



Agenda and Business Papers Burke Shire Council Ordinary Meeting Thursday 22 June 2023 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch

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01. Opening of Meeting

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

02. Record of Attendance

Members	Cr Ernie Camp; Mayor – Chair Cr Tonya Murray; Deputy Mayor Cr John Clarke Cr John Yanner Cr Rosita Wade
Officers	Dan McKinlay; Chief Executive Officer Clinton Murray; Acting Director of Engineering Chelsea Nelson; People, Performance and Culture Manager Kimberly Chan; Economic Development Manager Madison Marshall; Corporate Services and Governance Manager (Minutes) Shannon Moren; Community and Communications Manager Shaun Jorgensen; Finance and Technology Manager
On Leave	Stuart Holley; Director of Engineering

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

03. Prayer

Led by Cr Clarke

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Wednesday 24 May 2023

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



230524

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

09.02 Petitions

None received at time of agenda preparation.

10. Engineering Services Reports

10.01 Engineering and Services Monthly Report

10.02 Capex Projects Report

Engineering Services Reports

10.01 Engineering and Services Monthly Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Clinton Murray
PREPARED BY:	Clinton Murray
DATE REPORT PREPARED:	16 June 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 January 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)**

- General town Maintenance Ongoing
- Recruitment for Senior Engineer progressing -Ongoing
- Post Wet season roadworks
- Flood Clean-up Ongoing
- Counter disaster operations Ongoing

2.2 **Roads**

- Emergent Works ongoing
- Silt removal from our end of the Leichardt
- Major flood monitoring and inspections ongoing
- Major damages reported to large number of shire roads
- 6801 works to commence Late May

2.3 **Workshop**

- General Maintenance
- Continuation post Wet season/flooding repairs ongoing
- Grader – repairs cwfd

- Fleet procurement program commenced with purchase of 9 replacement vehicles underway. RFQ out to suppliers. Finalized- Arriving 4x4 due in July 23, 4x2 June23

2.4 **Water & Sewerage**

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

Burketown Water

- SCADA upgrade Finalized. Successful tender applicant has visited the sites before works are to start. Possibly in August at this stage.
- Planning for de-silting of lagoons for 2023 underway. Collaboration with QWRAP members for regional procurement – with decision to proceed made at November meeting in Kowanyama.
- Water meter replacements (damaged ones) finalised. Meter replacement program now to be aligned with Smart Water Meter installations with funding now received. Ongoing Replacement meters to be installed until program implemented.
- May water Samples for BWT and Gregory Potable Drinking Water Schemes were sent to CRC for testing. All samples passed.

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 June 2023. Due to flooding this has been delayed to June. Ongoing.
- May sewerage samples were sent to CRC for testing. Samples had failures with the pH and Suspended solids. This has been an issue for a while now.
- Currently undertaking pH testing 3 times per week and putting the data into a spreadsheet with graph. Testing are being undertaken on Monday 9am, Wednesday 2 pm and Friday 9 am to monitor if there are any changes at different intervals.

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. To continue when Paul is back on duties.
- Gregory Raw Water intake has 1 Pump operating. We are going to replace the other raw water pump as we do not know when SCADA upgrade will be started.
- 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. Repaired the leak with a patch but water is leaking elsewhere. Exploring the if liner is under warranty as it was installed in 2017 and it has a warranty of 15 years

2.5 Airports

- Burketown Airport deteriorating- Pavement Patching and in-depth Monitoring
- North Lane and QRA, Aerodrome design heavily involved with managing issues
- Relocation of the boundary fence to be undertaken with Remote Airport Upgrade Program funding. Project awarded to GOS construction
- Airport checks and Maintenance 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 meters has seen the fence fall into it. ONGOING. Wallabies have been entering the damaged fence area. We have now temporary fixed this problem area.
- Runway surface inspections have been taking place with consultants as the surface has a lot cracking. We have marked and are monitoring for any new issues.
- Runway also has uneven surface due to flooding event. More noticeable at 03 end.
- Gregory Airport checks and Maintenance ongoing. Slashing is being done when staff are able too.
- Monitoring Airports for Wallabies.
- Currently Planning ahead for permits to burn both the Gregory and Burketown Airports.

