



Confirmed Minutes  
Burke Shire Council Ordinary Meeting  
Thursday 30 March 2023  
9.00am Council Chambers

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## 01. Opening of Meeting

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

## 02. Record of Attendance

**Cr Ernie Camp; Mayor – Chair**  
**Cr Tonya Murray; Deputy Mayor**  
**Cr John Clarke**  
**Cr John Yanner**  
**Cr Rosita Wade**

**Dan McKinlay; Chief Executive Officer**  
**Clinton Murray; Acting Director of Engineering**  
**Chelsea Nelson; People, Performance and Culture Manager**  
**Kimberly Chan; Economic Development Manager**  
**Madison Marshall; Corporate Services and Governance Manager (Minutes)**  
**Shannon Moren; Community and Communications Manager**  
**Shaun Jorgensen; Finance and Technology Manager**

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

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

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

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 230330.01 5/0**

## 03. Prayer

**Cr Wade led Council in prayer.**

## 04. Consideration of applications for leave of absence

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

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

### 05.01 Ordinary Meeting 20 February 2023 and Special Meeting 28 February 2023

**That the Minutes of the Ordinary Meeting of Council held on Monday 20 February 2023 and the Special Meeting held on Tuesday 28 February 2023 as presented be confirmed by Council.**

**Moved: Cr Yanner**

**Seconded: Cr Clarke**

**Carried 230330.02 5/0**

## 06. Condolences

**No condolences were noted for the meeting.**

## 07. Declaration of Interests

**No declarations of interests were noted for the meeting.**

## 08. Registers of Interests

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

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

### 09.01 Notices of Motion

### 09.02 Petitions

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

### Attendance

Cr Wade left the meeting from 9.28am to 9.32am.

## 10. Engineering Services Reports

### 10.01 Engineering and Services Monthly Report

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DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Clinton Murray
PREPARED BY:	Clinton Murray
DATE REPORT PREPARED:	27 March 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 February 2023. The Attachment to this report provides detail on routine reporting matters and general information.

#### 2. SUMMARY

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

##### 2.1 General Business (including Parks, Gardens and Cemetery)

- Increased general town Maintenance Ongoing
- Recruitment for Senior Engineer progressing
- Wet Season checks and Maintenance

##### 2.2 Roads

- Event Activation
- Wet season road checks and Monitoring-Signage
- Wet Season flood marker checks and updating
- Jacks Gully- Wash out – under traffic Management.
- Woodbine Gully- Under contract- Traffic Management

##### 2.3 Workshop

- Wet Season repairs- Ongoing
- Grader – repairs cfwd
- Fleet procurement program commenced with purchase of 9 replacement vehicles underway. RFQ out to suppliers. Finalised- Arriving 4x4 due in May 23 4x2 June23
- 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 Ongoing.

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. Samples for BWTP Potable Drinking Water were sent to CRC for testing.

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. Due to flooding this has been delayed to March.
- 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. Samples were sent to CRC for testing.

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. Ongoing
- 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. We have not been able to Access the GWTP due to flooding and will continue on with training once we are able to.
- 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. We were not able to do in house testing due to the flooding and the Water Regulators have been notified.

## 2.5 Airports

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

That Council receives and notes the Engineering and Services report for February 2023.

### 10.01 Engineering and Services Monthly Report

That Council receives and notes the Engineering and Services report for February 2023.

Moved: Cr Camp

Seconded: Cr Wade

Carried 230330.03 5/0

## 10.02 Capex Projects Monthly Update Report

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DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Clinton Murray
DATE REPORT PREPARED:	10 March 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. SUMMARY

The council endorsed Capex program budget for 2022/23 financial year is \$12,961,241. The current program now sits at around \$14m on the back of recent grant funding successes. Project resourcing 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>Council approved the white fleet replacement contract.</li><li>The delivery of new vehicles will be completed by end of June 2023</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 contracts awarded and works commenced – scheduled completion November '22 – <a href="#">extension of time granted</a></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 – <a href="#">detailed design is in progress</a></li> </ul>
Burketown Landfill Cell	<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><a href="#">Public notice to be issued once complete</a></li> <li><a href="#">The entrance signage is small and need to replace</a></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>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 progress with re-instatement of original bridge</li> </ul>

Project	Description	Update/activity for reporting month
		<p>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>Decided to use timber decking</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 Councilors 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>• Scope is added to Smart Water Meter project</li> </ul>
Health & Well-being Precinct Master planning	Master planning including community/stakeholder consultation with concept design	<ul style="list-style-type: none"> <li>• Tenders assessed in negotiations with 2 consultants. Request for quotation for full design and documentation as Phase 2 of their engagement – responses due 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>• Due to higher price tag concept design needs amendments</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</li> </ul>

Project	Description	Update/activity for reporting month
		<p>April 22 in Bkt</p> <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 issue resolved and detailed design is in progress</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>Valve's 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>The construction of concrete slabs and footpath be a separate contract</li> <li>Scope of Stage 1 and 2 confirmed and proceed with detailed design</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>Contract award and the construction work may delay due to current floods</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> <li>Joint stakeholder meeting will schedule in mid-April 2023</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 end of March</li> </ul>

Project	Description	Update/activity for reporting month
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

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 i.e., 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> </ul>

Funding program	Description	Update/activity for reporting month
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

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

**10.02 Capex Projects Monthly Update Report**

**That Council notes the Capex Projects Report for end of February 2023.**

**Moved: Cr Wade**

**Seconded: Cr Yanner**

**Carried 230330.04 5/0**



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**10.03 Gregory Water Treatment Plant and SCADA Project Contract No.: 0280-4057-002 & Burke Shire Council SCADA Support Services 0280-4057-003**

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DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Clinton Murray; Acting Director of Engineering
PREPARED BY:	Sarath Jayasekara; Senior Project Engineer
DATE REPORT PREPARED:	10 March 2023
LINK TO COUNCIL PLAN/S:	

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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 Gregory Water Treatment Plant and SCADA Project Contract No.: 0280-4057-002 & Burke Shire Council SCADA Support Services 0280-4057-003 for the negotiated price as per Table No. 2 - Recommended Contractor and Price.

It is noted that the overall project budget is provided for under the Building Our Region (BOR) Round 6 and NQ Recovery and Resilience Grant (RRG) funds. 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 scope of work spans across Burke Shire, but generally located in and around Burketown and Gregory. These two towns are approximately 120 kilometers apart. A key objective of this project is to locate a hardwired “master station” at each of the two WTPs, to enable local operation independent of communications. For Burketown, this involves relocation of the SCADA Master Station from the Depot, to the Burketown Water Treatment Plant (Burketown WTP). At Gregory Water Treatment Plant (Gregory WTP) a master station is required.

SCADA Upgrades and Gregory WTP Upgrade - The following six (6) discrete sites are included in the works:

**Burketown:**

1. Nicholson River Raw Water Intake and Pump Station, including a new switchboard and reintegration of automatic duty rotation, and interlocks for generator operation.
2. Burketown WTP, including removal of redundant electrical infrastructure and consolidation of remaining/ active equipment into a new switchboard to accommodate. The master station at the Burketown depot is to be relocated to the WTP.
3. Burketown Sewage Treatment Plant, including new level measurement and incorporation into the SCADA system.
4. Burketown Sewage Pump Stations (SPS) No. 1, 2 and 3 respectively, including a replacement flow meter at SPS3.

