



# Agenda and Business Papers

## Burke Shire Council Ordinary Meeting

### Monday 20 February 2023

### 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 Clinton Murray; Works Manager Chelsea Nelson; People, Performance and Culture Manager Kimberly Chan; Economic Development Manager Shannon Moren; Community and Communications Manager Shaun Jorgensen; Finance and Technology Manager Brianna Harrison; Administration Officer (Minutes)
On Leave	Madison Marshall; Corporate Services and Governance Manager

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

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

- Chelsea Nelson, People, Performance and Culture Manager
- Shaun Jorgensen, Finance and Technology Manager
- Cr Tonya Murray; Deputy Mayor

## 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 Wednesday 25 January 2023 and Special meeting Monday 06 February 2023

That the Minutes of the Ordinary Meeting of Council held on Wednesday 25 January 2023 and the Special meeting held on Monday 06 February as presented be confirmed by Council.



230125  
Unconfirmed Minutes Meeting - Unconfirmed



230206 Special

## 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 2022 Bowthorn Road Culvert Replacement (Contract No.: 0280-4603-0002)

10.04 2022 DRFA Restoration Works - Contracts for Packages 1 to 3

## Engineering Services Reports

### 10.01 Works and Services Monthly Update Report

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DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Clinton Murray
PREPARED BY:	Clinton Murray
DATE REPORT PREPARED:	15 February 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

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#### 1. PURPOSE

This report is for information and outlines the works carried out by the Engineering and Services Department for the month of January 2023. The Attachment to this report provides detail on routine reporting matters and general information.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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 progressing
- Wet Season checks and Maintenance
- Cyclone clean up Completed

##### 2.2 Roads

- Event Activation
- Wet season road checks and Monitoring
- Wet Season flood marker checks and updating

##### 2.3 Workshop

- Wet Season repairs
- Grader – repairs cwfd
- Fleet procurement program commenced with purchase of 9 replacement vehicles underway. RFQ out to suppliers. Finalised
- Ongoing fleet servicing and maintenance prioritization progressing well

##### 2.4 Water & Sewerage

- SOPs workshopped and being finalised – have engaged MBS Water (Mark Samblebe) to drive this forward in '23 NY

#### Burketown Water

- SCADA upgrade scoping now finalised for all stages. Ongoing closure Feb 23.
- Planning for de-silting of lagoons for 2022 underway. Collaboration with QWRAP members for regional procurement – with decision to proceed made at November meeting in Kowanyama
- Water meter replacements (damaged ones) finalised. Meter replacement program now to be aligned with Smart Water Meter installations with funding now received. Ongoing Replacement meters to be installed until program implemented.
- Non-Compliance notice was sent to the Water Regulators for the Drinking Water. This is due to Water Sampling kits being stuck in transit at Cloncurry with the AUSPOST Courier.
- Inhouse testing is being completed on a weekly basis until we can have these Samples sent to CRC for testing. All results for the inhouse sampling had a <1 presence for E. coli.

#### Sewerage Treatment Plant

- Currently investigating the cause of pH failures on the monthly Sewerage Samples. MBS Water is conducting the investigation. 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 6 fortnightly tests. A report to be prepared for Environmental regulators by the end of February 2023.
- Sampling of the Effluent has not occurred for the Month of January due to the sampling kits being stuck in transit at Cloncurry. CRC has been notified and will send the Sampling kits Via Toll. A decision on changing the freight after the wet season.

#### Gregory

- Planning for Raw water pump well upgrade completed and scope included in overall SCADA upgrade works. Raw water pump well cleaning (de-silting) to be carried out. Ongoing
- Raw Water and Potable Meters planning to be replaced – align with Smart Water Meter roll-out. Replacement meters to be installed until program implemented.
- Extra Training with Paul needed ASAP. Will put a SOP and program together for Paul Slater before the wet season shutdown period. Ongoing with a SOP given to him before council break.
- Non-Compliance notice was sent to the Water Regulators for the Drinking Water. This is due to Water Sampling kits being stuck in transit at Cloncurry with the AUSPOST Courier.
- Inhouse testing is being completed on a weekly basis until we can have these Samples sent to CRC for testing. However, we have only been able to do the 1 x 3 water sample test for Gregory due to the roads being Closed. All results for the inhouse sampling had a <1 presence for E. coli.

#### 2.5 Airports

- Relocation of the boundary fence to be undertaken with Remote Airport Upgrade Program funding. Final RFQ issued.
- Airport checks and Maintenance ongoing. . Slashing is being done when weather permits.
- Investigation of drainage at Gregory commenced with solution being established after wet inspection
- Gregory Airport checks and Maintenance ongoing. Slashing is being done when weather permitting

- Monitoring Airports for Wallabies and Birds during wet.

## 2.6 Waste

- Ongoing sorting at Burketown, with Gregory to be managed Late 2022
- Commenced signing installation for new Landfill-Completed
- Waste Strategy first actions being implemented – organic waste reuse via compost bins. Community based survey drafted for review-Meeting commenced
- Discussions with Department of Environment and Science conducted to clarify timelines and compliance requirements for cap and closure. Scoping for consultants tendering being finalized. Relocation of Burketown landfill and transfer station to be considered in conjunction with Regional Waste Plan being progressed by DES.
- Joint meeting with Doomadgee and Burke, DES and DLGIP and consultants conducting the Regional Waste Strategy held in Cairns. Further meeting scheduled with APrince consultants in December in Cairns

## 3. OFFICER'S RECOMMENDATION

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

## ATTACHMENTS

1. Engineering and Services Report



Attachment 01  
(Feb23) (003).docx

## Engineering Services Reports

### 10.02 Capex Projects Monthly Update Report

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DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Clinton Murray
DATE REPORT PREPARED:	09 February 2023
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. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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 has been addressed to ensure successful delivery of the program.

The reporting and Project Management transition across to SurePact is approximately 90% complete.

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"> <li>Replacement of fleet</li> </ul>	<ul style="list-style-type: none"> <li>Grader purchase confirmed through Caterpillar – delivery in new FY. Arrived</li> <li>Review of fleet management schedule underway. Option of leasing considered – not financially beneficial</li> <li><a href="#">Council approved the white fleet replacement contract.</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>Sites on Floraville Rd 35, 10 construction contract awarded and works commenced – scheduled completion November '22</li> <li>Trugannini Rd culvert replacement – meetings with DAF. Negotiations continuing regards design solution. Have submitted for replacement of essentially like for like</li> <li>Trug culvert fish study completed. Meeting held in October to discuss results with stakeholders. Compromise position being recommended</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 completed and commissioned</i></li> <li><i>Public notice to be issued once complete</i></li> <li><i>The entrance signage is small and need to replace</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. Meetings in August to align scope and procurement. Cloncurry currently finalizing their scope. Tendering proceeding without Cloncurry. Scope to include all stages with new funding secured (BoR 6)</li> <li>RFT closed on 3 February and tender evaluation report completed.</li> <li>Council report will table for approval of selected supplier.</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.</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 and stage 2 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> <li>Works completed</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</li> </ul>

Project	Description	Update/activity for reporting month
		<p>progress with re-instatement of 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>Design options are developing by GHD</li> <li></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. Have included scope for replacement of WTP manhole. Price received was excessive. Re-visiting scope segregation to assist in getting the price down and readvertise</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> <li>Workshop to be planned with Council in January to overview final Levels of Service</li> </ul>

Project	Description	Update/activity for reporting month
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 released</li> <li>• Price received was excessive. Re-visiting scope segregation to assist in getting the price down</li> <li>• Need to discuss with the local plumber for install only contract</li> </ul>
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> <li>• Consultant appointment (GHD) endorsed by Council in September meeting</li> <li>• Masterplan / concept completed and detailed design underway</li> <li>• Mood boards selected and accepted</li> <li>• The cost to complete first stage to be finalised</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> </ul>

Project	Description	Update/activity for reporting month
		<ul style="list-style-type: none"> <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. Response received and assessed. Minor amendments required.</li> <li>Discission ongoing related to the concept design – road crossing</li> </ul>
Water Reticulation Valves	Install new valves to better manage water reticulation isolation points	<ul style="list-style-type: none"> <li>Hydraulic assessment undertaken</li> <li>Valves locations finalised and RFQ issued</li> <li>Price received was excessive. Re-visiting scope segregation to assist in getting the price down</li> <li>Need to discuss with the local plumber for install only contract</li> </ul>
Wharf Recreational Grounds	Construction of new recreational facilities at the Burketown wharf	<ul style="list-style-type: none"> <li>Appointed Guymer Bailey architects for design</li> <li>Detailed briefing meeting conducted</li> <li>Stakeholder workshop conducted April 22 in Bkt</li> <li>Cultural Heritage discussions progressed and permission to build on the land agreed. Needs to be formalized prior to proceeding with construction.</li> <li>Concept design finalisation underway with comments for Councilors</li> <li>The construction of concrete slabs and footpath be a separate contract</li> <li>Shed, equipment and amenity block are out of self products supply and installation will be a another contract.</li> </ul>

