution (required)	Please select the date of resolution here
0 Does this motion have state-wide relevance? (This is a required field) Yes – applicable across all LGA's	
Title of motion (required)	Supporting Coaching and Sporting Involvement in Communities
Motion (required)	The LGAQ requests that a government fund be established, equivalent to RADF, to enable the delivery of coaching and sporting opportunities in communities.
What is the desired outcome sought? (required) 200 word limit	That Local Government would have an opportunity to apply for annual funding to bring suitably qualified coaches and create opportunities to play sport within their local communities to improve skills, health and wellbeing of residents.
Background (required) 350 word limit	The Qld Government's RADF programme currently assists LGA's to provide exposure to and increase participation/skills in art and cultural based activities. An equivalent sporting programme would create the same opportunities for communities to improve individual health and wellbeing outcomes, learn and improve skills, create opportunities for communal participation. Rural and remote communities find it challenging to provide sporting opportunities and access appropriately qualified people. Having access to annual funding would provide a reliable funding stream on which to build capacity to expose residents to a variety of sports, improve

	individual health and wellbeing as well as creating opportunities to participate in team sports and sporting events.
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4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning acceptance of this Report.

5. RISK

Not applicable concerning acceptance of this report.

6. POLICY & LEGAL IMPLICATIONS

Not applicable concerning acceptance of this report.

7. CRITICAL DATES & IMPLICATIONS

Motions for consideration at the 126th Annual Conference to be held Monday 17 to Wednesday 19 October 2022 are required to be submitted by no later than Wednesday 10 August 2022.

8. CONSULTATION

Councillors.

9. CONCLUSION

Nil

10. OFFICER'S RECOMMENDATION

That Council submit the following motions for consideration by the Agenda Committee for the 2022 LGAQ Annual Conference:

1. **Local Government Recognition As Key Stakeholders by Qld Government** - That LGAQ calls on the State Government to automatically include relevant local government area/s when developing policies/plans/initiatives that will impact on the liveability, economy, sustainability and/or resilience of a local government area/s.
2. **Commercial Business/es Occurring Inside a National Park Should Trigger Rateability by Local Government** - That LGAQ calls on the State Government to allow for National Parks to become rateable entities should commercial activities with an aim to make a profit be undertaken by any group/individual associated with Park Management.
3. **Mental Health Training for Mayors** - That Mayors receive sufficient support and training to enable them to appropriately and confidently respond when confronted with staff/community members with mental and emotional health challenges.
4. **Support for Rural and Remote Apprentices** - That LGAQ seeks support to assist apprentices, particularly rural and remote, to successfully complete their apprenticeship in a location of their choosing.

5. **Increasing the Living Away from Home Allowance (LAFHAS) for Students Who Must Leave Home to Complete Compulsory Education** - That LGAQ requests Dept of Education and Treasury to increase LAFHAS Allowance to more accurately reflect the cost of accessing compulsory schooling at a boarding school.
6. **Supporting Coaching and Sporting Involvement in Communities** - That LGAQ requests that a government fund be established, equivalent to RADF, to enable the delivery of coaching and sporting opportunities in communities.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.09 Christmas and New Year Council Closure 2022/2023

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Madison Marshall; Corporate Services and Governance Manager
DATE REPORT PREPARED:	26 July 2022
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

To confirm Burke Shire Council Annual shutdown dates for 2022/2023.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Public holidays for the Christmas and New Year period are observed on the days as follows:

- Christmas – Sunday 25 December 2022 with Tuesday 27 December 2022 specified public holiday for Christmas Day
- Boxing Day – Monday 26 December 2022
- New Year's Day – Sunday 1 January 2023 with Monday 2 January 2023 specified public holiday for New Year's Day

It is planned that Council facilities will be closed from **4pm Friday, 16 December 2022**, reopening on **Tuesday 3 January 2023**. Employees will therefore be required to take **8 days of leave** over this period

Council's EBA under Clause 5.2 states that

5.2 Christmas Shut Down

5.2.1 Each year Council will have a Christmas Shutdown. This shutdown will commence annually following the close of business on the Friday prior to Christmas Day and end on the first Tuesday following after New Year's Day. The specific commencement and end days of this closedown will be determined by Council and advised to employees no later than 1 July each year for the following Christmas period.

5.2.2 In determining the shut down period Council will also determine roles that will not participate in the shut down to ensure continuity of essential services of Council over the Shut Down period. Council will consult with employees to determine which roles will be required to work through the Christmas Shut Down Period. If agreement cannot be reached Council will determine employees who are not to participate in the Christmas shut down and advise these employees by 1 September prior to the shut down period.

5.2.3 Employees are expected to take accrued leave (i.e., Annual Leave, TOIL, RDOs or a combination thereof) during the Christmas Shut Down period.

5.2.4 Employees without accrued leave, whether this is due to all leave being taken prior to the Christmas Shut Down period, or because the employee has not worked for Council long enough to accrued sufficient leave, will be required to take unpaid leave for any time during the Christmas Shut Down period for which they do not have accrued leave available. Employees may apply to take pro rata leave accruals to cover Christmas Shut Periods.

3. FINANCIAL & RESOURCE IMPLICATIONS

The shutdown period proposed has a positive impact on Council's Annual Leave liability.

4. RISK

Enforced Christmas closedown has a positive impact on staff taking appropriate levels of leave.

5. POLICY & LEGAL IMPLICATIONS

In line with Council's Certified agreement - clause 5.2.

6. CRITICAL DATES & IMPLICATIONS

1st July 2022 - staff to be advised. In relation to employees with roles required to work through the Christmas Shut Down Period, these employees will need to be advised by 1 September prior to the shutdown period.

7. CONSULTATION

Councillors.

All staff

8. CONCLUSION

Rosters for essential staff will be planned accordingly. The CEO will also ensure that there will be adequate Local Disaster Management Group coverage during the period.

9. OFFICER'S RECOMMENDATION

That Council approves the Christmas closure of Burke Shire Council facilities from 4pm Friday, 16 December 2022, reopening on Tuesday 3 January 2023. Essential staff roster to be completed by 1st September.

ATTACHMENTS

Nil

12. Closed Session Reports

No closed session reports were received at the time of agenda preparation.

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. Late Business

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

16. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled at time of agenda preparation.

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 25 August 2022.