**Gregory:**

1. Gregory River Raw Water Intake and Pump Station, including the replacement of the existing pumps.
2. Gregory WTP, including process improvements such as filter media replacement and the supply and installation of new chemical storage and dosing systems.

#### Operational Project “SCADA Support Services”

The Services involve the support services required to maintain stable and reliable operation of the greater Burke Shire Council SCADA and communications systems to enable reliable and automatic operation of the various water and sewage infrastructure, including, but not limited to:

- Nicholson River raw water pump station
- Burketown WTP, including the relocated master station
- Burketown Sewage Treatment Plant and three sewage pump stations
- Gregory River raw water pump station
- Gregory WTP

#### 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.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 16<sup>th</sup> January 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**.

Due to a lack of necessary tender response documents (including required insurances, detailed program, complete project methodology, identification of project risks) Tenderer 3 were deemed to be non-conforming and removed from the evaluation process.

**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>
Gregory WTP and SCADA Project Contract No.: 0280-4057-002 & Burke Shire Council SCADA Support Services 0280-4057-003	SCADA Upgrades and Gregory WTP Upgrade - The following six (6) discrete sites are included in the works and Operational Project “SCADA Support Services”	3	1

### 3. PROPOSAL

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

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

Tender Package	Awarded to	Contract Amount
Gregory WTP and SCADA Project Contract No.: 0280-4057-002	Austek Pty Ltd	\$ 1,584,891.05
& Burke Shire Council SCADA Support Services 0280-4057-003 (four-year contract engaged annually)	Austek Pty Ltd	\$ 221,380.00

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The funds allocated for the project are listed in table 3, and the total project cost is listed in table 4. This budget figure incorporates all works to complete the project, including preliminaries, design, project management, contingency, construction cost, and internal costs. Grants will not cover all costs associated with the delivery of the works. **Additional funds need to secure to complete the construction of settling lagoons.**

**Table No 3 – Funding Source**

Funding Source	Amount
BOR 6	\$ 1,211,310.00
NQRRG	\$ 736,000.00
<b>Total</b>	<b>\$1,947,310.00</b>

**Table No 4 – Total Project Budget (construction)**

Tenderer Package	Total Project Budget
Gregory WTP and SCADA Project Contract No.: 0280-4057-002	\$ 2,407,800.00

Total Project Budget includes the Raw Water Lagoon estimated cost of close to \$500,000.

#### 5. 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</li> </ul>

Risk	Possible consequence	Mitigation
		working platform
Delays to the completion of First Priority projects	Not meeting the funding requirements	<ul style="list-style-type: none"> <li>• Monitor progress closely with Project Management “on the ground” overview</li> <li>• Seek time extension from funding authority if necessary</li> </ul>

#### 6. POLICY & 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.

#### 7. CONSULTATION

Consultation has taken place with:

- GHD

#### 8. CONCLUSION

It is hoped to attract additional funding in order to construct the Raw Water Lagoon. This will be followed up as a matter of Priority.

#### 9. 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 **Austek Pty Ltd** to the maximum amounts (ex GST) of:
  - a. Gregory WTP and SCADA Project Contract No.: 0280-4057-002 **\$1,584,891.05**; and
  - b. And Burke Shire Council SCADA Support Services 0280-4057-003 (four-year contract but engaged annually in OPEX budget) **\$ 221,380.00**
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:
  - a. Gregory WTP and SCADA Project Contract No.: 0280-4057-002 **\$1,753,380.00**

**10.03 Gregory Water Treatment Plant and SCADA Project Contract No.: 0280-4057-002 & Burke Shire Council SCADA Support Services 0280-4057-003**

1. That Council note the contents of the report and relevant attachments; and
2. That the Council awards Contracts awarded to the Austek Pty Ltd to the maximum amounts (ex GST) of:
  - a. Gregory WTP and SCADA Project Contract No.: 0280-4057-002 \$1,584,891.05; and
  - b. And Burke Shire Council SCADA Support Services 0280-4057-003 (four-year contract but engaged annually in OPEX budget) \$ 221,380.00
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:
  - a. Gregory WTP and SCADA Project Contract No.: 0280-4057-002 \$1,753,380.00

Moved: Cr Camp

Seconded: Cr Yanner

Carried 230330.05 5/0

## 11. Chief Executive Officer Reports

### 11.01 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	\$500

			racecourse area with minimal rubbish 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 portaloos, 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	Burketown State School Healthy Foods Garden  27th April 2022	\$750	Nil	Nil

it				
Total Value		\$17,049 (excludes \$6,000 Cash Gregory Jockey Club carried over from previous year.		

**Status**

Events held so far. Funds paid \$

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

That:

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

**Status**

Community consultation has occurred in Burketown and Gregory. Economic Development Strategy currently being developed.

**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**

At tender stage.

**Matter Closed**

**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 – 230125.07 – A Way Forward for The Development of Freehold Lots Located on Land 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**

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**

**Matter Closed**

**Resolution Number – 230220.10 – Sale of Demountable Buildings**

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.

**Status**

Tender let

**Matter Closed**

**Resolution Number – 230220.13 – Burke Shire Economic Development Plan Background Paper**

1. That Council notes 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

**Status**

**Matter Closed**

**Resolution Number – 230220.14 – 2022 DRFA Restoration Works - Contracts for Packages 1 to 3**

1. That Council note the contents of the report and relevant attachments; and
2. 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
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:
  - 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
4. That once the package has been completed there will be a post completion workshop with council in relation to each tenderer in relation to the performance of the contract.

**Status**

3 tenders let.

**Matter Closed**

**Resolution Number – 230220.18 – Reestablishment of a training facility on what was formally known as Longreach Pastoral College**

That Council resolve to support the reestablishment of a training facility on what was formally known as Longreach Pastoral College.

**Status**

Have advised of Council support.

**Matter Closed**

**Resolution Number – 230220.19 – Burketown Landfill**

That council resolve to close the Burketown landfill facility every Wednesday going forward for future maintenance at the facility.

**Status**

Has happened.

**Matter Closed**

**Resolution Number –230228.02 – Archie & Dinner Creek Crossing Upgrade (Contract No.: 0280-4072-0002)**

1. That Council note the contents of the report and relevant attachments; and
2. That the Council awards Contracts awarded to the Lohman Contracting Pty Ltd to the maximum amounts (ex GST) of:
  - a. TENDER NO. 0280-4072-0002 - Archie & Dinner Creek Crossing Upgrade  
\$3,021,874.66
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:
  - a. TENDER NO. 0280-4072-0002 - Archie & Dinner Creek Crossing Upgrade  
\$3,695,335.00

**Status**

Tender let.

**Matter Closed****11.01 Status Report****That Council receives and notes the status report.****Moved:** Cr Wade**Seconded:** Cr Clarke**Carried 230330.06 5/0**

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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:	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 February 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 one more is close to a signed contract.

