



# Agenda and Business Papers Burke Shire Council Ordinary Meeting Thursday 25 August 2022 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch

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## 01. Opening of Meeting

The Mayor welcomed members and declared the meeting open at 9.00am.

## 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
	Kimberly Chan; Economic Development Manager
	Madison Marshall; Corporate Services and Governance Manager
	Shannon Moren; Community and Communications Manager
	Shaun Jorgensen; Finance and Technology Manager
	Brianna Harrison; Executive Assistant (Minutes)

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

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

- Graham O’Byrne, Director of Engineering
- Chelsea Nelson, People, Performance and Culture Manager
- Shaun Jorgensen, Finance and Technology Manager

## 03. Prayer

Led by Cr Camp

## 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 28 July 2022 and Special Meeting 28 July 2022

That the Minutes of the Ordinary Meeting of Council held on Thursday 28 July 2022 and Special Meeting of Council held on Tuesday 28 July 2022 as presented be confirmed by Council.



220728

Unconfirmed Minutes



220728

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

<p>10.01 Engineering and Services Monthly Report 10.02 Capex Projects Report</p>
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## 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:	17 August 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

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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 July 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 Items (including Parks, Gardens and Cemetery)

- Asif Alam leaves council 19 August. Recruiting for replacement
- General town Maintenance Ongoing
- Gregory street maintenance planned as a rolling program

##### 2.2 Roads

- Pothole repairs in Burketown scheduled to be undertaken as part of DRFA works
- RMPC 2022/23 FY works being planned
- RMPC Heavy Shoulder grades completed
- Burketown stormwater investigation underway

##### 2.3 Plant and Fleet

- Workshop Manager expressed desire to stay
- Rubbish truck – inspection of replacement from Finders Shire to take place in August
- Grader - Electrical faults – priority repairs completed
- New Caterpillar due Aug (cfwd)
- Fleet replacement program reviewed for 22/23 and procurement to commence in August

## 2.4 Water & Sewerage

- SOPs workshopped and being finalised for early 2022 - Ongoing.
- Robbie Ah Wing attending TAFE in August to September. Mentoring with Cairns Regional Council being coordinated
- Beau Ah Wing has expressed a desire to move away from the utilities unit and join the roads unit. This water unit position being advertised – transition to occur with replacement.

### 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. Ongoing.
- Power outages have resulted in the SCADA dropping in and out. Investigations underway to resolve the issue.
- Planning for de-silting of lagoons for Mid 2022 underway. Collaboration with QWRAP members for regional procurement. Ongoing
- 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. . Ongoing

### 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 - have now completed 3 fortnightly tests. Algaecide has arrived with following testing - 2 without Algaecide Treatment and 1 with the treatment.
- We have implemented a testing regime for pH (3 times per week). On hold due to damaged probe and are waiting on the supplier to send the new probe.

### Gregory

- Power outages in Gregory have become a significant issue leading to the town being without water for short periods. Q Energy due on site in late August to fix issue .
- 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
- 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. The issues have been rectified and we are monitoring with daily checks.

## 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.
- Will be seeking fire permits to burn off the grass and weeds at both Airports.

## 2.6 Waste

- Ongoing sorting at Burketown, with Gregory to be managed Late 2022
- Waste Strategy first actions being implemented – organic waste reuse via compost bins. Community based survey drafted for review
- Burketown Land fill Cell construction completed – final commissioning underway
- Scoping for engagement of a consultant to undertake site options analysis relating to Burketown landfill closure. ILUA urgently needs to be addressed.

## 3. OFFICER'S RECOMMENDATION

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

## ATTACHMENTS

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



Attachment 01  
Aug22\_Final.docx



## Engineering Services Reports

### 10.02 Capex Projects Monthly Update Report

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DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Graham O'Byrne
DATE REPORT PREPARED:	17 August 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 2022/23. The report summarises the status to end of the reporting month.

The progress of grant and funding submissions is also provided.

#### 2. SUMMARY

The council endorsed Capex program budget for 2022/23 financial year is \$12,961,241. It is noted that this is 50% more than last year's budgeted program. Already there are projects that are being added to the endorsed program on the back of grant funding – approximately \$1m to date. Currently there are no variations to the Capex forecast costs.

#### 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>Grader purchase confirmed through Caterpillar – delivery in new FY</li><li>Alternative option for rubbish truck being sourced from Flinders Shire ex-fleet</li><li><a href="#">Inspection scheduled in August</a></li></ul>

Project	Description	Update/activity for reporting month
Culvert Replacement (multiple roads)	<ul style="list-style-type: none"> <li>Replacement of failed culverts</li> </ul>	<ul style="list-style-type: none"> <li>On-site investigations and designs finalised</li> <li>Two sites (2A &amp; 2B) <b>completed</b></li> <li>Sites on Floraville Rd 35, 10 construction contract <b>awarded and works commenced – scheduled completion November '22</b></li> <li>Floraville Rd Sites 6, 8 &amp; 11 culverts placed</li> <li>Trugannini Rd culvert replacement – meetings with DAF. Negotiations continuing regards design solution. Have submitted for replacement of essentially like for like</li> </ul>
<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 completed, final testing of clay lining to be undertaken</i></li> <li><i>New signage for total site to be installed by <b>August 22</b></i></li> </ul>

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"> <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 release delayed with intent to jointly procure with Cloncurry <a href="#">with meetings in August to align scope and procurement</a></li> <li>Site inspection to be conducted with contractors once procurement methodology finalised</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 improve infrastructure resilience. Decrease Opex	<ul style="list-style-type: none"> <li>This project directly related to SCADA scoping with similar timelines</li> <li>Scope development has been finalised in conjunction with above. Tenders in 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>
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</li> </ul>

Project	Description	Update/activity for reporting month
		<p>original bridge purpose/categorisation, with “Authorised vehicle access only”</p> <ul style="list-style-type: none"> <li>Have been unable to secure drawings/design to ease process for re-certification – GHD will be re-designing the bridge for compliance</li> <li>Site inspection scheduled for August re structural sign-off</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 on-site inspections conducted with report/recommendations received and reviewed</li> <li>Works scoped and RFQ issued.</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>Workshop with Councillors conducted.</li> <li>Review of draft AMPs undertaken</li> <li>Condition rating underway together with re-classification of asset classes</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 1 completed</li> <li>Stage 2 to commence August</li> </ul>
Gregory Landfill Fencing	Fence around main boundaries to adjacent properties to help prevent wind blown rubbish	<ul style="list-style-type: none"> <li>Survey undertaken</li> <li>Fence ordered and construction commenced</li> </ul>