Project	Description	Update/activity for reporting month
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>Design works completed</li> <li>RFT documentation issued and the tender is closed on 13 Feb 2023 and tender evaluation completed.</li> <li>Council report will table in special meeting (date to be decided later)</li> </ul>
Water Security Strategy	Joint strategy with Doomadgee	<ul style="list-style-type: none"> <li>Final discussions with Doomadgee have aligned scope</li> <li>GHD appointment endorsed by Council in September</li> <li>Kick-off meeting conducted</li> <li>Works progressing as scheduled</li> </ul>
Burketown Aerodrome Erosion Remedy	Investigation and design works approved through QRRRF	<ul style="list-style-type: none"> <li>Engagement of consultant (Erscon) finalised</li> </ul>
Burketown Airport Rd Upgrade	Investigation and design works approved through QRRRF	<ul style="list-style-type: none"> <li>Engagement of consultant (Erscon) finalised</li> </ul>
RAUP 9	Remote Airports grant program	<ul style="list-style-type: none"> <li>Upgrade of fencing documentation being completed</li> <li>Discussions with Ken Booth have resolved interruption of his access around the perimeter</li> <li>RFQ closed 9 February and tender evaluation completed</li> <li>Purchase order to be issued.</li> </ul>
Burke Shire Smart Water Meter Project	BoR 6 grant program Supply and install Smart Water Meters (SWM), and an Intelligent Water (IWN) Network	<ul style="list-style-type: none"> <li>This project aims to undertake works to upgrade the mechanical meters currently installed in the townships of Gregory and Burketown</li> <li>The development of tender documentation is in progress – RFT will release early March</li> </ul>
Burketown Cemetery Fence	BSC funds – replace the damaged 1.2m chain wire fence	<ul style="list-style-type: none"> <li>The extent of the damage assessed and Scope of works finalised</li> <li>RFQ documents under preparation</li> </ul>

## 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"> <li>• Stage 1 completed</li> <li>• Stage 2 completed</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 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 (\$150k). 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> <li>• Extension of PCN for Burke has been discussed with TMR and has in principal support. Plan update completed</li> <li>• ??</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 \$250,000 of BSC revenue spread over 2 financial years (to be included future year's budget)</li> <li>• Advice from Commonwealth that the program has been withdrawn</li> </ul>

## 6. OFFICER'S RECOMMENDATION

1. That Council notes the Capex Projects Report for end of January 2023.

## Engineering Services Reports

### 10.03 Bowthorn Road Culvert Replacement (Contract No.: 0280-4603-0002)

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DEPARTMENT:	Department of Engineering
RESPONSIBLE OFFICER:	Clinton Murray
PREPARED BY:	Sarath Jayasekara
DATE REPORT PREPARED:	16 February 2023

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#### 1. PURPOSE

This report provides Council with recommendations to appoint the Principal Contractors to carry out the works designated under the Bowthorn Road Culvert Replacement Contract for the tendered price as per Table No. 2 - Recommended Contractor and Price.

It is noted that the overall project budget is provided for under the QRA scheme (submission BrkSC.0020.2021E.REC) and LRCI Round 3 and 4. The budget includes preliminaries, consulting services, and internal and construction costs for culvert replacement works.

The project budgets' details are provided in Section 4 – Financial and Resource Implications Table 3.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The culvert was washed away during the January 2022 floods, and access was closed to the public. The Council initiated the culvert replacement to alleviate the risk of repeating the damage and improve road safety. The replacement of culverts prioritises – an emergent project based on the risk and the location of the culverts and packaged accordingly to provide safe passage.

The improvement works have been prioritised from a programming and scope perspective.

##### The tender

The tender for the project was released via VendorPanel. The tender submissions received for the project are listed in table 1- Summary of Tender Response. Please refer to the Figure Np. 1 for details – screenshot from Vendor Panel.

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

Tenderer Package	Scope of Work	Number of Suppliers RFT Requested	Number of Tenders Received
TENDER NO. 0280-4603-0002 Bowthorn Road Culvert Replacement	Remove and replace the stormwater culvert including earthworks and road works	5	1






Statistics for this request			
Statistics for this request			
Name: RFQ 0280-4603-0002 - 2021 DRFA Restoration - Bowthorn Road Culvert Replacement Ref: VP340456			
SUPPLIER DETAILS	NOTIFIED	DATE FIRST READ	SUPPLIER RESPONDED
1:  TJ Wilson Building, Construction & Fabrication Construction & Operation	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> 15/Dec/22 10:03 AM	<input checked="" type="checkbox"/> Responses received
2:  BARTO'S CONSTRUCTION PTY LTD Construction & Operation	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> 16/Dec/22 12:48 PM	<input type="checkbox"/> None
3:  Durack Civil Construction & Operation	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> 15/Dec/22 6:30 AM	<input type="checkbox"/> None
4:  G O S CONSTRUCTIONS PTY LTD Building Trade, Repairs, Maint.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Not read	<input type="checkbox"/> None
5:  Halloran & Sons Earth Moving Pty Ltd Construction & Operation	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> 14/Dec/22 5:39 PM	<input type="checkbox"/> None

Figure No. 1 Statistics for the Request for Tender

## 3. PROPOSAL

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

Table No 3 – Funding Source

Funding Source	Value
QRA	\$92,956.71
BSC – LRCI Round 3&4	\$128,593.84
<b>Total</b>	<b>\$221,550.55</b>

Table No 4 – Total Project Budget (construction)

Tenderer Package	Total Project Budget
TENDER NO. 0280-4603-0002 Bowthorn Road Culvert Replacement	\$221,550.55

## 4. RISK

Table No 5 – Risk Mitigation Strategy

Risk	Possible consequence	Mitigation
Contract variation – due to wet weather, latent conditions	Increase in Contract Sum	<ul style="list-style-type: none"> <li>Contingency in the order of 5 - 10% allowed</li> <li>Project Management “on the ground” available at all times</li> </ul>
Poor ground/soil conditions	Increase in Contract Sum	<ul style="list-style-type: none"> <li>Contingency in the order of 5 - 10% allowed</li> <li>Geotextile layer and rock working platform</li> </ul>

Delays to the completion of First Priority projects	Not meeting the funding requirements	<ul style="list-style-type: none"> <li>• Monitor progress closely with Project Management “on the ground” overview</li> <li>• Seek time extension from funding authority if necessary</li> </ul>
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#### 5. POLICY & LEGAL IMPLICATIONS

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

#### 6. CONSULTATION

Consultation has taken place with:

- Department of Transport and Main Roads
- Erscon Consulting Engineers

#### 7. OFFICER’S RECOMMENDATION

1. That Council note the contents of the report and relevant attachments; and
2. That the Council awards Contracts awarded to the TJ Wilson Building, Construction, Fabrication to the maximum amounts (ex GST) of:  
TENDER NO. 0280-4603-0002 Bowthorn Road Culvert Replacement \$221,550.55
3. Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract to the maximum values of the Project Budgets as follows:  
TENDER NO. 0280-4603-0002 Bowthorn Road Culvert Replacement \$221,550.55

#### ATTACHMENTS

1. Schedule F with QRA review



0280-4603-0002\_Bowthorn\_Rd\_Culvert

## Engineering Services Reports

### 10.04 2022 DRFA Restoration Works - Contracts for Packages 1 to 3

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DEPARTMENT:	Department of Engineering
RESPONSIBLE OFFICER:	Clinton Murray
PREPARED BY:	Sarath Jayasekara
DATE REPORT PREPARED:	14 February 2023

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#### 1. PURPOSE

This report provides Council with recommendations to appoint the Principal Contractors to carry out the works designated under three individual Contracts for the tendered prices as per Table No. 2 - Recommended Contractors and Prices. With the inter-related nature of the works packages and the tenders received, it has been considered appropriate to provide one Council report covering all three contracts.

It is noted that the overall project budgets for all the projects are provided for under the QRA Restoration Works scheme. The budget includes preliminaries, consulting services, and internal and construction costs for restoration works.

The project budgets' details are provided in Section 4 – Financial and Resource Implications Table 3.

#### 2. BACKGROUND

As a part of the State Government's Disaster Recovery Funding Arrangements (DRFA) for the 2022 flood events, the following work packages were approved under Restoration Works.

Three works packages have been considered from a programming and scope perspective. The evaluation panel assessed these packages, and the Three packages are:

- TENDER NO. 5610-3000-0001 - 2022 DRFA Restoration Package 1
- TENDER NO. 5610-5000-0001 - 2022 DRFA Restoration Package 2
- TENDER NO. 5610-4200-0001 - 2022 DRFA Restoration Package 3

#### The tender

The tenders for these projects were released via VendorPanel. The tender submissions received for each project are listed in table 1- Summary of the tenders for Package 1 and 3 from War NQ Pty Ltd submitted are \$563,797.48 and \$754,568.88 however, were deemed non-conforming by the tender evaluation panel due to an unusually low bid.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 10th February 2023 to discuss and agree on the consensus scoring. Results of this evaluation meeting are contained in the evaluation summary and the consensus scoring assessment attached in **Appendix A**.

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

<b>Tenderer Package</b>	<b>Scope of Work</b>	<b>Number of Tenders Received</b>	<b>Non-confirming Tenders</b>
RFT 5610-3000-0001 - Package 1 <ul style="list-style-type: none"> <li>Gregory Lawn Hill Road</li> <li>Lawn Hill National Park Road</li> <li>Riversleigh Road</li> <li>Doomadgee East Road – Sealed Components</li> <li>Floraville Road</li> </ul>	2022 DRFA Restoration Works for the activated event.  Flood damage restoration works incorporating various approved QRA treatments including but not limited to gravel re-sheeting, heavy formation grading and pavement repairs.	6	1
RFT 5610-5000-0001 - Package 2 <ul style="list-style-type: none"> <li>Doomadgee West Road</li> <li>Beames Street</li> <li>Burke Street</li> <li>Truganini Road</li> <li>Firefly Street</li> <li>Nugaburra Road</li> </ul>	2022 DRFA Restoration Works for the activated event.  Flood damage restoration works incorporating various approved QRA treatments including but not limited to gravel re-sheeting, heavy formation grading and pavement repairs.	4	0
RFT 5610-4200-0001 - Package 3 <ul style="list-style-type: none"> <li>Bowthorn Road</li> <li>Doomadgee Lawn Hill Road</li> <li>Burketown Rubbish Tip Road</li> <li>Five Mile Road</li> <li>Mellish Park Road</li> <li>Morella Road</li> <li>Punjaub Road</li> <li>Caretakers Road</li> <li>Cemetery Road</li> </ul>	2022 DRFA Restoration Works for the activated event.  Flood damage restoration works incorporating various approved QRA treatments including but not limited to gravel re-sheeting, heavy formation grading and pavement repairs.	7	1

### 3. PROPOSAL

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

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

<b>Tender Package</b>	<b>Awarded to</b>	<b>Contract Amount</b>
RFT 5610-3000-0001 - 2022 DRFA Restoration Package 1	Halloran and Sons Earthmoving Pty Ltd	\$1,779,807.29 ex GST.
RFT 5610-5000-0001 - 2022 DRFA Restoration Package 2	Gulf Civil Pty Ltd	\$1,451,712.19 ex GST.