Burketown Health & Wellbeing Precinct Project discussions. Consultation with State School.

NWQROC Zoom Meeting.

Internal Audit discussions.

Discussion Wharf precinct.

Gregory ILUA discussions.

Food Resupply occurred.

**Unsung hero**

Wendy van der wolf nominated Madison Marshall. Her comments were as follows:

*"I would like to nominate Madi for being extremely helpful and cheerful with any enquiry directed to her"*

Well, done Madi

**Financial Services and Information Technology**

Major focus in February 2023 for Financial Services was as follows (including critical updates post flood event for March 2023):

- 2022/2023 comprehensive NCA valuation inspection dates have been rescheduled for May at this stage due to flooding event in March 2023;
- 2022/2023 tip restoration valuation with engagement with Erscon; now pending completion in April/May due to flooding event in March 2023
- Asset management plans are still in review phase and are currently delayed – this exercise will be rescheduled for April/May;
- Debt collection of amounts to a total sum of \$80k are on-going;
- Geo-spatial mapping near completion with Survey 123 being deployed with Engineering for testing – a map link has now been added to the council website under the emergency information section of the website in response to the March 2023 flooding event;
- Finance has commenced scoping the second internal audit for the 2022/23 year being a Cash Management;
- Finance has reviewed both the internal audit plan and audit committee charter for review in the next audit committee set for April 2023 at this stage;
- Internal audit (Fraud review) nearing completion pending a few matters to resolve, internal audit has cited no incidents of Fraud with some minor control adjustments observed – the draft report will be issued for audit committee review in April at this stage;
- LGM Membership renewal currently in progress for 2023-24;
- LGM Liability has been contacted post flood with insurance assessors on standby to commence their assessment of Burke for claims once they can be flown into Burketown;
- A CDO (counter disaster operations) coding index has been established to isolate costs for disaster recovery for grant acquitting and reporting;
- A submission for \$800k has been made for a cash advance from the QRA at this stage to cover initial disaster first response costs – this is pending approval from Department; and
- Shell financials have been provided to PIB to commence early preparation.

Major focus in February 2023 for Technology Services was as follows (including critical updates post flood event for March 2023):

- MS365 azure solution has now been costed and a project plan established, this will be presented in the April 2023 council meeting agenda for Councillors to review;
- \$30k of new computer hardware for all Burketown and Gregory office locations have been received pending installation – installation is currently on hold pending access to community;
- A new 12k conferencing system has been scoped and ordered for the Durlga; the installation of this system will be on hold until access and mail deliveries can be started again;
- Upgrade to InfoXpert/Magic Suite Software's for records management is rescheduled to April due to the flooding event requiring all systems to remaining accessible during the past 3 weeks;
- Engaged Rob Winter-cook from Telstra to begin scoping an application for the next round of RCP funding (round 3) and mobile black-spot funding – pending update from Telstra;

- Investigation into the purchase of two RV Starlink units is being investigated for the 2023/24 budget for both road crew usage and future counter disaster management planning; and
- Council is investigating Telstra Track with the workshop manager for moving forwards to replace old and outdated Navman system and council fleet and plant monitoring purposes.

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

EBA

March JCC meeting postponed to April

Policies

- Domestic and Family Violence Policy

Positions advertised:

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

New employees

- None

Terminated Employees

- Brianna Harrison
- Schakarne Aitkens Kum-Sing

Training and Professional Development

- Plumbing Apprenticeship progressed at TAFE in Cairns

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

Grants

- Several Grants currently being drafted for submission
  - Minor Infrastructure Program Guidelines – application submitted.
  - Gambling Community Benefit Fund – drafting a submission to be submitted under Burketown VMR. Works to contribute to the Burketown Wharf Precinct Project. Awaiting outcome.
  - Queensland Reconstruction Authority, Disaster Funding – application submitted 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. Successful - \$31,850.00
- 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. Awaiting outcome
- 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. Need to relook at this due to flooding and contractor capability

#### Small Business

- Drafting a business investment prospectus document to entice people to come to the shire and start a business – ongoing
- Working with businesses on information and grants available regarding the flooding. Planning a trip to visit businesses and hopefully also offer grants support once an officer is granted through funding.

#### 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. Ongoing and delayed due to flooding
- 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. Delayed
- Looking at options to update the visitor information found on the Council website. Delayed and ongoing



- New software to track tourism data is set to be accessible to Council from State Development Funding – Workshop with State Development to be held in April in Cloncurry
- 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. Postponed due to flooding

#### Other

- Savannah Way Art Trail event postponed. Finalisation of artwork ongoing. Postponed due to flooding
- Planning underway for the next Burke Health and Wellbeing Event. Postponed due to flooding

#### Flooding Event

- Currently working with QRA on the recovery plan
- Working on CDO funding

### **Community and Communications**

#### Events

##### Upcoming Community Events:

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

##### Upcoming Council Events:

February	Photo Competition – Burke Shire “Through Your Eyes” (extended)
March 23-24	Burke Shire Health & Wellbeing Days (postponed)
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 current situation with flooding this will be rescheduled with date to be advised.
- Demolish Old Town Hall –Wilson’s Contracting have put measures in place to ensure building is stable and secure. Draft schedule of works was set to be presented to March Council Meeting however due to flooding event and local contractor affected this has been postponed.
- Photo Competition has commenced and submissions will be presented to March Council Meeting – Postponed due to flooding event. Closing date to be extended until end of April.
- Inspections being completed in Burketown to identify overgrown allotments and notices to be sent out – ongoing

#### Facilities Management

- Unit 3 – New tenants. Kaylene Sailor and Alfred Walden – This accommodation has currently been allocated to recovery efforts. Kaylene & Alfred have obtained temporary employment in Doomadgee and won't be expected to be back in town for a couple of months with the current situation.
- House 2, Lot 170 Sloman Street – Items to be moved this week. House will be vacant as of Friday 31<sup>st</sup> March 2023.
- 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 – Service agreement in place however due to flooding event and contractor affected this has been postponed.
- 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 – ongoing.

Others

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

Madison was on leave for the month of February – no updates in this area.

#### **3. OFFICER'S RECOMMENDATION**

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

#### **11.02 Chief Executive Officer Report**

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

**Moved: Cr Murray**

**Seconded: Cr Clarke**

**Carried 230330.07 5/0**

#### **Adjournment**

That Council adjourned the meeting for morning tea from 10.46am to 11.18am; all were present at resumption except Cr Yanner.

#### **Attendance**

Cr Yanner entered the meeting at 11.21am.

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## 11.04 Extension of Rates Levy Discount and Due Date Period

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay, Chief Executive Officer
PREPAED BY:	Shaun Jorgensen, Finance and Technology Manager
DATE REPORT PREPARED:	21 March 2023
LINK TO COUNCIL PLAN/S:	Operational Plan, Revenue Policy, Revenue Statement, Risk Management Framework

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### 1. PURPOSE

To extend the discount period and due date of the February 2023 rates levy for all Burke Shire Council ratepayers.

