



Agenda and Business Papers Burke Shire Council Ordinary Meeting Tuesday 25 October 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 Clarke

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 Friday 23rd September 2022

That the Minutes of the Ordinary Meeting of Council held on Friday 23 September 2022 as presented be confirmed by Council.



220923

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 Works and Services Monthly Update Report

10.02 Capex Projects Monthly Update Report

10.03 Procurement Policy

Engineering Services Reports

10.01 Works and Services Monthly Update Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Graham O'Byrne
DATE REPORT PREPARED:	17 October 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

This report is for information and outlines the works carried out by the Engineering and Services Department for the month of September 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 Business (including Parks, Gardens and Cemetery)

- General town Maintenance Ongoing
- Recruitment for Senior Engineer commenced

2.2 Roads

- RMPC Re-seal Prep well under way
- Ongoing patching works on local roads progressing

2.3 Workshop

- Ongoing fleet maintenance. Rubbish truck is operating well under new workshop managers involvement. In depth condition assessment with prioritization on vehicle maintenance is having direct benefits. Output quality from the workshop have improved – attributed to new mechanic, Troy
- Grader - Electrical faults – Hastings inspected and located a number of issues. Will be undertaking the necessary repairs in order to make ready for disposal after New Grader is on site. (cfwd)
- New Caterpillar has now pushed out until late October 2022 due to supply backlogs
- Fleet replacement program being reviewed for 22/23 budgeting purposes. Looking into pros & cons of leasing white fleet (cfwd)
- Ongoing fleet servicing and maintenance progressing well

- Complete investigation and reports on Gregory Solar Array - To address technical issue Matt from Q energy Completed routine Maintenance. Troy, Dave and Paul caught up with him onsite and discussed issues with a review of procedure and ensuring total understanding

2.4 Water & Sewerage

- SOPs workshopped and being finalised – have engaged MBS Water (Mark Samblebe) to drive this forward- ongoing
- Beau Ah Wing has expressed a desire to move away from the utilities unit and join the roads unit. This water unit position is about to be advertised – transition to occur with recruitment of replacement. (Cfwd)

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 November. Ongoing.
- Planning for de-silting of lagoons for 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. Planned for October /November.

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. Ongoing.
- 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. Was due to be dispatched early August but haven't received yet. MBS water is chasing the whereabouts of equipment.

Gregory

- Servicing contract being finalised with Q Energy
- Q Energy conducted an audit of the batteries with planning for progressive replacement underway
- 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. 1 water meters to be replaced at Gregory 2 x 20/25 mm meters. Ongoing

2.5 Airports

- Relocation of the boundary fence to be undertaken with Remote Airport Upgrade Program funding.
- Airport checks and Maintenance ongoing.
- Investigation of drainage at Gregory commenced

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
- Discussions with Department of Environment and Science escalating to clarify timelines and compliance requirements for closure and relocation of Burketown landfill and transfer station
- Further joint meeting with Doomadgee and Burke, DES and DLGIP and consultants conducting the Regional Waste Strategy

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

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



Attachment 01
Oct22-Final.docx

Engineering Services Reports

10.02 Capex Projects Monthly Update Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Graham O'Byrne
DATE REPORT PREPARED:	17 October 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 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. The current program now sits at around \$14m on the back of recent grant funding successes. Project resourcing is being assessed to ensure successful delivery of the program. An additional contracted resource is required, which would be 100% directly capitalised against the relevant projects.

Currently the capex costs are anticipated to be all within the budgeted amounts.

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"> Grader purchase confirmed through Caterpillar – delivery in new FY. Delayed until Oct/Nov due to supplier backlog Alternative option for rubbish truck being sourced from Flinders Shire ex-fleet. Inspected and have decided not to purchase. Burke's truck is now operating satisfactorily with the revised maintenance being provided. Review of fleet management schedule underway with options for white fleet leasing being explored

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"> Sites on Floraville Rd 35, 10 construction contract awarded and works commenced – scheduled completion November '22 Trugannini Rd culvert replacement – meetings with DAF. Negotiations continuing regards design solution. Have submitted for replacement of essentially like for like Trug culvert fish study completed. Meeting being coordinated for October to discuss results with stakeholders
Burketown Landfill Cell	<ul style="list-style-type: none"> New landfill cell Stage 1 of a 3 stage 10 year plan 	<ul style="list-style-type: none"> Contract awarded Construction commenced. Contractor demobilized and works suspended due to Cultural Heritage related issues. Current variation costs at circa \$40,000 Re-configuration of waste stockpiles completed Completion date December '21 (W4Q 19-21 project). Extension of Time approval received until June 2022. Department has indicated that no further extensions will be given. Note that recent (March) permission to proceed given by CLCAC. Re-mobilisation underway Construction completed, final testing of clay undertaken with results pending New signage for total site to be installed by October 22

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. Meetings in August to align scope and procurement. Cloncurry currently finalizing their scope. Tender was anticipated in October '22 however still waiting on Cloncurry. Decision to be made in October to proceed regardless of Cloncurry Site inspection to be conducted with contractors once procurement methodology finalised 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 October
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 Contract awarded to Marwill with works underway.