Project	Description	Update/activity for reporting month
Health & Well being Precinct Masterplanning	Masterplanning 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 August</li> </ul>
Beames St Upgrade and Cycleway	Beames St enhancement in conjunction with new cycleway/footpaths	<ul style="list-style-type: none"> <li>Finalised briefing for detailed design and documentation</li> <li>Endorsement of Erscon consultant engagement at February Council Meeting</li> <li>Requirement for the BBRF round 6 grant submission</li> <li>Workshop 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 and discussed at June council Ordinary Meeting. Council agreed to proceed with final concept</li> <li>Final concept/prelim design submitted to TMR in July for approval. <a href="#">Response received and being assessed</a></li> <li><a href="#">Meetings with key stakeholders planned for August</a></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><a href="#">Valves locations finalised and RFQ prepared</a></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> </ul>

Project	Description	Update/activity for reporting month
		<ul style="list-style-type: none"> <li>Detailed briefing meeting conducted</li> <li>Stakeholder workshop conducted April 22 in Bkt</li> <li>Cultural Heritage discussions progressed and permission to build on the land agreed. Needs to be formalized prior to proceeding with construction. Design can now be finalised</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>
Water Security Strategy	Joint strategy with Doomadgee	<ul style="list-style-type: none"> <li>Final discussions with Doomadgee to align scope</li> <li>GHD to submit fees in August and commence immediately</li> </ul>
Burketown Aerodrome Erosion Remedy	Investigation and design works approved through QRRRF	<ul style="list-style-type: none"> <li>Engagement of consultant to be finalised in August</li> </ul>
Burketown Airport Rd Upgrade	Investigation and design works approved through QRRRF	<ul style="list-style-type: none"> <li>Engagement of consultant to be finalised in August</li> </ul>

## 4. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Floraville Rd Culverts – sites 2	Replacement of culverts	Completed
FWIN Project	Joint Procurement of Flood Warning infrastructure with ROC councils	<ul style="list-style-type: none"> <li>Installation by Qteq.</li> <li>Completed</li> </ul>
Flood Cameras	Replacement and upgrade of existing cameras	<ul style="list-style-type: none"> <li>installment by Qteq</li> <li>Completed</li> </ul>

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

Funding program	Description	Update/activity for reporting month
TMR Principal Cycle Network	<p>Cycle Way along Beames St &amp; Musgrave St</p> <p>\$125k from BSC possibly required (possibly use the BBRF). This could be linked with a Town Precinct Enhancement project ie. focused on Beames St as entrance to Burketown. Possible total budget \$2m for overall enhancement (refer below)</p>	<ul style="list-style-type: none"> <li>• <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> <li>• <i>Discussions now underway to secure the \$1m in funding that has been earmarked for the project</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> <li>• Water Security Strategy has been successful (announced in June)</li> </ul>

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"> <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 16prioritized 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>
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 (notified of success last week)</b></li> </ul>

## 6. OFFICER'S RECOMMENDATION

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



## 11. Chief Executive Officer Reports

- 11.01 Chief Executive Officer Report
- 11.02 Financial Services Monthly Update Report
- 11.03 Audit Committee Meeting Minutes 23rd March 2022
- 11.04 Queensland Audit Office 2022 Interim Audit Reports
- 11.05 Gulf Savannah Developments -Membership Strategy-August 2022
- 11.06 2022/23 Donation Requests

## 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:	August 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 July 2022.

#### 2. UPDATES

##### **General – CEO**

2022/2023 Budget finalised.

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. Four houses now sold. Four further applications have been submitted to Westpac. Interviews have been held with Westpac with all four close to finalisation. Two further applications being worked on.

Various discussions in relation to proposed Balloon Festival

NWQROC meeting Mount Isa

Mount Isa DDMG meeting.

GSD Board meeting

Investment of Cash from Housing and Land sales (\$501,801.96) invested into a Westpac term deposit at a 4.05% fixed rate for 12 months. Expected return is estimated at \$20,322.98 over 12 months.

**Financial Services and Information Technology**

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

- PCS Accounting Year End Software rolled forward (no issues);
- Adoption of 2022/2023 Annual budget and completion of Budget Report to Community;
- Cairn's office fit-out in progress with estimated completion date being the 19 August 2022 and final staff move in date being the 12 September 2022;
- TPAR (Taxable Payments Summary) lodged with the ATO for 26 July 2022;
- STP finalized and uploaded to ATO for all staff and councillors before the 14 July 2022;
- Notional GST Certificate for 2021/2022 completed and issued to Department; and
- Audit committee meeting scheduled with all deliverables being prepared for the 11 August 2022.

Major focus in July 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 now ordered and enroute to council;
- Scoping of new teleconferencing and interactive display presentation equipment for Durlga meeting room and admin training room – quotes received and project is pending available budget;
- ICT is now in the process of cleaning up the ICT storage area and stocktaking;
- Noted major outages of ABC and ICT is being followed up with N-COM to resolve and figure out how we prevent the issue of extended connection failures moving forwards;
- ICT will be moving forwards with \$20k of replacements and upgrades to TV and Radio Equipment;
- Cairn's office ICT fit-out now confirmed and planned; and
- Scott Pithers is no longer Council's Business contact for Telstra, I will provide the details next month of the new Telstra Business contact for council.

**People, Performance and Culture**

EBA

- All required documents and the draft agreement are with the QIRC for certification

Policies

- –N/A

Positions advertised:

- WHS & Training Officer
- Community Development and Administration Officer

New employees

- None

### Training and Professional Development

- Excel training
- Cert IV Government Investigations enrolment
- WHS reinduction for all employees
- Webinar: how to implement effective 1:1's
- Webinar: Waste management

### Performance Appraisals

- Performance appraisals have been distributed for completion.

### Other Projects

- Move It Burke Prize giving event
- Open day for upgraded Gym
- Housing – Chelsea moved to Bowen Street property

## **Economic Development / Community Projects**

### Grants

- Several grant applications have been submitted and awaiting outcomes:
  - 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. Event to be held on the 26th August
- 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. Contracts drafted for Q Energy Solutions Mount Isa and Tim Wilson Contracting.

### 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.

### 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.
- Businesses notified about the Business Boost Grants and RDA Grant Finder Portal

### 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 scheduled to travel to Burketown on August 24th – will be joining consultation.
- Attended GSD Board meeting in Mount Isa on the 13th July

### Tourism

- Tourism Brochure completed and sent to various outlying information centres. Some requests for more brochures received.
- Branding exercise continuing to progress – RFQ submitted with two options. Contract awarded to Creative Design Industries. Work to commence shortly.