### 2. BACKGROUND

As a result of an extended period of regional flood coupled with the recent flooding disaster and a significant recovery period following; council management has identified that ratepayers have been unable to receive their rates notice assessments for February 2023 which were due to be paid in full to council (unless otherwise specified) by 31 March 2023. This is due to a restricted mail service which has been cut-off an/or has been unable to access the region for a number of months now.

### 3. PROPOSAL

Management proposes that Council considers and adopts an extension to the early payment discount and due date of the February 2023 rates assessments to all Burke Shire Council ratepayers from 31 March 2023 to a new date of 30 April 2023, to allow for ratepayers to contact council and allow for notices to be emailed to ratepayers in the absence of functional mail service in the region. This action is permissible as per the provision for 'Discount for prompt payment of rates or charges'; section 130 (7 – 10) of the *Local Government Regulation 2012*.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

As council budgets for all rates to be received by 30 June; the financial impact will be specifically in relation to the timing of the receipt of rates payments being deferred for 30 days beyond the original due date of the 31 March 2023. At the time of writing this report, the PCS 'total not yet due' classification of arrears equated to \$1,448,244.88 from the February 2023 rates levy period.

For interest charges on overdue rates, there is no accurate way that council may anticipate the potential gain or loss from interest charges at this stage as there is no indication that a ratepayer might not pay before that new due date that would constitute an interest revenue loss.

For interest on cash receipts not yet receipted, council can only estimate the interest loss that may occur, however a worst-case scenario this is estimated is as follows:

#### **QTC Interest Loss Estimate:**

Cash amount: \$1,448,244.88

Interest rate: 0.29% (\$3.44 Annual Rate (February 23 QTC Rate) / 12 months

**Interest loss: \$4,151**

## 5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012	Section 193(3)	<p><b>Revenue Policy</b></p> <p>A local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.</p> <p>Council adopted the Revenue Policy for the 2022-23 financial year in a special council meeting on the 12th July 2022.</p>
Local Government Regulation 2012	Section 130 (7 – 10)	<p>(7) The local government may, by resolution, change the discount period to end on a later day (the new discount day).</p> <p>(8) However, if the discount period is changed under subsection (7), the local government must also, by resolution, change the due date for payment to a later day that is no earlier than the new discount day.</p> <p>(9) If the local government decides to allow a discount for a discount period, it must allow the discount to all ratepayers who pay the rates or charges before the end of the discount period.</p> <p>(10) If a local government is satisfied a ratepayer has been prevented, by circumstances beyond their control, from paying the rates or charges in time to get a discount, the local government may still allow the discount.</p>

## 6. CRITICAL DATES & IMPLICATIONS

This adjustment to rates due dates should be considered and endorsed as a matter of urgency to accommodate ratepayers in the wake of the recent Burke Shire flood event.

## 7. CONSULTATION

Councillors

CEO

Management Team

## 8. CONCLUSION

Due to the extended regional flooding and natural disaster events that occurred in the Burke Shire, it is proposed that Council extend the due date of the February 2023 rates levy to 30a April 2023 to

account for a lack of physical mail services in the region over an extended period of time as well as natural disasters impacting on the ability of ratepayers to pay their rates on time.

9. OFFICER'S RECOMMENDATION

THAT Council:

1. Adopts, in accordance with section 130(7) of the *Local Government Regulation 2012*, the extension of the discount date for the February 2023 rates levies to all Burke Shire Council rate payers to 30 April 2023 (previously 31 March 2023); and
2. Adopts, in accordance with section 130(8) of the *Local Government Regulation 2012*, the payment due date of the February 2023 rates levies to all Burke Shire Council rate payers be extended to 30 April 2023 (previously 31 March 2023).

**11.04 Extension of Rates Levy Discount and Due Date Period**

THAT Council:

1. **Adopts, in accordance with section 130(7) of the *Local Government Regulation 2012*, the extension of the discount date for the February 2023 rates levies to all Burke Shire Council rate payers to 30 April 2023 (previously 31 March 2023); and**
2. **Adopts, in accordance with section 130(8) of the *Local Government Regulation 2012*, the payment due date of the February 2023 rates levies to all Burke Shire Council rate payers be extended to 30 April 2023 (previously 31 March 2023).**

Moved: Cr Yanner

Seconded: Cr Wade

Carried 230330.08 5/0

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## 11.03 Finance Monthly Update

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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:	8 March 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 February 2023.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION






As a review of council's performance over the month of February 2023; Council notes that cash was down up \$1.764mil for the month. As this is the eighth 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 Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %	
Operating Revenue	(1)	7,643,683	14,353,350		53%
Operating Expenses	(2)	11,898,237	19,384,187		61%
<b>Operating Result (Profit/Loss)</b>	-	<b>4,254,554</b>	<b>5,030,837</b>		<b>85%</b>
Capital Revenue	(3)	2,003,424	10,248,817		20%
<b>Net Result</b>	-	<b>2,251,130</b>	<b>5,217,979</b>		<b>-43%</b>

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	9,199,242	7,488,413
Other Current Assets	(5)	4,826,103	1,402,000
Non Current Assets	(6)	164,419,161	160,902,528
<b>Total Assets</b>		<b>178,444,506</b>	<b>169,792,941</b>
Liabilities (Current)	(7)	8,846,647	3,540,000
Liabilities (Non Current)	(8)	854,788	1,210,000
<b>Total Liabilities</b>		<b>9,701,435</b>	<b>4,750,000</b>
<b>Net Community Assets</b>		<b>168,743,071</b>	<b>165,042,941</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%	-56%	-113%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	1.6	1.5
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-68%	-92%

1

#### Notes:

- (1) **Operating revenues** - Noted that rates were levied for February 2023. Additionally unearned revenue has been reviewed with approximately \$1.25mil being recognised for flood damage revenues in accordance with works completed to 28 February 2023.
- (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 \$3.141mil against a budget of \$6.174mil for the year; this is an actual spend of 50.88% by 28 February 2023.
- (3) **Capital Revenue** - Noted that capital revenues have increased by approximately \$400k for the month. Due to the recent flooding in the Burke region, this has impacted council's ability to proceed with physical projects works due to inaccessibility and or bad weather conditions to proceed with works.
- (4,5,6,7,8) - Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; as such no items by exception to report at this stage.

#### Definitions

- <sup>1</sup> The working capital ratio: measures council's ability to offset short term obligations with current assets.
- <sup>2</sup> The net financial liabilities ratio: measures council's ability to increase borrowings where necessary.
- <sup>3</sup> The operating surplus ratio: measures council's ability to cover operational costs through operational revenues.