Project	Description	Update/activity for reporting month
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 Structural sign-off imminent.
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. Have include scope for replacement of WTP manhole
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 undertaken Condition rating underway together with re-classification of asset classes Workshop to be planned with Council in November to overview final Levels of Service
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
Gregory Landfill Fencing	Fence around main boundaries to adjacent properties to help prevent windblown rubbish	<ul style="list-style-type: none"> Survey undertaken Fence ordered and construction completed

Project	Description	Update/activity for reporting month
Health & Wellbeing 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 Consultant appointment (GHD) endorsed by Council in September meeting First workshop planned with Councillors for week of 31/10 – 03/11
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 submitted to TMR in July for approval. Response received and assessed. Minor amendments required. Traffic count data now collected to verify some data and design decisions to TMR. Meeting with TMR now planned for Oct to enable finalisation of design Meetings with key stakeholders conducted in 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 issued
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 Cultural Heritage discussions progressed and permission to build on the land agreed. Needs to be formalized prior to proceeding with construction. Design finalisation underway
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 Design works progressing
Water Security Strategy	Joint strategy with Doomadgee	<ul style="list-style-type: none"> Final discussions with Doomadgee have aligned scope GHD appointment endorsed by Council in September Kick-off meeting conducted Joint workshop to be held in Doomadgee 02/11 with GHD
Burketown Aerodrome Erosion Remedy	Investigation and design works approved through QRRRF	<ul style="list-style-type: none"> Engagement of consultant (Erscon) finalised
Burketown Airport Rd Upgrade	Investigation and design works approved through QRRRF	<ul style="list-style-type: none"> Engagement of consultant (Erscon) finalised
RAUP 9	Remote Airports grant program	<ul style="list-style-type: none"> Upgrade of fencing documentation being completed Discussions with Ken Booth have resolved interruption of his access around the perimeter

4. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Floraville Rd Culverts	Replacement of culverts Sites 2, 6 & 11	Completed
STP Access Rd Upgrade	Upgrade of road and sealing to provide weather proof access	<ul style="list-style-type: none"> Stage 1 completed Stage 2 completed

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"> <i>Funding Agreement received for the design (\$150k). Received formal funding agreement from DTMR</i> <i>Discussions now underway to secure the \$1m in funding that has been earmarked for the project</i> Extension of PCN for Burke has been discussed with TMR and has in principal support. Plan update in October

Funding program	Description	Update/activity for reporting month
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: Advice received in October of success • 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)
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 \$250,000 of BSC revenue spread over 2 financial years (to be included future year's budget)

6. OFFICER'S RECOMMENDATION

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

Engineering Services Reports

10.03 Procurement Policy

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Graham O’Byrne, Director of Engineering
REPORT PREPARED BY:	Graham O’Byrne, Director of Engineering
DATE REPORT PREPARED:	17 October 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 present an update of Council’s Procurement Policy for consideration and endorsement.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In accordance with the Local Government Regulations 2012 section 198, Council is required to prepare and adopt a policy about procurement (a Procurement Policy), and review this Procurement Policy annually.

3. PROPOSAL

The current Procurement Policy has been reviewed by the Executive Management Team and the Contract and procurement Coordinator. The Policy has also been worked shopped with Council.

Key proposed changes are as follows

- Table titles added
- General grammatical corrections
- Correction of some terms to comply with Definitions
- Clause 1 Purpose - Reference to Council’s Procurement Procedure
- Clause 3 Definitions - Definition added
- Clause 5.3 Segregation of Duties added
- Clause 5.6 Other Purchasing Considerations - (d) added
- Table 2 Purchasing Thresholds - amended to reduce threshold complexity and removal of “written quotes to be sought” column
- Clause 10 Exemptions to Quotation and Tender Requirements
 - renumbered as Clause 6.3
 - replaced “should” with “shall” in first sentence
 - included a note which states that Registers of Prequalified Suppliers carries forward should an annual review be delayed

- Clause 6.4 Sole Suppliers – added

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications associated with this report. Ongoing improvements to the Procurement Policy will enhance procurement accountability.