RFT 5610-4200-0001 - 2022 DRFA Restoration Package 3	K&G Booth Pty Ltd	\$2,603,337.59 ex GST.
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#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The budget allocated for each work package is listed in table 3. This budget figure incorporates all works to complete the project, including preliminaries, design, project management, contingency, and internal costs. All costs associated with the delivery of the works are covered through QRA DRFA funding.

**Table No 3 – Total Project Budget**

<b>Tenderer Package</b>	<b>Total Project Budget</b>
RFT 5610-3000-0001 - 2022 DRFA Restoration Package 1	\$2,423,310.83 excl. contingency
RFT 5610-5000-0001 - 2022 DRFA Restoration Package 2	\$2,513,661.98 excl. contingency
RFT 5610-4200-0001 - 2022 DRFA Restoration Package 3	\$2,864,683.16 excl. contingency

#### 5. RISK

**Table No 5 – Risk Mitigation Strategy**

<b>Risk</b>	<b>Possible consequence</b>	<b>Mitigation</b>
Contract variation – due to wet weather, latent conditions	Increase in Contract Sum	<ul style="list-style-type: none"> <li>Contingency in the order of 10 - 15% allowed</li> <li>Project Management “on the ground” available at all times</li> </ul>
Local Contractor non-award	<ul style="list-style-type: none"> <li>Criticism of Council</li> <li>Requested review of procurement methodology</li> </ul>	<ul style="list-style-type: none"> <li>De-brief with the local businesses who tendered</li> <li>Council briefing on procurement methodology</li> </ul>
Delays to the completion of projects	Not meeting the funding requirements	<ul style="list-style-type: none"> <li>Monitor progress closely with Project Management “on the ground” overview</li> <li>Seek time extension from funding authority if necessary</li> </ul>

6.      POLICY & LEGAL IMPLICATIONS

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

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

7.      CONSULTATION

Consultation has taken place with:

- Department of Transport and Main Roads
- Queensland Reconstruction Authority
- Erscon Consulting Engineers

8.      RECOMMENDATION

2. That Council note the contents of the report and relevant attachments; and
3. That, the Council awards Contracts awarded to the respective tenderer to the maximum amounts (ex GST) of:
  - a. RFT 5610-3000-0001 - 2022 DRFA Restoration Package 1  
**Halloran and Sons Earthmoving Pty Ltd      \$1,779,807.29**
  - b. RFT 5610-5000-0001 - 2022 DRFA Restoration Package 2  
**Gulf Civil Pty Ltd      \$1,451,712.19**
  - c. RFT 5610-4200-0001 - 2022 DRFA Restoration Package 3  
**K&G Booth Pty Ltd      \$2,603,337.59**
4. Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract, to the maximum values of the Project Budgets as follows:
  - a. RFT 5610-3000-0001 - 2022 DRFA Restoration Package 1  
\$2,423,310.83
  - b. RFT 5610-5000-0001 - 2022 DRFA Restoration Package 2  
\$2,513,661.98
  - c. RFT 5610-4200-0001 - 2022 DRFA Restoration Package 3  
\$2,864,683.16

## 11. Chief Executive Officer Reports

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| <ul style="list-style-type: none"><li>11.01 Burke Shire Council Status Report</li><li>11.02 Chief Executive Officer Report</li><li>11.03 Finance Monthly Update Report</li><li>11.04 Budget Review for the 7 months to the end of 31 January 2023</li><li>11.05 Burke Shire Economic Development Plan Background Paper</li><li>11.06 Sale of Demountable Buildings</li></ul> |
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## Chief Executive Officer Reports

### 11.01 Burke Shire Council Status Report

<b>Resolution Number – 220825.10 – 2022/23 Donation Requests</b>				
Group/ Organisation	Event Details   Date	Cash Request	In-Kind Request	In-Kind Request \$
Gregory Sporting Assn	Gregory Camp draft & Children's Horse Sports 17th & 18th June 2023.	\$3,000	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	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 litres 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 22nd – 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	\$500

			collection and no mess left behind.	
The Far North Queensland Child Safety Program	Child safety handbook for public and private school in June next year –Council Supported previous year	\$649	Nil	Nil
Mt Isa School of the Air	Magazine page Sponsorship Annual contribution	\$150	Nil	Nil
Royal Flying Doctors	Contribution decided by Council previous years	\$5,000	Nil	Nil
Total (Based on applications received for FY22/23)		<b>\$11,299</b>		<b>\$7,626</b>
Requests anticipated to be received 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: 10. Check Point 3 11. Check Point 4 12. Bridge – finish line approx. cost \$1000.00 Use of portaloo, delivery, upkeep and return \$1200.00	\$2,200
Burketown Barramundi Fish Org	World Barramundi Fishing Championships Easter Weekend	\$5,000	Grading of fishing tracks (Estimated cost on last grade approx. \$6500.00 FY 2018/19) and regular rubbish collection (approx. \$300)	\$6,800
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	Nil	Nil
Total Value		<b>\$17,049</b> (Excludes		

		\$6,000 Cash Gregory Jockey Club carried over from previous year.		
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**Status**

Number of events held so far. Funds paid to date \$62,870.00

**Resolution Number – 220923.10 – Major Amendment to The Burke Shire Planning Scheme**

That Council resolve to amend the Burke Shire Planning Scheme 2020, under Section 20 of the Planning Act 2016, to facilitate greater flexibility in land use/development opportunities on land within the Township Zone - Residential Precinct of Gregory

**Status**

Superseded by resolution 230125.07 1. 25/01/23 Motion rescinded

**Matter closed.**

**Resolution Number – 220923.11 – Sale of Vacant Lots in The Township of Gregory-Tender 7600-2130-3**

Sale of Vacant Lots in The Township of Gregory-Tender 7600-2130-3

- 1) That Council notes the contents of the report and relevant attachments; and
- 2) That Council awards the tenders for the following vacant lots to Waanyi Jamba Pty Ltd as follows:
  - Lot 55 RP743009 22 Gleeson Avenue, Gregory, QLD, 4830 \$25,000
  - Lot 56 RP743009 4 Clarke Street, Gregory, QLD, 4830 \$25,000
  - Lot 57 RP743009 6 Clarke Street, Gregory, QLD, 4830 \$25,000

The intended use of these properties are as follow:

- The construction of commercial enterprises including office and/or camping and caravan park and/or general store and/or accommodation.
- Or where necessary permissions not attained:
- Construction of residential premises for leases or sale.

Time frame – 18 months to apply for Council Approvals

- 3) That Council resolved that Lot 18 RP743008 6 Scholes Court, Gregory be retained for future Economic Development initiatives pursuant to Councils Business Innovation Scheme Policy.
- 4) That Council resolves that revenue received for the sale of the blocks be allocated in whole

or part to the upgrade of the Gregory Depot

**Status**

Sales to Waanyi Jamba PTY LTD has been finalised. Sales has now settled.

**Matter closed**

**Resolution Number – 221025.08 – Burke Shire Council Economic Development Strategy**

That:

- 1) Council notes 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 ED

**Status**

Community consultation has occurred in Burketown and Gregory. Economic Development Strategy currently being developed. Further report to February meeting.

**Resolution Number – 221025.11 –Gregory Dongas**

That the three Burke Shire Council surplus dongas located at Gregory Depot be put up for public tender

**Status**

Tender has occurred. Report to February Council meeting.

**Resolution Number – 221117.05 –CEO Performance Appraisal**

That a Sub Committee made up of Mayor Ernie Camp and Deputy Mayor Tonya Murray undertake the Chief Executive Officers Annual Performance Appraisal.

**Status**

In progress.

## Resolution Number – 221209.05 – Burketown Speed Limit Reduction

That the speed limit be reduced from 60 to 30 km per hour when the Beames and Musgrave St Upgrade and Cycleway project is constructed:

1. On Beames St between Sloman St and Marshall Lane, and
2. On Musgrave St between Burke St and Beames St

## Status

Matter will be actioned when the Beames and Musgrave St Upgrade and Cycleway project is constructed:

**Resolution Number – 221209.06 – Illegal Dumping Regulatory Controls - Delegated Authority to Chief Executive Officer**

It is recommended that pursuant to section 263 (1) (b) of the Waste Reduction and Recycling Act 2011, Council resolves to delegate the exercise of all powers contained in the Waste Reduction and Recycling Act 2011 to the Chief Executive Officer. These powers must be exercised subject to any limitation contained in the Instrument of Delegation.

## Status

Will be included in next Delegation's update.