## 4. STATEMENT OF CASH FLOWS

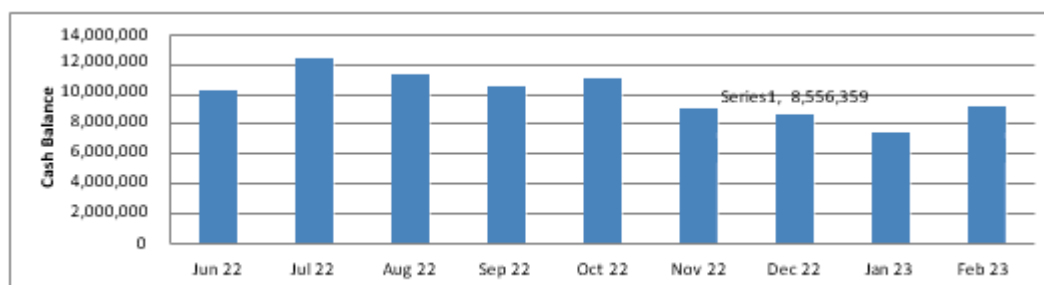
The below statement shows a comparison between the cashflow of February 2022 in the previous year v February 2023 actuals v the budgeted estimated cashflow for 30 June 2023.

For the month ended 28 February 2022

	Note Ref	28 February 2022 \$	28 February 2023 \$	2022-23 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	4,751,908	3,433,861	5,329,182	64%
Payments to suppliers and employees	(2)	(14,036,418)	(9,946,176)	(15,033,274)	66%
		(9,284,509)	(6,512,315)	(9,704,092)	67%
Rental Income	(3)	127,713	147,942	200,000	74%
Interest Received	(4)	39,862	188,324	216,000	92%
Operating Grants and Contributions	(5)	6,435,222	6,989,857	9,410,850	74%
Finance Costs		(6,714)	-	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		<b>(2,688,427)</b>	<b>823,808</b>	<b>9,826,850</b>	<b>8%</b>
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	(2,804,965)	(3,774,880)	(13,530,052)	28%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		274,581	52,879	151,000	-35%
Capital Grants and Subsidies	(7)	1,230,918	2,056,303	10,097,817	20%
<b>Net cash inflow (outflow) from investing activities</b>		<b>(1,299,465)</b>	<b>(1,771,457)</b>	<b>(3,281,235)</b>	<b>54%</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>(3,987,892)</b>	<b>(947,649)</b>	<b>(2,658,477)</b>	<b>36%</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>6,542,347</b>	<b>9,199,242</b>	<b>7,488,413</b>	<b>123%</b>

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	3.50%	198,324	7,780,314
Westpac General Fund - Trust	-	-	1,418,645
Cash Floats	-	-	283
<b>Total</b>			<b>9,199,242</b>

Cash and Cash Equivalents Movement Comparison ChartCash and Cash Equivalents – Restricted Cash (IAS 7)

<b>Total Cash on hand</b>	<b>9,199,242</b>	
Restricted Cash - DRFA Revenue	7,460,688	Includes contract liabilities works have not been completed for yet
Unrestricted Cash	1,738,554	



**Notes to the Statement of Cashflows:**

- (1) **Receipts from customers** - Receipts are on track with budget as at 28 February 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 February 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 (3.5%). This is down from 3.86% in January 2023.
- (5) **Operating Grants and Contributions** - Grants cashflow mapping requires further revision to determine if there is a distortion due to the mapping on unearned revenue being contained within one liability balance. Finance will investigate this further in the coming month however the grant cashflows in totality including capital are accurately representative of true cash received by council.
- (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. No significant movements have been noted for capital purchases for February 2023 due to severe regional flooding.
- (7) **Capital Grants and Subsidies** - Capital grants have increased by \$400k for February 2023 as finance has balanced unearned revenue and match this amount to works completed in WIP year to date that were funded.
- (8) **Net Cash Movement** - Council's cash holdings were up by \$1.764mil by the end of February 2023. This was due to large instalments of DRFA funds being received as well as other capital funds just as PAC being received during the month.

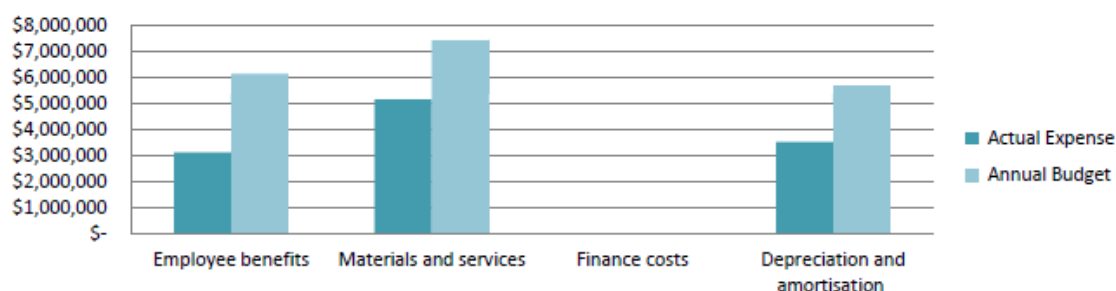
**5. STATEMENT OF INCOME AND EXPENDITURE**

