



Confirmed Minutes
Burke Shire Council Ordinary Meeting
Monday 24 April 2023
9.00am Council Chambers

01. Opening of Meeting	3
02. Record of Attendance	3
02.01 LGR 2012 Section 254K – Participating in meetings by audio link or visual audio link.....	3
03. Prayer.....	3
04. Consideration of applications for leave of absence.....	3
05. Confirmation of minutes of previous meeting(s)	4
05.01 Ordinary Meeting Thursday 30 March 2023.....	4
06. Condolences.....	4
07. Declaration of Interests.....	4
08. Registers of Interests.....	4
09. Consideration of Notice(s) of Motion and Petitions.....	4
09.01 Notices of Motion	4
09.02 Petitions	4
10. Engineering Services Reports	5
10.01 Engineering and Services Monthly Report.....	5
10.02 Capex Projects Report.....	9
10.03 Doomadgee East Road Site 15A Culvert Installation (Contract No.: 0280-4073-0003).....	18
11. Chief Executive Officer Reports.....	22
11.01 Status Report	22
11.02 Chief Executive Officer Report.....	28
11.03 Finance Monthly Update Report	34
11.04 Review of Annual Policies	44
11.05 Proposed 2023-2024 Budget Timeline	51
12. Closed Session Reports	55

13. Mayoral Report	55
14. Councillor Reports.....	55
15. Late Business.....	55
16. Deputations and presentation scheduled for meeting.....	55
17. Closure of meeting	55

01. Opening of Meeting

The Chair declared the meeting open at 9.18am.

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
Stuart Holley; Acting Director Engineering
Clinton Murray; Works Manager
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 person/s to participate in the meeting by audio link or visual audio link:

- **Chelsea Nelson, People, Performance and Culture Manager**
- **Shaun Jorgensen, Finance and Technology Manager**

Moved: Cr Camp

Seconded: Cr Clarke

Carried 230424.01 5/0

03. Prayer

Cr Camp 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 Thursday 30 March 2023

That the Minutes of the Ordinary Meeting of Council held on Thursday 30 March 2023 as presented be confirmed by Council.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 230424.02 5/0

06. Condolences

Council notes the passing of Roberta Felton, Bronwyn Desatge, Doug Jones and Lesley Portch and expresses their condolences to the families.

Attendance

Clinton Murray left the meeting at 9.21am.

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

Clinton Murray and Kimberly Chan entered the meeting at 9.23am.

10. Engineering Services Reports

10.01 Engineering and Services Monthly Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Clinton Murray
PREPARED BY:	Clinton Murray
DATE REPORT PREPARED:	14 March 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

This report is for information and outlines the works carried out by the Engineering and Services Department for the month of March 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 -Starting Early May
- Wet Season checks and Maintenance
- Flood Clean up
- Counter disaster operations

2.2 **Roads**

- Event Activation
- Wet season road checks and Monitoring-Signage
- Major flood monitoring and inspections
- Commence emergent works
- Initiate maintenance works to allow services to return to region
- 78A major damages- TMR engaged Road Tek to complete emergent works
- Major damages reported to large number of shire roads
- Bridge inspections completed post flooding
- Major silt deposited on Leichardt crossing-

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- Now mid-July
- Ongoing fleet servicing and maintenance prioritization progressing well.
- Post Flood repairs to council infrastructure and fleet

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.
- Currently doing the in-house testing. Samples will be sent to CRC once the Airport is operational again.

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 April. Ongoing.
- 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 freighting after the wet season. Samples were sent to CRC for testing. Samples will be sent to CRC once the Airport is operational again.

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.
- Gregory Raw Water intake has had issues with the Pump well filling with silt from the flooding. We attended Gregory to desilt the pump well. Raw Water intake pump have been operating well since this was completed.
- [Gregory number 1 Potable storage tank has an issue with the liner and leak at one of the inspection openings.](#) I will have to inspect to see if there is any damage to the liner. If the liner is damaged, we will need to have a professional to replace.

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.
- Burketown perimeter fence has significant damage on the Eastern side fencing at 21 runway end. A scour has appeared on fencing and a washout of approximately 110 mtrs has seen the fence fall into it.
- Wallabies have been entering the damaged fence area. We have now temporary fixed this problem area.
- 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 March 2023.

10.01 Engineering and Services Monthly Report

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

Moved: Cr Wade

Seconded: Cr Yanner

Carried 230424.03 5/0

Attendance

Dan McKinlay left the meeting from 10.06am to 10.08am.

Cr Clarke left the meeting from 10.07am to 10.10am.

Cr Camp left the meeting from 10.14am to 10.17am.

Cr Murray left the meeting from 10.20am to 10.24am.

10.02 Capex Projects Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Clinton Murray
DATE REPORT PREPARED:	14 April 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PURPOSE

This report provides an update of the overall Capital Expenditure (Capex) Program for 2022/23. The report summarises the status to end of the reporting month.

The progress of grant and funding submissions is also provided.

2. SUMMARY

The council endorsed Capex program budget for 2022/23 financial year is \$12,961,241. The current program now sits at around \$15.8m 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"> Replacement of fleet 	<ul style="list-style-type: none"> Grader purchase confirmed through Caterpillar – delivery in new FY. Arrived Review of fleet management schedule underway. Option of leasing considered – not financially beneficial Council approved the white fleet replacement contract. The delivery of new vehicles will be completed by end of June 2023

Project	Description	Update/activity for reporting month
Culvert Replacement (multiple roads)	<ul style="list-style-type: none"> Replacement of failed culverts 	<ul style="list-style-type: none"> Sites on Floraville Rd 35, 10 construction contract awarded and works commenced – scheduled completion November '22 – extension of time granted Trugannini Rd culvert replacement – meetings with DAF. Negotiations continuing regards design solution. Have submitted for replacement of essentially like for like Trug culvert fish study completed. Meeting held in October to discuss results with stakeholders. Compromise position being recommended – detailed design is in progress. The decision notice issued. Detailed design works will be completed by the end of April 2023.
Burketown Landfill Cell	<ul style="list-style-type: none"> New landfill cell Stage 1 of a 3 stage 10 year plan 	<ul style="list-style-type: none"> Contract awarded Construction commenced. Contractor demobilized and works suspended due to Cultural Heritage related issues. Current variation costs at circa \$40,000 Re-configuration of waste stockpiles completed Completion date December '21 (W4Q 19-21 project). Extension of Time approval received until June 2022. Department has indicated that no further extensions will be given. Note that recent (March) permission to proceed given by CLCAC. Re-mobilisation underway Construction completed, final testing of clay completed and commissioned Public notice to be issued once complete The entrance signage is small and need to replace

