



Agenda and Business Papers

Burke Shire Council Ordinary Meeting

Wednesday 24 May 2023

10.00am Council Chambers

10.00am	Opening of Meeting
10.30am	Morning Tea
12.30pm to 1.00pm	Lunch

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 Monday 24 April 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 Update Report	6
10.02 Capital Projects Report	10
10.03 Burketown Health and Wellbeing Precinct Project	19
10.04 Tender Consideration Plan (2023 DRFA Restoration Works)	22

11. Chief Executive Officer Reports.....	28
11.01 Status Report	29
11.02 Chief Executive Officer Report.....	35
11.03 Finance Monthly Update Report	42
11.04 Internal Audit Plan 21-24 - Revision	52
11.05 Audit Committee Charter Review 2023	54
11.06 Audit Committee Meeting Minutes - October 2022.....	58
11.07 Burke Shire Council Flooding Recovery Plan.....	61
11.08 Burke Shire Special Holiday 2024.....	64
11.09 Operational Plan 2022-2023 –March 2023 Quarter Review Report	66
11.10 Sport and Recreation Strategy 2019-2024 - Update March 2023 Quarter.....	69
11.11 Budget Review for the 10 months to the end of 30 April 2023	72
12. Closed Session Reports	77
12.01 Closed Session - Transition Arrangement from Erscon to Northlane for Burke Shire Council	77
13. Mayoral Report	77
14. Councillor Reports.....	77
15. Late Business.....	77
15.01 Boodjamulla (Lawn Hill) National Park (Tranche 1) Land Dealing Handback	77
16. Deputations and presentation scheduled for meeting.....	78
17. Closure of meeting	78

01. Opening of Meeting

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

02. Record of Attendance

Members	Cr Ernie Camp; Mayor – Chair Cr Tonya Murray; Deputy Mayor Cr John Clarke Cr John Yanner Cr Rosita Wade
Officers	Dan McKinlay; Chief Executive Officer Stuart Holley; Director of Engineering Clinton Murray; Works Manager Chelsea Nelson; People, Performance and Culture Manager Kimberly Chan; Economic Development 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:

- Cr Tonya Murray
- Cr Rosita Wade

03. Prayer

Led by Cr Yanner

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Monday 24 April 2023

That the Minutes of the Ordinary Meeting of Council held on Monday 24 April 2023 as presented be confirmed by Council.



230424

Unconfirmed Minutes

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

08. Registers of Interests

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

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

09.01 Notices of Motion

None received at time of agenda preparation.

09.02 Petitions

None received at time of agenda preparation.

10. Engineering Services Reports

10.01 Engineering and Services Update Report

10.02 Capital Projects Report

10.03 Burketown Health and Wellbeing Precinct Project

10.04 Tender Consideration Plan (2023 DRFA Restoration Works)

Engineering Services Reports

10.01 Engineering and Services Update Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Stuart Holley-Acting Deputy CEO/Director Engineering Services
PREPARED BY:	Clinton Murray – Works Manager
DATE REPORT PREPARED:	14 May 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 April 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 completed.
- Post Wet season roadworks
- 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 service s 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 ongoing
- 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.
- 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 the next financial year.

Burketown Water

- SCADA upgrade scoping now finalised for all stages.
- Planning for de-silting of lagoons for 2023 underway. Collaboration with QWRAP members for regional procurement – with decision to proceed made at May meeting in Hughenden.
- 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 are now being sent to CRC now 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 May. Ongoing.

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 metres 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. Ongoing
- 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 Cairns

3. OFFICER'S RECOMMENDATION

That Council receives and notes the Engineering and Services report.

ATTACHMENTS

1. Works and Services Detailed Report



Attachment 01
(April 23 (003).docx

Engineering Services Reports

10.02 Capital Projects Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Stuart Holley - Acting Deputy CEO/Director Engineering
REPORT PREPARED BY:	Sarath Jayasekara - Senior Project Engineer
DATE REPORT PREPARED:	9 May 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PURPOSE

This report provides an update of the overall Capital Projects Expenditure Program for 2022/23. The report also summarises the status to end of the reporting month and provides an overview of the high-level risks and issues along with the controls in place. 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 budget is around \$16.0m subject to the success of the recent grant funding applications. Project resourcing has been addressed to ensure successful delivery of the program.

All projects within the program are expected to be completed within the budget.

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. ArrivedReview of fleet management schedule underway. Option of leasing considered – not financially beneficialCouncil 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 and 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 – The decision notice (Permit) issued. Detailed design works will be completed by the end of May 2023.
Burketown Landfill Cell	<ul style="list-style-type: none"> <i>New landfill cell</i> <i>Stage 1 of a 3 stage 10 year plan</i> 	<ul style="list-style-type: none"> <i>Contract awarded</i> <i>Construction commenced. Contractor demobilized and works suspended due to Cultural Heritage related issues. Current variation costs at circa \$40,000</i> <i>Re-configuration of waste stockpiles completed</i> <i>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</i> <i>Construction completed, final testing of clay completed and commissioned</i> 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 the Consultant 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 and the expected date of completion Nov 2023. Dilapidation Survey to be completed in mid-May 2023
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. Status as SCADA project
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 Stage 1 Status as SCADA project Stage 2 Lagoon construction – in design phase
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 are getting confirmed. Includes tapping into existing power provisions at airport & new generator for the STP Completed

Project	Description	Update/activity for reporting month
Gregory River Pedestrian Bridge	Investigation and upgrading 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” • Unable to secure drawings/design to ease process for re-certification – The Designer will be re-designing the bridge for compliance • Design options are developed. The 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 • The cost of Replacement of bridge decking is \$227k
Sewerage Network Assessment	Investigate network and implement a rectification program	<ul style="list-style-type: none"> • Scoping completed. • Issued notice to community advising access to properties during a specific site visit timeframe by the Consultant. • Tender phase
Asset Management	Review and re-write of the AM Strategy, AM Policy and AMPs	<ul style="list-style-type: none"> • Scoping completed • RFT issued. • Review of draft AMPs undertaken • Condition rating underway together with re-classification of asset classes • Workshop to be planned with Council to overview final Levels of Service • On Hold until review of the Level of

Project	Description	Update/activity for reporting month
		Service
Raw Water Pipeline	Investigate and implement requirements for roll-out of the Raw Water Supply Agreement for 6 properties	<ul style="list-style-type: none"> • Scoping complete • RFT released • Price received was excessive. • The project construction will be jointly delivered with the Smart Water Meter project.
Health & Well-being Precinct Master planning	Master planning including community/stakeholder consultation with concept design	<ul style="list-style-type: none"> • Tenders assessed. • Consultant appointment endorsed by Council in September meeting • Masterplan / concept completed; however, following the recent floods, some components of the master plan will need to be revised. • Mood boards selected and accepted • Variation cost for the revision of the Master Plan is being reviewed.
Beames St Upgrade and Cycleway – Design only	Beames St enhancement in conjunction with new cycleway/footpaths	<ul style="list-style-type: none"> • Finalised briefing for detailed design and documentation • Workshop conducted in March with consultants - kick start project design • Feedback received from DTMR is being incorporating in the prelim design. • Stakeholder workshop conducted April 22 in Burketown. • 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.

Project	Description	Update/activity for reporting month
		<ul style="list-style-type: none"> Detailed design is in progress. The decision on bypass (include or exclude) needs to be made. 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 Re-tendering required due to prices over the budget in the initial tender. Purchasing sluice valves is in progress.
Wharf Recreational Grounds	Construction of new recreational facilities at the Burketown wharf	<ul style="list-style-type: none"> The Designer has been appointed. Detailed briefing meeting conducted Stakeholder workshop conducted April 22 in Burketown. Cultural Heritage discussions progressed and permission to build on the land agreed. Needs to be formalized prior to proceeding with construction. Scope of Stage 1 and 2 confirmed . Detailed design is in progress for the both stages. Waiting for the results of geotechnical investigation
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. Construction work may delay due to current floods.
Water Security Strategy	Joint strategy with Doomadgee. The objectives as follows. <ul style="list-style-type: none"> Outlining the 	<ul style="list-style-type: none"> Final discussions with Doomadgee have aligned scope Appointment of the Designer was

Project	Description	Update/activity for reporting month
	<p>proposed Water Strategy Methodology & Objectives</p> <ul style="list-style-type: none"> • Surface Water Reliability Assessment • Groundwater Desktop Investigation • Water Quality Security Assessment per ADWG Health Based Targets 	<p>endorsed by Council in September.</p> <ul style="list-style-type: none"> • Kick-off meeting with the Consultant was conducted • Meeting with the residents whose property will be directly impacted will be scheduled in May - June 2023.
Burketown Aerodrome Erosion Remedy	Investigation and design works approved through QRRRF	<ul style="list-style-type: none"> • Engagement of the consultant finalized • Surveyor engaged and expected to complete works by mid-May
Burketown Airport Rd Upgrade	Investigation and design works approved through QRRRF	<ul style="list-style-type: none"> • Engagement of the consultant finalized • The survey works complete. Flood modelling assessment and geotechnical investigation to be undertaken.
RAUP 9 Remote Airports grant program	Relocating section of the northern fence	<ul style="list-style-type: none"> • Upgrade of fencing documentation being completed • RFQ closed and tender evaluation completed • Purchase order issued. The proposed completion date is 31/07/2023
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 • Performance Specification and the development of tender documentation is in progress – RFT planned to be release by the end of May

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 will be released mid-May.

4. 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"> <i>Funding Agreement received for the design (\$150k). Received formal funding agreement from DTMR</i> <i>Discussions now underway to secure the \$1m in funding that has been earmarked for the project</i> Extension of Principal Cycling Network (PCN) for Burketown has been discussed with TMR and has been supported in principal. 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 two financial years (to be included in future year's budget)Advice from Commonwealth that the program has been withdrawn

6. OFFICER'S RECOMMENDATION

That Council notes the Capital Projects Report for end of April 2023.