### Economic Development

- Scoping of trial digital hub underway
- Meet with Doomadgee Council to discuss economic development collaboration opportunities 5th June – strong potential to link tourism advertising/opportunities between the two Councils.

### Other

- Planned to work with State Development from the 7th September to 17th September – primary goal is to assist with the development of the Burke Shire Council Economic Development Plan.

## **Community and Communications**

### Events

#### Upcoming Community Events:

TBA                      Gregory CWA Horse Sports & Family Fun Day

#### Upcoming Council Events:

September 3 & 4              Gulf Vet Service Clinic

November 11                  Remembrance Day

November 24                  Seniors Week (Collaborating with Carpentaria Shire Council)

### Other

- Youth Units – There is a 65 day wait on response from queries from Ergon. Have followed up and waiting on a response.
- 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 Holding clinic on 3rd & 4th November

### 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 3 companies. We have received a response from 1 company (Marwill) however still waiting on the other 2. Hoping to have this finalized by end of October.

- SES Building – with funding approved, work is set to be completed by late October and has already commenced. Backup generator has already been installed.
- Scheduling housing inspections for the start of December.
- RED Smoke Alarms will be coming to Burketown to conduct free smoke alarm inspections for Community and installation if required at cost. Public notification to be released once date has been confirmed.
- Funding application submitted to Get Ready QLD for \$4880.00 (set amount allocated based on population). Looking at holding an event with the school/Kindy and parents. Emergency Service providers to attend and provide Emergency packs and give a presentation.

#### Others

- Sasha Hookey has moved into Community & Communications on a short-term contract and will assist in the events and administration space.
- Farhana Ahmed's final day was on 19th August. We have currently received 2 suitable applications.

### **Corporate Services and Governance**

#### Governance

- Worked with CEO to develop a Councillor Conduct Register

#### Durlga

- We had 4 external bookings and few internal bookings for July.
- Quite a few bookings already locked in for the next month or two.
- Jade has been completing a clean up in the facility.

#### Records

- Recordkeeping is continuing as per usual.
- Destruction runs and digitisation disposals being completed.
- Continuing to work to find a solution for the archives.

#### Library

- Completed the First 5 Forever forward plan for State Library
- Working on completing the Annual Library Reporting – due 31 August

#### Rex

- Continuing to assist with baggage handling and marshalling.
- Shakiah and Brianna have both been assessed and signed off by Rex.
- ASIC renewals underway.

#### Training

- Commenced Food Safety Supervisor course.
- Participating in various library webinars

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Workplace Health and Safety Report for July 2022



WHS Report July  
2022.pdf

## Financial Services Reports

### 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:	4 August 2022
LINK TO COUNCIL PLAN/S:	Operational Plan 2022-23   Council Budget 2022-23

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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 2023 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 2023. 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

\$2.244mil for the month. As this is the first month of operations within the 2022/2023 budget, overall movements were minimal and are anticipated to increase in the following months in line with budgeted expectations.






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 for the 31 July 2022.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	478,051	14,681,600	 3%
Operating Expenses	(2)	1,439,159	20,055,687	 7%
<b>Operating Result (Profit/Loss)</b>	-	<b>961,108</b>	<b>5,374,087</b>	 18%
Capital Revenue	(3)	220,838	9,569,005	 2%
<b>Net Result</b>	-	<b>740,270</b>	<b>4,194,918</b>	 -18%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	12,390,907	7,034,163
Other Current Assets	(5)	2,198,286	1,402,000
Non Current Assets	(6)	155,981,114	160,444,717
<b>Total Assets</b>		<b>170,570,307</b>	<b>168,880,880</b>
Liabilities (Current)	(7)	13,876,471	3,540,000
Liabilities (Non Current)	(8)	783,484	1,210,000
<b>Total Liabilities</b>		<b>14,659,955</b>	<b>4,750,000</b>
<b>Net Community Assets</b>		<b>155,910,352</b>	<b>164,130,880</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%	-201%	-56%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	1	1
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-149%	-29%

## Notes:

- (1) Operating revenues - Minimal movements have been identified for July 2022 as this was a transitional period from both year end and was the establishment month of the 2022/23 annual budget. We expect this to increase with rates levies due to be raised in the forward month (August 2022) as well as incoming operating grants for 2022/23.
- (2) Operating Expenses - Noted that costs appear to be consistent with budgeted expectations for the month however do include accrual that were not yet processed until 3 August 2022 (estimated at around \$500k relating to 30 June 2022). 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 5.55% by 31 July 2022.
- (3) Capital Revenue - Minimal amount recognised to capital grants for the month of July 2022 due to this being the first month after 30 June year end. We expect this to up lift as more works is completed during the year triggering the recognition criteria for capital revenue in accordance with accounting standards AASB 1058 and 15.
- (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 July 2021 in the previous year v July 2022 actuals v the budgeted estimated cashflow for 30 June 2023.

For the month ended 31 July 2022

	Note Ref	31 July 2022 \$	31 July 2022 \$	2022-23 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	373,103	1,189,533	5,329,182	22%
Payments to suppliers and employees	(2)	(1,738,848)	(826,487)	(15,704,774)	5%
		<b>(1,363,543)</b>	<b>343,046</b>	<b>(10,375,592)</b>	<b>-3%</b>
Rental Income	(3)	15,228	15,760	200,000	8%
Interest Received	(4)	4,765	18,270	71,000	26%
Operating Grants and Contributions	(5)	752,707	3,018,512	9,884,100	31%
Borrowing Costs		-	-	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		<b>(590,843)</b>	<b>3,395,588</b>	<b>10,155,100</b>	<b>33%</b>
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	(1,035,114)	(1,372,410)	(12,961,240)	11%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	40,000	0%
Capital Grants and Subsidies	(7)	0	220,838	9,529,005	2%
<b>Net cash inflow (outflow) from investing activities</b>		<b>(1,035,114)</b>	<b>(1,151,572)</b>	<b>(3,392,235)</b>	<b>34%</b>
<b>Cash flows from financing activities:</b>					
Proceeds from Borrowings		-	-	500,000	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>(1,625,957)</b>	<b>2,244,016</b>	<b>(3,112,727)</b>	<b>-72%</b>
Cash at beginning of reporting period		10,530,239	10,146,891	10,146,891	100%
<b>Cash at end of reporting period</b>	(8)	<b>8,904,283</b>	<b>12,390,907</b>	<b>7,034,163</b>	<b>176%</b>

## Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	2.02%	18,270	12,029,654
Westpac General Fund - Trust	-	-	360,969
Cash Floats	-	-	283
<b>Total</b>			<b>12,390,906</b>

## Cash and Cash Equivalents Movement Comparison Chart



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

Total Cash on hand	12,390,906	Amounts relating to 30 June 2022 are currently being reviewed, this will decrease for the August report to council significantly.
Restricted Cash - DRFA Revenue	10,708,075	
Unrestricted Cash	1,682,831	

**Notes to the Statement of Cashflows:**

(1) Receipts from customers - It was noted that a large sum of the cash receipts for July 2022 related to the receipting of RMPC receipts for works completed by 30 June 2022. Additionally, the amount stated also includes the debtor movements relating to further additional invoices raised to TMR which have not been accrued back to 30 June 2022. These accruals will be reflected in the August 2022 Finance Report to council.