Compliance	The endorsement of the policy clarifies the procurement processes to be followed, reducing the risk of compliance. It should also increase staff awareness and understanding with regards to procurement practices.	Decreased likelihood of inconsistency in Council procurement practice.
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5. POLICY & LEGAL IMPLICATIONS

Local Government Regulations 2012	Section 104 Sound Contracting principles Section 198-Adoption of Procurement Policy Section 223-238-The default contracting procedures.
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6. CRITICAL DATES & IMPLICATIONS

The next scheduled review of this policy will be October 2023. This policy must be reviewed annually.

7. CONSULTATION

In preparing the content of this Report, consultation has been undertaken in regards to the Policy with Council's CEO, Management Team, in particular the Contract and Procurement Coordinator and the Finance and Technology Manager.

8. CONCLUSION


The Procurement Policy has been reviewed to ensure compliance with accounting standards, regulations and legislation. The changes made provide greater clarity around governance and purpose.

9. OFFICER'S RECOMMENDATION

That the attached updated Procurement Policy be endorsed.

ATTACHMENTS

1. FIN-POL-001 Procurement Policy – clean copy


FIN-POL-001
Procurement Policy -

2. FIN-POL-001 Procurement Policy – with tracked changes


FIN-POL-001
Procurement Policy -

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

11.02 Financial Services Monthly Update Report

11.03 Burke Shire Council Economic Development Strategy

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:	18 October 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 September 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.

Attended the following meetings:

GSD Meeting

- Performance appraisals progressed, most now finalized.

I met with Peak Services to discuss a team building workshop for Cairns staff in October

Discussion with Ergon regarding possible land sites for a Ergon Solar Farm.

Unsung hero

Through my weekly communication I have a unsung hero section. The first staff member put forward was Jordan Marshall.

Her supervisor Shaun says

"Jordan has been employed with the Burke Shire Council since March of 2018. She's the person in the shadows that keeps all of council's ICT equipment and services running from the fleet of iPhone's utilised by staff through to the printers, network support troubleshooting, cloud troubleshooting, new

system and equipment implementation, telecom services management and regional TV and Radio transmission services maintenance and administration just to name a few of the things she oversees.

She is skilled in all of the above areas and often can be seen working weekends to make sure that ABC radio and ABC tv is streaming to everybody's homes. Jordan is Burke's answer to keeping communication services for the region open, accessible and available to everybody in the Burketown and Gregory region and is a vital member of the Burke Shire Council team".

Well done to Jordan. You are a credit to the Burke Shire Council team.

Financial Services and Information Technology

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

- Completion of R2R Annual Report – reference amount for 2022 of \$253k own-sourced road spend has been met with Department which secures forward year funding for R2R;
- Progression of Year-end audit statements due to be signed by 27th October (final due date for Department is 31 October 2022);
- State Fire Return for September 2022 completed and lodged;
- SWIM Data completed and lodged to Department;
- Rate reminders issued to rate payers for the end of September; and
- Cairns office fit-out now completed and office is now open.

Major focus in September 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 – slated for November commencement of build;
- Replacement MFP printers for Burketown Depot and Administration now ordered and enroute to council – equipment is almost fully sourced to be enroute for October 2022;
- Investigation of upgrade to InfoXpert/Magic Suite Software's for records management;
- Ordered of 25k worth of Telecom re-transmitters for TV and Radio Ops replacements; and
- Cairns Office Telstra Enterprise Solution ICT fit-out pending late October – Early November at this stage.

People, Performance and Culture

EBA

- Amendment to Schedule 1 in progress
- Backpays calculated and processed
- Relevant Policies and affected documents in the process of being reviewed

Policies

- Staff Relocation Assistance Policy reviewed
- COVID-19 Workplace Response Policy reviewed

Positions advertised:

- Casual Finance Officer
- Local Laws Officer
- Senior Engineer

New employees

- Jenny Harders – Community Development and Administration Officer

Training and Professional Development

- HR and HC Licenses
- LGMA Conference
- Plumbing Apprenticeship progressed in Cairns
- Skid Steer
- Backhoe

Performance Appraisals

- Performance appraisals have been distributed for completion.

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
 - Move it NQ – Gregory sports program
 - GCBF – application currently underway to fund more gym equipment at Burketown Gym, CCTV at Burketown, and sports equipment for Gregory and Burketown.
- Round 9 Remote Airstrip Upgrade Program – Successful
- Funding for litter signage and Albert River Bridge lighting is currently being executed. Lights should be up by the end of the month
- Townsville RDA has a new grant initiative that gives Council free access to Grant Guru which should enhance our grant finding capabilities. There is also a similar portal that has been released for community groups and businesses – information regarding this has been distributed.