**Resolution Number – 221212.10-Financial Services Monthly Update Report. Outstanding Rates and Debts**

That the Finance Manager will bring back a report in the January 2023 Council meeting on outstanding rates and other debts.

## Status

To be discussed January 2023 Council meeting. Has occurred **Matter closed.**

**Resolution Number – 230125.05 - Floraville Road Culvert Replacement Site 12 & 18 (Contract No.: 0280-4077-2)**

1. That Council note the contents of the report and relevant attachments; and
2. That, the Council awards Contracts awarded to the TJ Wilson Building, Construction, Fabrication to the maximum amounts (ex GST) of:
  - a. TENDER NO. 0280-4077-2 Floraville Road Culvert Replacement Site 12 & 18 \$792,398.84
3. Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract, to the maximum values of the Project Budgets as follows:
  - b. TENDER NO. 0280-4077-2 Floraville Road Culvert Replacement Site 12 & 18 \$900,000.00

**Status-**

Successful tender has been let.

**Matter closed.**

**Resolution Number – 230125.14 A Way Forward For The Development Of Freehold Lots On Lind In Part Of The Township Zone Residential Precinct Of Gregory**

That Council resolve: -

1. Write to the Minister for State Development, Infrastructure, Local Government and Planning and advise that Council has resolved not to continue with a major amendment to the Planning Scheme; and the correspondence be copied to the Townsville office of the Department.
2. Send a copy of the Gregory Planning Guideline, to all landowners who own land in the Township Zone – Residential Precinct in Gregory, as shown on the extract of the Zoning Plan in this report.

**Status**

In progress regarding second resolution. 1<sup>st</sup> resolution has been finalised.

**Resolution Number – 230125.16 Burketown Wharf Precinct**

That a sub committee made up of the Mayor, Cr Yanner, the CEO and Acting Director of Infrastructure, meet with the Burketown Volunteer Marine Rescue representatives in relation to future management of the Burketown wharf precinct and future planned structural improvements.

**Status**

In progress.

**Resolution Number – 230206.02 2022-23 Vehicle Replacement -Special meeting.**

- 1) That Council note the contents of the report and relevant attachments; and
- 2) That Council endorses the purchase of the 9x Ford Ranger Utility Vehicles from Trinity Auto Group at a total cost of \$475,849 ex GST.

**Status**

Tender now let.

**Matter closed.**

## Chief Executive Officer Reports

### 11.02 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:	13 February 2023
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 January 2023.

#### 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 plus one house sold in Gregory. One further contract now signed and two more are close to a signed contract.

Burketown Health & Wellbeing Precinct Project discussions.

Wharf Precinct discussions.

Various discussions Gregory ILUA.

Various LDMG meetings re flood events.

Attended Australia Day event in Gregory.

Strategic Planning Day held with Councillors and Senior Management.

### **CEO Safety Reward**

Congratulations to David Marshall who is the reward winner for the December Quarter, well done David.

*Dave Gornalle said that:*

*After discussion with others, I would like to nominate David Marshall for the CEO WHS Award for the December ¼*

- *David is proactive in Closing out Hazard Reports*
- *David Is vigilant in his area inspections*
- *David encourages other to do their Front Line Risk Assessments*
- *David supports his team to work safely.*

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

Major focus in January 2023 for Financial Services was as follows:

- Common due date registrations for all council fleet and plant paid to TMR
- 2022/2023 comprehensive NCA valuation inspection dates have been locked in with Asset Val, Erscon and Internal staff
- 2022/2023 tip restoration valuation with engagement with Erscon has been scoped and engaged – this will comment in March 2023
- A number of updates and re-forecasting have been completed with the assistance of council Engineering, GHD and BSC Finance for the capex budget to ensure the most accurate information is presented to council
- Asset management plans have been reviewed with sessions scheduled with GHD to discuss levels of services and the completion of the plans for March to aid Engineering and outdoor services departments to design and implement management plans
- Debt collection matters have now been elevated to debt collectors to a total sum of \$80k
- Geo-spatial mapping has commenced with Stantec; we expected to have some sessions with council to run through the outcomes of this process in the coming months; and
- Preparation and final scoping for the Internal audit (Fraud review) was completed with auditors commencing onsite for the 6/02/2023

Major focus in January 2023 for Technology Services was as follows:

- MS365 azure solution is being scoped and we are applying for funding with the IDF and LGAQ to support a migration to a fully cloud-based networking solution to promote network resilience and vendor simplification – updated as of the 15/12/2022 council was awarded \$66,000 to facilitation this process – process still ongoing for January 2023;
- \$30k of new computer hardware for all Burketown and Gregory office locations have been received pending installation
- A new 12k conferencing system has been scoped and ordered for the Durlga; this will be installed by March month end 2023 at this stage
- Upgrade to InfoXpert/Magic Suite Software's for records management is set to progress for late February 2023

- Engaged Rob Winter-cook from Telstra to begin scoping an application for the next round of RCP funding (round 3); economic submissions have now been provided to assist in Telstra scoping this process with an aim to improve local backhaul levels; and
- Burke Shire met with Moorup to discuss a new E-waste program which will allow for council to sell back old devices once their lifecycle is depleted to obtain Telstra credits to apply to new mobile and telecom fleet purchases (this will ultimately reduce future ICT costs for council over the next 5 years with a more environmentally sustainable approach being applied as well)

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

#### EBA

- EBA Amendment has been accepted, filed and published on the QIRC website.

EBA increase effective from 30 January 2023. CPI to apply at 7.7%.

#### Policies

- none

#### Positions advertised:

- Local Laws Officer
- Senior Engineering Manager, Water & Roads
- Workplace Health, Safety and Training Officer
- Administration Officer Works and Services
- Apprentice Heavy Vehicle Mechanic
- Administration Officer Trainee (Economic Development)
- Director Engineering / Deputy CEO

#### New employees

- None

#### Terminated Employees

- Graham O'Byrne

#### Training and Professional Development

- nil

### **Economic Development / Community Projects**

#### Grants

- Several Grants currently being drafted for submission
  - Minor Infrastructure Program Guidelines – currently sourcing quotes for works to tennis courts.
  - Community Sustainability Action Grants Round 7 – looking at possibly submitting an application with Southern Gulf NRM. Further scoping required – possibly for a community garden.
  - Gambling Community Benefit Fund – drafting a submission to be submitted under Burketown VMR. Works to contribute to the Burketown Wharf Precinct Project

- Queensland Reconstruction Authority, Disaster Funding – application being drafted for new flood monitor systems to be located at Branch and Lagoon Creek. 50/50 co-contribution, total project costs \$135k
- Several grant applications have been submitted and awaiting outcomes:
  - Move it NQ – Gregory sports program – Successful \$7k. This will allow after school sports activities for two hours every fortnight facilitated by Council. Funding for equipment is being sought through CCBF – some sports equipment has been donated from Townsville. Travelling to Gregory once roads open so the program can begin.
  - GCBF – application currently underway to fund more gym equipment at Burketown Gym, CCTV at Burketown, and sports equipment for Gregory and Burketown. Awaiting Outcome
  - SES Support Grant – application submitted. Aim of the grant is to connect power from the Gregory Depot to the SES shed and clinic. Funding requested \$32,300.00, approximately \$13,000.00 in kind.
  - Australia Day Grant – Grant money to be returned due to road closures and inability to alter date to spend funds. Sunk costs to be covered by grant.
- Albert River Bridge Lights installed. Final acquittal to be processed.
- Council Website now updated with community grants. To be updated monthly.
- Burketown Cenotaph refurbishment contractor finalised. Work to be completed after wet season.

#### Small Business

- Drafting a business investment prospectus document to entice people to come to the shire and start a business – ongoing
- Completed the Small Business networking, grants workshop and contractor briefing. Attendance was low. Will be looking to review event and talk to businesses to seek interest in running similar events in the future/needs of businesses. Scoping the possibility of having an Economic Development Strategy Working Group in partnership with Businesses or a Burke Shire Chamber of Commerce.

#### Gulf Savannah Development

- Currently reviewing small business projects for 2023
- 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. Final review with Steering Committee has been scheduled – ongoing Feedback to contractors submitted.

#### Tourism

- Currently planning the next season's tourism budget and advertising schedule – advertising materials determined. Brochures to be ordered soon – stickers have been ordered.
- Survey for small businesses released via email (online survey). Only three responses received, however responds were comprehensive. Looking at making this annual occurrence.
- Tourism Branding Complete
- Signage audit underway. Due to apply for funding for signage ongoing.
  - Currently looking at putting in a new welcome to Burketown Sign at the airport

- Planning for the passport project to be reviewed. Looking at ordering in A3 corflute signs for business to display to raise awareness of the passport.
- Looking at options to update the visitor information found on the Council website
- New software to track tourism data is set to be accessible to Council from State Development Funding – updates to come.
- The Burketown Information Centre will be closed from Thursday 22<sup>nd</sup> December to Wednesday 4<sup>th</sup> of January for the shutdown period. Outside of this shutdown period the Information Centre will be open intermittently – dependant on staff leave and preparation duties for the 2023 season. The Information Centre is scheduled to be operating fully at the beginning of April.

#### Economic Development

- Scoping of trial digital hub underway
- Background paper complete for the Economic Development Strategy. Working on the final EDS and Action Plan to be finalised shortly.