ATTACHMENTS

Nil

Engineering Services Reports

10.03 Burketown Health and Wellbeing Precinct Project

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Stuart Holley-Acting Deputy CEO/Director Engineering
PREPARED BY:	Stuart Holley- Acting Deputy CEO/Director Engineering
DATE REPORT PREPARED:	11 May 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24-Goal-Healthy, Inclusive, Sustainable Communities. 1. Council provides facilities, spaces, services, events and activities that promote and support community engagement, health, well-being and sustainability a. KPI: implementation of Sport & Recreation Strategy b. KPI: delivery of Priority Projects and Initiative

1. PURPOSE

To consider and ratify the minutes of the workshop with Council held on 26 April 2023 that reviewed the scope associated with the components of the Burketown Health and Wellbeing precinct project.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The concept of an integrated activity node within the current Civic precinct was effectively brought to fruition in September 2022 when Council at its meeting on 23 September 2022 resolved:

1. That Council award the consultancy Contract NO. 0280-4020-2 Burketown Health & Wellbeing Precinct Consultancy – Master-planning, Concept and Detailed Design to GHD Pty Ltd to the amount of \$466,541.00 (exc GST).
2. 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 budget of \$506,000 (exc GST).

The project Master Plan was initially presented to Council on 2 December 2022 and more recently at a workshop of Council on 26 April 2023 in order to review the Master Plan and refine the scope of the project to enable detailed design to take place.

It should be noted that the reason for the review was to rationalize the extent of the overall project, minimize project costs and ensure that the project met the ongoing needs of the community of Burketown and the region.

Accordingly, based on previous comments by Council, the project team focused on reducing the scope where possible to make use of existing structures and reducing the pool size from 6 lanes to 4 (2m) lanes. The waterplay component of the plan was increased slightly to incorporate more features to enable a more dynamic and engaging experience for children.

The discussion at the workshop on 26 April 2023 focused on the following aspects of the plan:

- Ensuring that the recent flood levels were taken into consideration particularly when placing and constructing vulnerable electrical components such as pumps and switchboards.
- Making the best use of the proposed toilet and change facilities by incorporating a facility to house the gym equipment, which was significantly impacted by the flooding. The existing gym was to be excluded from the master plan.
- Incorporating the proposed water play within the existing shade structure and adjacent to an upgraded play area.
- Confirming the concept of reducing the swimming pool from 6 to 4 lanes with each lane being 2 metres wide.
- Rationalising the landscaping to focus around the pool and water play areas.
- Confirming the removal of the hot spring baths from the concept master plan due to operation and project cost implications.
- Once the master plan was further refined taking into account the issues raised in this workshop, that a program of community consultation take place to facilitate design themes, patterns and colours.

The minutes of the workshop held on 26 April 2023 incorporating the above principles are attached to the report for confirmation.

3. PROPOSAL

That Council review and endorse the minutes of the workshop held on 26 April 2023. This will enable the Master Plan to be finalised and for the consultation process to commence once the final Master Plan is adopted by Council.

4. FINANCIAL & RESOURCE IMPLICATIONS

The budget allocated and the funding source for the project (\$506,000) was outlined in the report to Council on 23 September 2022. It should be noted that this will ensure that the full design is incorporated into construction plans and drawings suitable to go to the market for construction purposes.

The construction project is partially budgeted for in the 2022/23 Financial Years endorsed Capital Works Program. It is noted that \$500,000 of borrowing has been factored into the Debt Policy and current year budget. Future Grant funding will be required to fund the bulk of the project.

Issues such as project delays and increased scope of works will have a potential to escalate costs.

5. RISK

Table No 5 - Risk Mitigation Strategy

Risk	Possible consequences	Mitigation
Financial	variations to the existing contract to develop final design and construction documentation, and also in Council's ability to secure funding for the final construction of the project.	Control variations. Maximise Grant Funding.

6. POLICY & LEGAL IMPLICATIONS

Council is required to meet all of the requirements outlined in the guidelines of the relevant funding bodies.

All necessary Australian standards, including safety requirements have to be complied with in the final design and construction documentation.

7. CRITICAL DATES & IMPLICATIONS

Any grant funding deadlines will be carefully monitored to ensure that the funding is secured.

8. CONSULTATION

Internal consultation has taken place with the design consultants regarding the proposed amendments to the Master Plan.

A workshop was held with Council and Senior Management on 26 April 2023 to finalise the scope of the Master Plan.

Future public consultation is planned once the final Master Plan is adopted to enable community input into design themes, patterns and colours.

9. CONCLUSION

The consultants GHD, developed an initial concept design for the Health and Wellbeing Precinct in Burketown. A workshop of Council and Senior Management held on 26 April 2023, reviewed the concept design and provided advice on issues to be addressed in order to finalise the overall Master Plan.

The minutes of that workshop are now presented to Council for ratification to enable the Master Plan to be finalised.

10. OFFICER'S RECOMMENDATION

That Council note and ratify the attached minutes of the workshop held on 26 April 2023 associated with the Health and Wellbeing Precinct in Burketown.

ATTACHMENTS

1. Minutes Health & Wellbeing Precinct Minutes 26th April 2023.



Capital Works
Projects Meeting 26

Engineering Services Reports

10.04 Tender Consideration Plan (2023 DRFA Restoration Works)

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Stuart Holley-Acting Deputy CEO/Director Engineering
PREPARED BY:	Stuart Holley-Acting Deputy CEO/Director Engineering
DATE REPORT PREPARED:	16 May 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24-Goal-Good Governance

11. Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

Council at its meeting on 20 February 2023 resolved to accept three (3) tenders for the restoration works to address damage from the Jan-Feb 2022 declared disaster event. Subsequent events in late 2022 and early 2023 resulted in considerable overlap of damaged areas. It is proposed that Council resolve to prepare a Tender Consideration Plan to enable the grouping of damaged works (ie: both 2022 and 2023 works) into the existing tender arrangements.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire has been adversely affected by severe weather events in February and March 2023. Record breaking major flooding has caused substantial damage to essential infrastructure including the airport, roads, drainage structures, and water infrastructure.

Restoration of these assets is funded under the Disaster Recovery Funding Arrangements (DRFA) program which is managed through the Queensland Recovery Authority (QRA).

A typical works program schedules reconstruction of damaged assets, sustained in one year, preferably during the subsequent dry season (e.g., 12+ months following the event). This is due to a number of factors including damage assessments, approvals, Council's procurement timeframes, and engagement of contractors.

Therefore, in normal circumstances restoration works associated with the 2023 event would not be able to take place until at least March/April in 2024.

Contracts for restoration works to address damage from the Jan-Feb 2022 event were tendered in December 2022 and the contracts were subsequently awarded as follows:

- Contract no. 5610-3000-0001 - 2022 DRFA Restoration Package 1 (\$1,779,807.29 ex GST)
 - Halloran and Sons Earthmoving Pty Ltd
- Contract no. 5610-5000-0001 - 2022 DRFA Restoration Package 2 (\$1,451,712.19 ex GST)
 - Gulf Civil Pty Ltd

- Contract no. 5610-4200-0001 - 2022 DRFA Restoration Package 3 (\$2,603,337.59 ex GST)
 - K & G Booth Pty Ltd

In some respects, Council has been fortunate that these contracts associated with the events of early 2022 have been awarded, but yet to be commenced in terms of on the ground construction.

The Existing Contractors were scheduled to commence construction around April – May 2023 and the Existing Contractors were well advanced in preparation to complete the restoration works when the Feb-Mar 2023 event occurred. Some of the preparation works which had been completed included, preparation of bank guarantees and securities, allocation of plant and personnel, development of Traffic Management Plans, development of Environmental Management Plans and Safety Management Plans.

Where a subsequent event results in substantial additional damage, the previously approved scope can be superseded. The transfer of this scope and associated funding is referred to as “scope rollover”. An example of scope rollover is as follows:

Under the 2022 scope, a medium formation grade (which does not require additional gravel) is approved. In this same section of road, following the 2023 weather event, pavement loss has occurred. The 2022 approved scope of “medium formation grade” is no longer sufficient to restore the road. Restoration now requires a gravel resheet to be completed with import of 150mm of pavement material. The 2022 scope is rolled over into the 2023 funding year and the scope upgraded to the sufficient treatment.

It would therefore appear beneficial to examine ways to utilise the existing contract arrangements to take into account potential increased scope of works previously reported and approved by QRA.

Not only would this prove beneficial in terms of potential cost savings due to duplication of work but more importantly allow works to be undertaken almost immediately to address both 2022 and 2023 restoration works. This would effectively bring forward works that would normally not be able to take place until 2024, and which would otherwise make badly damaged roads susceptible to another wet season.

However, before such an approach can be implemented, it was necessary to consider issues such as the method to deal with the existing contract arrangements and the effective expansion of the contract scope, compliance with all relevant procurement procedures and legislation and the necessary approval processes to be put in place.

Council has sought advice from our legal consultants (Ochre Legal), in conjunction with our appointed Project Managers (Northlane), to develop a strategy to appropriately retain the existing contractors through a negotiated revised contract.

3. PROPOSAL

Based on the legal advice provided, it is recommended that Council utilises the exception in section 230 of the *Local Government Regulation 2012* (Qld) (extracted below) on the basis that Council will resolve to prepare, and adopts, a tender consideration plan.

230	Exception if quote or tender consideration plan prepared
(1)	A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the local government—

- (a) decides, by resolution, to prepare a quote or tender consideration plan; and
 - (b) prepares and adopts the plan.
- (2) A ***quote or tender consideration plan*** is a document stating—
- (a) the objectives of the plan; and
 - (b) how the objectives are to be achieved; and
 - (c) how the achievement of the objectives will be measured; and
 - (d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and
 - (e) the proposed terms of the contract for the goods or services; and
 - (f) a risk analysis of the market from which the goods or services are to be obtained.