Health and Wellbeing Expo

- Looking at planning another community event with leftover funds from the Localised Mental Health Initiatives grant. Julie Cross Dinner or similar event. Event planning for 2023 to take place in November.

Small Business

- Drafting a business investment prospectus document to entice people to come to the shire and start a business
- Small business networking event schedule for the Tuesday 22nd November at 12pm. Zoe from Peak Services will also be in attendance to discuss grants.
- Looking at updating the grant information at the website.

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 travelled to Burketown on the 20th September and had constructive conversations with various tourism stakeholders.
- Currently planning for the GSD AGM on Thursday 20th October 2023. Annual report completed.

Tourism

- Tourism Brochure continue to be distributed around the shire and outside the shire.
- Continuing to work with creative design industries on Burke Shire rebranding

Economic Development

- Scoping of trial digital hub underway
- Currently working on Burke Shire Economic Development Plan which is due to be completed in early 2023

Other

- Attending the National Economic Development Conference 2022 in Sydney from 12th October – 14th October.
- Attending GSD AGM and Cairns office opening in Cairns from 17th October – 21st October.

Community and Communications

Events

Upcoming Community Events:

October 31st Halloween Town Walk

Upcoming Council Events:

November (TBA)	Launch of Savannah Art Trail Project
November 11	Remembrance Day
November 17	Seniors Lunch with Councilors
TBA	RACQ Get Ready
December 8	Staff Christmas Party
December 8	Community Christmas BBQ
December 10	Gregory Community Christmas BBQ (TBC)

Other

- Youth Units – Contract has been signed. Ergon will cover the cost of installation. Date for completion to be advised.
- Demolish Old Town Hall – HBC & Tim Wilson have provided revised quotes. To be reviewed by Council and preferred contractor selected.
- Savannah Way Art Trail – Footings are complete, structure has arrived. Date for installation to be advised by Engineering Dept. Launch event proposed for November 2022 which includes community BBQ.

Facilities Management

- Audit has been completed on outstanding housing maintenance. Currently working on RFQ for relevant trades.

- Housing inspections to take place in February 2022 – schedule to be put in place for inspections to occur twice a year.

Others

- Local Laws Officer interviews will take place 20/10/22. There are 2 suitable candidates.

Corporate Services and Governance

Governance

- Reviewing administration procedures.

Durlga

- We had 5 external bookings and few internal bookings for September
- Improvements continuing to be made for processes, equipment and stock in facility.

Records

- Recordkeeping is continuing as per usual.
- Destruction runs and digitisation disposals being completed.

Library

- Awaiting feedback on the First 5 Forever forward plan and the Annual Library Report. Once State Library approve this, we can work on the programs for 22-23.
- Library exchange was received in early September.

Rex

- ASIC renewals due and being worked through.
- Rex duties continuing as per roster.

Training

- Continuing to work through Food Safety Supervisor course.
- Attended the LGMA Conference in Gladstone from 6-8 September 2022 with Chelsea Nelson.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Workplace Health and Safety Report for September



WHS Report
September 2022.doc

Financial Services Reports

11.02 Financial Services Monthly Update Report

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	17 October 2022
LINK TO COUNCIL PLAN/S:	Operational Plan 2022-23 Council Budget 2022-23

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 September 2022.

2. SUMMARY

As a review of council's performance over the month of September 2022; Council notes that cash was down by \$842k for the month. As this is the third 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. Year to date, council operations are on track with the original council budget.

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 2023.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	2,712,271	14,681,600	18%
Operating Expenses	(2)	4,084,849	20,055,687	20%
Operating Result (Profit/Loss)	-	1,372,578	5,374,087	26%
Capital Revenue	(3)	17,059	9,569,005	0%
Net Result	-	1,355,519	4,194,918	-32%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	10,469,550	7,034,163
Other Current Assets	(5)	4,468,681	1,402,000
Non Current Assets	(6)	165,331,714	160,444,717
Total Assets		180,269,945	168,880,880
Liabilities (Current)	(7)	8,483,082	3,540,000
Liabilities (Non Current)	(8)	834,144	1,210,000
Total Liabilities		9,317,226	4,750,000
Net Community Assets		170,952,719	164,130,880

Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-51%	-6%
² Working Capital Ratio	Greater than 1:1	2	2
³ Net Financial Liabilities Ratio	Less than 60%	-238%	-340%