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

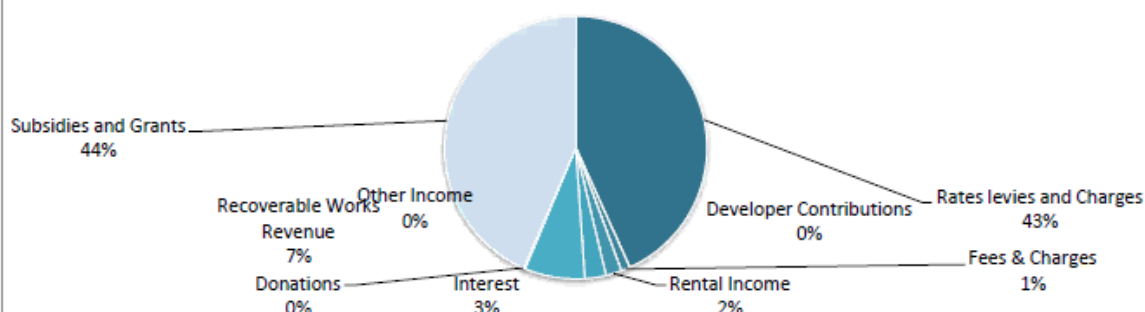
For the month ended 28 February 2022

	Note Ref	28 February 2022 \$	28 February 2023 \$	2022-23 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		3,139,296	3,305,581	3,231,000	102%
Fees & Charges	(1)	61,347	85,602	123,600	69%
Rental Income	(2)	127,713	147,942	200,000	74%
Interest	(3)	39,862	198,324	216,000	92%
Recoverable Works Revenue	(4)	296,024	569,260	1,113,000	51%
Other Income	(5)	1,962	15,856	53,900	29%
Donations	(12)	-	100	5,000	2%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	6,435,222	3,321,018	9,410,850	35%
<b>Total Recurrent Revenue</b>		<b>10,101,426</b>	<b>7,643,683</b>	<b>14,353,350</b>	<b>53%</b>
<b>Capital Revenue</b>					
Sale of non-current assets	(13)	-	52,879	151,000	-35%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	1,230,918	2,056,303	10,097,817	20%
<b>Total Capital Revenue</b>		<b>1,230,918</b>	<b>2,003,424</b>	<b>10,248,817</b>	<b>20%</b>
<b>TOTAL INCOME</b>		<b>11,332,344</b>	<b>9,647,107</b>	<b>24,602,167</b>	<b>39%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	2,929,375	3,141,574	6,174,741	51%
Materials and services	(9)	8,800,695	5,205,818	7,475,446	70%
Finance costs	(10)	6,714	10,101	12,000	84%
Depreciation and amortisation	(11)	3,188,576	3,540,744	5,722,000	62%
<b>TOTAL RECURRENT EXPENSES</b>		<b>14,925,360</b>	<b>11,898,237</b>	<b>19,384,187</b>	<b>61%</b>
<b>NET RESULT</b>		<b>3,593,016</b>	<b>2,251,130</b>	<b>5,217,979</b>	<b>-43%</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 (3.5%). This is down from 3.86% in January 2023.
4. **Recoverable Works Revenue** - No RMPC billings were issued during February 2023 due to the wet season limiting works.
5. **Other Income** - Minimal movement for the month.
6. **Subsidies and Grants (operating)** - Unearned revenue as been reviewed with approximately \$1.25mil being recognised for flood damage revenues in accordance with works completed to 28 February 2023.
7. **Subsidies and Grants (capital)** - Capital grants have increased by \$400k for February 2023 as finance has balanced unearned revenue and match this amount to works completed in WIP year to date that were funded.
8. **Employee benefits** - Employee benefits costs against the budget, we have currently expended \$3.141mil against a budget of \$6.174mil for the year; this is an actual spend of 50.88% by 28 February 2023.
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 28 February 2023.
12. **Donations Revenue** - Minimal movements noted for 28 February 2023.
13. **Sale of non-current assets** - Finance notes the amount represented as a loss on sale denotes the accounting loss based on the asset fair value as determined by external valuers as at 30 June 2022. We note that despite this, there was not previously a market to sell and as such while the accruals accounting notes a loss; council has still experienced an increase in cashflow as well as increases in rates revenue and decreases in property and vacant land upkeep costs.

## 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 February 2023 66.64%

% 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					
	28 February 2022	28 February 2023	2022-23 Annual Budget	YTD Progress	Comments
	\$	\$	\$	%	
<b>Recurrent Expenses</b>					
Corporate Governance Costs	516,566	554,186	861,700	64%	Within budget expectation for the month (66.64% movt).
Administration Costs	2,071,821	2,332,674	3,496,324	67%	Within budget expectation for the month (66.64% movt).
Recoverable Works Expenses	484,002	565,700	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	7,960,227	3,697,193	6,671,903	55%	Within budget expectation for the month (66.64% movt).
Utility Services Costs	591,368	595,610	908,000	66%	Within budget expectation for the month (66.64% movt).
Net Plant Operating Costs	- 748,313 -	- 331,190 -	909,000	36%	Within budget expectation for the month (66.64% movt).
Planning and Environmental Expenses	60,021	65,156	329,500	20%	Within budget expectation for the month (66.64% movt).
Community Services Costs	794,378	868,064	1,355,760	64%	Within budget expectation for the month (66.64% movt).
Finance Costs	6,714	10,101	12,000	84%	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 months to December 2022 review.
Depreciation	3,188,576	3,540,744	5,722,000	62%	Within budget expectation for the month (66.64% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (66.64% movt).
<b>TOTAL RECURRENT EXPENSES</b>	<b>14,925,360</b>	<b>11,898,238</b>	<b>19,384,187</b>	<b>61%</b>	Within budget expectation for the month (66.64% movt).
<b>Capitalised Wages</b>	-	13,281	194,000	7%	We note this amount will be reviewed for the 2022/2023 budget to recalibrate to a more achievable level.

## 7. STATEMENT OF FINANCIAL POSITION

*For the month ended 28 February 2023*

	28 February 2023	2022-23 Annual
	\$	Budget \$
<b>Current Assets</b>		
Cash and cash equivalents	9,199,242	7,488,413
Trade and other receivables	4,033,404	1,000,000
Inventories	282,645	300,000
Other financial assets	510,054	102,000
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>14,025,345</b>	<b>8,890,413</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	250,403,023	246,522,951
Accumulated Depreciation	- 85,983,862 -	85,620,423
Intangible assets	-	-
<b>Total non-current assets</b>	<b>164,419,161</b>	<b>160,902,528</b>
<b>TOTAL ASSETS</b>	<b>178,444,506</b>	<b>169,792,941</b>
<b>Current Liabilities</b>		
Trade and other payables	8,713,056	3,400,000
Borrowings	-	-
Provisions	133,591	140,000
Other	-	-
<b>Total current liabilities</b>	<b>8,846,647</b>	<b>3,540,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	110,820	-
Interest bearing liabilities	-	-
Provisions	743,968	710,000
Other	-	500,000
<b>Total non-current liabilities</b>	<b>854,788</b>	<b>1,210,000</b>
<b>TOTAL LIABILITIES</b>	<b>9,701,435</b>	<b>4,750,000</b>
<b>NET COMMUNITY ASSETS</b>	<b>168,743,071</b>	<b>165,042,941</b>
<b>Community Equity</b>		
Shire capital	39,529,889	49,627,706
Asset revaluation reserve	103,316,184	93,485,877
Retained surplus/(deficiency)	25,896,996	21,929,359
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>168,743,070</b>	<b>165,042,941</b>

## 8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 8 March 2023.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	58,495	13,298	22,564	465	94,822
SEWERAGE	1,064	2,061	11,465	70	14,661
GARBAGE	1,984	1,319	5,465	42	8,811
WATER	73,893	11,953	26,007	528	112,381
WATER CONSUMPTION	97,384	4,156	30,984	624	133,148
STATE GOVT EMERGENCY	2,846	837	2,477	30	6,189
LEGAL FEES	6,408	-	-	-	6,408
<b>Total</b>	<b>242,073</b>	<b>33,623</b>	<b>98,963</b>	<b>1,759</b>	<b>376,419</b>

<b>Total Rating Arrears</b>	<b>376,419.28</b>
Total Seeking Debt	
Collection (\$)	80,000
Total Seeking Debt	
Collection (%)	21%
Total Pending Further	
Review (\$) (Advice	
Obtained)	224,635
Total Pending Further	
Review (%) (Advice	
Obtained)	60%

<b>Total Rate Arrears in debt</b>	
<b>recovery phase (\$)</b>	<b>304,635.21</b>
<b>Total Rate Arrears in debt</b>	
<b>recovery phase (%)</b>	<b>81%</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	Nil	Nil

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

Nil

## 10. OFFICER'S RECOMMENDATION

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

**11.03 Finance Monthly Update**

**That the financial report for February 2023 be received and noted.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 230330.09 5/0**

## 11.05 Review of Domestic and Family Violence Policy

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Chelsea Nelson, People, Performance and Culture Manager
DATE REPORT PREPARED:	14 March 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

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### 1. PURPOSE

The purpose of this report is to readopt the attached revised Domestic and Family Violence Policy-General. The policy sets the parameters for accessing Domestic Violence Leave.

The purpose of the policy is:

- To define Domestic and Family Violence
- To detail the leave provisions in the Industrial Relations Act 2016 and the Burke Shire Council Certified Agreement 2022

### 2. BACKGROUND

Council is strongly committed to providing a healthy and safe working environment for all employees. DFV can have significant physical, psychological and social impacts for those affected. The earlier workplaces can recognise, respond and refer, the better the outcomes for those affected.