Accordingly, a draft Tender Consideration Plan has been prepared which meets the provisions of the Local Government Regulation 2012 (Qld). The draft Tender Consideration Plan is attached to the agenda.

The objective of this Tender Consideration Plan is to facilitate the delivery of the 2023 DRFA Restoration Works in such a way that:

- Existing Contractors who have been awarded 2022 DRFA restoration works contracts are not disadvantaged and are able to retain staff and resources committed to deliver works for Burke Shire Council;
- Procurement is conducted in a transparent and fair manner that supports the local civil construction market; and
- Essential assets are restored to a safe standard, in a timely manner, supporting the restoration of community and economic activity in the region.

The objective will be achieved by:

- directly negotiating with the Existing Contractors with a view to entering into new contracts with the Existing Contractors to carry out the Works as follows:
 - pricing will be based on the existing contract treatment rates previously tendered via open tender applied to the new 2023 DRFA scope of works;
 - a new construction program will be agreed;
 - preliminaries previously priced as lump sum will be negotiated on a pro-rata basis; and
- if the Existing Contractors do not have the capacity to undertake all of the Works in the 2023 dry season, then Council will postpone those works and conduct a separate procurement process consistently with Chapter 6 of the Regulation with a view to those works being undertaken in the 2024 dry season.

The draft Tender Consideration Plan clearly identifies the issues required in the Regulations, including:

- The objective of the Tender Consideration Plan
- How the objective is to be achieved
- How the achievement of the objective will be measured

- Alternative ways to achieve the objective
- Proposed terms of the contract
- Risk analysis of the market

The Plan also outlines the procurement challenges that are being addressed as part of this process, for example: due to the proposed scope rollover, the required contract value would exceed the existing contracts by an estimated 300-500% and as such cannot be considered as an acceptable variation to the existing 2022 restoration contracts.

It should be noted that all contractors have been consulted about this approach and are all supportive.

4. FINANCIAL & RESOURCE IMPLICATIONS

Restoration of these road network assets, including the project management of the works is funded under the Disaster Recovery Funding Arrangements (DRFA) program and is managed through the Queensland Recovery Authority (QRA).

The full program of works will be developed in accordance with submissions approved by the QRA.

Partially completing similar works on the same sections of road under two separate operations is inefficient and does not meet the value for money criteria required under the funding from QRA.

5. RISK

Risk Type	Possible Consequences	Mitigation Measures
People	<ul style="list-style-type: none"> ▪ The current contractors have committed resources, including staff, to the current 2022 contract restoration works and retendering will put the employment of those staff in jeopardy. 	<ul style="list-style-type: none"> ▪ Continue to engage the contractors to increase the scope of the restoration works for 2023, which will effectively increase the employment opportunities.
Environmental	<ul style="list-style-type: none"> ▪ A delay in the restoration works has the potential to extend the period of runoff from exposed surfaces. 	<ul style="list-style-type: none"> ▪ Seek to reduce the restoration works timeframes.
Assets	<ul style="list-style-type: none"> ▪ By having to retender the restoration works it will leave many existing roads vulnerable to further damage during the next wet season. 	<ul style="list-style-type: none"> ▪ Seek to reduce the restoration works timeframes.
Compliance	<ul style="list-style-type: none"> ▪ There may be contractual issues should the existing contracts be dissolved and retendered. ▪ Concern with the method of dealing with the Local Government Regulations. 	<ul style="list-style-type: none"> ▪ Negotiate with the existing contractors to facilitate the revised contracts. ▪ Ensure that appropriate legal advice is sought.

Risk Type	Possible Consequences	Mitigation Measures
Financial	<ul style="list-style-type: none"> Value for money objective of the QRA is not met. 	<ul style="list-style-type: none"> Continue to work with the QRA to put in place the consolidated scope of works.
Reputation	<ul style="list-style-type: none"> Public perception that Council is not progressing the necessary road restoration works in a timely manner. 	<ul style="list-style-type: none"> Ensure that the process adopted by Council is promoted.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulations 2012 (Qld)	Section 230	Exception if quote or tender consideration plan prepared
Burke Shire Council Operational Plan 2022-23	Strategy 3.2.4	Council manages externally funded transport/road construction programs to deliver efficient, effective and compliant outcomes (ie: DRFA)

7. CRITICAL DATES & IMPLICATIONS

It is imperative that the restoration works are expedited to ensure that existing contractors are able to be utilised in the current dry season and also maximise the extent of work that can be done.

By adopting the process of preparing a Tender Consideration Plan works can commence as soon as commercial negotiations with the existing contractors are finalised. Note that these negotiations have already been initiated, so that the commencement of work will not be delayed any longer than necessary.

8. CONSULTATION

Consultation has taken place with each of the existing contractors. Similarly, QRA has been kept informed of the process and are supportive of the approach.

9. CONCLUSION

In order to expedite the restoration works associated with the 2022 and 2023 declared disaster events, the most appropriate mechanism is to rescope the extent of work involved in the adopted 2022 Council contracts (Contract no. 5610-3000-0001 - 2022 DRFA Restoration Package 1, Contract no. 5610-5000-0001 - 2022 DRFA Restoration Package 2 and Contract no. 5610-4200-0001 - 2022 DRFA Restoration Package 3) and negotiate a revised contract with these existing contractors.

The mechanism available to achieve this outcome, to ensure probity and compliance with procurement procedures is by the approval to develop a Tender Consideration Plan, a draft copy of which is attached to this report.

10. OFFICER'S RECOMMENDATION

1. That Council resolves to prepare a Tender Consideration Plan substantively in the form of the draft Tender Consideration Plan attached; and
2. That Council delegate authority to the Chief Executive Officer to prepare, adopt and give effect to the Tender Consideration Plan, including by discharging the existing contracts specified in the Tender Consideration Plan and by negotiating, finalising and entering into new contracts contemplated by the Tender Consideration Plan.

ATTACHMENTS

1. Burke Shire Council DRFA REPA Works-Tender Consideration Plan.



Burke Shire DRFA
REPA Works - Tende

11. Chief Executive Officer Reports

- 11.01 Status Report
- 11.02 Chief Executive Officer Report
- 11.03 Finance Monthly Update Report
- 11.04 Internal Audit Plan 21-24 - Revision
- 11.05 Audit Committee Charter Review 2023
- 11.06 Audit Committee Meeting Minutes - October 2022
- 11.07 Burke Shire Council Flooding Recovery Plan
- 11.08 Burke Shire Special Holiday 2024
- 11.09 Operational Plan 2022-2023 –March 2023 Quarter Review Report
- 11.10 Sport and Recreation Strategy 2019-2024 - Update March 2023 Quarter

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 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.		
<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 style="text-align: right;">Matter Closed</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 – 230330.11 – 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. Independent member of committee has been advertised. Closes at the end of May.

Resolution Number – 230424.05 –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

Status**Matter Closed****Resolution Number – 230424.09 –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).

Status**Matter Closed**

Resolution Number – 230424.10 – 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.

Status**Matter Closed****1. RECOMMENDATION**

That Council receives and notes the status report.

Chief Executive Officer Reports

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:	16 May 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 April 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.

Audit Committee meeting

WH&S Meeting

Internal Grants meeting.

Meeting re Burketown Police Interviews

Visit with the Mayor and Councillor Clarke to Canberra re flooding. Meeting with Federal and state Government representatives including the Prime Minister.

Burketown major flooding recovery issues were a big focus during April 2023. Various meetings with State and Federal Government representatives and Government Department Representatives e.g., Community Recovery. Various discussions with Disaster Recovery Australia representatives.

Financial Services and Information Technology

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

- 2022/2023 comprehensive NCA valuation inspection dates have been rescheduled for 29 May at this stage;
- 2022/2023 tip restoration valuation with engagement with Erscon; now received by Finance and pending calculation
- Asset management plans are still in review phase and are currently delayed – potential revision of existing plans will be required
- Cash Management Controls internal audit commenced;
- Internal audit plan and audit committee charter for reviewed by audit committee and endorsed, this will be tabled in the May 2023 council meeting;
- 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 May at this stage;
- LGM insurers have attended onsite inspections; report is due to finance for early May;
- A DRFA CDO (counter disaster operations) cost reconciliation commenced with assistance from Luke from Redland City Council;
- Fees and Charges for 2023/2024 have been prepared;
- Debt Policy, Investment Policy and Revenue Policy and Statement have now been prepared for initial council workshopping ahead of the new council budget for 2023/2024; and
- Shell financials being drafted by PIB are nearing completion.

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

- MS365 azure solution proposal now received an under 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 delivered to Burketown; the installation of this system is being scoped by Jordan to progress asap;
- Upgrade to InfoXpert/Magic Suite Software's for records management is now completed successfully;
- The BSC Strategic ICT Management Framework suite of documents is nearly completion and discussions have started with the LGMA to permit these documents to be used as templates for other small rural council entities; and
- Telstra will be onsite in Burketown to carry out a major connection speed upgrade to the Admin and Depot office ahead of planned upgrades to cloud system later in the year.