(2) Payments to suppliers and employees - Council notes approximately \$500k of the payments noted from cash related to accruals dating back to 30 June 2022. This is relatively consistent with the effect of cash movements v accruals accounting after 30 June. This distortion will unfortunately carry through the year in the 2022/2023 cash movements at this stage.

(3) Rental Income - Rental income is on track with budget.

(4) Interest Received - Interest has increased significantly 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 (2.02%). This is up from 0.75% in June 2022.

There is potentially a positive revenue source increase above the estimated budget should interest rates maintain at 2% for the rest of the year along with council continuing to responsibly invest any reserve funds back into the council QTC account.

(5) Operating Grants and Contributions - Approximately \$3mil was receipted for 21/22 30% up front deposits for DRFA flood damage funding during July 2022. This is reflected in the cash balance for now only as council cannot recognise this money until works are physically complete in accordance with the accounting standards.

(6) Payments for Property, Plant and Equipment - A large number of contractor invoices were processed in July 2022 dating back to 30 June 2022. While these costs have not been accrued back in the income statement to last year, the cash was dispersed in 2022/2023 and as such represents payments back in the current financial year at the end of July 2022. It is expected that some further invoices are still to be processed within August and leading up to the final audit on the 12 September 2022.

(7) Capital Grants and Subsidies - Minimal capital grant revenue was receipted during the month of July 2022 at this stage.

(8) Net Cash Movement - council's cash holdings was up \$2.244mil by the end of July 2022.

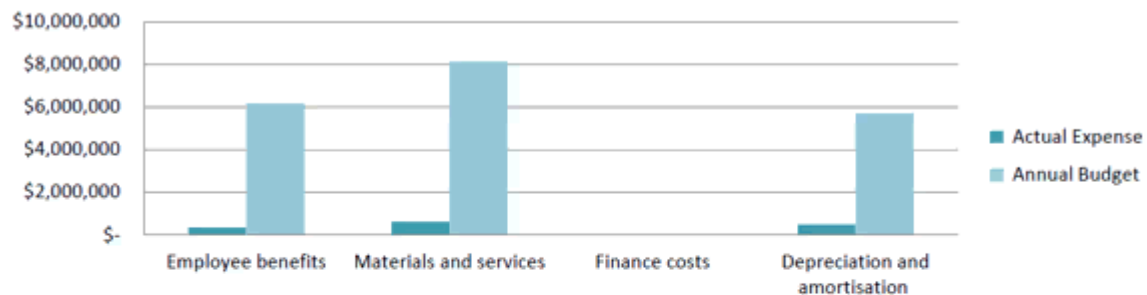
## 5. STATEMENT OF INCOME AND EXPENDITURE

The below statement shows a comparison between the income and expense statement of July 2021 in the previous year v July 2022 actuals v the budgeted income and expenditure for 30 June 2023.