Notes:

- (1) Operating revenues - Noted that operating revenues increased during September as a result of RMPC claims to the value of \$294k being lodged to Department.
- (2) Operating Expenses - Noted that costs appear to be consistent with budgeted expectations for the month. In relation to employee benefits costs against the budget, we have currently expended \$1.215mil against a budget of \$6.174mil for the year; this is an actual spend of 19.68% by 30 September 2022.
- (3) Capital Revenue - Minimal amount recognised to capital grants for the month of September 2022. We expect this to increase as the year progresses and as milestone claims are issued to Departments from Engineering and Project Management.
- (4,5,6,7,8) - Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; as such no items by exception to report at this stage.

Definitions

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

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

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

4. STATEMENT OF CASH FLOWS

The below statement shows a comparison between the cashflow of September 2021 in the previous year v September 2022 actuals v the budgeted estimated cashflow for 30 June 2023.

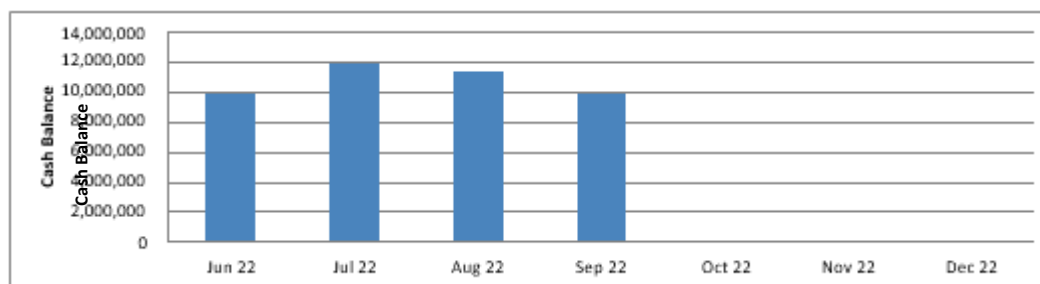
For the month ended 30 September 2022

	Note Ref	30 September 2021 \$	30 September 2022 \$	2022-23 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	1,984,983	1,731,095	5,329,182	32%
Payments to suppliers and employees	(2)	(5,574,393)	(4,897,432)	(15,704,774)	31%
		(3,589,410)	(3,166,336)	(10,375,592)	31%
Rental Income	(3)	51,408	57,005	200,000	29%
Interest Received	(4)	18,627	61,823	71,000	87%
Operating Grants and Contributions	(5)	461,931	4,499,798	9,884,100	46%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		0	1,452,290	10,155,100	14%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	0	(1,146,690)	(12,961,240)	9%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	40,000	0%
Capital Grants and Subsidies	(7)	121,126	17,059	9,529,005	0%
Net cash inflow (outflow) from investing activities		0	(1,129,631)	(3,392,235)	33%
Cash flows from financing activities:					
Proceeds from Borrowings		-	-	500,000	0%
Repayment of Borrowings		-	-	-	0%
Net cash inflow (outflow) from financing activities		-	-	-	0%
Net increase (decrease) in cash held	(8)	0	322,659	(3,112,121)	-10%
Cash at beginning of reporting period		-3,080,998	10,146,891	10,146,891	400%
Cash at end of reporting period	(8)	10,530,239	10,469,550	7,034,163	149%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	2.32%	61,823	9,765,495
Westpac General Fund - Trust	-	-	703,772
Cash Floats	-	-	283
Total			10,469,550

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	10,469,550	
Restricted Cash - DRFA Revenue	7,690,568	Includes \$2.892 mil receipted for DRFA 21/22 in July 2022.
Unrestricted Cash	2,778,982	

Notes to the Statement of Cashflows:

- (1) Receipts from customers - It was noted that a large sum of the cash receipts for September 2022 related to the receipting of RMPC receipts for works completed and claimed up to September 2022. Additionally, a number of council rates receipts were due by the close of September and as such, the receipts to cash reflect ratepayers making payment to council by this levy due date.
- (2) Payments to suppliers and employees - Council notes approximately \$2.29mil 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. The remaining movement shows the monthly cost of payments to suppliers and such in accordance with council's adopted budget.
- (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 (2.32%). This is up from 2.20% in August 2022.
- (5) There is potential for a positive overall council revenue increase above the estimated budget should bank interest rates maintain at 2% or greater for the rest of the year along with council continuing to responsibly invest any reserve funds back into the council QTC account to take advantage of this position.
- (6) Operating Grants and Contributions - A majority of operating grant funds received throughout the month were for DRFA project works/claims with the QRA for Flood Damage.
- (7) Payments for Property, Plant and Equipment - A number of contractor invoices were processed in July 2022/August 2022 dating back to 30 June 2022. While these costs have 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 September 2022. The movement month on month represents expenditure incurred for the completion of capital project works during September.
- (8) Capital Grants and Subsidies - Minimal amount recognised to capital grants for the month of September 2022. We expect this to increase as the year progresses and as milestone claims are issued to Departments from Engineering and Project Management.
- (9) Net Cash Movement - council's cash holdings down up \$842k by the end of September 2022.