Project	Description	Update/activity for reporting month
SCADA upgrade works	QWRAP regional review of SCADA. Further to this BSC scope to be finalized and tendered	<ul style="list-style-type: none"> Regional review under QWRAP report finalized and under review by participating councils Final investigation carried out on-site by GHD with final scoping workshop conducted end of January. Tender release delayed with intent to jointly procure with Cloncurry. Meetings in August to align scope and procurement. Cloncurry currently finalizing their scope. Tendering proceeding without Cloncurry. Scope to include all stages with new funding secured (BoR 6) The Contract awarded to Austek Pty Ltd.
Water Source Inflow upgrade – Greg & Burketown	Improve inflow monitoring, change locality of pumps for water intake and improve infrastructure resilience. Decrease Opex	<ul style="list-style-type: none"> This project directly related to SCADA scoping with similar timelines Scope development has been finalised in conjunction with above.
Gregory WTP upgrade	Improve resilience and reliability of plant operation with a focus on making it a "remote" plant that doesn't require daily attention. Circa \$40k pa Opex saving	<ul style="list-style-type: none"> Scope development has been finalised for Stage 1 and stage 2 as per above
Disaster and Recovery Generators Management Review/Training	Generator for communications and generator at airport fuel dispense.	<ul style="list-style-type: none"> Sizing and specifications for generators underway Includes tapping into existing power provisions at airport & new generator for the STP
Gregory River Pedestrian Bridge	Create a pedestrian bridge on top of the old bridge	<ul style="list-style-type: none"> Risk analysis complete with preliminary costings Workshop/briefing to Council held at October meeting. Resolved to progress with re-instatement of original bridge purpose/categorisation, with "Authorised vehicle access only"

Project	Description	Update/activity for reporting month
		<ul style="list-style-type: none"> Have been unable to secure drawings/design to ease process for re-certification – GHD will be re-designing the bridge for compliance Design options are developed by GHD P90 cost estimated for each option provided Option 1 – timber deck and additional steel plates to strengthen the piles Option 2 – timber deck and concrete encasement to strengthen the piles
Sewerage Network Assessment	Investigate network and implement a rectification program	<ul style="list-style-type: none"> GHD proposal and scoping agreed Issued notice to community advising access to properties during a specific site visit timeframe by GHD GHD on-site inspections conducted with report/recommendations received and reviewed Need to re-advertise
Asset Management Strategy	Review and re-write of the AMS and AMPs	<ul style="list-style-type: none"> Scoping completed RFT issued through Vendor Panel Workshop with Councilors conducted. Review of draft AMPs undertaken Condition rating underway together with re-classification of asset classes Workshop to be planned with Council in January to overview final Levels of Service On Hold
Raw Water Pipeline	Investigate and implement requirements for roll-out of the Raw Water Supply Agreement	<ul style="list-style-type: none"> Scoping complete RFT released Price received was excessive. Re-visiting scope segregation to assist in getting the price down Scope is added to Smart Water Meter project

Project	Description	Update/activity for reporting month
Health & Well-being Precinct Master planning	Master planning including community/stakeholder consultation with concept design	<ul style="list-style-type: none"> Tenders assessed in negotiations with 2 consultants. Request for quotation for full design and documentation as Phase 2 of their engagement – responses due August Consultant appointment (GHD) endorsed by Council in September meeting Masterplan / concept completed and detailed design underway Mood boards selected and accepted Due to higher price tag concept design needs amendments
Beames St Upgrade and Cycleway	Beames St enhancement in conjunction with new cycleway/footpaths	<ul style="list-style-type: none"> Finalised briefing for detailed design and documentation Endorsement of NorthLane engagement at February Council Meeting Requirement for the BBRF round 6 grant submission Workshop conducted in March with consultants - kick start project design Meeting/workshop with DTMR conducted in March to review compliance requirements for Cycleway. Feedback received from DTMR – now incorporating into prelim design Stakeholder workshop conducted April 22 in Bkt Final concept design option completed and discussed at June council Ordinary Meeting. Council agreed to proceed with final concept Final concept/prelim design submitted to TMR in July for approval. Response received and assessed. Minor amendments required. Discission ongoing related to the concept design – road crossing issue

Project	Description	Update/activity for reporting month
		<p>resolved and detailed design is in progress.</p> <ul style="list-style-type: none"> The decision on bypass needs to be made. The council needs to obtain consent from the primary school for manned crossing in front of school.
Water Reticulation Valves	Install new valves to better manage water reticulation isolation points	<ul style="list-style-type: none"> Hydraulic assessment undertaken Valve locations finalised and RFQ issued Price received was excessive. Re-visiting scope segregation to assist in getting the price down Need to re-advertise
Wharf Recreational Grounds	Construction of new recreational facilities at the Burketown wharf	<ul style="list-style-type: none"> Appointed Guymer Bailey architects for design Detailed briefing meeting conducted Stakeholder workshop conducted April 22 in Bkt Cultural Heritage discussions progressed and permission to build on the land agreed. Needs to be formalized prior to proceeding with construction. The construction of concrete slabs and footpath be a separate contract Scope of Stage 1 and 2 confirmed and proceed with detailed design
Archie Ck Crossing (PACP Grant)	Upgrade of road across Archie Ck including culverts and road elevation and re-alignment	<ul style="list-style-type: none"> Funding Agreement executed Design works completed Contract awarded and the construction work may delay due to current floods

Project	Description	Update/activity for reporting month
Water Security Strategy	Joint strategy with Doomadgee	<ul style="list-style-type: none"> Final discussions with Doomadgee have aligned scope GHD appointment endorsed by Council in September Kick-off meeting conducted Works progressing as scheduled Joint stakeholder or individual meeting will schedule in early-May 2023
Burketown Aerodrome Erosion Remedy	Investigation and design works approved through QRRRF	<ul style="list-style-type: none"> Engagement of consultant (NorthLane) finalized Surveyor engaged and expected to complete works by mid-April
Burketown Airport Rd Upgrade	Investigation and design works approved through QRRRF	<ul style="list-style-type: none"> Engagement of consultant (NorthLane) finalized The survey works complete, and flood modelling assessment and geotechnical investigation to be undertaken.
RAUP 9	Remote Airports grant program	<ul style="list-style-type: none"> Upgrade of fencing documentation being completed Discussions with Ken Booth have resolved interruption of his access around the perimeter RFQ closed 9 February and tender evaluation completed Purchase order to be issued.
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"> This project aims to undertake works to upgrade the mechanical meters currently installed in the townships of Gregory and Burketown The development of tender documentation is in progress – RFT will release end of May Performance Specification received Looking for partners to go for joint procurement to reduce mobilization cost

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"> The extent of the damage assessed and Scope of works finalised RFQ documents under review

4. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Floraville Rd Culverts	Replacement of culverts Sites 2, 6 & 11	Completed
STP Access Rd Upgrade	Upgrade of road and sealing to provide weather proof access	<ul style="list-style-type: none"> Stage 1 completed Stage 2 completed
Gregory Landfill Fencing	Fence around main boundaries to adjacent properties to help prevent wind-blown rubbish	<ul style="list-style-type: none"> Survey undertaken Fence ordered and construction completed

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

Funding program	Description	Update/activity for reporting month
TMR Principal Cycle Network	<p>Cycle Way along Beames St & Musgrave St</p> <p>\$125k from BSC possibly required (possibly use the BBRF). This could be linked with a Town Precinct Enhancement project ie. focused on Beames St as entrance to Burketown. Possible total budget \$2m for overall enhancement (refer below)</p>	<ul style="list-style-type: none"> Funding Agreement received for the design (\$150k). Received formal funding agreement from DTMR Discussions now underway to secure the \$1m in funding that has been earmarked for the project Extension of PCN for Burke has been discussed with TMR and has in principal support. Plan update completed

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"> 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) Advice from Commonwealth that the program has been withdrawn

6. OFFICER'S RECOMMENDATION

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

10.02 Capex Projects Report

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

Moved: Cr Camp

Seconded: Cr Yanner

Carried 230424.04 5/0

Attendance

Kimberly Chan left the meeting at 10.35am.