People, Performance and Culture

EBA related

- JCC meeting held on 28 April 2023
 - Mental health raised as point of concern

Policies

- Performance and Misconduct Policy - reviewed

- Performance and Misconduct Procedure - reviewed
- Leave Policy - reviewed

Positions advertised:

- Casual Labourer
- Casual Operator / Labourer
- Administration Officer Trainee (Economic Development)

New employees

- Stuart Holley - Director Engineering / Deputy CEO
- Denise Holley – Administration Officer – Economic Development
- Transferred employee: Jade Linden – Administration Officer Works and Services

Terminated Employees

- none

Training and Professional Development

- Psychological Health and Safety
- Early Intervention and Supporting Recovery
- First Aid 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. Progressed to the detail application stage
 - Submitted for the National Housing Infrastructure Expression of Interest - \$2.75 million to build three 2-bedroom council houses
 - Drafting EOI for the National Housing Infrastructure Facility Projects grant approximately \$3 million
 - Seniors Day grant submitted for a seniors day workshop in October \$2k
 - NWMP Sustainable Community Grant – project to be decided by Council
- 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 – scheduled for 19th June.
Funding has been extended due to flooding

- 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. Variation submitted to spend remaining money on rod holders
- 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. Visits scheduled and occurring. Denise to attend along with Shannon.
- QRIDA visit for businesses and pastoral companies scheduled from 14th – 16th April to help with grant applications. Trip completed. Schedule to return to community from the 17th to the 21st May.

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.
- Assisting with Maribou energy project for Gregory.

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. awaiting on quote from artists
- Health and Wellbeing Funds now being directed towards Flood Recovery Family and Friends Day

Flooding Event

- QRA on the recovery plan draft completed
- Working on CDO funding – finalised by finance team
- Social housing visited over the 3rd to 5th May. Conducted welfare checks and visited those made homeless by flooding.
- Working with Department of Communities, Housing and Digital Economy (DCHDE) on grant applications for post flood recovery funding – ongoing
- Working with DCHDE on temporary housing options - ongoing.
- Caravan secured for Burketown resident
- Givit Donations ongoing
- Vouchers for residents – planning ongoing
- Flood Recovery Day schedule for 9th – 10th planning ongoing

Community and Communications

Events

Upcoming Community Events:

June 24 & 25	Gregory Campdraft & Horse Sports
July 22 & 23	Burketown Campdraft & Rodeo (Save The Date)

Upcoming Council Events:

May 9 & 10	Mates/Community Recovery Day (Burketown & Gregory)
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May 23

Photo Competition – Burke Shire “Through Your Eyes”

Events/Community

- Family & Friends Fun Day – Burketown 9th June & Gregory 10th June. See draft event plan
- Photo Competition – Submission to be reviewed and winners selected
- Visits to rural properties has commenced – flood recovery

Building & Maintenance

- Maintenance to council properties is ongoing, including assessments for insurance.
- Demolish Old Town Hall –Wilson’s Contracting have commenced removing items (sinks, benching, oven, fridges etc) from the hall. Once this has been completed, demolition and removal of asbestos will commence.

Housing

- David Booth has moved into House 2, 170 Sloman Street
- Maria Slater has vacated House 6, Lot 185 Musgrave St. Jade Linden will be moving in here
- Properties currently vacant – Unit 1 (Seniors Complex), Unit 3 (Seniors Complex, being used for contractor accommodation), Unit 7 (Seniors Complex, repairs required in bedroom 2), House 5 Lot 84 Musgrave St, House 15 Lot 408 Bowen St (uninhabitable - requires major repairs due to flooding)

EHO

- Trevor Harding from Brisbane City Council has been onsite. Food License inspections have been performed at a number of properties – see reports
- Trevor is also working on Environmental Health content for the Burke Shire website, updating forms and looking at policies.
- Inspections of properties affected by flood have also commenced (environmental health perspective) and to continue. Adels Grove has been completed.

Local Laws

- It has been identified that there are a number of overgrown allotments in Burketown and Gregory. Inspections will be conducted over the coming months and notices issued. Council have commenced clean-up of blocks and fire breaks will be put in place asap.
- Communication will be released to the public to prepare for bush fire season which is generally July – October.

Corporate Services and Governance

Durlga Bookings

- Started receiving booking requests for the Nijinda Durlga. 7 external bookings and 4 internal for April. Hall is being used to store and sort donations received for the flooding.

Records

- Recordkeeping is continuing as per usual. Working through destruction runs.
- The Magiq upgrade was installed during April.

Library

- Library exchange was received and new stock put out in library.

- Planning underway for the First 5 Forever funding and library funding.
- The library mid-point report was submitted.

Rex

- Rex flights recommenced in April. Very busy getting back on top of Rex operations.
- Looking at training additional staff to carryout REX duties, given some officers who previously conducted duties have left/ are leaving.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Workplace Health and Safety Report for April 2023



WHS Report April
2023.pdf

Financial Services Reports

11.03 Finance Monthly Update Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay, Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	11 May 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 April 2023.

2. SUMMARY

As a review of council's performance over the month of April 2023; Council notes that cash was up \$731k for the month. As this is the tenth month of operations within the 2022/2023 budget, council remains on track with budget overall with some areas such as capital project completion and capital grant funding encountering some lagging due to the recent flood event. The figures presented to council include all counter disaster costs incurred post flood event that have been incurred. 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 vs 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)	8,850,655	14,353,350	62%
Operating Expenses	(2)	14,948,001	19,384,187	77%
Operating Result (Profit/Loss)	-	6,097,346	- 5,030,837	121%
Capital Revenue	(3)	2,103,261	10,248,817	21%
Net Result	-	3,994,085	5,217,979	-77%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	10,993,648	7,488,413
Other Current Assets	(5)	2,428,795	1,402,000
Non Current Assets	(6)	163,737,880	160,902,528
Total Assets		177,160,323	169,792,941
Liabilities (Current)	(7)	9,297,336	3,540,000
Liabilities (Non Current)	(8)	862,870	1,210,000
Total Liabilities		10,160,206	4,750,000
Net Community Assets		167,000,117	165,042,941

Sustainability Outlook¹

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-69%	-69%
² Working Capital Ratio	Greater than 1:1	1.4	1.5
³ Net Financial Liabilities Ratio	Less than 60%	-47%	-59%

Notes:

- (1) Operating revenues** - Noted that operational revenues increased during April 2023 due to the recognition of Counter Disaster Grant funding from the QRA (\$900k) along with a \$100k donation from Mt Isa City Council.
- (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 \$3.843mil against a budget of \$6.174mil for the year; this is an actual spend of 66.67% by 30 April 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).
- (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.

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

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

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

4. STATEMENT OF CASH FLOWS

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

For the month ended 30 April 2023

	Note Ref	30 April 2022 \$	30 April 2023 \$	2022-23 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	10,398,502	5,849,230	5,329,182	110%
Payments to suppliers and employees	(2)	(15,693,637)	(12,292,286)	(15,033,274)	82%
		(5,295,135)	(6,443,056)	(9,704,092)	66%
Rental Income	(3)	165,312	183,849	200,000	92%
Interest Received	(4)	47,751	259,636	216,000	120%
Operating Grants and Contributions	(5)	6,447,332	8,720,341	9,410,850	93%
Finance Costs		(8,988)	-	-	0%
Net cash inflow (outflow) from operating activities		1,356,273	2,720,770	9,826,850	28%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(3,129,578)	(3,977,274)	(13,530,052)	29%
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)	1,623,857	2,156,140	10,097,817	21%
Net cash inflow (outflow) from investing activities		(1,176,594)	(1,874,013)	(3,281,235)	57%
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)	179,679	846,757	(2,658,477)	-32%
Cash at beginning of reporting period		10,530,239	10,146,891	10,146,891	100%
Cash at end of reporting period	(8)	10,709,919	10,993,648	7,488,413	147%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	4.26%	259,636	9,825,731
Westpac General Fund - Trust	-	-	1,167,634
Cash Floats	-	-	283
Total			10,993,648

Cash and Cash Equivalents Movement Comparison Chart

Total Cash on hand	10,993,648	%
Restricted Cash - DRFA Operating Grants	4,426,582	40%
Restricted Cash - Non-DRFA Operating Grants	143,417	1%
Restricted Cash - Capital Grants	3,491,108	32%
Unrestricted Cash	2,932,541	27%

Notes to the Statement of Cashflows:

- (1) **Receipts from customers** - Receipts are on track with budget as at 30 April 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 April 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 (4.26%). This is up from 4.02% in March 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. Also note council anticipates to receive another instalment for the 2022/23 FA grant before 30 June as well as the advanced component for 2023/24 during June 2023.
- (6) Payments for Property, Plant and Equipment** - A number of contractor invoices were processed in July 2022/August 2022 dating back to 30 June 2022. While these costs have been accrued back in the income statement to last year, the cash was dispersed in 2022/2023 and as such represents payments back in the current financial year at the end of September 2022. No significant movements have been noted for capital purchases for March 2023 due to severe regional flooding and projects being caught up before 30 June 2023.
- (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 \$731k by the end of April 2023. This was due to large instalments of DRFA funds being receipted along with the \$900k cash advance from the QRA for counter disaster support funding. Note that while cash is up; council maintains a restricted cash balance of \$2.932mil or 27% of total cash holdings at current.