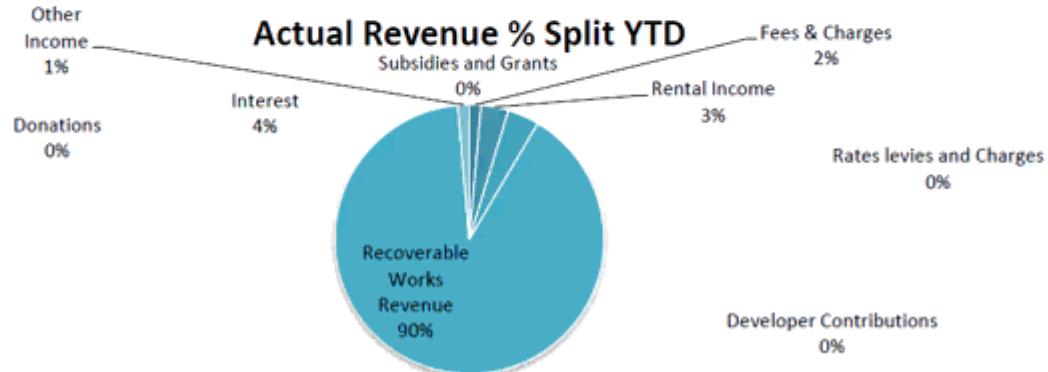
*For the month ended 31 July 2022*

	Note Ref	31 July 2021 \$	31 July 2022 \$	2022-23 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		2,037	-	3,231,000	0%
Fees & Charges	(1)	3,022	6,588	123,600	5%
Rental Income	(2)	15,228	15,760	200,000	8%
Interest	(3)	4,765	18,270	71,000	26%
Recoverable Works Revenue	(4)	100,037	430,928	1,113,000	39%
Other Income	(5)	1,936	6,505	53,900	12%
Donations	(12)	-	-	5,000	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	12,727	-	9,884,100	0%
<b>Total Recurrent Revenue</b>		<b>139,752</b>	<b>478,051</b>	<b>14,681,600</b>	<b>3%</b>
<b>Capital Revenue</b>					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	-	220,838	9,529,005	2%
<b>Total Capital Revenue</b>		<b>-</b>	<b>220,838</b>	<b>9,569,005</b>	<b>2%</b>
<b>TOTAL INCOME</b>		<b>139,752</b>	<b>698,889</b>	<b>24,250,605</b>	<b>3%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	225,070	342,803	6,174,741	6%
Materials and services	(9)	80,932	618,078	8,146,946	8%
Finance costs	(10)	1,219	1,445	12,000	12%
Depreciation and amortisation	(11)	408,091	476,833	5,722,000	8%
<b>TOTAL RECURRENT EXPENSES</b>		<b>715,312</b>	<b>1,439,159</b>	<b>20,055,687</b>	<b>7%</b>
<b>NET RESULT</b>		<b>575,560</b>	<b>740,270</b>	<b>4,194,918</b>	<b>-18%</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 significantly 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 (2.02%). This is up from 0.75% in June 2022. There is potentially a positive revenue source increase above the estimated budget should interest rates maintain at 2% for the rest of the year along with council continuing to responsibly invest any reserve funds back into the council QTC account.
- (4) Recoverable Works Revenue - A number of year-end accruals were processed for 30 June 2022 for RMPC works at this stage on the 3 August 2022; as such the amount noted will reduce for August 2022 Finance Report to Council at this stage as it related to works completed in the 2021/2022 financial year.
- (5) Other Income - Minimal movement for the month.
- (6) Subsidies and Grants (operating) - Approximately \$3mil was receipted for 21/22 30% up front deposits for DRFA flood damage funding during July 2022. This is reflected in the cash balance for now only as council cannot recognise this money until works are physically complete in accordance with the accounting standards.
- (7) Subsidies and Grants (capital) - Minimal capital grant revenue was receipted during the month of July 2022 at this stage.
- (8) Employee benefits - Employee benefits costs against the budget, we have currently expended \$342k against a budget of \$6.174mil for the year. This is an actual spend of 5.5%. Also note that of this amount, a portion does relate to wages accrued back to 30 June 2022 from the accrual date of 3 August 2022.
- (9) Materials and services - Refer to the cost disaggregation in the operating statement.
- (10) Finance costs - Are scalable higher because bank interest significantly increased above expectation. We will review this later in the year should this trend continue to merit a budget review.
- (11) Depreciation and amortisation - Is in line with the expected depreciation spend by 31 July 2022.
- (12) Donations Revenue - Nil movements noted for July 2022.
- (13) Sale of non-current assets - Nil movements noted for July 2022.

## 6. STATEMENT OF FINANCIAL POSITION

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 July 2022 8.33%

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

Organisational Services					Comments
	31 July 2021 \$	31 July 2022 \$	2022-23 Annual Budget \$	YTD Progress %	
<b>Recurrent Expenses</b>					
Corporate Governance Costs	11,052	33,929	891,700	4%	Within budget expectation for the month (8.33% movt). Note that 30 June 2022 accruals were posted on the 3/8/2022; there may be some distortion reflected in this balance for 31 July 2022 as a result.
Administration Costs	190,631	214,170	3,399,324	6%	Within budget expectation for the month (8.33% movt). Note that 30 June 2022 accruals were posted on the 3/8/2022; there may be some distortion reflected in this balance for 31 July 2022 as a result.
Recoverable Works Expenses	35,944	244,162	936,000	26%	Please note this balance is currently distorted by accruals relating to 30 June 2022. At the time of this report, the balance for 4 August 2022 was 86k after all accrual posted were made (being 9%).
Engineering Services	119,460	366,395	7,560,903	5%	Within budget expectation for the month (8.33% movt). Note that 30 June 2022 accruals were posted on the 3/8/2022; there may be some distortion reflected in this balance for 31 July 2022 as a result.
Utility Services Costs	43,691	100,067	908,000	11%	Noted this balance is slightly above the pro-rata estimate due to the payment of quarterly servicing contracts made during July 2022. As such this balance is currently phased and will catch up with the budgeted estimated by Aug/Sep 2022.
Net Plant Operating Costs	- 171,507	- 141,782	- 909,000	16%	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. Finance will observe this balance throughout the year however year on year this is consistent with July 2021.
Planning and Environmental Expenses	20,968	13,186	245,000	5%	Within budget expectation for the month (8.33% movt). Note that 30 June 2022 accruals were posted on the 3/8/2022; there may be some distortion reflected in this balance for 31 July 2022 as a result.
Community Services Costs	55,763	130,755	1,289,760	10%	Please note this balance is currently distorted by accruals relating to 30 June 2022. At the time of this report, the balance for 4 August 2022 was 86k after all accrual posted were made (being 7.77%).
Finance Costs	1,219	1,445	12,000	12%	Are scalable higher because bank interest significantly increased above expectation. We will review this later in the year should this trend continue to merit a budget review.
Depreciation	408,091	476,833	5,722,000	8%	Within budget expectation for the month (8.33% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (8.33% movt).
<b>TOTAL RECURRENT EXPENSES</b>	<b>715,312</b>	<b>1,435,160</b>	<b>20,055,687</b>	<b>7.18%</b>	Within budget expectation for the month (8.33% movt).
<b>Capitalised Wages</b>	<b>-</b>	<b>1,615</b>	<b>194,000</b>	<b>1%</b>	We anticipate this balance to increase as the year progressed at this stage.

## 7. STATEMENT OF FINANCIAL POSITION

*For the month ended 31 July 2022*

	31 July 2022 \$	2022-23 Annual Budget \$
<b>Current Assets</b>		
Cash and cash equivalents	12,390,907	7,034,163
Trade and other receivables	1,857,929	1,000,000
Inventories	261,174	300,000
Other financial assets	79,183	102,000
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>14,589,193</b>	<b>8,436,163</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	235,839,537	246,065,140
Accumulated Depreciation	- 79,858,423	- 85,620,423
Intangible assets	-	-
<b>Total non-current assets</b>	<b>155,981,114</b>	<b>160,444,717</b>
<b>TOTAL ASSETS</b>	<b>170,570,307</b>	<b>168,880,880</b>
<b>Current Liabilities</b>		
Trade and other payables	13,724,194	3,400,000
Borrowings	-	-
Provisions	152,277	140,000
Other	-	-
<b>Total current liabilities</b>	<b>13,876,471</b>	<b>3,540,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	69,757	-
Interest bearing liabilities	-	-
Provisions	713,727	710,000
Other	-	500,000
<b>Total non-current liabilities</b>	<b>783,484</b>	<b>1,210,000</b>
<b>TOTAL LIABILITIES</b>	<b>14,659,955</b>	<b>4,750,000</b>
<b>NET COMMUNITY ASSETS</b>	<b>155,910,352</b>	<b>164,130,880</b>
<b>Community Equity</b>		
Shire capital	39,529,889	49,058,894
Asset revaluation reserve	93,485,877	93,485,877
Retained surplus/(deficiency)	22,894,584	21,586,109
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>155,910,352</b>	<b>164,130,880</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	<u>Authorising officer (CEO)</u>
Nil	<u>Nil</u>	<u>Nil</u>

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

Nil

## 9. OFFICER'S RECOMMENDATION

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



## Chief Executive Officer Reports

### 11.03 Audit Committee Meeting Minutes 23rd March 2022

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	4 August 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance - external, internal audit and Audit Committee requirements are satisfied.