10.03 Doomadgee East Road Site 15A Culvert Installation (Contract No.: 0280-4073-0003)

DEPARTMENT:	Department of Engineering
RESPONSIBLE OFFICER:	Clinton Murray, Acting Director of Engineering
PREPARED BY:	Sarath Jayasekara, Senior Project Engineer
DATE REPORT PREPARED:	19 April 2023
LINK TO COUNCIL PLAN/S:	

1. PURPOSE

This report provides Council with recommendations to appoint the Principal Contractors to carry out the works designated under the Doomadgee East Road Site 15A Culvert Installation (Contract No.: 0280-4073-0003) for the tendered price as per Table No. 2 - Recommended Contractor and Price.

It is noted that the overall project budget is provided for under the Aboriginal Torres Strait Island Transport Infrastructure Development Scheme (ATSI TIDS 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

Doomadgee East Road runs between two Shires in North West Queensland, connecting Burketown and Doomadgee townships. The drainage needs to improve at several locations to improve the road conditions and gain uninterrupted access. After the flood study, sites 5, 5A, 6, and 15A selected as priority.

Due to budget constraints and the availability of funds, site 15A was selected, and the scope of upgrading work is as follows.

The 2700 x 900 RCBC will replace the concrete floodway and raise the running surface by approximately 700mm. The project includes 113m of pavement and seals to tie neatly with the Doomadgee East Road existing surface and alignment. The improvement works have been prioritised from a programming and scope perspective.

The tender

The tender for the project was released via VendorPanel. The tender submissions received for the project are listed in Table 1- Summary of Tender Response.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 17 April 2023 to discuss and agree on the consensus scoring. The results of this evaluation meeting are contained in the evaluation summary, and the consensus scoring assessment is attached in Appendix A.

Table No. 1 – Summary of Tender Responses

Tenderer Package	Scope of Work	Number of Tenders Received	Number of Tenders Non-Confirming
Contract No.: 0280-4073-0003) - Doomadgee East Rd. Site 15A Culvert Installation	The 2700 x 900 RCBC will replace the existing concrete floodway and raise the running surface to approximately 700mm. The project includes 113m of pavement and seals to tie in neatly with the Doomadgee East Road existing surface and alignment.	2	0

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
Contract No.: 0280-4073-0003) - Doomadgee East Rd. Site 15A Culvert Installation	TJ Wilson Building, Construction & Fabrication	\$ 779,600.47

4. FINANCIAL & RESOURCE IMPLICATIONS

The budget allocated for the project is listed in Table 3. This budget figure incorporates all works to complete the project, including project management, contingency, and internal costs. Grants cover all costs associated with the delivery of the works.

Table No 3 – Funding Source

Funding Source	2022/23	2023/24	Total
DTMR ATSI TIDS	\$533,668.00	\$622,718.00	\$1,156,386.00
Total	\$533,668.00	\$622,718.00	\$1,156,386.00
Funding Expiry Date	30/06/2023	30/06/2024	

Table No 4 – Total Project Budget (construction)

Tenderer Package	Total Project Budget
Contract No.: 0280-4073-0003) -Doomadgee East Rd. Site 15A Culvert Installation	\$1,031,344.00

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"> Contingency in the order of 5 - 10% allowed Project Management “on the ground” available at all times
Poor ground/soil conditions	Increase in Contract Sum	<ul style="list-style-type: none"> Contingency in the order of 5 - 10% allowed Geotextile layer and rock working platform
Delays to the completion of First Priority projects	Not meeting the funding requirements	<ul style="list-style-type: none"> Monitor progress closely with Project Management “on the ground” overview Seek time extension from funding authority if necessary

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 Council's Procurement Policy. These requirements have been met through the tender process involved with these projects.

7. CONSULTATION

Consultation has taken place with:

- Department of Transport and Main Roads
- Northlane Consulting Engineers

8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report and relevant attachments; and
2. That the Council awards Contracts awarded to the **TJ Wilson Building, Construction & Fabrication** to the maximum amounts (ex GST) of:
 - a. TENDER NO. No.: 0280-4073-0003) -Doomadgee East Rd. Site 15A Culvert Installation **\$779,600.47**
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. No.: 0280-4073-0003) -Doomadgee East Rd. Site 15A Culvert Installation **\$1,156,386.00**

10.03 Doomadgee East Road Site 15A Culvert Installation (Contract No.: 0280-4073-0003)

1. That Council note the contents of the report and relevant attachments; and
2. That the Council awards Contracts awarded to the TJ Wilson Building, Construction & Fabrication to the maximum amounts (ex GST) of:
 - a. TENDER NO. No.: 0280-4073-0003) -Doomadgee East Rd. Site 15A Culvert Installation **\$779,600.47**
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. No.: 0280-4073-0003) -Doomadgee East Rd. Site 15A Culvert Installation **\$1,156,386.00**

Moved: Cr Murray

Seconded: Cr Clarke

Carried 230424.05 5/0

Adjournment

That Council adjourned the meeting for morning tea from 10.39am to 11.18am; all were present at resumption.

11. Chief Executive Officer Reports

11.01 Status Report

Resolution Number – 220825.10 – 2022/23 Donation Requests				
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 th 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)		\$11,299		\$7,626
Requests anticipated to be received throughout the year				
North west Canoe Club	BSC acknowledged through local & interstate flyers, newspaper, TV Ads, race book and presentation ceremony. Sponsor Banner is also flown over the weekend.	Nil	3 skip bins: 10. Check Point 3 11. Check Point 4 12. Bridge – finish line approx. cost \$1000.00 Use of portaloo, delivery, upkeep and return \$1200.00	\$2,200
Burketown Barramundi Fish Org	World Barramundi Fishing Championships Easter Weekend	\$5,000	Grading of fishing tracks (Estimated cost on last grade approx. \$6500.00 FY 2018/19) and regular rubbish collection (approx. \$300)	\$6,800
Burketown State School As Gregory Landcare Group were unable to host the event	Burketown State School Healthy Foods Garden 27th April 2022	\$750	Nil	Nil

School organised it				
Total Value		\$17,049 (excludes \$6,000 Cash Gregory Jockey Club carried over from previous year.		
<p>Status</p> <p>Events held so far. Funds paid \$</p>				
<p>Resolution Number – 221025.08 – Burke Shire Council Economic Development Strategy</p> <p>That:</p> <ol style="list-style-type: none"> 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 <p>Status</p> <p>Community consultation has occurred in Burketown and Gregory. Economic Development Strategy currently being developed.</p>				
<p>Resolution Number – 221117.05 – CEO Performance Appraisal</p> <p>That a Sub Committee made up of Mayor Ernie Camp and Deputy Mayor Tonya Murray undertake the Chief Executive Officers Annual Performance Appraisal.</p> <p>Status</p> <p>In progress.</p>				
<p>Resolution Number – 221209.05 – Burketown Speed Limit Reduction</p> <p>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:</p> <ol style="list-style-type: none"> 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. 1st 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 – 230330.05 – 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. 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

Status

Contract has been let.

Matter Closed

Resolution Number – 230330.08 – 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).

Status

Extension date has been implemented.

Matter Closed

Resolution Number – 230330.10 – 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.

Status

Has been implemented.

Matter Closed

Resolution Number – 230330.11 – 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.

Status

Currently in progress.

Resolution Number – 230330.12 – 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 vl) for Burke Shire Council.

Status

Now finalised.