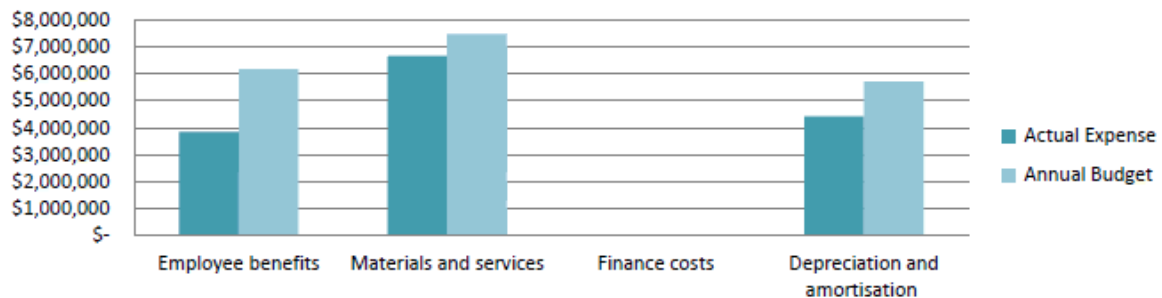
5. STATEMENT OF INCOME AND EXPENDITURE

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

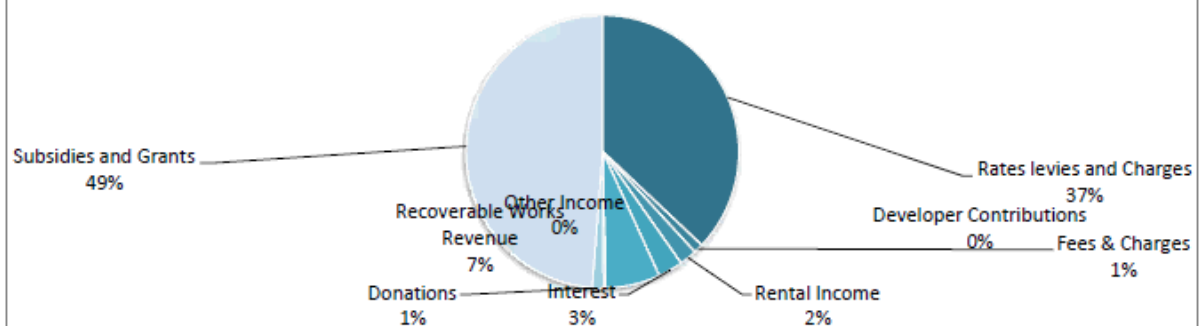
For the month ended 30 April 2023

	Note Ref	30 April 2022 \$	30 April 2023 \$	2022-23 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		3,108,918	3,278,056	3,231,000	101%
Fees & Charges	(1)	85,816	100,404	123,600	81%
Rental Income	(2)	165,312	183,849	200,000	92%
Interest	(3)	47,751	259,636	216,000	120%
Recoverable Works Revenue	(4)	373,643	571,643	1,113,000	51%
Other Income	(5)	1,990	26,180	53,900	49%
Donations	(12)	-	115,100	5,000	2302%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	6,447,332	4,315,787	9,410,850	46%
Total Recurrent Revenue		10,230,762	8,850,655	14,353,350	62%
Capital Revenue					
Sale of non-current assets	(13)	-	52,879	151,000	-35%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	1,623,857	2,156,140	10,097,817	21%
Total Capital Revenue		1,623,857	2,103,261	10,248,817	21%
TOTAL INCOME		11,854,619	10,953,916	24,602,167	45%
Recurrent Expenses					
Employee benefits	(8)	3,645,314	3,843,484	6,174,741	62%
Materials and services	(9)	9,599,302	6,667,182	7,475,446	89%
Finance costs	(10)	8,988	12,916	12,000	108%
Depreciation and amortisation	(11)	4,035,530	4,424,419	5,722,000	77%
TOTAL RECURRENT EXPENSES		17,289,134	14,948,001	19,384,187	77%
NET RESULT		5,434,515	3,994,085	5,217,979	-77%

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 (4.26%). This is up from 4.02% in March 2023.
- (4) **Recoverable Works Revenue** - No RMPC billings were issued during April 2023; 10/4 works schedules are being established to deploy roads crews to escalate RMPC works completion over the coming months and a half leading up to 30 June 2023 to ensure the RMPC contract requirements are met on time with the Department of Transport and Main roads.
- (5) **Other Income** - Minimal movement noted for April 2023.
- (6) **Subsidies and Grants (operating)** - \$900k was received from the QRA as a cash advance for Counter Disaster Support funding during the month post flood event.
- (7) **Subsidies and Grants (capital)** - Minimal movement for April 2023.
- (8) **Employee benefits** - Employee benefits costs against the budget, we have currently expended \$3.843mil against a budget of \$6.174mil for the year; this is an actual spend of 66.67% by 30 April 2023.
- (9) **Materials and services** - Refer to the cost disaggregation in the operating statement. Currently on track with budget overall.
- (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 inline with the expected depreciation spend by 30 April 2023.
- (12) **Donations Revenue** - \$100k was received from Mt Isa City Council during April in support of flood recovery funding for the community.
- (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 April 2023 83.30%

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

Organisational Services					Comments
	30 April 2022 \$	30 April 2023 \$	2022-23 Annual Budget \$	YTD Progress %	
Recurrent Expenses					
Corporate Governance Costs	676,896	709,992	861,700	82%	Within budget expectation for the month (83.30% movt).
Administration Costs	2,562,815	2,865,469	3,496,324	82%	Within budget expectation for the month (83.30% movt).
Recoverable Works Expenses	532,311	589,272	936,000	63%	Noted that significant works are planned with a goal to fully expend this budget before 30 June 2023 as these costs are recoverable from TMR.
Engineering Services	8,606,965	4,312,511	6,671,903	65%	Within budget expectation for the month (83.30% movt).
Utility Services Costs	770,095	704,708	908,000	78%	Within budget expectation for the month (83.30% movt).
Net Plant Operating Costs	- 905,329	- 476,626	- 909,000	52%	Within budget expectation for the month (83.30% movt).
Planning and Environmental Expenses	73,169	65,156	329,500	20%	Within budget expectation for the month (83.30% movt).
Community Services Costs	927,694	1,740,184	1,355,760	128%	Over-budget due to counter disaster response costs (approx. \$700k at 30 April 2023). These costs have been funded via the advanced cash deposit from the QRA and will be amended for the Quarter 3 budget review.
Finance Costs	8,988	12,916	12,000	108%	Are scalable higher because bank interest significantly increased above expectation. This is however a distortion of percentage reporting, the true dollar cost over budget is \$916 which is immaterial when compared to the increase in interest revenues generation year to date for FY2023.
Depreciation	4,035,530	4,424,419	5,722,000	77%	Within budget expectation for the month (83.30% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (83.30% movt).
TOTAL RECURRENT EXPENSES	17,289,134	14,948,001	19,384,187	77%	Within budget expectation for the month (83.30% movt).
Capitalised Wages	-	16,612	194,000	9%	We note this amount will be reviewed for the 2023/2024 budget to recalibrate to a more achievable level. Management is aware of this issue and is working to correct this balance currently.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 30 April 2023

	30 April 2023 \$	2022-23 Annual Budget \$
Current Assets		
Cash and cash equivalents	10,993,648	7,488,413
Trade and other receivables	2,014,212	1,000,000
Inventories	300,721	300,000
Other financial assets	113,862	102,000
Non-current assets classified as held for sale	-	-
Total current assets	13,422,443	8,890,413
Non-current Assets		
Receivables	-	-
Property, plant and equipment	250,605,417	246,522,951
Accumulated Depreciation	- 86,867,537	- 85,620,423
Intangible assets	-	-
Total non-current assets	163,737,880	160,902,528
TOTAL ASSETS	177,160,323	169,792,941
Current Liabilities		
Trade and other payables	9,163,745	3,400,000
Borrowings	-	-
Provisions	133,591	140,000
Other	-	-
Total current liabilities	9,297,336	3,540,000
Non-current Liabilities		
Trade and other payables	110,820	-
Interest bearing liabilities	-	-
Provisions	752,050	710,000
Other	-	500,000
Total non-current liabilities	862,870	1,210,000
TOTAL LIABILITIES	10,160,206	4,750,000
NET COMMUNITY ASSETS	167,000,117	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)	24,154,042	21,929,359
Other reserves	-	-
TOTAL COMMUNITY EQUITY	167,000,117	165,042,941

8. RATING ARREARS SUMMARY

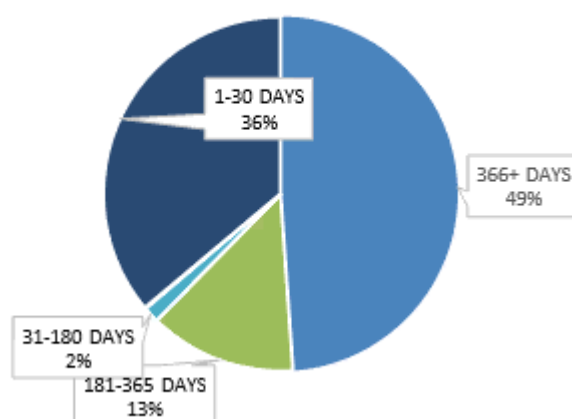
The below report shows the outstanding aged rating arrears as at 16 May 2023.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	67,676	18,967	2,316	115,189	204,148
SEWERAGE	2,642	4,536	223	15,998	23,400
GARBAGE	2,517	4,368	217	12,361	19,463
WATER	81,893	19,954	2,559	46,657	151,063
WATER CONSUMPTION	99,069	23,083	2,961	-	125,113
STATE GOVT EMERGENCY	3,294	1,649	134	4,545	9,622
LEGAL FEES	6,408	-	-	-	6,408
Total	263,499	72,557	8,410	194,751	539,216

Total Rating Arrears	539,216.48
Total Seeking Debt Collection (\$)	80,000
Total Seeking Debt Collection (%)	15%
Total Pending Further Review (\$) (Advice Obtained)	224,682
Total Pending Further Review (%) (Advice Obtained)	42%

Total Rate Arrears in debt recovery phase (\$)	304,681.95
Total Rate Arrears in debt recovery phase (%)	57%
Total Rates Arrears not int debt recovery (\$)	234,534.53

Total Aged Rating Arrears



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 30 April 2023 be received and noted.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.04 Internal Audit Plan 21-24 - Revision

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:	2nd May 2023
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

The Internal Audit Plan (2021 - 2024) is prepared by Council management and the Audit Committee. It provides an analysis of key organisational risks, suggested internal audits to address these risks and reporting outcomes to be communicated to council and management.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The original Internal Audit Plan (2021-2024) was presented to and accepted by the Audit Committee in the meeting held on 10th May 2021. The plan was based on the identification of key risk assessments and assumptions provided by management and looked to have these key risk areas interrogated and reviewed by an external agent to determine the existence of PIO's or performance enhancing observations that can assist in minimising organisational risk.