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#### 1. PURPOSE

The purpose of this report is to recommend the adoption of the Burke Shire Council Audit Committee meeting minutes for meeting held on the 23rd March 2022 as tabled and endorsed in the Audit Committee Meeting held on the 10 August 2022.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Section 211 of the Local government Regulations 2012 states that the audit committee of a local government must—

(1)(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.

The committee convened on the 23 March 2022 to facilitate council's audit committee function as outlined by the Local Government Regulation 2012 to review the following:

- Internal audit findings for the Governance internal audit carried out by Altius Advisors;
- The External Audit Plan for 2021/2022 as prepared by the QAO and Grant Thornton;
- Update the committee on a number of statutory policies since adopted by council for 2021/2022; and
- Discuss updates from the Office of the CEO of Burke Shire Council.

These minutes were approved by the Audit Committee in the meeting hosted on the 10 August 2022.

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

That council must ensure compliance with the Local Government Regulation 2012. There are no financial or resource implications associated with this report.

## 4. RISK

Risk Type	What could happen	Possible consequence
Financial	<ul style="list-style-type: none"> <li>The audit committee does not meet.</li> </ul>	<ul style="list-style-type: none"> <li>There is no oversight of internal and external audit functions of council by key representatives to ensure the transparency and review of such functions.</li> </ul>

## 5. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 211	<p>(1) The audit committee of a local government must—</p> <p>(a) meet at least twice each financial year; and</p> <p>(b) review each of the following matters—</p> <p>(i) the internal audit plan for the internal audit for the current financial year;</p> <p>(ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;</p> <p>(iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;</p> <p>(iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and</p> <p>(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.</p>
Audit Committee Charter		These minutes must comply with the Audit Committee Charter.

## 6. CRITICAL DATES &amp; IMPLICATIONS

Nil, but minutes should be received and noted by Council on the timely basis.

7. CONSULTATION

Brendan Macrae (Chairman Audit Committee)

Mayor

Chief Executive Officer

Finance and Technology Manager

8. CONCLUSION

It is appropriate for Council to receive, note and acknowledge the recommendations and actions from the Audit Committee.

9. OFFICER'S RECOMMENDATION

1. That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 23 March 2022.

ATTACHMENTS

1. Audit Committee March 2022



Audit Committee  
March 2022.docx

## Chief Executive Officer Reports

### 11.04 Queensland Audit Office 2022 Interim Audit Reports

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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:	11 August 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- external, internal audit and Audit Committee requirements are satisfied.

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#### 1. PURPOSE

The purpose of this report is to present the 2022 Interim Audit Management Report and Audit Committee briefing paper for 11 August 2022 to council as reviewed and certified by the Queensland Audit Office and also by the Burke Shire Council Audit Committee on the 11 August 2022.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under section 213 of the Local Government Regulation 2012 a copy of the Auditor General's observation report of a local government's financial statements is to be presented to Council.

The attached Interim Audit Management Report provides details of audit matters raised for consideration at the interim assessment of Burke Shire Council by the QAO and other information related to the audit of the financial statements to be completed for 2022.

The attached Audit Committee briefing paper provides details pertaining to the overall progress of Burke Shire Council meeting external audit obligation to date with any additional considerations and reports tabled by the QAO for council to consider; for 2022 these reports included the following:

- Improving Asset Manager in Local Government
- Managing Queensland's COVID-19 economic response and recovery
- Improving grants management
- Delivering social housing services
- Enhancing government procurement

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

Having good internal financial controls in place will improve council's financial efficiencies.

## 4. RISK

Risk Type	What could happen	Possible consequence
Financial	<ul style="list-style-type: none"><li>Inadequate internal financial controls.</li></ul>	<ul style="list-style-type: none"><li>Financial implications and Organisation inefficiencies.</li></ul>

## 5. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 213	This section states that a copy of the Auditor General's observation report of a local government's financial statements is to be presented to council.

## 6. CRITICAL DATES &amp; IMPLICATIONS

The Queensland Audit Office 022 Interim Audit Management Report and Audit Committee briefing paper for 11 August 2022 are presented at the next ordinary/special meeting of Council after it is received and tabled with the audit committee.

## 7. CONSULTATION

Audit Committee

CEO

Management

External Auditors

## 8. CONCLUSION

In accordance with section 213 of the Local Government Regulation 2012, the 2022 Interim Audit Management Report and Audit Committee briefing paper for 11 August 2022 are now presented to Council.

## 9. OFFICER'S RECOMMENDATION

1. THAT the 2022 Interim Audit Management Report and Audit Committee briefing paper for 11 August 2022 be received.

## ATTACHMENTS

1. Burke Shire Council interim management report FY22



Burke Shire Council  
interim managemen

2. BSC Audit Committee briefing paper 11 August 2022



BSC Audit  
Committee briefing

## Chief Executive Officer Reports

### 11.05 Gulf Savannah Developments -Membership Strategy-August 2022

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; Chief Executive Officer
PREPARED BY:	Daniel McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	19 August 2022
LINK TO COUNCIL PLAN/S:	A diverse, strong and sustainable economy that provides employment and business opportunities for current and future generations.

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#### 1. PURPOSE

The purpose of this report is to receive and endorse the draft Gulf Savannah Development Membership Strategy.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Gulf Savannah Development Membership Strategy has been redrafted by Mark Forbes CEO of GSD. As Council is currently the main financial contributor to GSD along with Carpentaria Shire Council it is important to get endorsement of this strategy from Burke Shire Council.

The strategy forms part of GSD's purpose to Reinvigorate and Reinvent its Value Proposition and contribution to the Gulf Savannah Region ultimately supporting those communities into prosperous futures once again.

Under the strategy Members will not be charged for this financial year through to June 30, 2023, although donations and in-kind contributions would be gratefully accepted. The plan is to build a significant complementary online Membership base and Website Platform. Then, in the 2023/24 FY, converting as many of those current members into a new, paid membership structure and proposition, based on their experience of the value they have experienced.

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

Council has budgeted \$30,000`membership subscription this financial year. If the Strategy is adopted at the GSD AGM this will be a financial saving. For the current budget.

#### 4. RISK

Nil Risk implications for this report.

#### 5. POLICY & LEGAL IMPLICATIONS

Nil Policy implications for this report.

6. CRITICAL DATES & IMPLICATIONS

GSD AGM is in October where Gulf Savannah Developments -Membership Strategy will be presented.