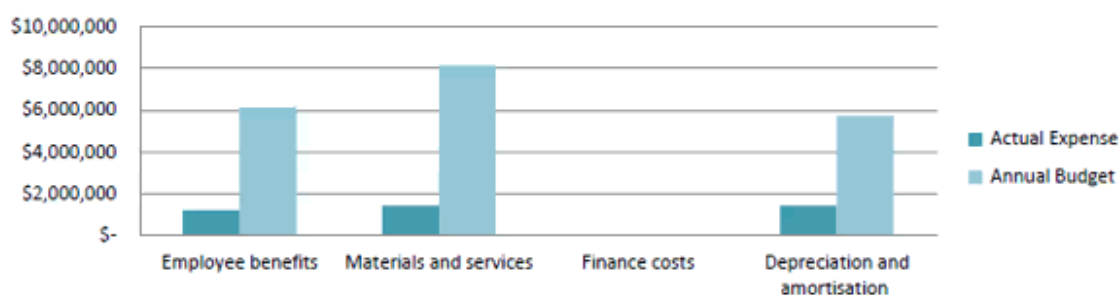
5. STATEMENT OF INCOME AND EXPENDITURE

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

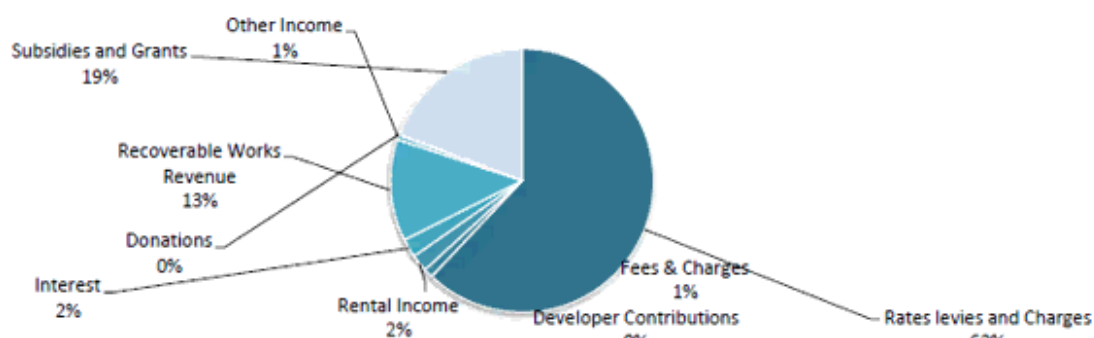
For the month ended 30 September 2022

	Note Ref	30 September 2021 \$	30 September 2022 \$	2022-23 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,585,302	1,683,178	3,231,000	52%
Fees & Charges	(1)	16,771	31,274	123,600	25%
Rental Income	(2)	51,406	57,005	200,000	29%
Interest	(3)	16,627	61,823	71,000	87%
Recoverable Works Revenue	(4)	42,165	338,139	1,113,000	30%
Other Income	(5)	2,403	16,984	53,900	32%
Donations	(12)	-	100	5,000	2%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	461,931	523,768	9,884,100	5%
Total Recurrent Revenue		2,176,605	2,712,271	14,681,600	18%
Capital Revenue					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	653,795	17,059	9,529,005	0%
Total Capital Revenue		653,795	17,059	9,569,005	0%
TOTAL INCOME		2,830,400	2,729,330	24,250,605	11%
Recurrent Expenses					
Employee benefits	(8) -	1,115,701	1,215,122	6,174,741	20%
Materials and services	(9) -	1,890,150	1,434,923	8,146,946	18%
Finance costs	(10) -	3,295	4,304	12,000	36%
Depreciation and amortisation	(11) -	1,207,424	1,430,500	5,722,000	25%
TOTAL RECURRENT EXPENSES		4,216,570	4,084,849	20,055,687	20%
NET RESULT		- 1,386,170	- 1,355,519	4,194,918	-32%

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 (2.32%). This is up from 2.20% in August 2022.