Matter Closed

1. RECOMMENDATION

That Council receives and notes the status report.

11.01 Status Report

That Council receives and notes the status report.

Moved: Cr Yanner

Seconded: Cr Murray

Carried 230424.06 5/0

11.02 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	April 2023
LINK TO COUNCIL PLAN/S:	Goal - Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

1. PURPOSE

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

Various discussions projects.

Flooding recovery issues still a major focus.

Financial Services and Information Technology

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

- 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; to be received by Finance for the 14 April 2023
- Asset management plans are still in review phase and are currently delayed – we will revise these plans to determine if new estimates are required with engineering moving forwards
- Debt collection of amounts to a total sum of \$80k are on-going;
- Geo-spatial mapping completed with Survey 123 to be rolled out by Engineering staff;
- Internal audit scope has been finalized and will comment 4 May 2023 with a focus around Cash Management Controls;

- 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, this will be tabled in the audit committee for the 27 April 2023;
- 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 insurance questionnaires completed for 2023-24;
- LGM Liability has been contacted post flood with insurance assessors to be flown into Burketown for the 24 April 2023;
- A CDO (counter disaster operations) coding index has been established to isolate costs for disaster recovery for grant acquitting and reporting, we have received some feedback and Finance is currently finalizing this index;
- 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, \$900k was approved by Department for the 11 April 2023; and
- Shell financials have been provided to PIB to commence early preparation.

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

- MS365 azure solution has now been costed and a project plan established, this will be presented in the April 2023 council as a workshop with Councillors;
- \$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 delivered to Burketown; 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 related

- JCC meeting schedules for 28 April

Policies

- None

Positions advertised:

- Administration Officer Works and Services
- Administration Officer Trainee (Economic Development)

- Director Engineering / Deputy CEO – temporary placement

New employees

- Jake Green (local Laws Officer)
- Natasha Williamson (WHS & Training Officer)
- Kiara Bettles – Administration Officer Trainee (Economic Development)

Terminated Employees

- Kiara Bettles – Administration Officer Trainee (Economic Development)

Training and Professional Development

- People & Culture Village Exchange
- Women in Local Government Conference
- Excel Training
- Bridge Inspection training
- Finance Officers Network
- First Aid training
- HR Masterclass
- Health and Safety Representative training

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
 - Submitted Expression of Interest for the Strengthening Rural Communities Grants for a community garden.
- 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. Purchasing underway for equipment, quote for resurfacing of the gym floor being sought.

- 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.
- QRIDA visit for businesses and pastoral companies scheduled from 14th – 16th April to help with grant applications.

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 22nd December to Wednesday 4th 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 – now converted to the Burke Shire Recovery Event

Flooding Event

- Currently working with QRA on the recovery plan
- Working on CDO funding
- Working with housing on long term social housing plan
- Working with Department of Communities, Housing and Digital Economy (DCHDE) on grant applications for post flood recovery funding
- Working with DCHDE on temporary housing options .

Community and Communications

Events

Upcoming Community Events:

April 29-30	Gregory Saddles & Paddles
June (TBC)	Gregory Campdraft & Horse Sports

Upcoming Council Events:

March 23-24	Burke Shire Health & Wellbeing Days (postponed)
April 25	ANZAC Day
May 12 -13	Mates/Community Recovery Day
May	Photo Competition – Burke Shire “Through Your Eyes” (extended)

Other

- Youth Units – Agreement signed. Awaiting materials. Works to commence as soon as materials arrive.
- Seniors Unit – Unit 3 currently being rented by Social Housing (J Kumsing tenant). Expected vacate date is 21st April. Kaye Sailor will then occupy. Unit 4 is being vacated and WHS Officer will occupy. Unit 7 – vacant and works still to be completed.
- 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, works have been delayed. Discussions to be had with contractor asap.

Facilities Management

- RFQ's currently being put together for Housing Maintenance – Tree lopping, Gutter Clearing, Pest Control, Air Conditioner Servicing, Levelling of Burke Shire Houses on Bowen Street.

Others

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

Corporate Services and Governance

Disaster Management

Main focus for March was the flooding event:

- Numerous LDMG Meetings
- Food resupplies
- Evacuations and return of residents

Durlga

- No bookings for March. The Durlga was mainly used for Flood Recovery services to work out of.

Records

- Recordkeeping is continuing as per usual. Working through destruction runs.
- There is an upgrade to the Magiq software due to take place in April.

Library

- Library closed during the flood period.
- Aim during April is to recommence planning for the First 5 Forever funding and library funding.

Rex

- No Rex flights for the month of March due to flooding and fuel shortage.

3. OFFICER'S RECOMMENDATION

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

11.02 Chief Executive Officer Report

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

Moved: Cr Yanner

Seconded: Cr Murray

Carried 230424.07 5/0

Adjournment

That Council adjourned the meeting for lunch from 12.24pm to 1.10pm; all were present at resumption including Shannon Moren and Kimberly Chan.

Attendance

Cr Wade left the meeting from 2.13pm to 2.15pm.

Cr Camp left the meeting from 2.18pm to 2.22pm.

11.03 Finance Monthly Update Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay, CEO
PREPARED BY:	Shaun Jorgensen, Finance and Technology Manager
DATE REPORT PREPARED:	11 April 2023
LINK TO COUNCIL PLAN/S:	Operational Plan 2022-23 Council Budget 2022-23

1. PURPOSE

This report has been constructed to provide a snapshot of the progress of council's operations (financial) against budget targets at 30 June 2023 as adopted by the council budget. The below report will focus on providing information to key decision makers in regards to key metrics, trends and actuals for the month ended March 2023.

2. SUMMARY

As a review of council's performance over the month of March 2023; Council notes that cash was up \$1.062mil for the month. As this is the ninth month of operations within the 2022/2023 budget, overall movements were minimal however due to the recent flood event; we anticipate costs to expand beyond the adopted budget temporarily due to Counter Disaster Operations being carried out over the region; noted many of these costs have been processed in April and will be outlined in the April 2023 report to council. 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)	7,725,925	14,353,350	54%
Operating Expenses	(2)	13,079,895	19,384,187	67%
Operating Result (Profit/Loss)	-	5,353,970	- 5,030,837	106%
Capital Revenue	(3)	2,103,261	10,248,817	21%
Net Result	-	3,250,709	5,217,979	-62%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	10,262,157	7,488,413
Other Current Assets	(5)	4,047,814	1,402,000
Non Current Assets	(6)	164,014,426	160,902,528
Total Assets		178,324,397	169,792,941
Liabilities (Current)	(7)	9,721,859	3,540,000
Liabilities (Non Current)	(8)	859,048	1,210,000
Total Liabilities		10,580,907	4,750,000
Net Community Assets		167,743,490	165,042,941

Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-69%	-56%
² Working Capital Ratio	Greater than 1:1	1.5	1.6
³ Net Financial Liabilities Ratio	Less than 60%	-59%	-68%

1

Notes:

- (1) **Operating revenues** - Noted that rates were levied for February 2023. No significant change in revenue was noted month on month.
- (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 \$3.458mil against a budget of \$6.174mil for the year; this is an actual spend of 56.01% by 31 March 2023.
- (3) **Capital Revenue** - Noted minimal movement in capital revenues for the month, this is due to the recent flood event halting many projects from progressing and will potentially result in some regression of projects at this stage (impact to be determined and covered in council Engineering Reporting).