As the Burke Shire Council has progressed beyond the 2021 financial year; many circumstances have changed around the maturity of the organisation, staffing and capacity, ability to manage and identify risks and changes in the overall local government industry and regulatory areas of focus.

As a result of the above noted factors, a revision of the Burke Shire Council Internal Audit Plan was required and subsequently this revised plan was presented to and endorsed as appropriate and fit for purpose by the Burke Shire Council Audit Committee in the 26th April 2023 audit committee meeting.

3. PROPOSAL

That the revised internal audit plan be noted and received.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil for the plan itself; as Altius Advisors were appointed as the Burke Shire Council Internal Auditors in 2021, the revised internal audit matters and focuses provided for within the plan will assist in the costing of future internal audits for budgeting purposes.

5. RISK

Risk Type	What could happen	Possible consequence
Business and financial reporting risk.	<ul style="list-style-type: none"> Inadequate identification of key business risks. 	<ul style="list-style-type: none"> Critical errors or impacts to operations Increased risk of fraud due to insufficient organisational controls Potential of unsustainable operations to continue without identification

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>LGA 2009</i>	s109	Local governments must establish an efficient and effective internal audit function.
<i>LGR2012</i>	s207	For each financial year a local government must prepare, carry out, report on and comply with an annual internal audit plan

7. CRITICAL DATES & IMPLICATIONS

Upon council endorsement of the revised Audit Committee Plan; it will take effect immediately for the remaining period of coverage of the plan or until the next revision of the plan.

8. CONSULTATION

Tony Walsh (Chairman Audit Committee).
Mayor.
Chief Executive Officer.
Finance and Technology Manager.

9. CONCLUSION

The revised plan focuses on the identification of key risk areas to council and its operations and looks to implement a level of objective internal review to ensure business and the associated business control risk is maintained at an acceptably low level.

10. OFFICER'S RECOMMENDATION

That Burke Shire Council's Internal Audit Plan (2021- 2024) – Revision be noted and received.

ATTACHMENTS

- Burke Shire Council's Internal Audit Plan (2021 - 2024) - Revision



Internal Audit Plan
2020-21-22-23-24 - 2

Chief Executive Officer Reports

11.05 Audit Committee Charter Review 2023

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:	2 May 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance - external, internal audit and Audit Committee requirements are satisfied.

1. PURPOSE

The purpose of this report is to recommend the adoption of the revised Burke Shire Council Audit Committee Charter as tabled and endorsed by the Burke Shire Council Audit Committee on the 26th April 2023.

2. BACKGROUND

Section 105(4) of the *Local Government Act 2009* states that each local government must establish an audit committee. Subdivision 2 of the *Local Government Regulation 2012* further identifies the specific requirements and tasks of which the audit committee must carry out for council.

In accordance with section 105(4) of the *Local Government Act 2009* and Subdivision 2 of the *Local Government Regulation 2012*; the Burke Shire Council has established an audit committee charter to specify the following requirements and obligations of the Burke Shire Council Audit Committee:

- Purpose of the committee;
- Authority of the committee;
- Composition of the committee;
- Meeting requirements;
- Responsibilities; and
- Self-evaluation requirements of the committee.

An audit committee was held on the 26th April 2023 to review the Burke Shire Council Audit Committee Charter of which this document to endorsed by the committee. Additionally; external advice has been sought seeking guidance on whether council should also consider an Audit Committee Policy alongside the Charter. It was advised by Altius Advisors (internal auditor) that the Charter sufficiently contains the required provisions to satiate Council's compliance pertaining to audit committee compliance and regulation in accordance with the *Local Government regulation 2012* and *Local Government Act 2009*.

Audit Committee Charter April 2023 Revision Changes:

- Inclusion of the following wording to section 3 to include a new member of the committee from the Burke/Gregory Locality as part of the composition of the committee:

- ‘At least 1 external member whom resides in the Burke Shire Council region.’

3. FINANCIAL & RESOURCE IMPLICATIONS

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

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 211	<p>(1) The audit committee of a local government must—</p> <p>(a) meet at least twice each financial year; and</p> <p>(b) review each of the following matters—</p> <p style="padding-left: 40px;">(i) the internal audit plan for the internal audit for the current financial year;</p> <p style="padding-left: 40px;">(ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;</p> <p style="padding-left: 40px;">(iii) a draft of the local government’s financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;</p> <p style="padding-left: 40px;">(iv) the auditor-general’s audit report and auditor-general’s observation report about the local government’s financial statements for the preceding financial year; and</p> <p>(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee’s</p>

<p>Audit Committee Charter</p> <p>Local Government Act 2009</p>	<p>Section 105</p>	<p>recommendations about the matters.</p> <p>These minutes must comply with the Audit Committee Charter.</p> <p>(1) Each local government must establish an efficient and effective internal audit function.</p> <p>(2) Each large local government must also establish an audit committee.</p> <p>(3) A large local government is a local government that belongs to a class prescribed under a regulation.</p> <p>(4) An audit committee is a committee that—</p> <p>(a) monitors and reviews—</p> <p>(i) the integrity of financial documents; and (ii) the internal audit function; and (iii) the effectiveness and objectivity of the local government’s internal auditors; and</p> <p>(b) makes recommendations to the local government about any matters that the audit committee considers need action or improvement.</p>
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5. RISK

Risk Type	What could happen	Possible Consequences
Financial	The audit committee does not meet.	There is no oversight of internal and external audit functions of council by key representatives to ensure the transparency and review of such functions.

6. CRITICAL DATES & IMPLICATIONS

Nil, however the adoption of the revised audit committee charter will take effect immediately.

7. CONSULTATION

Tony Walsh (Chairman Audit Committee).

Mayor.

Chief Executive Officer.

Finance and Technology Manager.

8. CONCLUSION

That upon the endorsement of the Burke Shire Council Audit Committee Charter revision per the audit committee carried out on the 26 April 2023; it is appropriate for the Burke Shire Council to endorse the revised audit committee charter presented to councillors.

9. OFFICER'S RECOMMENDATION

That Council adopt the revised Burke Shire Council Audit Committee Charter as per the advice and oversight provided to council by the Burke Shire Council Audit Committee per the audit committee meeting carried out on the 26th of April 2023.

ATTACHMENTS

1. 2022-23 Audit Committee Charter – Revised



2022-23 Audit
Committee Charter -

Chief Executive Officer Reports

11.06 Audit Committee Meeting Minutes - October 2022

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:	2 May 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance - external, internal audit and Audit Committee requirements are satisfied.

1. PURPOSE

The purpose of this report is to recommend the adoption of the Burke Shire Council Audit Committee meeting minutes for October 2022.

2. BACKGROUND

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

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

The committee convened on the 31 October 2022 to facilitate council's audit committee function as outlined by the Local Government Regulation 2012 to discuss the endorsement of the audited financial statements and associated documents and obtain an update from the council CEO of recent council developments for Burke Shire Council. These minutes were approved at the Audit Committee meeting on the 26th April 2023.

3. FINANCIAL & RESOURCE IMPLICATIONS

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

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 211	(1) The audit committee of a local government must— (a) meet at least twice each financial year; and (b) review each of the following

Audit Committee Charter		<p>matters—</p> <p>(i) the internal audit plan for the internal audit for the current financial year;</p> <p>(ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;</p> <p>(iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;</p> <p>(iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and</p> <p>(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.</p> <p>These minutes must comply with the Audit Committee Charter.</p>
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5. RISK

Risk Type	What could happen	Possible Consequences
Financial	The audit committee does not meet.	There is no oversight of internal and external audit functions of council by key representatives to ensure the transparency and review of such functions.

6. CRITICAL DATES & IMPLICATIONS

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

7. CONSULTATION

Tony Walsh (Chairman Audit Committee).

Mayor.

Chief Executive Officer.

Finance and Technology Manager.

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 31 October 2022.

ATTACHMENTS

1. Audit Committee Minutes



Audit Committee
Agenda October 2022

Chief Executive Officer Reports

11.07 Burke Shire Council Flooding Recovery Plan

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Dan McKinlay - Chief Executive Officer
PREPARED BY:	Stuart Holley - Acting Deputy CEO/Director Engineering Services
DATE REPORT PREPARED:	15 May 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-2024 Goal Asset sustainability 5. Council explores and delivers on opportunities to build more resilient infrastructure; a. KPI: delivery of infrastructure betterment projects (where funding is available)

1. PURPOSE

It is critical in terms of the Burke Shire's community recovery from the Monsoonal flooding events in late 2022 and early 2023, that a comprehensive way forward is established. Accordingly, a Flooding Recovery Plan has been developed which focuses on the Recovery pillars of Human and Social, Economic, Environment, Building and Road and Transport.

This plan is presented to Council for endorsement.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The monsoonal events commencing in December 2022 and culminating in unprecedented flooding in February/March 2023 has had a significant impact on communities across parts of the northern Gulf in Queensland.

This monsoonal flooding event led to very significant and in some cases, record breaking flooding in the Burke Shire Council area and in the areas adjoining the Shire.

Major flooding occurred in the Albert, Gregory, Nicholson and Lower Flinders Rivers and moderate flooding in the Georgina River and Eyre Creek.

As flood waters rose during early March, a number of cattle stations were required to be evacuated as were the majority of Burketown residents. In many cases helicopters were used as the Burketown Airport and the main access road to the airport were flooded.

Resupply for the region had to occur by air (or boat for Carpentaria) due to multiple road closures. Fortunately, the range and extent of the flooding in the northern Gulf region was not as widespread as in the 2019 flooding event, however the Burke Shire Council area was the most severely impacted, with damages and losses much greater than experienced in the 2019 event.