#### Other

- Savannah Way Art Trail event postponed. Finalisation of artwork ongoing.
- Planning underway for the next Burke Health and Wellbeing Event
- Covering duties for Governance Manager and IT during leave

#### **Community and Communications**

##### Events

##### Upcoming Community Events:

April 7-9	Barramundi Fishing Championships
April 29-30	Gregory Saddles & Paddles
June (TBC)	Gregory Campdraft & Horse Sports

##### Upcoming Council Events:

February	Photo Competition – Burke Shire “Through Your Eyes”
March 23-24	Burke Shire Health & Wellbeing Days
April 25	ANZAC Day
May 7	Mates Day

#### Other

- Youth Units – Agreement signed. Works were scheduled to be completed 23<sup>rd</sup> January – 31<sup>st</sup> January 2023 however due to weather this will be rescheduled. Date to be advised.
- Demolish Old Town Hall – As discussed in November meeting, hall will not be dismantled until next year after the wet season. Wilson’s Contracting have put measures in place to ensure building is stable and secure over the wet. Draft schedule of works will be presented to March Council Meeting

#### Facilities Management

- Unit 3 – New tenants. Kaylene Sailor and Alfred Walden.
- House 2, Lot 170 Sloman Street will be vacant as soon as weather permits for tenants to remove final items.

- Inspections of Seniors Complex to be conducted 21<sup>st</sup> February. Due to recent complaints in relation to conduct of tenants, all tenants were issued with a notice to comply with Rules of Complex and Policy. Electronic gates to be recommissioned and signage to be placed on entrances. Major works (roofing) to be performed on unit 5 and 7. Awaiting quotes from Tim Wilson Carpentry.
- RFQ's currently being put together for Housing Maintenance – Tree lopping, Gutter Clearing, Pest Control, Air Conditioner Servicing, Levelling of Burke Shire Houses on Bowen Street.

#### Others

- Photo Competition has commenced and submissions will be presented to March Council Meeting
- Inspections being completed in Burketown to identify overgrown allotments and notices to be sent out.

### **Corporate Services and Governance**

#### Governance

- Emergency Action Guide - have been received and distribution has occurred.

#### Durlga

- No external bookings for January, only a few internal bookings.

#### Records

- Recordkeeping is continuing as per usual.
- Over the next few months, we will be focusing on destruction runs.
- There is an upgrade to the Magiq software currently being planned.

#### Library

- Planning in progress on possible First 5 Forever activities. Consultation will take place with the Kindy and School.

#### Rex

- Rex duties continuing as per roster.
- Rex has introduced an update schedule for the Burketown route that will take effect from 6 March. This information has been sent out via public notice.

#### Social Media

- Council has created a Facebook Group "Burke Happy Snaps" as a platform for our residents and visitors to share pictures of our Shire.

### 3. OFFICER'S RECOMMENDATION

That the contents of the Chief Executive Officer's Report for January 2023 be noted and received.

### ATTACHMENTS

1. Workplace Health and Safety Report for January 2023



## Financial Services Reports

### 11.03 Finance 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:	13 February 2023
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 January 2023.

#### 2. SUMMARY

As a review of council's performance over the month of January 2023; Council notes that cash was down by \$1.12mil for the month; this is primarily due to contractor payments claims from the Christmas shutdown period and forecasted revenue set to start being receipted from February 2023 when staff are back from extended leave periods etc. As this is the seventh 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 amended 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) Rating Arrears Summary
- 7) Exercise of Delegations
- 8) 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	Year To Date Actual	Annual Budget	YTD Progress
	Ref		(Target)	%
Operating Revenue	(1)	4,213,349	14,640,850	29%
Operating Expenses	(2)	10,407,280	19,621,687	53%
<b>Operating Result (Profit/Loss)</b>	-	<b>6,193,931</b>	<b>- 4,980,837</b>	<b>124%</b>
Capital Revenue	(3)	1,635,081	9,569,005	17%
<b>Net Result</b>	-	<b>4,558,850</b>	<b>4,588,168</b>	<b>-99%</b>

Assets & Liabilities		Year To Date Actual	Annual Budget
			(Target)
Cash & Cash Equivalents	(4)	7,435,132	7,427,413
Other Current Assets	(5)	3,523,068	1,402,000
Non Current Assets	(6)	164,876,989	160,444,717
<b>Total Assets</b>		<b>175,835,189</b>	<b>169,274,130</b>
Liabilities (Current)	(7)	8,548,803	3,540,000
Liabilities (Non Current)	(8)	851,036	1,210,000
<b>Total Liabilities</b>		<b>9,399,839</b>	<b>4,750,000</b>
<b>Net Community Assets</b>		<b>166,435,350</b>	<b>164,524,130</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%	-147%	-113%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	1.3	1.5
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-57%	-92%

## Notes:

- (1) Operating revenues - Noted minimal movement in operating revenues for January 2023; this will be due to many departments still being on leave during January; it is expected this figure will start increasing from February 2023 again.
- (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 \$2.815mil against a budget of \$6.174mil for the year; this is an actual spend of 45.6% by 31 January 2023.
- (3) Capital Revenue - Noted minimal movement in capital revenues for January 2023; this is in part due to reconciliation work required for contract liabilities which will be carried out during February 2023; we also note there has been a reduction in capital works during the wet season as well.
- (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 CASHFLOWS

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

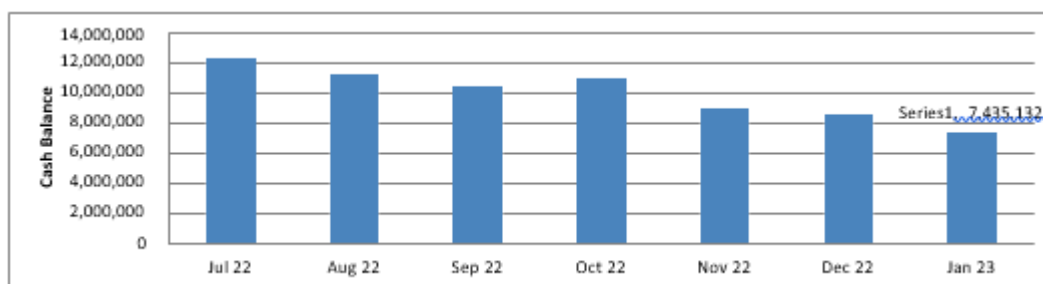
For the month ended 31 January 2022

	Note Ref	31 January 2022 \$	31 January 2023 \$	2022-23 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	1,745,482	3,078,356	5,329,182	58%
Payments to suppliers and employees	(2)	(12,601,975)	(8,994,521)	(15,270,774)	59%
		<b>(10,856,494)</b>	<b>(5,916,165)</b>	<b>(9,941,592)</b>	<b>60%</b>
Rental Income	(3)	108,884	133,432	200,000	67%
Interest Received	(4)	35,025	174,475	126,000	138%
Operating Grants and Contributions	(5)	5,974,006	5,087,713	9,788,350	52%
Finance Costs		(6,140)	-	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		<b>0</b>	<b>(520,544)</b>	<b>10,114,350</b>	<b>-5%</b>
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	(2,799,840)	(3,826,295)	(12,961,240)	30%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		137,035	-	40,000	0%
Capital Grants and Subsidies	(7)	1,230,918	1,635,081	9,529,005	17%
<b>Net cash inflow (outflow) from investing activities</b>		<b>(1,431,886)</b>	<b>(2,191,214)</b>	<b>(3,392,235)</b>	<b>65%</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>(6,176,604)</b>	<b>(2,711,759)</b>	<b>(2,719,477)</b>	<b>100%</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>4,353,636</b>	<b>7,435,132</b>	<b>7,427,413</b>	<b>100%</b>

## Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	3.86%	174,475	6,957,722
Westpac General Fund - Trust	-	-	477,126
Cash Floats	-	-	283
<b>Total</b>			<b>7,435,132</b>

## Cash and Cash Equivalents Movement Comparison Chart



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

<b>Total Cash on hand</b>	<b>7,435,132</b>	
Restricted Cash - DRFA Revenue	7,314,023	Includes contract liabilities not yet reconciled by Finance.
Unrestricted Cash	121,110	

**Notes to the Statement of Cashflows:**

- (1) Receipts from customers - Receipts are on track with budget as at 31 January 2023.
- (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 which is within budgeted expectation for January 2023.
- (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 (3.86%). This is up from 3.31% in December 2022.
- (5) Operating Grants and Contributions - Grants cashflow are on track with budget; minimal movement noted for January 2023.
- (6) 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 January 2023 to the value of approximately \$395k.
- (7) Capital Grants and Subsidies - Noted minimal movement in capital grants for January 2023; this is expected to increase from February 2023 onwards as progress claims are submitted to funding departments.
- (8) Net Cash Movement - Council's cash holdings were down \$1.121mil by the end of January 2023. This was due to the requirement of council to commence paying creditor claims ahead of the Christmas period. We expect cash outflows to slow into January 2023 and February 2023 as the wet season slows council operations down.