¹ Definitions

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

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

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

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

4. STATEMENT OF CASH FLOWS

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

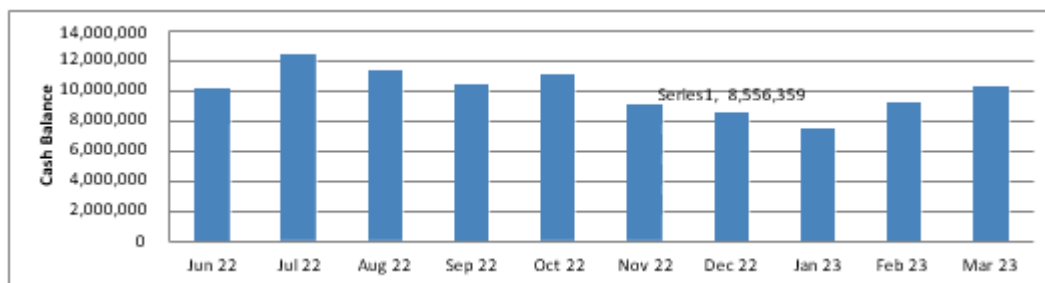
For the month ended 31 March 2022

	Note Ref	31 March 2022 \$	31 March 2023 \$	2022-23 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	6,140,704	4,195,948	5,329,182	79%
Payments to suppliers and employees	(2)	(14,881,623)	(11,040,311)	(15,033,274)	73%
		(8,740,919)	(6,844,363)	(9,704,092)	71%
Rental Income	(3)	150,092	168,482	200,000	84%
Interest Received	(4)	45,978	226,076	216,000	105%
Operating Grants and Contributions	(5)	6,438,222	8,281,069	9,410,850	88%
Finance Costs		(7,506)	-	-	0%
Net cash inflow (outflow) from operating activities		(2,114,133)	1,831,264	9,826,850	19%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(2,991,703)	(3,819,259)	(13,530,052)	28%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		329,127	52,879	151,000	-35%
Capital Grants and Subsidies	(7)	1,586,357	2,156,140	10,097,817	21%
Net cash inflow (outflow) from investing activities		(1,076,219)	(1,715,998)	(3,281,235)	52%
Cash flows from financing activities:					
Proceeds from Borrowings		-	-	500,000	0%
Repayment of Borrowings		-	-	-	0%
Net cash inflow (outflow) from financing activities		-	-	-	0%
Net increase (decrease) in cash held	(8)	(3,190,352)	115,266	(2,658,477)	-4%
Cash at beginning of reporting period		10,530,239	10,146,891	10,146,891	100%
Cash at end of reporting period	(8)	7,339,888	10,262,157	7,488,413	137%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	4.02%	226,076	9,399,034
Westpac General Fund - Trust	-	-	862,840
Cash Floats	-	-	283
Total			10,262,157

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	10,262,157	
Restricted Cash - DRFA Revenue	8,720,044	<i>Includes contract liabilities works have not been completed for yet</i>
Unrestricted Cash	1,542,113	

Notes to the Statement of Cashflows:

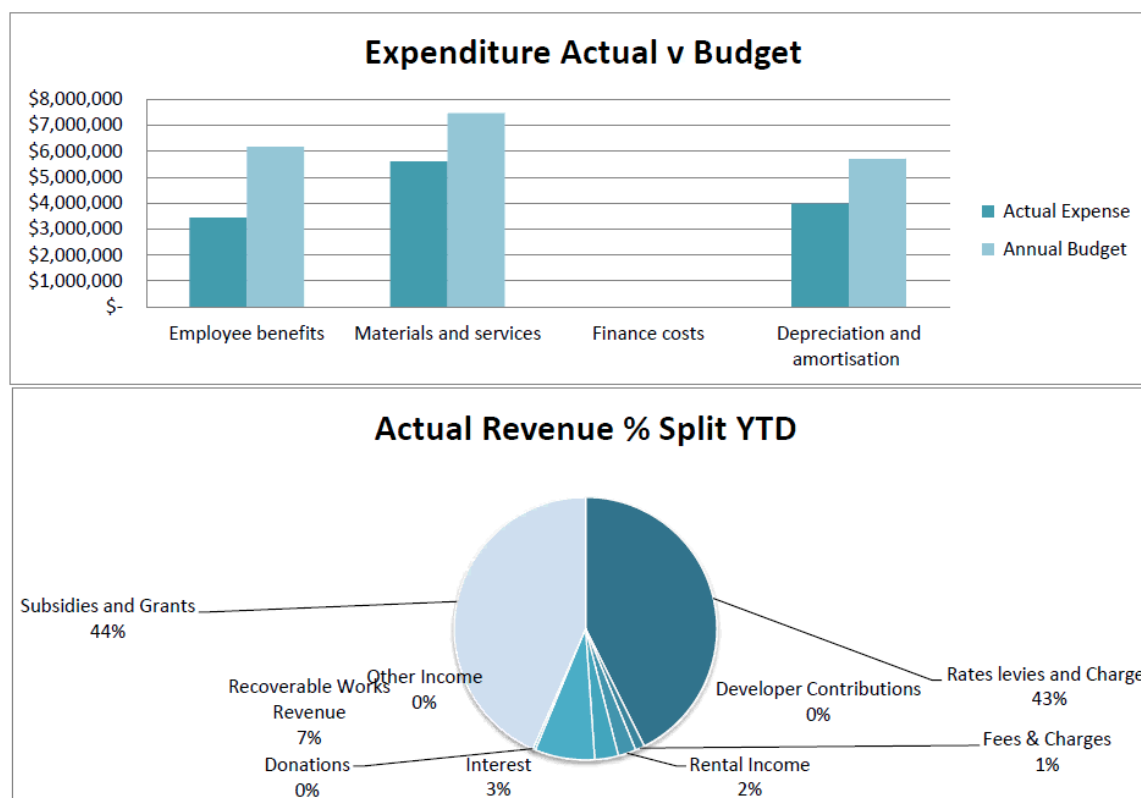
- (1) **Receipts from customers** - Receipts are on track with budget as at 31 March 2023.
- (2) **Payments to suppliers and employees** - Council notes approximately \$2.29mil of the payments noted from cash related to accruals dating back to 30 June 2022. This is relatively consistent with the effect 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 March 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 (4.02%). This is up from 3.5% in February 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 receipted 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 March 2023 due to severe regional flooding.
- (7) **Capital Grants and Subsidies** - No significant movements have been noted for capital grants for the month.
- (8) **Net Cash Movement** - Council's cash holdings were up by \$1.062mil by the end of February 2023. This was due to large instalments of DRFA funds being receipted during the month. Note that while cash is up; council maintains a restricted cash balance of \$1.54mil.