The immediate response to the flooding was coordinated through Council's Local Disaster Management Group (LDMG) together with the valuable assistance and support of emergency

management organisations, local residents, local rangers and coordinated at a Regional, State and Federal level through the District Disaster Management Group (DDMG).

In the aftermath of the event there has been extensive clean up. It was also critical that essential services were reinstated and that the communities impacted were supported in terms of their physical and social wellbeing.

The resultant damage to Council's infrastructure is currently still being fully evaluated and it will take a number of years to fully reinstate the damage identified. Similarly, the many businesses across the region may take even longer to recover.

Council, through the Mayor, Councillors and staff have continued to highlight the plight of the region and in particularly the Burke Shire area both at a State and Federal level.

In order to support Council's objective of recovery and future resilience from events of this magnitude, a Flooding Recovery Plan had been prepared. Once endorsed by Council, the Plan can be utilised to promote Council's commitment to supporting its community and encourage State and Federal governments to fund initiatives directed at addressing a range of recovery tasks and projects.

3. PROPOSAL

The intent of this report is to present the draft Flooding Recovery Plan to Council for endorsement to enable the Plan to be submitted to the Queensland Reconstruction Authority (QRA) and other State and Federal government agencies.

The listed projects have been identified in relative priority order to ensure that any funding can be directed to areas of real need.

4. FINANCIAL & RESOURCE IMPLICATIONS

Due to the flooding being a declared event by the State and Federal government, immediate remediation work and a range of longer-term infrastructure reinstatement costs will be met through the Disaster management funding arrangements.

Cost estimates associated with the road restoration projects are currently being finalised by consultants acting on behalf of Council.

Similarly, Council is working with the QRA to initiate investigations and costings into a number of the priority projects identified within the Flooding Recovery Plan (e.g.: Airport resilience, Gregory Crossing etc). Council will also actively work with DTMR to bring forward projects on the Wills Development Road to minimise future road closures and associated delays.

5. RISK

Table No 5-Risk Mitigation Strategy

Risk	Possible Consequences	Mitigation
Community expectation	There will be a community expectation that Council continues to pursue the initiatives outlined in the Plan.	A comprehensive Disaster Recovery Action Plan will be developed to identify the actions, priorities, responsible authority and timeframes for implementation. It is

		proposed that the status/progress be reported to Council on a quarterly basis.
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6. CRITICAL DATES & IMPLICATIONS

The Flood Recovery Plan is generic in terms of timeframes however the associated Recovery Action Plan will outline more specific critical dates and expectations for project investigation and/or completion.

7. CONSULTATION

The Queensland Reconstruction Authority has been a strong advocate for the development of a comprehensive Flood Recovery Plan and have provided positive comment on the draft plan.

Similarly, Councillors and Senior Management have provided constructive input into the plans' development, including the prioritisation of the project list.

The Plan was also sent to the Carpentaria Land Council Aboriginal Corporation for comment.

8. CONCLUSION

To ensure a coordinated approach to the short and longer term recovery effort associated with the Monsoonal flooding event in late 2022 and early in 2023 and to provide a basis for highlighting the plight of the Burke Shire at a State and Federal government level, the endorsement of the Burke Shire Council Flooding Recovery Plan is a very positive step.

This is a "living document" which will be presented to Council quarterly by way of an Action Plan update.

9. OFFICER'S RECOMMENDATION

That Council endorse the Burke Shire Council Flooding Recovery Plan.

ATTACHMENTS

1. Burke Shire Council Flooding Recovery Plan



Burke Recovery
Plan Flyer Fold at as

Chief Executive Officer Reports

11.08 Burke Shire Special Holiday 2024

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; CEO
PREPARED BY:	Madison Marshall; Corporate Services and Governance Manager
DATE REPORT PREPARED:	16 May 2023
LINK TO COUNCIL PLAN/S:	N/A

1. PURPOSE

To confirm the 2024 Special Holiday date for the Burke Shire Council Local Government Area.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council traditionally nominates the 1st Tuesday in November as a Special Holiday in the Burke Shire Council area to coincide with Melbourne Cup Day. Consideration may be given to amending the day or adding a holiday based on the development of a signature event and/or festival in the future.

Notification of the Special Holiday and/or Bank Holiday dates for Local Governments are included in the Queensland Government Gazette and published online:

2021: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2021>

2022: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2022>

2023: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2023>

3. PROPOSAL

Council confirms the date of the Special Holiday for 2024 by resolution and authorises the CEO to complete the nomination process.

4. FINANCIAL & RESOURCE IMPLICATIONS

N/A

5. POLICY & LEGAL IMPLICATIONS

Holidays Act 1983 – Section 4 Special Holidays

- (1) Subject to subsections (2) and (3) the Minister may by notification published in the Gazette appoint a day or the forenoon or afternoon of a day to be a holiday either throughout the State or within such district as may be specified.
- (2) A holiday shall not be appointed pursuant to this section in respect of a district unless the Minister has, by a date specified by the Minister, received a notice from the local government for the area in which the district is situated signed by the chief executive officer of that local government requesting that the holiday be appointed.
- (3) The holiday appointed may be the date requested or another date as the Minister thinks fit.

6. CRITICAL DATES & IMPLICATIONS

Nominations for Show Days/Special Holidays have been requested by no later than Friday 3 July 2023.

7. CONCLUSION

This report enables Council to meet its notification obligations under the Holiday Act 1983 as these relate to the gazettal of Special Holidays for Local Government Areas in Queensland.

8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council nominates Tuesday 5 November 2024 as the Special Holiday date for the Burke Shire Local Government Area.

ATTACHMENTS

1. Holiday Notification - Request Letter: Office of Industrial Relations to BSC



Request letter
2024.pdf

Chief Executive Officer Reports

11.09 Operational Plan 2022-2023 –March 2023 Quarter Review Report

DEPARTMENT:	Office of the Chief executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	16 May 2023
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (Governance, finance, risk)

1. PURPOSE

To provide Council with an outline of progress made through the March 2023 Quarter towards the achievement of Council's 2022/2023 Operational Plan.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under Section 174(3) of the Local Government Regulation 2012 the Chief Executive Officer is required to present a written assessment of the progress made towards implementing the Annual Operational Plan at regular intervals of not more than three months.

Attached is the update for the March 2023 quarter review of progress against Council's 2022/2023 Operational Plan for Council consideration.

3. PROPOSAL

That Council receives and notes the contents of the March 2023 quarter review report of progress towards implementation of the 2022/2023 Operational Plan.

4. FINANCIAL & RESOURCE IMPLICATIONS

The annual Operational Plan is aligned to the annual budget in accordance with the principal of planning and the provisions of Section 104 of the Local Government Act 2009.

5. RISK

Risk Type	What could happen	Possible consequence
Strategic and operational alignment	<ul style="list-style-type: none">Non-alignment between Corporate Plan, Operational Plan and Budget.	<ul style="list-style-type: none">ineffective, inefficient and non-compliant operations.

Risk Type	What could happen	Possible consequence
Compliance	<ul style="list-style-type: none"> Content requirements of operational Plan 2022-23 not met. 	<ul style="list-style-type: none"> Compliance

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local government Act 2009	Section 104 Financial Management systems.	<p>5) (a) (v) The system of financial management established by a local government must include an annual operational plan.</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan.</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually.</p>
Local Government Regulation 2012	Division 4 annual Operational Plan.	<p>Section 174 Preparation and adoption of the annual operational plan</p> <p>(1) A local government must prepare and adopt an annual operational plan for each financial year.</p> <p>(2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.</p> <p>(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.</p> <p>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</p> <p>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</p>
Local Government Regulation 2012.	Division 4 Annual operational plan.	<p>Section 175 Annual operational plan contents</p> <p>(1) The annual operational plan for a local government must—</p> <ul style="list-style-type: none"> a. be consistent with its annual budget; and b. state how the local government will— <ul style="list-style-type: none"> i. progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and ii. manage operational risks

7. CRITICAL DATES & IMPLICATIONS

The Local Government Regulation 2012 requires the report on progress in implementation of the Operational Plan to be presented to Council at least quarterly.

8. CONSULTATION

The Executive Management Team have contributed to the update of the March quarter Operational Plan.

This report highlights Council's implementation of the 2022/2023 Operational Plan actions/projects for the March 2023 quarter of the 2022/2023 Financial Year.

9. CONCLUSION

This report highlights Council's implementation of the 2022/2023 Operational Plan actions/projects for the March 2023 quarter of the 2022/2023 Financial Year.

It is noted that the March 2003 Quarter Operational Plan progress was impacted by the March 2023 massive flooding in the Shire.

10. OFFICER'S RECOMMENDATION

That Council receives and notes the contents of this report and attachments regarding Council's progress towards the implementation of the 2022/2023 Operational Plan for the March 2023 quarter.

ATTACHMENTS

1. Burke Shire Council Operational Plan 2022-2023 progress report for the March 2023 Quarter.



Operational Plan
2022-2023 –March 2

Chief Executive Officer Reports

11.10 Sport and Recreation Strategy 2019-2024 - Update March 2023 Quarter

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	12 May 2023
LINK TO COUNCIL PLAN/S:	Burke Shire Council Sport and Recreation Strategy 2019-24

1. PURPOSE

To provide the March 2023 Quarter update on the implementation of the Burke Shire Council Sport and Recreation Strategy 2019-24.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required to do a Quarterly update on the Sports and Recreation Strategy that was adopted by Council in July 2019.

The strategy provides Council and the community with a direction on Council's approach to supporting and promoting sport and recreation in the Burke Shire.

3. PROPOSAL

Continue quarterly update of strategy.