7. CONSULTATION

Forbes -CEO Gulf Savannah Developments Inc

Mayor Ernie Camp-Chairman Gulf Savannah Developments Inc

8. CONCLUSION

The revised GSD membership Strategy is a key element in the Reinvention and Reinvigoration of GSD. It will also enable GSD to act as an independent enterprise and make the most of its structure as an Incorporated Association and Registered Charity, whilst still working with, and for the benefit all levels of Government but not dependent upon them.

9. OFFICER'S RECOMMENDATION

1. That Council note and endorse the revised Gulf Savannah Development Membership Strategy-August 2022.

ATTACHMENTS

1. Gulf Savannah Development -Membership Strategy dated August 2022.



Membership  
Strategy - 19 August



## Chief Executive Officer Reports

### 11.06 2022/23 Donation Requests

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DEPARTMENT:	Community and Communications
RESPONSIBLE OFFICER:	Shannon Moren; Community and Communications Manager
PREPARED BY:	Farhana Ahmed; Community Development & Administration Officer
DATE REPORT PREPARED:	24 June 2022
LINK TO COUNCIL PLAN/S:	Operational & Corporate Plan

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#### 1. PURPOSE

To provide information to Council regarding the donation requests received for the 2022/23 financial year from various community groups and organisations.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Previously donation requests were received and reported on individually.

The process has changed and the donation requests are now sought prior to budget preparation for consideration.

The previous year Council resolution was as follows:

1. That Council approves the donation requests for the 2021/22 financial year as follows:

Group/ Organisation	Event Details   Date	Cash Request	In-Kind Request	In-Kind Request \$
Burketown Barramundi Fish Org	World Barramundi Fishing Championships  Friday 15th April - Sunday 17th April 2022	\$5,000.00	Grading of fishing tracks (Estimated cost on last grade approx. \$6500.00 FY 2018/19) and regular rubbish collection (approx. \$300)	\$6,800.00

Group/ Organisation	Event Details   Date	Cash Request	In-Kind Request	In-Kind Request \$
Gregory Jockey Club	Gregory Races 2022  DTBA	\$6,000.00	2000ltrs Diesel (approx. cost \$4000.00)  Printing of Race Books (Booklets - 10 pages & 100 copies approx. \$2100.00)  Printing of Programs (5 x A3 approx \$13)  Slashing of the Grounds – to be maintained by Council.	\$6,113.00
Gregory Sporting Assoc.	Gregory Camp draft & Children's Horse Sports  18th & 19th June 2022	\$4,000.00	Printing of program (5 x A3 approx \$13)  Use of portaloos, delivery, upkeep and return \$1200.00	\$1,213.00
Gregory River Landcare Grp	Burketown State School Healthy Foods Garden  27th April 2022	\$750.00	Nil	Nil
QCWA Gregory Branch	Horse Sports & Family Fun Day  DTBA - September 2022	\$2,500.00	Rubbish Collection however this can be completed on normal rubbish day as generally not that much	Nil
Royal Flying Doctors	Contribution decided by Council	\$5,000.00	Nil	Nil
Mt Isa School of the Air	Magazine page sponsorship  Annual contribution	\$150.00	Nil	Nil

Group/ Organisation	Event Details   Date	Cash Request	In-Kind Request	In-Kind Request \$
North West Canoe Club	BSC acknowledged through local & interstate flyers, newspaper, TV Ads, race book and presentation ceremony. Sponsor Banner is also flown over the weekend.	Nil	3 skip bins: 1. Check Point 3 2. Check Point 4 3. Bridge – finish line approx cost \$1000.00	\$1,000.00
Mount Isa Miners' Memorial	Contribution to the Committee	\$2,500.00	Nil	Nil
Total		\$25,900.00	\$15,126.00	

Council noted two donation requests were approved however, the organisations decided to cancel their events. These Organisation events were as follows;

- I. Burketown Barramundi Fishing Organisation – Fishing Competition. This was replaced by the Mounigibi Fishing Competition.
- II. Gregory Jockey Club – Horse Races. It was agreed that the Gregory Jockey Club would keep the \$6,000 and utilise it for the 2022/2023 event.

### 3. PROPOSAL

It is proposed that Council provide in-kind and financial assistance as per the table below:

Group/ Organisation	Event Details   Date	Cash Request	In-Kind Request	In-Kind Request \$
Gregory Sporting Assoc.	Gregory Camp draft & Children's Horse Sports  17th & 18th June 2023	\$3,000.00	1. Printing of program (5 x A3 approx. \$13)  2. Use of rotary hoe prior to the event to prepare arena (council does not have rotary hoe)	\$13.00

Group/ Organisation	Event Details   Date	Cash Request	In-Kind Request	In-Kind Request \$
QCWA Gregory Branch	Horse Sports & Family Fun Day  DTBA - September 2022	\$2,500.00	<ol style="list-style-type: none"> <li>1. Erect the street banners to advertise the event</li> <li>2. Rubbish Collection however this can be completed on normal rubbish day as generally not that much</li> </ol>	Nil
Gregory Jockey Club	Gregory Races 30 April 2022	\$6,000 Cash from previous year Donation.	2,000 ltrs Diesel (approx. cost \$5000.00) Printing of Race Books (Booklets - 10 pages & 100 copies approx. \$2100.00) Printing of Programs (5 x A3 approx \$13) Slashing of the Grounds – to be maintained by Council.	\$7,113
Gregory CWA Branch	Mount Isa School of The Air annual mini school camp at Gregory CWA Hall and Racecourse Facilities  22 <sup>nd</sup> – 26 <sup>th</sup> August, 2022	Nil	<ol style="list-style-type: none"> <li>1. One large skip bin by the hall during the week of the camp.</li> <li>2. Rubbish collection at the end of the camp week.</li> <li>3. Before and after the event nice and tidy the hall and racecourse area with minimal rubbish collection and no mess left behind.</li> </ol>	\$500

Group/ Organisation	Event Details   Date	Cash Request	In-Kind Request	In-Kind Request \$
The Far North Queensland Child Safety Program	Child safety handbook for public and private school in June next year – Council Supported previous year	\$649.00	Nil	Nil
Mt Isa School of the Air	Magazine page sponsorship  Annual contribution	\$150.00	Nil	Nil
Royal Flying Doctors	Contribution decided by Council previous years	\$5,000.00	Nil	Nil
Total (Based on Applications received for FY22/23)		<b>\$11,299.00</b>		<b>\$7,626</b>
Council will likely receive the below requests throughout the year				
North West Canoe Club	BSC acknowledged through local & interstate flyers, newspaper, TV Ads, race book and presentation ceremony. Sponsor Banner is also flown over the weekend.	Nil	3 skip bins:  4. Check Point 3 5. Check Point 4 6. Bridge – finish line  approx. cost \$1000.00  Use of portaloos, delivery, upkeep and return \$1200.00	\$2,200.00