5. STATEMENT OF INCOME AND EXPENDITURE

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

For the month ended 31 March 2022

	Note Ref	31 March 2022	31 March 2023	2022-23 Annual Budget	YTD Progress %
		\$	\$	\$	
Recurrent Revenue					
Rates levies and Charges		3,111,572	3,292,350	3,231,000	102%
Fees & Charges	(1)	74,542	90,627	123,600	73%
Rental Income	(2)	150,092	168,482	200,000	84%
Interest	(3)	45,978	226,076	216,000	105%
Recoverable Works Revenue	(4)	350,332	569,260	1,113,000	51%
Other Income	(5)	1,990	26,156	53,900	49%
Donations	(12)	-	100	5,000	2%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	6,438,222	3,352,874	9,410,850	36%
Total Recurrent Revenue		10,172,728	7,725,925	14,353,350	54%
Capital Revenue					
Sale of non-current assets	(13)	-	52,879	151,000	-35%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	1,586,357	2,156,140	10,097,817	21%
Total Capital Revenue		1,586,357	2,103,261	10,248,817	21%
TOTAL INCOME		11,759,085	9,829,186	24,602,167	40%
Recurrent Expenses					
Employee benefits	(8)	- 3,408,584	- 3,458,760	6,174,741	56%
Materials and services	(9)	- 9,102,960	- 5,619,756	7,475,446	75%
Finance costs	(10)	- 7,506	- 11,522	12,000	96%
Depreciation and amortisation	(11)	- 3,631,533	- 3,989,857	5,722,000	70%
TOTAL RECURRENT EXPENSES		- 16,150,583	- 13,079,895	19,384,187	67%
NET RESULT		- 4,391,498	- 3,250,709	5,217,979	-62%



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 (4.02%). This is up from 3.5% in February 2023.
- (4) **Recoverable Works Revenue** - No RMPC billings were issued during March 2023 due to severe flooding in the region; it is anticipated this balance will increase from emergent works RMPC claims - coding has been established to accommodate this within the 2022/2023 year.
- (5) **Other Income** - Minimal movement for the month.
- (6) **Subsidies and Grants (operating)** - Minimal movement for March 2023.
- (7) **Subsidies and Grants (capital)** - Minimal movement for March 2023.
- (8) **Employee benefits** - Employee benefits costs against the budget, we have currently expended \$3.458mil against a budget of \$6.174mil for the year; this is an actual spend of 56.01% by 31 March 2023.
- (9) **Materials and services** - Refer to the cost disaggregation in the operating statement. Currently on track with budget overall.
- (10) **Finance costs** – Are higher because bank interest significantly increased above expectation of which attracts additional finance costs. We will review this later in the year should this trend continue to merit a budget review.
- (11) **Depreciation and amortisation** - Is in line with the expected depreciation spend by 31 March 2023.

- (12) **Donations Revenue** - Minimal movements noted for 31 March 2023, however \$100k is expected from Mt Isa for April 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 March 2023 74.97%				<div>% YTD Actual expense v Annual Budget</div> <div>YTD actual v budget is on track</div> <div>YTD actual v budget is unfavourable (1%-5% movement larger than expected)</div> <div>YTD actual v budget requires review (>5% movement larger than expected)</div>	
Organisational Services					
	31 March 2022	31 March 2023	2022-23 Annual Budget	YTD Progress	Comments
	\$	\$	\$	%	
Recurrent Expenses					
Corporate Governance Costs	621,999	606,027	861,700	<div></div> 70%	Within budget expectation for the month (74.97% movt).
Administration Costs	2,316,358	2,638,294	3,496,324	<div></div> 75%	Within budget expectation for the month (74.97% movt).
Recoverable Works Expenses	520,761	566,985	936,000	<div></div> 61%	Noted that works are delayed due to flooding; emergent works planned with TMR and new claims codes have been setup.
Engineering Services	8,293,445	3,923,133	6,671,903	<div></div> 59%	Within budget expectation for the month (74.97% movt).
Utility Services Costs	698,817	639,266	908,000	<div></div> 70%	Within budget expectation for the month (74.97% movt).
Net Plant Operating Costs	- 868,493	- 347,598	909,000	<div></div> 38%	Within budget expectation for the month (74.97% movt).
Planning and Environmental Expenses	60,021	65,156	329,500	<div></div> 20%	Within budget expectation for the month (74.97% movt).
Community Services Costs	868,636	967,254	1,355,760	<div></div> 73%	Within budget expectation for the month (74.97% movt).
Finance Costs	7,506	11,522	12,000	<div></div> 96%	Are scalable higher because bank interest significantly increased above expectation. We will review this later in the year should this trend continue to merit a budget review for 6 month to December 2022 review.
Depreciation	3,631,533	3,989,857	5,722,000	<div></div> 70%	Within budget expectation for the month (74.97% movt).
Other Expenses	-	-	-	<div></div> 0%	Within budget expectation for the month (74.97% movt).
TOTAL RECURRENT EXPENSES	16,150,583	13,079,896	19,384,187	<div></div> 67%	Within budget expectation for the month (66.64% movt).
Capitalised Wages	-	15,565	194,000	<div></div> 8%	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 31 March 2023

	31 March 2023	2022-23 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	10,262,157	7,488,413
Trade and other receivables	3,629,735	1,000,000
Inventories	264,349	300,000
Other financial assets	153,730	102,000
Non-current assets classified as held for sale	-	-
Total current assets	14,309,971	8,890,413
Non-current Assets		
Receivables	-	-
Property, plant and equipment	250,447,401	246,522,951
Accumulated Depreciation	- 86,432,975 -	85,620,423
Intangible assets	-	-
Total non-current assets	164,014,426	160,902,528
TOTAL ASSETS	178,324,397	169,792,941
Current Liabilities		
Trade and other payables	9,588,268	3,400,000
Borrowings	-	-
Provisions	133,591	140,000
Other	-	-
Total current liabilities	9,721,859	3,540,000
Non-current Liabilities		
Trade and other payables	110,820	-
Interest bearing liabilities	-	-
Provisions	748,228	710,000
Other	-	500,000
Total non-current liabilities	859,048	1,210,000
TOTAL LIABILITIES	10,580,907	4,750,000
NET COMMUNITY ASSETS	167,743,490	165,042,941
Community Equity		
Shire capital	39,529,889	49,627,706
Asset revaluation reserve	103,316,184	93,485,877
Retained surplus/(deficiency)	24,897,417	21,929,359
Other reserves	-	-
TOTAL COMMUNITY EQUITY	167,743,491	165,042,941

8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 11 April 2023.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	68,467	18,829	3,067	591	90,953
SEWERAGE	2,960	4,482	308	-	7,750
GARBAGE	2,747	4,313	301	-	7,361
WATER	81,888	19,899	3,403	-	105,190
WATER CONSUMPTION	98,245	22,981	3,887	-	125,113
STATE GOVT EMERGENCY	3,381	1,663	180	-	5,224
LEGAL FEES	6,408	-	-	-	6,408
Total	264,095	72,167	11,146	591	347,998