4. FINANCIAL & RESOURCE IMPLICATIONS

The majority of items listed for delivery in the Sport and Recreation Strategy have been fully funded through external grants. These included:

- Upgrade to the Phillip Yanner Memorial Oval
- Upgrade to the Gregory Showgrounds:
 - o Spectator Facility
 - o Bar & Kitchen
 - o Judge's Tower
 - o Jockeys Room
- Upgrade to the Gregory Showgrounds:
 - o Replacement of Jockey Change Rooms
- Upgrade to the Phillip Yanner Memorial Oval:
 - o Drainage works

- Concrete resiliency works

Funding has been received for the Health & Wellbeing Precinct Masterplanning. This includes Water Park, Swimming Pool, Gym and Playground. Detailed design has occurred and there has been consultation with the State School and workshop sessions with Council. An amended design is currently being worked on.

5. RISK

Risk Type	What could happen	Possible consequence
Resources and Reputation	<ul style="list-style-type: none"> ▪ Council unable to deliver the strategy due to resourcing issues. 	<ul style="list-style-type: none"> ▪ Dissatisfaction with Council from key stakeholders: community, funding agencies etc.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Corporate Plan 2019-24</i>	Goals	Community: Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire.
<i>Corporate Plan 2019-24</i>	Strategies	<p>Community</p> <ol style="list-style-type: none"> 1. Council provides facilities, spaces, services, events and activities that promote and support community engagement, health, well-being and sustainability. 2. Council supports and/or partners with organisations, services, events and activities that promote and support community engagement, health, well-being and sustainability. 3. Council acts (directly or through facilitation, advocacy or partnerships) to address accommodation issues that impact on community well-being and sustainability.

7. CRITICAL DATES & IMPLICATIONS

The Sport and Recreation Strategy 2019-24 allocates completion timeframes for particular activities. Council's ability to fund these activities is often dependent on receipt of external funding, so these timeframes are, in many cases, aspirational.

8. CONSULTATION

Periodic consultation is taking place between Council and:

- Club and Association representatives:

- Ongoing engagement with Gregory club representatives in relation to Gregory Showgrounds Projects.
- Ongoing engagement with the Burketown Rodeo and Sporting Association in relation to infrastructure and facility management at the Burketown Showgrounds.
- State School re Health and wellbeing Precinct.
- Department of Housing & Public Works (Sport and Recreation).

9. CONCLUSION

Monitoring the implementation of the Sport and Recreation Strategy 2019-24 will help Council to progress key goals and strategies in the Corporate Plan 2019-24, particularly as these relate to community health, wellbeing and sustainability.

10. OFFICER'S RECOMMENDATION

That Council note and receive the Sport and Recreation Strategy 2019-24 update for the March 2023 Quarter.

ATTACHMENTS

1. Sport and Recreation Strategy –Quarterly update-March 2023 Quarter



Sport and
Recreation Strategy

Chief Executive Officer Reports

11.11 Budget Review for the 10 months to the end of 30 April 2023

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:	18 May 2023
LINK TO COUNCIL PLAN/S:	Operational Plan Budget

1. PURPOSE

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

3. PROPOSAL

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

Summary of Proposed Budget Amendments			
10 month to the end of April 2023			
Proposed Amendments			
	April 23 Movt	April 23 Movt	Total
	\$	\$	\$
October 2022 Budget Amendments (Surplus)			393,250.00
January 2023 Budget Proposed Amendments (Surplus)			61,000.00
<u>Income</u>			
Increase in QRA Grant Advance - Flood	900,000.00		
Total Subsidies and Grants		900,000.00	
Decrease in Forecasted DRFA 20/21 Revenue	- 600,000.00		
Decrease in Forecasted DRFA 21/22 Revenue	- 400,000.00		
Increase in Forecasted DRFA 22/23 Revenue	100,000.00		
Total Subsidies and Grants		- 900,000.00	
Increase in Interest return on QTC Investment Funds	70,000.00		
Total Interest Revenue		70,000.00	
Increase 22/23 Flood Donation - Mt ISA	115,000.00		
Total Donations		115,000.00	
Total Income			185,000.00
<u>Expenses</u>			
Increase in Counter Disaster Costs - Flood Recovery	- 900,000.00		
Total Community Services Costs		- 900,000.00	
Decrease in Forecasted DRFA 20/21 Expenditure	600,000.00		
Decrease in Forecasted DRFA 21/22 Expenditure	400,000.00		
Increase in Forecasted DRFA 21/22 Expenditure	- 100,000.00		
Total Engineering Services Costs		900,000.00	
Community Flood Disaster Relief	- 115,000.00		
Total Community Services Costs		- 115,000.00	
Total Expenses			- 115,000.00
April 2023 Budget Proposed Amendments (Surplus)			70,000.00
Total Annual 2022 Budget Amendments (Surplus)			524,250.00

4. FINANCIAL & RESOURCE IMPLICATIONS

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

There was a recalculation performed over bank interest on that basis of a 4.26% effective annual interest being identified as part of the April 2023 investment interest compound rate. At a

conservative estimate; Finance has estimated a \$70k increase to bank interest revenue by 30 June 2023 for Quarter 3 accounting for decreases to cash reserves that may be encountered during the year.

Additionally, per a reforecasting of Flood Damage Works conducted by NorthLane (formerly Erscon), it has been determined that there is also a \$600k decrease to DRFA 20/21 flood damage funding with a complementing \$600k decrease in Flood Damage expenditure. A \$400k decrease to DRFA 21/22 flood damage funding with a complementing \$400k decrease in Flood Damage expenditure. And a \$100k increase to DRFA 22/23 flood damage funding with a complementing \$100k increase in Flood Damage expenditure. The impact on the council annual budget is \$nil. The reason for these movements due to the recent significant flood event and scope rollover which is currently being progressed via a tender consideration plan with North Lane on behalf of Burke Shire Council. It is anticipated that contract negotiation and associated preliminaries will take place for the remainder of the May/June months with construction expenditure then starting to be incurred in July onwards. Forward flood DRFA costs and revenues will be included as part of the 2023/2024 Annual budget for adoption in July 2023 at this stage.

For Community Services costs, the estimated cost of the impact of the recent flood event has been calculated at approximately \$900k; this is offset by a complimenting increase to operating grants for \$900k as was receipted from the QRA as an early response cash advanced payment in April 2023 to the Burke Shire Council. The impact on the council annual budget is \$nil.

Additionally for Community Services costs, a donation of \$115k has been received by Burke Shire council from Mt Isa to support flood recovery efforts for the community; donations income has been increased by \$115k in accordance with this corresponding donation as part of this budget review. The impact on the council annual budget is \$nil.

Upon a review of the capital works budget, no observable movements have been noted by Engineering or Finance at this stage that will note tabled as part of the quarter 3 budget review.

The end result of the above noted amendments is a surplus of \$70k for the quarter 3 in isolation and a total net surplus of \$524k for the annual budget for the year.

5. POLICY & LEGAL IMPLICATIONS

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

6. CRITICAL DATES & IMPLICATIONS

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

7. CONSULTATION

Executive Management Team; and
Council.

8. CONCLUSION

A total surplus of \$524,250 will be reported for the year up to 30 April 2023 as a result of additional operating revenues received from interest income compounding on the Council's QTC Investment

Account for the third quarter of the financial year. All other movements result in a net impact of \$nil year to date on the annual budget up to 30 April 2023.

9. OFFICER'S RECOMMENDATION

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

Summary of Proposed Budget Amendments			
10 month to the end of April 2023			
Proposed Amendments			
	April 23 Movt	April 23 Movt	Total
	\$	\$	\$
October 2022 Budget Amendments (Surplus)			393,250.00
January 2023 Budget Proposed Amendments (Surplus)			61,000.00
Income			
Increase in QRA Grant Advance - Flood	900,000.00		
Total Subsidies and Grants		900,000.00	
Decrease in Forecasted DRFA 20/21 Revenue	- 600,000.00		
Decrease in Forecasted DRFA 21/22 Revenue	- 400,000.00		
Increase in Forecasted DRFA 22/23 Revenue	100,000.00		
Total Subsidies and Grants		- 900,000.00	
Increase in Interest return on QTC Investment Funds	70,000.00		
Total Interest Revenue		70,000.00	
Increase 22/23 Flood Donation - Mt ISA	115,000.00		
Total Donations		115,000.00	
Total Income			185,000.00
Expenses			
Increase in Counter Disaster Costs - Flood Recovery	- 900,000.00		
Total Community Services Costs		- 900,000.00	
Decrease in Forecasted DRFA 20/21 Expenditure	600,000.00		
Decrease in Forecasted DRFA 21/22 Expenditure	400,000.00		
Increase in Forecasted DRFA 21/22 Expenditure	- 100,000.00		
Total Engineering Services Costs		900,000.00	
Community Flood Disaster Relief	- 115,000.00		
Total Community Services Costs		- 115,000.00	
Total Expenses			- 115,000.00
April 2023 Budget Proposed Amendments (Surplus)			70,000.00
Total Annual 2022 Budget Amendments (Surplus)			524,250.00

ATTACHMENTS

1. Final 2022-23 Budget and Long-Term Financial Forecast - 10 Months to 30 April 2023



A. 2022-23 Budget and Long Term Financial Forecast
B. 2022-23 Budget Review 3 Operating Capex Budget Program
22-23 Amended

12. Closed Session Reports

Council will move into a closed session to discuss confidential items as defined in the Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 254 J (3) (a, b, c, d, e, f, g, h and i).

- (a) the appointment, discipline or dismissal of the chief executive officer;
- (b) industrial matters affecting employees;
- (c) the local government's budget;
- (d) rating concessions;
- (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
- (f) matters that may directly affect the health and safety of an individual or a group of individuals;
- (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
- (h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
- (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

12.01 Closed Session - Transition Arrangement from Erscon to Northlane for Burke Shire Council

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. Late Business

Matters referred to Council following close of agenda. Subject to resolution of Council to accept a late report.

15.01 Boodjamulla (Lawn Hill) National Park (Tranche 1) Land Dealing Handback

16. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled for the meeting at time of agenda preparation.

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 22 June 2023.