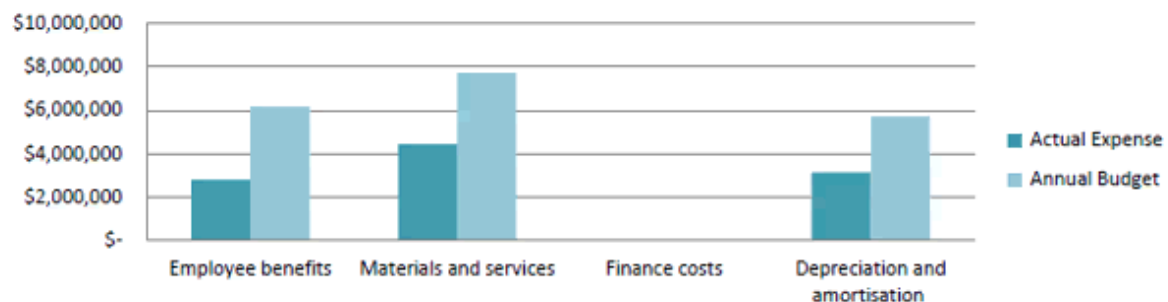
## 5. STATEMENT OF INCOME AND EXPENDITURE

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

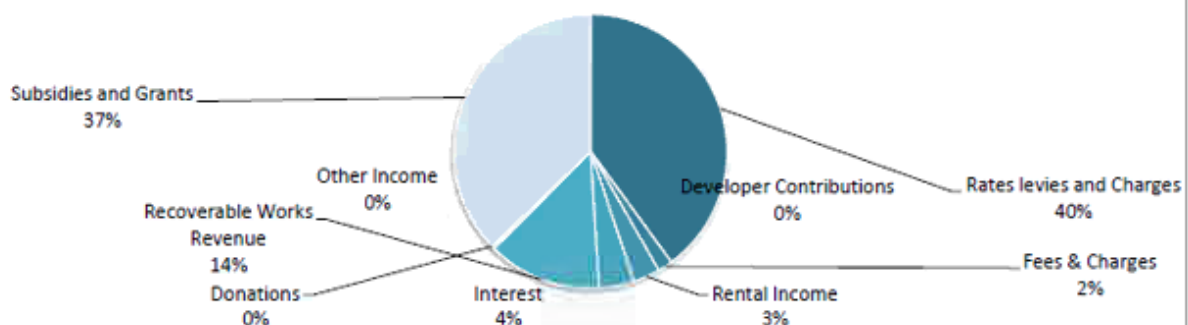
*For the month ended 31 January 2022*

	Note Ref	31 January 2022 \$	31 January 2023 \$	2022-23 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		1,586,049	1,682,949	3,231,000	52%
Fees & Charges	(1)	55,283	73,919	123,600	60%
Rental Income	(2)	108,884	133,432	200,000	67%
Interest	(3)	35,025	174,475	126,000	138%
Recoverable Works Revenue	(4)	295,152	567,078	1,113,000	51%
Other Income	(5)	1,763	15,856	53,900	29%
Donations	(12)	-	100	5,000	2%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	5,974,006	1,565,540	9,788,350	16%
<b>Total Recurrent Revenue</b>		<b>8,056,162</b>	<b>4,213,349</b>	<b>14,640,850</b>	<b>29%</b>
<b>Capital Revenue</b>					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	1,230,918	1,635,081	9,529,005	17%
<b>Total Capital Revenue</b>		<b>1,230,918</b>	<b>1,635,081</b>	<b>9,569,005</b>	<b>17%</b>
<b>TOTAL INCOME</b>		<b>9,287,080</b>	<b>5,848,430</b>	<b>24,209,855</b>	<b>24%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	2,582,384	2,815,839	6,174,741	46%
Materials and services	(9)	8,173,767	4,447,935	7,712,946	58%
Finance costs	(10)	6,140	9,176	12,000	76%
Depreciation and amortisation	(11)	2,822,199	3,134,330	5,722,000	55%
<b>TOTAL RECURRENT EXPENSES</b>		<b>13,584,490</b>	<b>10,407,280</b>	<b>19,621,687</b>	<b>53%</b>
<b>NET RESULT</b>		<b>- 4,297,410</b>	<b>- 4,558,850</b>	<b>4,588,168</b>	<b>-99%</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 (3.86%). This is up from 3.31% in December 2022.
- (4) Recoverable Works Revenue - No RMPC billings were issued during January 2023 due to the wet season limiting works.
- (5) Other Income - Minimal movement for the month.
- (6) Subsidies and Grants (operating) - Minimal movement noted for January 2023; it is noted that cashflows are on track however; this represented grant amounts received but that have not yet been recognised due to the requirements of AASB15 and AASB1058. This will be reviewed for February 2023 by finance at this stage.
- (7) Subsidies and Grants (capital) - Noted minimal movement in capital grants for January 2023; we anticipate this to increase from February 2023 at this stage.
- (8) Employee benefits - Employee benefits costs against the budget, we have currently expended \$2.815mil against a budget of \$6.174mil for the year; this is an actual spend of 45.6% by 31 January 2023. Budget is on track.
- (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 January 2023.
- (12) Donations Revenue - Minimal movements noted for 31 January 2023.
- (13) Sale of non-current assets - Finance notes that there have been some sales of land during the month. The accounting of the movements will be processed for February 2023 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 January 2023 58.31%

**% 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 January 2022	31 January 2023	2022-23 Annual Budget	YTD Progress %	
	\$	\$	\$		
<b>Recurrent Expenses</b>					
Corporate Governance Costs	447,263	480,297	861,700	56%	Within budget expectation for the month (58.31% movt).
Administration Costs	1,819,066	2,021,767	3,469,324	58%	Within budget expectation for the month (58.31% movt).
Recoverable Works Expenses	456,186	558,611	936,000	60%	Noted that works completed to date are beyond the expectations of pro-rata budgeting; this does not indicate a concern as amount incurred as expenditure will have been billed to TMR during the first half of the financial year.
Engineering Services	7,571,756	3,233,137	7,060,903	46%	Within budget expectation for the month (58.31% movt).
Utility Services Costs	506,706	522,009	906,000	57%	Within budget expectation for the month (58.31% movt).
Net Plant Operating Costs	-	736,429	317,313	35%	Within budget expectation for the month (58.31% movt).
Planning and Environmental Expenses	53,786	62,241	245,000	25%	Within budget expectation for the month (58.31% movt).
Community Services Costs	637,795	703,025	1,315,760	53%	Within budget expectation for the month (58.31% movt).
Finance Costs	5,140	9,176	12,000	76%	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 for 6 month to December 2022 review.
Depreciation	2,822,199	3,134,330	5,722,000	55%	Within budget expectation for the month (58.31% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (58.31% movt).
<b>TOTAL RECURRENT EXPENSES</b>	<b>13,584,488</b>	<b>10,407,280</b>	<b>19,621,687</b>	<b>53%</b>	Within budget expectation for the month (58.31% movt).
<b>Capitalised Wages</b>	-	9,651	194,000	5%	Engineering and Finance are working to fully overhaul project management and reporting through SurePact which will assist this balance and being managed more efficiently.

## 7. STATEMENT OF FINANCIAL POSITION

*For the month ended 31 January 2023*

	31 January 2023	2022-23 Annual Budget
	\$	\$
<b>Current Assets</b>		
Cash and cash equivalents	7,435,132	7,427,413
Trade and other receivables	2,658,415	1,000,000
Inventories	260,602	300,000
Other financial assets	604,051	102,000
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>10,958,200</b>	<b>8,829,413</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	250,454,437	246,065,140
Accumulated Depreciation	- 85,577,448 -	85,620,423
Intangible assets	-	-
<b>Total non-current assets</b>	<b>164,876,989</b>	<b>160,444,717</b>
<b>TOTAL ASSETS</b>	<b>175,835,189</b>	<b>169,274,130</b>
<b>Current Liabilities</b>		
Trade and other payables	8,415,212	3,400,000
Borrowings	-	-
Provisions	133,591	140,000
Other	-	-
<b>Total current liabilities</b>	<b>8,548,803</b>	<b>3,540,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	110,820	-
Interest bearing liabilities	-	-
Provisions	740,216	710,000
Other	-	500,000
<b>Total non-current liabilities</b>	<b>851,036</b>	<b>1,210,000</b>
<b>TOTAL LIABILITIES</b>	<b>9,399,839</b>	<b>4,750,000</b>
<b>NET COMMUNITY ASSETS</b>	<b>166,435,350</b>	<b>164,524,130</b>
<b>Community Equity</b>		
Shire capital	39,529,889	49,058,894
Asset revaluation reserve	103,316,184	93,485,877
Retained surplus/(deficiency)	23,589,276	21,979,359
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>166,435,350</b>	<b>164,524,130</b>

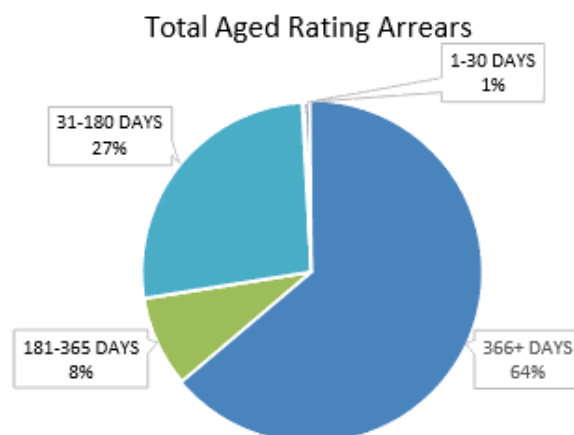
## 8.      RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 14 February 2023.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	59,021	13,112	25,963	683	98,778
SEWERAGE	1,378	2,047	11,390	104	14,918
GARBAGE	2,036	1,308	5,432	62	8,838
WATER	73,864	11,749	25,883	780	112,275
WATER CONSUMPTION	97,020	3,953	30,634	916	132,524
STATE GOVT EMERGENCY	2,880	827	2,689	45	6,441
LEGAL FEES	6,408	-	-	-	6,408
<b>Total</b>	<b>242,608</b>	<b>32,995</b>	<b>101,990</b>	<b>2,590</b>	<b>380,183</b>

<b>Total Rating Arrears</b>	<b>380,182.67</b>
Total Seeking Debt	
Collection (\$)	80,000
Total Seeking Debt	
Collection (%)	21%
Total Pending Further	
Review (\$) (Advice	
Obtained)	218,441
Total Pending Further	
Review (%) (Advice	
Obtained)	57%