Total Rating Arrears 347,998.35

Total Seeking Debt

Collection (\$) 80,000

Total Seeking Debt

Collection (%) 23%

Total Pending Further

Review (\$) (Advice

Obtained) 224,635

Total Pending Further

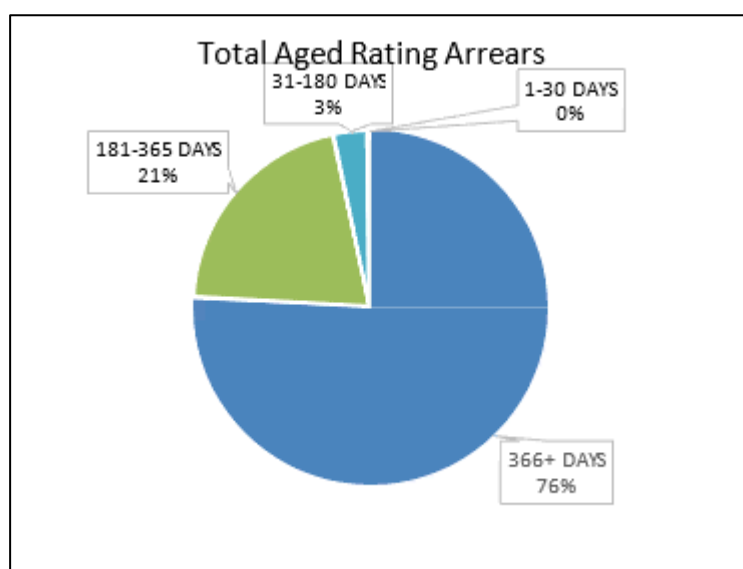
Review (%) (Advice

Obtained) 65%

Total Rate Arrears in debt recovery phase (\$) 304,635.21

Total Rate Arrears in debt recovery phase (%) 88%

Total Rates Arrears not int debt recovery (\$) 43,363.14



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 > \$5,000

Nil

10. OFFICER'S RECOMMENDATION

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

11.03 Finance Monthly Update Report

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

Moved: Cr Camp

Seconded: Cr Wade

Carried 230424.08 5/0

11.04 Review of Annual Policies

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	10 March 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

The purpose of this report is to readopt a range of Annual Policies in accordance with the relevant legislation.

2. BACKGROUND

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

The policies included for adoption are:

- Financial Hardship Policy (General)
- Debt Recovery Policy (Statutory);
- Asset Disposal Policy (General);
- Portables and Attractive Items Policy (General);
- Competitive Neutrality Complaints Policy (Statutory);
- Computer and Telecommunication Resource Usage Policy (General); and
- Related Party Disclosure Policy (Statutory).

3. PROPOSAL

Comments on the various policies to be adopted as per the Local Government Regulation 2012 are as follows:

Financial Hardship Policy (General) – Local Government Regulation Section 120

The purpose of this Policy is to outline the principals and eligibility criteria, which will be taken into consideration when assessing applications and the hardship provisions available to the ratepayer. The intention of this Policy is to ensure that those experiencing severe financial difficulties remain in their home and to alleviate the immediate financial burden and escalation of potential debt recovery by Council.

Debt Recovery Policy (Statutory) – Local Government Regulation Section 132

The management and recovery of outstanding revenue is an important aspect of Council's financial management function and needs to conform to the following objectives;

- Ensure a fair, consistent and accountable approach to BSC debt management and collection practice
- Recognise the importance that debt recovery has on the capacity of BSC to deliver services to the community
- Maximise the collection of outstanding debts
- Establish timelines of communications and debt collection itself, which will deliver consistency of service; and
- Maximise the cost effectiveness of collection processes.

When pursuing the collection of overdue rates or charges Council will have due concern for any financial hardship faced by ratepayers and will allow appropriate time to pay overdue rates where financial difficulty is identified.

Asset Disposal Policy (General) – Local Government Act Section 104

The purpose of this policy is to provide unambiguous and transparent direction for the disposal of assets to:

- Promote fair and effective competition to the greatest possible extent;
- Consider any potential benefit to the community;
- Ensure best value for money is achieved; and
- Ensure the same accountability for disposal of assets as that of purchasing assets.

Portables and Attractive Items Policy (General)

The purpose of the Portables and Attractive Items Policy is to provide BSC with a policy that promotes accountability and transparency in the management of Portable and Attractive Items to mitigate the risk of theft, intentional misuse or loss of public benefit from the items, while considering the associated administrative costs.

The policy outlines the following factors to be considered for Portables and Attractive Items:

- Recognition and Identification;
- Stocktakes; and
- Disposals.

Competitive Neutrality Complaints Policy (Statutory)

This policy applies to Competitive Neutrality Complaints regarding Business Activities undertaken by Burke Shire Council (BSC) that are in direct competition, or have the potential to be in competition, with the private sector.

The policy outlines the following factors to be considered for Competitive Neutrality Complaints Items:

- Preliminary Review Process;
- Further Complaints Process; and
- Council's Competitive Neutrality Complaints Register and Reporting Requirements.

Computer and Telecommunication Resource Usage Policy (General)

The purpose of this policy is to ensure that Burke Shire Council (Council) ICT and Telecommunication resources are used:

- Appropriately and efficiently;
- To assist Council to effectively deliver quality, value for money services;
- To not create or increase risk to Council, Council employees, Councillors, contractors and third parties;
- In accordance with other policies, legislation, standards, and business best practice; and
- Managed with sound consistent governance across Council.

This policy outlines the following items:

- Use of Internet, Email and Computers;
- Requirements for Use;
- Prohibited Conduct;
- Security;
- Details on Blocking Email or Internet Access;
- Computer Surveillance in Council's Workplace; and
- Use of Financial Accounting Systems.

Related Party Disclosure Policy (Statutory)

The purpose of this Policy is to provide guidance to Burke Shire Councillors and Key Management Personnel (KMP) to ensure Council's compliance with Australian Accounting Standards Board *AASB 124 Related Party Disclosures*. This Guideline will provide a systematic approach to discern related parties, approved related party transactions and proper identification, recording and reporting of such transactions.

This Guideline will be applied in:

- Identifying KMP;
- Identifying related party relationships and transactions;
- Identifying outstanding balances, including commitments, between Council and its related parties;
- Identifying the circumstances in which disclosure is required; and

Determining the specific disclosures to be made.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this Report

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 197 Advertising Spending.	<p>(1) A local government must prepare and adopt a policy about the local government's spending on advertising (an advertising spending policy).</p> <p>(2) A local government may spend money on advertising only—</p> <p>(a) if—</p> <p>(i) the advertising is to provide information or education to the public; and</p> <p>(ii) the information or education is provided in the public interest; and</p> <p>(b) in a way that is consistent with the local government's advertising spending policy.</p> <p>(3) Advertising is promoting, for the payment of a fee, an idea, goods or services to the public.</p>
Local Government Act 2009 Section 104	Financial management systems	<p>(1) To ensure it is financially sustainable, a local government must establish a system of financial management that—</p> <p>(a) ensures regard is had to the sound contracting principles when entering into a contract for—</p> <p>(i) the supply of goods or services; or</p> <p><u>(ii) the disposal of assets</u></p>
Local Government Act 2009 Section 48	Competitive neutrality complaints	<p>(1) A local government must adopt a process for resolving competitive neutrality complaints.</p> <p>(2) A competitive neutrality complaint is a complaint that—</p>