In accordance with the Local Government Regulation 2012, Council is required to maintain a range of policies to guide Council's behaviours and activities.

### 3. PROPOSAL

The proposal is to endorse the updated Domestic and Family Violence Policy.

The policy covers all provisions and requirements in relation to accessing Domestic and Family Violence Leave.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this Report.

### 5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Industrial Relations Act 2016 QLD	Part 3 Division 7	Domestic and family violence leave



Burke Shire Council Certified Agreement	Clause 5.8	Domestic and family violence leave
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#### 6. RISK

The annual review of these policies is a risk mitigation activity ensuring the currency of Council policies. Not only does DFV pose a physical, psychological and social risk to our employees, but it also reduces work performance and productivity.

#### 7. CRITICAL DATES & IMPLICATIONS

The policy applies until the next respective review date as defined by either the Act, Regulation or Policy.

#### 8. CONSULTATION

Councillors

Chief Executive Officer

Management Team

#### 9. CONCLUSION

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

#### 10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopt the revised Domestic and Family Violence Policy-General.

#### **11.05 Review of Domestic and Family Violence Policy**

- 1. That Council note the contents of the report; and**
- 2. That Council adopt the revised Domestic and Family Violence Policy-General.**

**Moved: Cr Clarke**

**Seconded: Cr Yanner**

**Carried 230330.10 5/0**

## 11.06 Appointment of Additional Audit Committee Member

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	22 March 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance - external, internal audit and Audit Committee requirements are satisfied.

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## 1. PURPOSE

The purpose of this report is to recommend the advertising and appointment of an additional member to the Burke Shire Council Audit Committee with a preference to be from the local Burke Shire community in accordance with section 210 (1) (ii) of the *Local Government Regulation 2012*.

## 2. BACKGROUND

The existing composition of the Burke Shire council Audit Committee comprises of 2 councillors in accordance with s210(1)(b)(ii) of the *Local Government Act 2012* with a third member being both the chairman and externally contracted from Walsh's Accounting as a member of significant experience and skill in financial matters per s210(1)(b)(ii) of the *Local Government Act 2012*.

While the above is acceptable in accordance with the relevant legislation, upon consultation with the Mayor and CEO it is deemed appropriate to also include an additional member from the local Burke Shire Community. In accordance with s210(1)(a) of the *Local Government Act 2012* this request would further enhance the financial accountability and governance of Council.

## 3. FINANCIAL &amp; RESOURCE IMPLICATIONS

A meeting fee will be negotiated for this position at this stage.

## 4. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Regulation 2012</i>	Section 210	<p>(1) The audit committee of a local government must—</p> <p>(a) consist of at least 3 and no more than 6 members; and</p> <p>(b) include—</p> <p>(i) 1, but no more than 2, councillors appointed by the local government; and</p> <p>(ii) at least 1 member who has</p>

Audit Committee Charter	Section 3	<p>significant experience and skills in financial matters.</p> <p>(2) The chief executive officer cannot be a member of the audit committee but can attend meetings of the committee.</p> <p>(3) The local government must appoint 1 of the members of the audit committee as chairperson.</p> <p>Council has resolved to establish an Audit Committee comprising of the following members to be appointed by Council; noting that it must contain a minimum of 3 members and no more than 6 members per section 210(1)(a) of the <i>Local Government Regulation 2012</i>:</p> <ul style="list-style-type: none"> <li>a) No more than 2 councillors appointed by the local government; and</li> <li>b) At least 1 member with significant experiences and skills in financial matters.</li> </ul> <p>Members are required to declare any interests that could constitute a real, potential or perceived conflict of interest in relation to matters considered at the meeting.</p> <p>The Council will appoint a member of the audit committee as chairperson following a recommendation from the audit committee.</p> <p>It is noted that the Chief Executive Officer and any staff member of Council cannot be a member of the audit committee but can attend meetings of the committee in accordance to section 210(3) of the <i>Local Government Regulation 2012</i>.</p> <p>The Auditor-General or his representative and the internal auditor will be invited to attend meetings as observers.</p> <p>The Deputy Chief Executive Officer and/or Finance Manager shall attend</p>
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		meetings and be responsible for preparing the agenda in consultation with the chairperson and for producing reports and minutes of the committee meetings.
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## 5. RISK

Risk Type	What could happen	Possible Consequences
Financial Transparency to Community/Public	The audit committee does not have an appropriate Committee input and decision making is not appropriately questioned in the best interests of the community	Transparency is not provided to community and decisions are not executed with the community's best interests in mind.

## 6. CRITICAL DATES & IMPLICATIONS

That a new independent Audit Committee member be sought by the way of advertising to the local Burke Shire community and that council make a determination to proceed or not proceed with the execution of this matter ahead of the next Audit Committee meeting scheduled in April 2023. The Burke Shire Council Audit Committee Charter must also be updated to reflect any change to the composition of the Audit Committee.

## 7. CONSULTATION

Mayor

Chief Executive Officer

Finance and Technology Manager

## 8. CONCLUSION

It is felt that to further enhance the maturity of council's provision of transparency to community/public, an additional member to the Burke Shire Council Audit Committee be sought from the local Burke Shire community to add to the committee and the Audit Committee Charter be amended to reflect this change.

An audit committee can be a powerful advisory group to help the entity manage its risk. By applying external, independent perspectives to the risks, issues, and challenges facing an entity, the committee can help the entity to manage the variability of its delivery of outputs, impacts, and outcomes.

## 9. OFFICER'S RECOMMENDATION

THAT: Council endorse the advertising and engagement of a local community member to be appointed to the Burke Shire Council audit committee in accordance with s210 of the *Local Government Regulation 2012*.

THAT: The Burke Shire Council Audit Charter be amended to reflect the additional Audit Committee member.

**11.06 Appointment of Additional Audit Committee Member**

**THAT: Council endorse the advertising and engagement of a local community member to be appointed to the Burke Shire Council audit committee in accordance with s210 of the *Local Government Regulation 2012*.**

**THAT: The Burke Shire Council Audit Charter be amended to reflect the additional Audit Committee member.**

**Moved: Cr Yanner**

**Seconded: Cr Wade**

**Carried 230330.11 5/0**

## 11.07 Queensland Housing Strategy 2021-2025 Local Housing Action Plan Burke Shire Council

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan Mckinlay-Chief Executive Officer
PREPARED BY:	Dan Mckinlay-Chief Executive Officer
DATE REPORT PREPARED:	27 March 2023
LINK TO COUNCIL PLAN/S:	<p>Goal-A diverse, strong and sustainable economy that provides employment and business opportunities for current and future generations.</p> <p>Strategy- Deliver and maintain infrastructure and services conducive to economic sustainability, development and growth.</p> <p>c KPI: release of land (no. of lots sold)</p>

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### 1. PURPOSE

To adopt the Queensland Housing Strategy 2021-2025 Local Housing Action Plan for Burke Shire Council – (Final Draft v1)

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Queensland Housing Strategy 2021-2025 Local Housing Action Plan (final draft v1) has been developed in consultation with Western Queensland Alliance of Council's (WQAC) who have been in collaboration with the Burke Shire Council.