There is potential for a positive overall council revenue increase above the estimated budget should bank interest rates maintain at 2% or greater for the rest of the year along with council continuing to responsibly invest any reserve funds back into the council QTC account to take advantage of this position.

- (4) Recoverable Works Revenue - Approximately \$294k in RMPC works revenue was recorded during September.
- (5) Other Income - Minimal movement for the month.
- (6) Subsidies and Grants (operating) - Minimal movement for the month.
- (7) Subsidies and Grants (capital) - Minimal amount recognised to capital grants for the month of September 2022. We expect this to increase as the year progresses and as milestone claims are issued to Departments from Engineering and Project Management.
- (8) Employee benefits - Employee benefits costs against the budget, we have currently expended \$1.215mil against a budget of \$6.174mil for the year; this is an actual spend of 19.68% by 30 September 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 30 September 2022.
- (12) Donations Revenue - Nil movements noted for 30 September 2022.
- (13) Sale of non-current assets - Nil movements noted for 30 September 2022. We do note that there have been some sales of land during the month however we are unable to process in PCS until external audit certified the 30 June 2022 asset register. This is expected to occur for the 27 October 2022 at this stage.

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 September 2022 24.99%

% 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
30 September 2021	30 September 2022	2022-23 Annual Budget	YTD Progress %		
Recurrent Expenses					
Corporate Governance Costs	200,831	211,372	891,700	24%	Within budget expectation for the month (24.99% movt).
Administration Costs	737,093	798,325	3,399,324	23%	Within budget expectation for the month (24.99% movt).
Recoverable Works Expenses	141,831	439,469	936,000	47%	Noted that RMPC Works have been completed to date and billed as denoted by \$294k in RMPC revenue being reported for September.
Engineering Services	1,851,631	889,430	7,560,903	12%	Within budget expectation for the month (24.99% movt).
Utility Services Costs	199,584	259,509	908,000	29%	Noted this balance is slightly above the pro-rata estimate due to the payment of quarterly servicing contracts made during September 2022. As such this balance is currently phased and will catch up with the budgeted estimated by October 2022.
Net Plant Operating Costs	- 479,071	- 296,235	- 909,000	33%	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 September 2021.
Planning and Environmental Expenses	22,223	7,584	245,000	3%	Within budget expectation for the month (24.99% movt).
Community Services Costs	331,728	340,591	1,289,760	26%	Marginally above budget expectation for the month (24.99% movt).
Finance Costs	3,295	4,304	12,000	35%	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	1,207,424	1,430,500	5,722,000	25%	Within budget expectation for the month (24.99% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (24.99% movt).
TOTAL RECURRENT EXPENSES	4,216,569	4,984,849	20,055,687	20.37%	Within budget expectation for the month (24.99% movt).
Capitalised Wages	-	1,766	194,000	1%	We anticipate this balance to increase as the year progressed at this stage.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 30 September 2022

	30 September 2022 \$	2022-23 Annual Budget \$
Current Assets		
Cash and cash equivalents	10,469,550	7,034,163
Trade and other receivables	3,679,388	1,000,000
Inventories	322,955	300,000
Other financial assets	466,338	102,000
Non-current assets classified as held for sale	-	-
Total current assets	14,938,231	8,436,163
Non-current Assets		
Receivables	-	-
Property, plant and equipment	247,774,832	246,065,140
Accumulated Depreciation	- 82,443,118	85,620,423
Intangible assets	-	-
Total non-current assets	165,331,714	160,444,717
TOTAL ASSETS	180,269,945	168,880,880
Current Liabilities		
Trade and other payables	8,349,491	3,400,000
Borrowings	-	-
Provisions	133,591	140,000
Other	-	-
Total current liabilities	8,483,082	3,540,000
Non-current Liabilities		
Trade and other payables	110,820	-
Interest bearing liabilities	-	-
Provisions	723,324	710,000
Other	-	500,000
Total non-current liabilities	834,144	1,210,000
TOTAL LIABILITIES	9,317,226	4,750,000
NET COMMUNITY ASSETS	170,952,719	164,130,880
Community Equity		
Shire capital	39,529,889	49,058,894
Asset revaluation reserve	103,316,184	93,485,877
Retained surplus/(deficiency)	28,106,645	21,586,109
Other reserves	-	-
TOTAL COMMUNITY EQUITY	170,952,719	164,130,880

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)
\$2,485.48 legacy garbage levy charges.	Nil	CEO