<b>Total Rate Arrears in debt</b>	
<b>recovery phase (\$)</b>	<b>298,440.54</b>
<b>Total Rate Arrears in debt</b>	
<b>recovery phase (%)</b>	<b>78%</b>



9.      EXERCISE OF DELEGATIONS

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

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

Debt Write off requested > \$5,000

Nil

10.      OFFICER’S RECOMMENDATION

1. That the financial report for the 31 January 2023 be received and noted.

## Chief Executive Officer Reports

### 11.04 Budget Review for the 7 months to the end of 31 January 2023

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DEPARTMENT:	The office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgenson – Finance and Technology Manager
DATE REPORT PREPARED:	10 February 2023
LINK TO COUNCIL PLAN/S:	Operational Plan/Budget

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#### 1. PURPOSE

The purpose of the following budget review is to establish any significant or tentative deviations of actuals costs against the original budget set for the 2022/23 financial year and to advise of any amendments to its budget pursuant to section 170(1) of the Local Government Regulation 2012. These review items will be separated into the categories of 'Operating' and 'Capital'.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the budget for the 2022/23 financial year on the 28th of July 2022. Council's actual year to date revenue and expenditure is reviewed on a monthly basis. Any significant variances between year-to-date financial performance and budget estimates are investigated and reported. Section 170 (3) of the Local Government Regulation 2012 provides that a Local Government may by resolution amend the budget for the financial year at any time before the end of the financial year. Year to date financial performance has been assessed against original budget estimates and the follow review will outline any amendments required in accordance to the Local Government Regulation 2012.

## 3.      PROPOSAL

That Council acknowledges and endorses revised changes to the 2022/23 Budget. Please note these changes per the below table:

<b>Summary of Proposed Budget Amendments 7 month to the end of January 2023</b>			
<b>Proposed Amendments</b>			
	<b>Jan23 Movt \$</b>	<b>Jan23 Movt \$</b>	<b>Total \$</b>
<b>October 2022 Budget Amendments (Surplus)</b>			<b>393,250.00</b>
<b>Income</b>			
Illegal Dumping Partnership Program Round 2B	84,500.00		
Grant-22/23 NADC	8,000.00		
Grant 22-23 Work First Start P'gram	30,000.00		
<b>Total Subsidies and Grants</b>		<b>122,500.00</b>	
Increase in Interest return on QTC Investment Funds	90,000.00		
<b>Total Interest Revenue</b>		<b>90,000.00</b>	
Increase in Proceeds from plant sales	111,000.00		
<b>Total Capital Income</b>		<b>111,000.00</b>	
Decrease in Forecasted DRFA 20/21 Revenue	- 500,000.00		
<b>Total Subsidies and Grants</b>		<b>- 500,000.00</b>	
Increase in Capex Grant: Intelligent Water Network & SWM (Construction)	84,287.50		
Increase in Capex Grant: Gregory WTP Upgrade (Construction)	484,524.00		
<b>Total Capital Grants and Subsidies</b>		<b>568,811.50</b>	
<b>Total Income</b>			<b>392,311.50</b>
<b>Expenses</b>			
Decrease Workshop Depot budget	35,000.00		
Increase Road Slashing budget	- 35,000.00		
<b>Total Engineering Services Costs</b>		<b>-</b>	
Increase Plant Maintenance	- 111,000.00		
<b>Total Engineering Services Costs</b>		<b>- 111,000.00</b>	
Increase Valuation of Non-Current NCA's	- 27,000.00		
<b>Total Finance and Admin Costs</b>		<b>- 27,000.00</b>	
Increase Housing Maintenance	- 40,000.00		
<b>Community Services Costs</b>		<b>- 40,000.00</b>	
Increase Illegal Dumping Partnership Program Round 2B	- 84,500.00		
<b>Planning and Environmental Expenses</b>		<b>- 84,500.00</b>	
Decrease in Forecasted DRFA 20/21 Expenditure	500,000.00		
<b>Total Engineering Services Costs</b>		<b>500,000.00</b>	
Increase in Cap expense: Intelligent Water Network & SWM (Construction)	- 84,287.50		
Increase in Cap Expense: Gregory WTP Upgrade (Construction)	- 484,524.00		
<b>Total Capital Expenses</b>		<b>- 568,811.50</b>	
<b>Total Expenses</b>			<b>- 331,311.50</b>
<b>January 2023 Budget Proposed Amendments (Surplus)</b>			<b>61,000.00</b>
<b>Total Annual 2022 Budget Amendments (Surplus)</b>			<b>454,250.00</b>

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

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

There was a recalculation performed over bank interest on that basis of a 3.86% effective annual interest being identified as part of the January 2023 investment interest compound rate. At a conservative estimate; Finance has estimated a \$90k increase to bank interest revenue by 30 June 2023 accounting for decreases to cash reserves that may be encountered during the year.

Additionally, per a reforecasting of 2020/21 Flood Damage Works conducted by Erscon, it has been determined that there is also a \$500k decrease to DRFA 20/21 flood damage funding with a complementing \$500k decrease in Flood Damage expenditure. The impact on the council annual budget is \$nil.

For Community Services costs, management noted a further \$40k to be included to cover the cost of the housing maintenance and repairs. This cost is an isolated one-off cost for 2022/23 and will not have an impact on the 10-year expenditure forecast.

For the Finance and Admin Costs, management noted a further \$27k to be included to cover the cost of the cost of the required comprehensive valuation review and inspections of Non-current Assets. This cost is an isolated one-off cost for 2022/23 and will not have an impact on the 10-year expenditure forecast.

For Engineering Services Costs; an increase in the plant maintenance budget has been factored in taking into account the sales proceeds from plant. In accordance with the fleet tender report tabled with council during February 2023; an amount of \$104k was identified as surplus proceed from the trade in and sale of fleet and yellow plant. Further to this an amount for approximately \$47k was factored into the fleet costing and proceeds schedule for the repair of the council jet patcher. Taking these factors into account and the consideration of the existing \$40k proceeds on sale of plant already in the budget; a total amount of \$111k was identified (104k + 47k - 40k). It was determined that this amount should be allocated to the maintenance of existing plant and fleet instead of attributing to further fleet and plant purchases.

Additional to the above, it was also determined that \$35k be re-allocated from the Gregory Depot maintenance budget to bolster the road slashing budget.

For Planning and Environmental Services; an increase in both revenue and expenditure was identified to reflect council receiving \$155k over two years in accordance with the Local Government Illegal Dumping Partnership Program Round 2B – Funding Category 1. This funding will provide for the employment and wages for a council appointed enforcement officer to monitor and report on matters relating to illegal dumping.

For the Capital Budget; we have confirmed the addition of two fully funded projects being the below:

Project	2022/23 Capex Cost	Whole of Project Forecasted Cost (2023/2024 and beyond)	Funding %
<b>Intelligent Water Network &amp; SWM (Construction)</b>	\$84,287.50	\$1,026,450.00	100%
<b>Gregory WTP Upgrade (Construction)</b>	\$484,524.00	\$1,194,375.00	100%

The outcome of the above noted recommended amendments to the budget is an overall increase in council savings by \$61,000 for the quarter. For the total year (including budget review 1's amendments of \$393,250) a total surplus position has been identified of \$454,250 for the 7 months to the end of January 2023.

Other items considered for the 7-month review to January 2023 which did not require further review changes to the annual budget at this stage:

- \$15k for the update and design of Geo-spatial tracking systems
- \$8.5k for the monthly servicing of Geo-spatial systems
- \$7.5k for annual HRM online training services (to be deployed to all staff annually)
- \$67k in revenues and expenses for the migration of council cloud ICT solutions

Future Capital Projects that will be considered in future budget reviews:

- QRA Flood Camera Project (Doomadgee West Road) (Branch Creek and Lagoon Creek); estimated project cost provided \$190k; to be funded 50/50 with a council own-source contribution of \$95k. This project is currently pending funding approval by the QRA (Queensland Reconstruction Authority).

#### 5. POLICY & LEGAL IMPLICATIONS

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

#### 6. CRITICAL DATES & IMPLICATIONS

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

#### 7. CONSULTATION

- Executive Management Team; and
- Council.

#### 8. CONCLUSION

A total surplus of \$454,250 will be reported for the year up to 31 January 2023 as a result of additional operating revenues received from the Plant and Fleet sale proceeds, additional grants received and bank interest for the year as well as savings from reductions to operating expenditures.