2.6 Waste

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

3. OFFICER'S RECOMMENDATION

That Council receives and notes the Engineering and Services report.

ATTACHMENTS



Attachment 01.docx

1. Works and Services detailed report

Engineering Services Reports

10.02 Capex Projects Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Clinton Murray
DATE REPORT PREPARED:	19 June 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PURPOSE

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

SurePact reports indicated approximately 90% completion 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 to the contractor Truganinni 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 June 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 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. • The decision made to proceed with design changes.
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

Project	Description	Update/activity for reporting month
		<p>assessed. Minor amendments required.</p> <ul style="list-style-type: none"> Detailed design is in progress. The decision on bypass (include or exclude) needs to be made.
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 Construction commenced.
Water Security Strategy	<p>Joint strategy with Doomadgee. The objectives as follows.</p> <ul style="list-style-type: none"> Outlining the proposed Water Strategy 	<ul style="list-style-type: none"> Final discussions with Doomadgee have aligned scope Appointment of the Designer was endorsed by Council in September. Kick-off meeting with the Consultant was conducted

Project	Description	Update/activity for reporting month
	<p>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 	<ul style="list-style-type: none"> • Stakeholder meeting completed
Burketown Aerodrome Erosion Remedy	Investigation and design works approved through QRRRF	<ul style="list-style-type: none"> • Engagement of the consultant finalized • Surveyor completed the initial survey works • Concept design works in progress
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 completed. • Concept design completed and under review
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 advertised and closing 21 June 2023

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 i.e. focused on Beames St as entrance to Burketown. Possible total budget \$2m for overall enhancement (refer below)</p>	<ul style="list-style-type: none"> <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 Capex Projects Report for end of May 2023.

ATTACHMENTS

Nil

11. Chief Executive Officer Reports

- 11.01 Status Report
- 11.02 Chief Executive Officer Report
- 11.03 Finance Monthly Update Report
- 11.04 Appointment of Additional Audit Committee Member
- 11.05 Adopt Strategic ICT Management Framework
- 11.06 Queensland Audit Office 2023 External Audit Plan
- 11.07 JLT Public Sector Risk Report 22-23
- 11.08 2023 LGAQ Annual Conference Delegates and Observers
- 11.09 Reimbursement of Expenses and Provision of Facilities for Councillors Policy
- 11.10 Councillor Remuneration FY 2023/24

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 17 th & 18 th 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 22 nd – 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.		

Status

Events held so far. Funds paid \$

Resolution Number – 221025.08 – Burke Shire Council Economic Development Strategy

That:

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

Status

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

Resolution Number – 221209.05 – Burketown Speed Limit Reduction

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

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

Status

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

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

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

Status

Will be included in next Delegation's update.

Resolution Number – 230125.07 – A Way Forward for The Development of Freehold Lots Located on Land In Part Of The Township Zone Residential Precinct Of Gregory

That Council resolve: -

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

Status

In progress regarding second resolution. 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. Report on June Council agenda.

Resolution Number – 230524.05 – Burketown Health and Wellbeing Precinct Project

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.

Status

Matter closed

Resolution Number – 230524.06 – Tender Consideration Plan (2023 DRFA Restoration Works)

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.

Status

Matter closed

Resolution Number – 230524.10 – Internal Audit Plan 21-24 - Revision

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

Status

Matter closed

Resolution Number – 230524.11 – Audit Committee Charter Review 2023

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.

Status

Matter closed

Resolution Number – 230524.12 – Audit Committee Meeting Minutes - October 2022

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

Status

Completed

Matter closed

Resolution Number – 230524.13 – Burke Shire Council Flooding Recovery Plan

That Council endorse the Burke Shire Council Flooding Recovery Plan.

Status

Flood recovery plan endorsed.