<p>Local Government Act 2009 Section 104</p>	<p>Section 150EP Who is a related party of a councillor</p>	<p>(a) relates to the failure of a local government to conduct a business activity in accordance with the competitive neutrality principle; and</p> <p>(b) is made by an affected person.</p> <p>(3) An affected person is—</p> <p>(a) a person who—</p> <p>(i) competes with the local government in relation to the business activity; and</p> <p>(ii) claims to be adversely affected by a competitive advantage that the person alleges is enjoyed by the local government; or</p> <p>(b) a person who—</p> <p>(i) wants to compete with the local government in relation to the business activity; and</p> <p>(ii) claims to be hindered from doing so by a competitive advantage that the person alleges is enjoyed by the local government.</p> <p>(4) A regulation may provide for the process for resolving competitive neutrality complaints.</p> <p>(5) A local government does not have to resolve a competitive neutrality complaint relating to a business activity prescribed under a regulation.</p> <p>(1) A person is a related party of a councillor if the person is any of the following in relation to the councillor—</p> <p>(a) an entity in which the councillor, or a person mentioned in paragraph (b), (c) or (d), has an interest;</p>
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		<p>(b) a close associate of the councillor, other than an entity mentioned in section 150EJ(1)(f);</p> <p>(c) a parent, child or sibling of the councillor's spouse;</p> <p>(d) a person who has a close personal relationship with the councillor.</p> <p>(2) However, a parent, child or sibling of the councillor's spouse,</p> <p>or a person who has a close personal relationship with the councillor, is a related party of the councillor in relation to a matter only if the councillor knows, or ought reasonably to know, about the parent's, child's, sibling's or person's involvement in the matter.</p>
Local Government Regulation 2012	Section 289(2)	<p>A person is related to a councillor, chief executive officer,</p> <p>councillor advisor or senior executive employee (the primary party) if—</p> <p>(a) the person is the primary party's spouse; or</p> <p>(b) the person is totally or substantially dependent on the primary party and—</p> <p>(i) the person is the primary party's child; or</p> <p>(ii) the person's affairs are so closely connected with the affairs of the primary party that a benefit derived by the person, or a substantial part of it, could pass to the primary party.</p>
Local Government Regulation 2012	Section 120 (1) (c)	<p>Criteria for granting concession</p> <p>(1) The local government may grant the concession only if it is Satisfied —</p> <p>(c) the payment of the rates or charges will cause hardship to the land owner;</p>

6. RISK

The annual review of these policies is a risk mitigation activity ensuring the currency of Council policies.

7. CRITICAL DATES & IMPLICATIONS

These policies apply until the next respective review date of each policy as defined by either the Act, Regulation or Policy.

8. CONSULTATION

Councillors

Chief Executive Officer

Finance and Technology Manager

9. CONCLUSION

The policies to be adopted are required to be adopted annually under the Local Government Act 2009.

10. OFFICER'S RECOMMENDATION

THAT Council adopts the following policies as part of the annual review carried out by officers.

11.04 Review of Annual Policies

THAT Council adopts the following policies as part of the annual review carried out by officers:

- **Financial Hardship Policy (General)**
- **Debt Recovery Policy (Statutory);**
- **Asset Disposal Policy (General);**
- **Portables and Attractive Items Policy (General);**
- **Competitive Neutrality Complaints Policy (Statutory);**
- **Computer and Telecommunication Resource Usage Policy (General); and**
- **Related Party Disclosure Policy (Statutory).**

Moved: Cr Yanner

Seconded: Cr Murray

Carried 230424.09 5/0

11.05 Proposed 2023-2024 Budget Timeline

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay, Chief Executive Officer
PREPARED BY:	Shaun Jorgensen, Finance and Technology Manager.
DATE REPORT PREPARED:	17 April 2023
LINK TO COUNCIL PLAN/S:	Operational Plan, Corporate Plan, Revenue Policy, Revenue Statement, Borrowing Policy, Investment Policy.

1. PURPOSE

To present the proposed 2023-2024 budget timeline to council for endorsement.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In accordance with section 170 of the *Local Government Regulation 2012*; council must adopt its budget for the 2023/2024 financial year no sooner than 31 May and no later than 1 August.

To facilitate this process and to provide clear deadlines to council officers and elected officials, a schedule of specific legislatively required tasks has been established of which are required to facilitate this process for the Burke Shire Council.

3. PROPOSAL

Council considers and endorses the Proposed 2023-2024 Budget Timeline.

4. FINANCIAL & RESOURCE IMPLICATIONS

The Budget outlines the financial and resource implications of Council's projected capital and operational expenditure in 2022-2023 in accordance with the Local Government Regulation 2012.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012	Section 170	<p>Adoption and amendment of budget</p> <p>(1) A local government must adopt its budget for a financial year-</p> <ul style="list-style-type: none">(a) after 31 May in the year before the financial year; but(b) before—<ul style="list-style-type: none">(i) 1 August in the financial year; or(ii) a later day decided by the Minister. <p>(2) If the budget does not comply with section 169 when it is adopted, the adoption of the budget is of no effect.</p>

6. CRITICAL DATES & IMPLICATIONS

Proposed Budget Timeline	
2023-2024	
Date	Content/Deliverables/Discussions
25 May 2023	<i>Projects (prioritisation list)</i> <i>Review of proposed Capital projects - 2023/2024 and sources of funding</i> <i>Estimated carryover projects from 2022/2023</i> <i>Other projects-to date</i> <i>Rating-Workshop</i> <i>Key anticipated budget impacts</i> <i>Discussion on staffing needs.</i> <i>Organsiation Chart/Structure - any changes?</i> <i>Initial discussion Fees and Charges</i>
15 June 2023	<i>2023/2024 Budget Discussions</i> <i>Future rating discussion</i> <i>2023/2024 Draft Fees and Charges</i> <i>Capital Projects and sources of funding</i> <i>Draft 2023/2024 Policy-Reimbursement of Expenses and provision of Facilities for Mayor and Councillors</i> <i>2023/2024 Rates Modelling discussion</i> <i>2023/2024 Operational Plan</i> <i>Draft 2023/2024 Organisation Chart</i>
22 June 2023	<i>Draft Full Budget Walkthrough</i> <i>Final budget discussion and Rates modelling outcomes</i> <i>Revenue Policy</i> <i>Debt Policy Review</i> <i>Investment Policy Review</i> ITEMS TO ADOPT: <i>2023/2024 Fees and Charges</i> <i>2023/2024 Revenue Policy</i> <i>2023/2024 Policy-Reimbursement of Expenses and provision of Facilities for Mayor and Councillors</i> <i>2023/2024 Operational Plan</i> <i>Business Activity Report</i> <i>Grants to community organisations</i> <i>2023/2024 Organisational Chart</i>
7 July 2023	<i>Final Full budget Walkthrough + 10 year forecast impacts</i>
20 July 2023	<i>Further budget session as nessary</i>
25 July 2023	<i>Budget Adoption Session</i> ITEMS TO ADOPT: <i>Debt Policy 2023-2024</i> <i>Investment Policy 2023-2024</i> <i>Statement of Estimated Financial Position 2022-2023</i> <i>2023-24 Budget + LTFF, Revenue Statement and Associated Documents</i>

7. CONSULTATION

Consultation has taken place between Councillors, Executive Management Team, Finance and Technology Manager and other senior staff as appropriate.

8. CONCLUSION

The proposed 2023-2024 budget timeline will assist in meeting compliance with the requirements of the Local Government Regulation 2012.

9. OFFICER'S RECOMMENDATION

THAT Council acknowledges and endorses the Proposed 2023-2024 Budget Timeline in accordance with section 170 of the Local Government Regulation 2012.

11.05 Proposed 2023-2024 Budget Timeline

THAT Council acknowledges and endorses the Proposed 2023-2024 Budget Timeline in accordance with section 170 of the Local Government Regulation 2012.

Moved: Cr Clarke

Seconded: Cr Camp

Carried 230424.10 5/0

12. Closed Session Reports

That Council notes that no closed session reports were received for the meeting.

13. Mayoral Report

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

Moved: Cr Murray

Seconded: Cr Yanner

Carried 230424.11 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 Murray

Carried 230424.12 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 3.08pm.

I hereby certify that these pages numbered 1 to 55 – constitute
the Confirmed minutes of the Ordinary Council Meeting of Burke
Shire Council held on Monday 24 April 2023.

Mayor Cr Ernie Camp