The Queensland Housing Strategy 2021-2025 Local Housing Action Plan (final draft v1) focuses on four key Housing challenges in Burke Shire Council:

The Plan aims to respond to a range of Housing issues in Burke Shire Council by:

1. developing agreed priority actions to respond to housing need,
2. establishing strong foundations for longer-term housing responses to assist housing and homelessness outcomes in the Shire into the future.
3. incorporating existing information and plans that assist with developing responses to housing need and acknowledge work already completed by the Council, State Agencies, private and not-for-profit organisations.
4. facilitating targeted interaction between all parties through agreed actions to ensure a focus on deliverables and projects that can improve housing responses in the short and longerterm.

#### The key topics covered by the Plan are:

- Housing Availability:
- Private Rental Market:
- Social Housing Supply:

- Aged Housing and Care:
- State Government Employee Housing:
- Cohort Specific Housing

**Response Opportunities**

1. Land – Review land holding for contribution towards disaster response and future housing.
2. Planning- Review Planning Scheme to identify options to expand development.
3. Optimisation- Identify underutilised land or property to optimise development opportunities.
4. Master Planning- Consider any master planning on identified land by site / street / suburb.
5. Supports – Provide appropriate service support and resilience responses.
6. People In need- Develop specific cohort responses.
7. Construction- Consider opportunities to enable new construction.
8. Capitol Solutions- Identify and develop capitol solutions for sites

**Actions**

A range of action items have been identified and listed under specific headings. These include.

- Land Development – 9 actions
- Planning – 2 actions
- Optimisation - 2 actions
- Master Planning – 2 actions
- Supports –4 actions.
- People in need- 2 actions
- Construction – 2 actions.
- Capital Solutions – 5 actions.

All actions are well described in the attached Strategy.

**Next Steps**

Establish a Local Housing Action Plan Working Group of key representatives from Council, relevant State agencies, and community organisations, to oversee and progress actions, review findings, report quarterly on progress and further develop the LHAP in an open partnership to address and ultimately resolve the housing challenge.

**3. PROPOSAL**

Adoption of the Queensland Housing Strategy 2021-2025 Local Housing Action Plan for Burke Shire Council – (Final Draft v1).

**4. FINANCIAL & RESOURCE IMPLICATIONS**

Nil

## 5. RISK

Risk Type	What could happen	Possible consequence
Inadequate planning for future housing needs in the shire	<ul style="list-style-type: none"> <li>Lack of availability of housing</li> </ul>	<ul style="list-style-type: none"> <li>Impacts on economic growth in the shire.</li> </ul>

## 6. POLICY &amp; LEGAL IMPLICATIONS

Nil

## 7. CRITICAL DATES &amp; IMPLICATIONS

Adopt by 31 March 2023 to meet NWQROC requirements.

## 8. CONSULTATION

Economic Development Manager

Community and Communications Manager

Councillors

Western Queensland Alliance of Councils (WQAC)

North West Queensland Regional Organisation of Councils (NWQROC)

## 9. CONCLUSION

The Queensland Housing Strategy 2021-2025 Local Housing Action Plan- Burke Shire Council identifies 8 actions to be implemented with 28 sub actions.

## 10. OFFICER'S RECOMMENDATION

THAT Council adopts the Queensland Housing Strategy 2021-2025 Local Housing Action Plan (final draft v1) for Burke Shire Council.

### 11.07 Queensland Housing Strategy 2021-2025 Local Housing Action Plan Burke Shire Council

THAT Council adopts the Queensland Housing Strategy 2021-2025 Local Housing Action Plan (final draft v1) for Burke Shire Council.

Moved: Cr Camp

Seconded: Cr Murray

Carried 230330.12 5/0

## 12. Closed Session Reports

That Council notes no closed session reports were received.



## 13. Mayoral Report

Attended the following:

- With Cr Clarke, CEO and CEO Doomadgee Shire Council travelled to Canberra. Met with 22 politicians over two days. Also did several TV and Radio interviews. An amazing achievement and thanks to all those involved in making this happen and to my fellow participants. We intend to meet with State Government reps in April.
- Meetings with representatives from NEMA whilst in Canberra with CEO, Cr Clarke and CEO Fraser.
- Met with Min Mark Furner, State Minister for Ag as well as Min Murray Watt, Federal Minister for Ag and Emergency Services in Burketown along with Bob and Robbie Katter (local State and Federal members), Mayor Bawden from Carpentaria Shire in relation to flooding event and response.
- Teleconferences with LDMG, DDMG, Premier regarding flooding event
- Phone conversations with Min Ryan, Deputy Premier Miles, Min Crawford, Leader of the Opposition, representatives from QRA, Qld Police, Dept of Premier and Cabinet, Agforce, QRIDA, DAF re flooding
- DAF NW Flooding Response and Recovery 2023 Meeting – with CEO and Cr Clarke
- Extraordinary Meeting Mt Isa District Human Social Recovery Group Teleconference
- NQ Situational Awareness Weather Briefings
- Gulf/Burke Shire Resupply Meetings
- NWQROC Meeting Richmond with CEO and Cr Clarke
- NWRRTG Meeting Richmond with CEO and Cr Clarke
- Special Meeting – Archie and Dinner Creek Upgrade Tenders – with Councillors and EMT members
- Interviews for Vacant EMT positions – with Councillor Clarke
- Video Conference with QRA/DRA re flood recovery and response
- Phone calls with various parties regarding support post event

Other:

- Made numerous phone calls to rural locations to ascertain flooding situation and need for support/evacuation – throughout entire event
- Wrote emails to several Telstra reps and had phone calls/emails to other stakeholders seeking restoration of key services
- Phone calls/emails to helicopter pilots regarding support
- Emails and phone calls to Rex regarding access to planes for passengers with disability/mobility issues – good news this has been resolved with allocation of appropriate infrastructure to facilitate this – just need to have it delivered to Burketown
- Emails and phone calls to DDMG representatives to activate levels and types of response to flooding

- Media – interviews with ABC – local, regional, state and national regarding flooding, phone outages, interview with regional, state and national newspapers regarding flooding event. TV interviews re same.

GSD

- Postponed board meeting due to flooding event
- Discussions regarding Regional Electricity Study
- Meeting with Ass Min for Local Government along with other regional bodies regarding RAB funding

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

**Moved: Cr Yanner**

**Seconded: Cr Wade**

**Carried 230330.13 5/0**

## 14. Councillor Reports

**That Council notes the contents of the verbal reports provided by Councillors Clarke, Murray, Wade and Yanner.**

**Moved: Cr Camp**

**Seconded: Cr Clarke**

**Carried 230330.14 5/0**

## 15. Late Business

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

## 16. Deputations and presentation scheduled for meeting

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

## 17. Closure of meeting

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

I hereby certify that these pages numbered 1 to 58 – constitute  
the Confirmed minutes of the Ordinary Council Meeting of Burke  
Shire Council held on Thursday 30 March 2023.

Mayor Cr Ernie Camp .....