Group/ Organisation	Event Details   Date	Cash Request	In-Kind Request	In-Kind Request \$
Burketown Barramundi Fish Org	World Barramundi Fishing Championships Easter Weekend	\$5,000.00	<ul style="list-style-type: none"> <li>Grading of fishing tracks (Estimated cost on last grade approx. \$6500.00 FY 2018/19) and regular rubbish collection (approx. \$300)</li> </ul>	\$6,800.00
Burketown State School  As Gregory Landcare Group were unable to host the event so School organised it	Burketown State School Healthy Foods Garden  27th April 2022	\$750.00	Nil	Nil
<b>Total Value</b>		\$17,049 excludes \$6,000 cash Gregory Jockey Club carried over from previous year.		\$16,626

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The requests received for the FY2022/23 are as follows:

Cash (includes applications to come)	\$17,049.00
In-Kind (includes applications to come)	<b>\$16,626.00</b>
Total Expenditure	<b>\$33,675.00</b>
Budgeted FY22/23	<b>\$35,400.00</b>

## 5. POLICY &amp; LEGAL IMPLICATIONS

<b>Local Government Regulation 2012</b>			<p>s189 Expenditure on grants to community organisations</p> <p>The annual report for a financial year must contain a summary of—</p> <p>(a) the local government’s expenditure for the financial year on grants to community organisations; and</p> <p>(b) expenditure from each councillor’s discretionary fund, including—</p> <p>    (i) the name of each community organisation to which an amount was allocated from the fund; and</p> <p>    (ii) the amount and purpose of the allocation.</p> <p>s194 Grants to community organisations</p> <p>A local government may give a grant to a community organisation only—</p> <p>(a) if the local government is satisfied—</p> <p>    (i) the grant will be used for a purpose that is in the public interest; and</p> <p>    (ii) the community organisation meets the criteria stated in the local government’s community grants policy; and</p> <p>(b) in a way that is consistent with the local government’s community grants policy.</p> <p>s195 Community grants policy</p> <p>A local government must prepare and adopt a policy about local government grants to community organisations (a "community grants policy"), which includes the criteria for a community organisation to be eligible for a grant from the local government.</p>
<b>ADM-POL-011 Grants to Community Organisations Policy</b>			<p>Under Council’s Grants to Community Organisations Policy, applications for \$1,000 or more – cash contribution, will require provision of set of audited financial statements.</p>
Instrument	Reference	Details	

## 6. CRITICAL DATES &amp; IMPLICATIONS

The donation request relates to events scheduled to be held in the 2022/23 financial year.

## 7. CONSULTATION

Consultations (if needed) will take place closer to the events.

## 8. CONCLUSION

The provision of financial support from Council, by way of donations, is a vital contribution to numerous local groups to deliver events and services for the Burke Shire community.

One of the requirements for Donations is that a set of Audited Financial Statements must be received by Council where the value of Donation is over \$1,000. Some have been received but Council is still waiting on others. Payment of Donations will be subject to current financial Statements being received.

## 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council approves the donation requests for the 2022/23 financial year as follows:

Group/ Organisation	Event Details   Date	Cash Request	In-Kind Request	In-Kind Request \$
Gregory Sporting Assoc.	Gregory Camp draft & Children's Horse Sports  17th & 18th June 2023	\$3,000.00	Printing of program (5 x A3 approx. \$13)  Use of rotary hoe prior to the event to prepare arena (council does not have rotary hoe)	\$13.00
QCWA Gregory Branch	Horse Sports & Family Fun Day  DTBA - September 2022	\$2,500.00	Erect the street banners to advertise the event  Rubbish Collection however this can be completed on normal rubbish day as generally not that much	Nil
Gregory Jockey Club	Gregory Races 30 April 2022	\$6,000 Cash from previous year Donation.	2,000 ltrs Diesel (approx. cost \$5000.00) Printing of Race Books (Booklets - 10 pages & 100 copies approx. \$2100.00)  Printing of Programs (5 x A3 approx \$13)  Slashing of the Grounds – to be maintained by Council.	\$7,113



Group/ Organisation	Event Details   Date	Cash Request	In-Kind Request	In-Kind Request \$
Gregory CWA Branch	Mount Isa School of The Air annual mini school camp at Gregory CWA Hall and Racecourse Facilities  22 <sup>nd</sup> – 26 <sup>th</sup> August, 2022	Nil	One large skip bin by the hall during the week of the camp.  Rubbish collection at the end of the camp week.  Before and after the event nice and tidy the hall and racecourse area with minimal rubbish collection and no mess left behind.	\$500
The Far North Queensland Child Safety Program	Child safety handbook for public and private school in June next year – Council Supported previous year	\$649.00	Nil	Nil
Mt Isa School of the Air	Magazine page sponsorship  Annual contribution	\$150.00	Nil	Nil
Royal Flying Doctors	Contribution decided by Council previous years	\$5,000.00	Nil	Nil
Total (Based on applications received for FY22/23)		<b>\$11,299.00</b>		<b>\$7,626</b>
Requests anticipated to be received throughout the year				

Group/ Organisation	Event Details   Date	Cash Request	In-Kind Request	In-Kind Request \$
North West Canoe Club	BSC acknowledged through local & interstate flyers, newspaper, TV Ads, race book and presentation ceremony. Sponsor Banner is also flown over the weekend.	Nil	3 skip bins:  7. Check Point 3 8. Check Point 4 9. Bridge – finish line  approx. cost \$1000.00  Use of portaloos, delivery, upkeep and return \$1200.00	\$2,200.00
Burketown Barramundi Fish Org	World Barramundi Fishing Championships  Easter Weekend	\$5,000.00	<ul style="list-style-type: none"> <li>Grading of fishing tracks (Estimated cost on last grade approx. \$6500.00 FY 2018/19) and regular rubbish collection (approx. \$300)</li> </ul>	\$6,800.00
Burketown State School  As Gregory Landcare Group were unable to host the event School organised it	Burketown State School Healthy Foods Garden  27th April 2022	\$750.00	Nil	Nil
Total Value		\$17,049 (excludes \$6,000 cash Gregory Jockey Club carried over from previous year. )		\$16, 626

## 12. Closed Session Reports

No closed session reports were received for the meeting.

## 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 for the meeting.

## 17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 22<sup>nd</sup> September 2022.