In addition to the above; an increase of \$568k to the capital budget will also be required for the below projects (being 100% funded externally):

- Intelligent Water Network & SWM (Construction)
- Gregory WTP Upgrade (Construction)

## 9. OFFICER'S RECOMMENDATION

1. THAT in accordance with section 170(3) of the Local Government Regulation 2012, council is to revise and amend the Burke Shire Council budget adopted for the financial year 2022/2023 as follows:

Summary of Proposed Budget Amendments 7 month to the end of January 2023			
Proposed Amendments			
	Jan23 Movt \$	Jan23 Movt \$	Total \$
<b>October 2022 Budget Amendments (Surplus)</b>			<b>393,250.00</b>
<b>Income</b>			
Illegal Dumping Partnership Program Round 28	84,500.00		
Grant-22/23 NADC	8,000.00		
Grant 22-23 Work First Start P'gram	30,000.00		
<b>Total Subsidies and Grants</b>		<b>122,500.00</b>	
Increase in Interest return on QTC Investment Funds	90,000.00		
<b>Total Interest Revenue</b>		<b>90,000.00</b>	
Increase in Proceeds from plant sales	111,000.00		
<b>Total Capital Income</b>		<b>111,000.00</b>	
Decrease in Forecasted DRFA 20/21 Revenue	- 500,000.00		
<b>Total Subsidies and Grants</b>		<b>- 500,000.00</b>	
Increase in Capex Grant: Intelligent Water Network & SWM (Construction)	84,287.50		
Increase in Capex Grant: Gregory WTP Upgrade (Construction)	484,524.00		
<b>Total Capital Grants and Subsidies</b>		<b>568,811.50</b>	
<b>Total Income</b>			<b>392,311.50</b>
<b>Expenses</b>			
Decrease Workshop Depot budget	35,000.00		
Increase Road Slashing budget	- 35,000.00		
<b>Total Engineering Services Costs</b>		<b>-</b>	
Increase Plant Maintenance	- 111,000.00		
<b>Total Engineering Services Costs</b>		<b>- 111,000.00</b>	
Increase Valuation of Non-Current NCA's	- 27,000.00		
<b>Total Finance and Admin Costs</b>		<b>- 27,000.00</b>	
Increase Housing Maintenance	- 40,000.00		
<b>Community Services Costs</b>		<b>- 40,000.00</b>	
Increase Illegal Dumping Partnership Program Round 28	- 84,500.00		
<b>Planning and Environmental Expenses</b>		<b>- 84,500.00</b>	
Decrease in Forecasted DRFA 20/21 Expenditure	500,000.00		
<b>Total Engineering Services Costs</b>		<b>500,000.00</b>	
Increase in Cap expense: Intelligent Water Network & SWM (Construction)	- 84,287.50		
Increase in Cap Expense: Gregory WTP Upgrade (Construction)	- 484,524.00		
<b>Total Capital Expenses</b>		<b>- 568,811.50</b>	
<b>Total Expenses</b>			<b>- 331,311.50</b>
<b>January 2023 Budget Proposed Amendments (Surplus)</b>			<b>61,000.00</b>
<b>Total Annual 2022 Budget Amendments (Surplus)</b>			<b>454,250.00</b>

## ATTACHMENTS

### 1. A. Final 2022-23 Budget and Long-Term Financial Forecast - 7 Months to 31 January 2023.Etc



A. 2022-23 Budget  
and Long Term Fina



B. 2022-23 Budget  
Review 2 Operating



F. 22-23 Amended  
Capex Budget Progr

## Chief Executive Officer Reports

### 11.05 Burke Shire Economic Development Plan Background Paper

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan Mckinlay, CEO
PREPARED BY:	Kimberly Chan, Economic Development Manager
DATE REPORT PREPARED:	14-02-2023
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019 - 2024

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#### 1. PURPOSE

The purpose of this report is to inform Council of the progress of the Burke Shire Economic Development Strategy (EDS) and seek endorsement of the background paper. This background paper is the catalyst for the development of the final EDS and action plan.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire Council has been working closely with the Department of State Development, Infrastructure, Local Government and Planning to develop the Burke Shire EDS. This has been a project that was previously endorsed by Council to commence (October 2022) and is also noted in the Burke Shire Council Corporate Plan 2019 - 24. Since the endorsement of the project, community consultation has been conducted in both Gregory, Burketown and online for those that were unable to attend in person. The community consultation along with further background research has since been collated into the Burke Shire Background Paper. This paper will be used to inform the EDS and action plan.

#### 3. PROPOSAL

Attachment one contains the completed background paper that will inform the final EDS and action plan. The background paper contains a holistic view of the shire, including statistics and information of services and businesses. There are also collated responses from the community consultations conducted.

Pending the endorsement of the back ground paper, the timeline for the completion of the EDS and action plan is outlined below.

<b>Proposed time</b>	<b>Action</b>
20 <sup>th</sup> Feb 2023	Council Endorsement of the EDS Background Paper
Before 23 <sup>rd</sup> March 2023	Draft EDS and Action Plan finalised
27 <sup>th</sup> March – 7 <sup>th</sup> April 2023	Proposed times for community consultation on the EDS action plan. State Development representative to be in attendance.
20 <sup>th</sup> April 2023	Council endorsement of the final EDS and Action Plan

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

There are no direct financial implications for the endorsement of the background paper. Once the EDS and the action plan are completed, there is likely to be projects and actions that require costs. These costs will be thoroughly considered when writing the EDS and action plan in line with budget constraints imposed by the Council budget.

#### 5. RISK

<b>Risk Type</b>	<b>What could happen</b>	<b>Possible consequence</b>
Timeline Delays	<ul style="list-style-type: none"> <li>Unforeseen events such as unfavourable weather delaying consultation could impede on the proposed timeline outline in Section 3 of this report.</li> </ul>	<ul style="list-style-type: none"> <li>A delay in any planned timeline activities could delay the final delivery of the EDS and Action Plan.</li> </ul>

#### 6. POLICY & LEGAL IMPLICATIONS

NIL

#### 7. CONSULTATION

As noted above, community consultation was conducted over 16<sup>th</sup> to the 18<sup>th</sup> of November 2022. The consultants from the Department of State Development, Infrastructure, Local Government and Planning also held a session with Council during this time. There was also an online survey that was open to Burke Shire residents over a number of weeks. Basic details of the community consultations are outlined below:

- 1 workshop in Gregory (16<sup>th</sup> November 2022) with 14 attendees
- 2 workshops in Burketown (17<sup>th</sup> & 18<sup>th</sup> November 2022) with 14 attendees
- Business survey with 16 responses (two online)
- One online survey response

Responses from the community consultation have been captured in the background paper.

Further consultation and community engagement will occur once the EDS and action plan has been written prior to the final endorsement of the EDS by Council.

8.      CONCLUSION

The endorsement of the background paper is a critical step to finalising the Burke Shire EDS and action plan. These documents will provide strategic direction and established goals to work towards developing the shire.

9.      OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Endorses the Burke Shire Background paper; and
3. The continuation of the development of the EDS and Action Plan

ATTACHMENTS

1. Burke Shire Background Paper



EDS - Background  
Paper - Burke - Febr

## Chief Executive Officer Reports

### 11.06 Sale of Demountable Buildings

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay – Chief Executive Officer
PREPARED BY:	Wendy van der Wolf - Contract and Procurement Coordinator
DATE REPORT PREPARED:	15 February 2023
LINK TO COUNCIL PLAN/S:	Asset sustainability - Council makes appropriate infrastructure investments (operations, maintenance, renewals, upgrades, acquisitions, disposals) to ensure the delivery of appropriate levels of service. These decisions are made with reference to financial, asset and community sustainability

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#### 1. PURPOSE

This report provides Council with information for it to endorse the sale of 3 demountable buildings located at Gregory which are surplus to requirements.

The sale financial details are provided in Section 4 – Financial and Resource Implications

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council purchased 4 demountable buildings in 2018 from Century Mines for the proposed workers accommodation facility at Gregory. This workers accommodation project made way for a larger depot redevelopment project which is in the design phase. These demountable buildings are no longer required as the depot redevelopment includes the design for accommodation for workers and contractors.

The purchase price for the 4 demountable buildings was \$77,000.

It was decided to:

- Lease one demountable building to the Waanyi Ranger group; and
- Tender for sale the remaining 3 demountable buildings

The Tender

An Invitation to tender for 3 demountable buildings was advertised on 16th January 2023 and closed on 10th February 2023 at 2pm.

Tenders were opened on 13th February at 11am. 5 tenders were received (please refer to attachment 1 - Record of Procurement):

**Table No. 1 – tenders Received**

Tenderer	\$ Building 1	\$ Building 2	\$ Building 3	Total	Comment
Brandon Goldstein	\$30,250	\$30,250	\$31,250	\$91,750	
Neil Arnold	\$29,700	\$29,700	\$29,700	\$89,100	Buildings will be used in Burke Shire to house employees
Tim Wilson carpentry				\$22,500	For any one building
K&G Booth PTY Ltd				\$22,011	For any one building
Paraway Pastoral Company	\$30,000	\$30,000	\$30,000	\$90,000	

**3. PROPOSAL**

That Council, endorses the tender evaluation to sell 3 sets of demountable buildings for the amount stated (ex. GST).

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

Item	Awarded to	Contract Amount ex GST
3x Demountable Buildings	Brandon Goldstein	\$91,750

**4. FINANCIAL & RESOURCE IMPLICATIONS**

The sale of the demountable buildings will provide a lump sum of \$91,750 which will be allocated to the redevelopment of the Gregory Depot.

## 5.      RISK

**Table No 4 – Risk Mitigation Strategy**

<b>Risk</b>	<b>Possible consequence</b>	<b>Mitigation</b>
Tenderer withdraws offer	Loss of revenue (\$1,750 compared with next best offer)	Contract clause for payment within 7 days of award.
Risk in retaining demountable buildings which are surplus to requirements.	Building deterioration, maintenance costs.  Reduced re-sale value.	Sale of buildings to Tenderer for highest price.

## 6.      POLICY &amp; LEGAL IMPLICATIONS

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

## 7.      CONSULTATION

Consultation has taken place with:

- Chief Executive Officer
- Preston Law

## 8.      CRITICAL DATES &amp; IMPLICATIONS

Demountable buildings are to be removed within 30 days of award.

## 9.      OFFICER'S RECOMMENDATION

1. That Council note the contents of the report and relevant attachments; and
2. That Council endorses the sale of the 3 demountable buildings to Brandon Goldstein for a total price of \$91,750 ex GST.

## ATTACHMENTS

1. Sale of Demountable Buildings Record of Procurement



Sale of  
Demountable Buildi

## 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

16.01

## 17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 23 March 2023.