Debt Write off requested > \$5,000

Nil

9. OFFICER'S RECOMMENDATION

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

Chief Executive Officer Reports

11.03 Burke Shire Council Economic Development Strategy

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay – Chief Executive Officer
PREPARED BY:	Kimberly Chan – Economic Development Manager
DATE REPORT PREPARED:	18 October 2021
LINK TO COUNCIL PLAN/S:	Burke Shire Corporate Plan 2019-24; Burke Shire Council Business Innovation Scheme Policy

1. PURPOSE

The following report puts forward the project proposal, including time frames for the endorsement of the Burke Shire Economic Development Strategy (EDS) (2023 – 2028). The Burke Shire EDS will be a high-level strategy that will guide the economic direction of the Council's economic-related activities including, but not limited to, investment attraction, tourism development, and small business support. The strategy will also include an action plan with measurable outcomes that will reflect the strategic direction and goals of the EDS.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Economic development encompasses a range of activities including investment attraction and retention, supporting emerging industries in the local area, strategic planning, economic resilience and recovery, addressing labour shortages and employment, and improving liveability, just to name a few. Currently, the Burke Shire Council Business Innovation Scheme Policy is one of the ways Council has supported economic development by incentivising innovation and investment in the area. Council, especially in small communities, plays a vital role in supporting economic development, and as economic development can be a vast area, developing an EDS will better concentrate our limited resources on the issues that the shire deems most important. The Burke Shire EDS will solidify the goals and actions that the region has for economic development through the strategy and action plan. The development of the document will include extensive consultation including face-to-face consultation with the community, businesses, and Councillors; online surveys; and discussions via email and phone. This will ensure the EDS is created and supported by all stakeholders in Burke Shire.

3. PROPOSAL

Attachment one contains the draft Background Paper for the Burke Shire EDS. This paper will guide the final Burke Shire EDS by providing knowledge of what the current situation in Burke Shire is; the strengths, weaknesses, opportunities in the shire; the thoughts from the community; and future aspirations.

The timeline below outlines the current proposed project plan – in particular the major milestones.

Proposed Date	Task
25 th October 2022	Seek Council endorsement to proceed with the Development of the Burke Shire EDS
15 th Nov – 17 th Nov 2022	Face-to-face Community Consultation including Burketown and Gregory. (Time permitting and weather – Adel's Grove, Hell's Gate)
14 th Nov – 18 th Nov 2022	Community Consultation via survey, phone, email etc. to be conducted
28 th Nov 2022	Final draft background paper completed and set to Council
November 2022 – January 2023	Writing of the Economic Development Strategy and Action Plan
6 th February 2022	Final draft sent to Councillors and Community for comment
February 2023	Seek Council Endorsement of the Burke Shire EDS

This project plan also includes monthly reporting to the CEO and Councillors. Note there may be unforeseen changes to the plan due to staff availability, weather etc. In these circumstances, Councillors will be informed and updated.

Community consultation

The community consultation will occur from the 14th November to the 16th November. A representative from the Department of State Development, Infrastructure, Local Government and Plan will also assist with the community consultation process alongside the Economic Development Manager and potentially a member of the Community Development Team pending availability. A more detailed plan of the consultation times will be distributed to Council well in advance of the consultation. Communication regarding the consultation to the community will also occur prior to the consultations. Aside from face-to-face consultation, the consultation process will also occur via email, survey, and over the phone to ensure as many community members' thoughts are captured. Attachment 2 is an example of one of the business surveys that will be used during consultation.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are minor costs associated with travel and professional development in Mount Isa that have been budgeted for. It is anticipated there will be some costs that will arise to implement some of the actions in the plan, however financial implications and capacity will be considered when writing the EDS.

5. POLICY & LEGAL IMPLICATIONS

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

6. CONSULTATION

As previously mentioned, the Burke Shire EDS will include extensive community consultation including face-to-face opportunities, business surveys, email, and phone contact. This will provide the opportunity for all residents in the shire to have their say in the plan.

7. CONCLUSION

The Burke Shire EDS will provide much-needed guidance and planning for the future of Burke Shire's economic development related activities. It will provide succinct direction and defined goals to work towards, allowing the Burke Shire community to prosper and thrive.

8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report;
2. Endorses the Burke Shire EDS Project Plan timeframes, and community consultation process; and
3. Endorses the commencement of the development of the Burke Shire EDS

ATTACHMENTS

1. DRAFT Background Paper (the document will be updated progressively prior to the development of the final strategy)



Current DRAFT
Economic Developm

2. Business Survey – Burke Shire Consultation Material



BSC Business
Survey.docx

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 17 November 2022