Matter closed

Resolution Number – 230524.14 – Burke Shire Special Holiday 2024

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.

Status

Request lodged with Office of Industrial Relations.

Matter closed

Resolution Number – 230524.15 –Operational Plan 2022-2023 –March 2023 Quarter Review Report

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.

Status

Completed

Matter closed

Resolution Number – 230524.16 – Sport and Recreation Strategy 2019-2024 - Update March 2023 Quarter

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

Status

Completed

Matter closed

Resolution Number – 230524.17 – Budget Review for the 10 months to the end of 30 April 2023/2023 Quarter

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

Status

Completed

Matter closed

Resolution Number – 230524.20 – Closed Session - Transition Arrangement from Erscon to Northlane for Burke Shire Council

That Council:

1. Resolves to novate Contract No. 5000-2100-8 Civil Engineering Consultancy Services to Northlane Pty Ltd; and
2. Delegates authority to the Chief Executive Officer to negotiate, finalise and enter into such documentation (including a deed of novation) as required to facilitate the novation.

Status

Completed

Matter closed

1. OFFICER'S RECOMMENDATION

That the status report be received and noted.

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:	15 June 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 May 2023.

2. UPDATES

Chief Executive Officer

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. Two further contracts now signed and two more are being progressed.

Various discussions capital projects and 2023/2024 budget.

Various meetings as follows:

- Engineering Department-Workforce discussion.
- Disaster Recovery Funding Arrangements -Tourism /Economic Recovery and Resilience Program meeting.
- Meeting with Peter Hillcoat QRA.
- Meeting Local Housing Action Plan.
- Various meetings Ratepayers.
- Meeting extraordinary Mount Isa District Human and Social Recovery Group.
- Discussions Boodjamulla National Park.
- Meeting with representatives Northern Service Area, Sport and Recreation, Department of Tourism, Innovation and Sport.

- NWQROC discussion re Regional Waste Management Plan review of draft plan.
- Meeting with Anne Pleash re Mental Health support Burke and Doomadgee.
- WQAC CEO meeting.

Burke Shire major flooding recovery issues were still a big focus during May 2023.

Financial Services and Information Technology

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

- 2022/2023 comprehensive NCA valuation inspections have now been completed pending draft reports to be issued to council for mid-June 2023.
- 2022/2023 tip restoration valuation now completed and adjusted in accounts for year-end.
- Asset management plans are still in review phase and are currently delayed – Engineering will be assuming control over this process moving forwards.
- Cash Management Controls internal audit completed – findings concluded no issues identified.
- Internal audit (Fraud review) draft report received with minor follow up items to be cleared by finance with audit.
- LGM insurers have attended onsite inspections; management is seeking insurance reports and coverage assessments.
- A DRFA CDO (counter disaster operations) cost reconciliation completed pending final review by FTM.
- Fees and Charges for 2023/2024 have completed and will be adopted in the June 2023 council meeting.
- Investment Policy and Revenue Policy have been workshopped with council for 2023/2024; and
- Shell financials completed and submitted to external audit.

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

- MS365 azure solution proposal agreed to and in progress.
- \$30k of new computer hardware for all Burketown and Gregory office locations have been successfully installed and upgrades are now completed to all locations across council.
- A new 12k conferencing system has been delivered to Burketown; the installation of this system has been completed with minimal issues – now investigating new system for Burketown Admin Office.
- The BSC Strategic ICT Management Framework suite is completed and now pending council adoption in the June 2023 ordinary meeting.
- Telstra has commenced pegging and marking out the new RCP R2 funded Normanton to Burketown Fibre upgrade projects, the build is set to commence from the next dry season and will take around 4 – 5 months to complete at this stage.
- Council management is investigating the Telstra Gregory 4G hardening projects being considered by Telstra and is waiting on feedback around the RCP R3 submission due to be finalized for July 2023.

People, Performance and Culture

EBA related

- JCC meeting scheduled for 16 June 2023

Policies

- Timesheet Policy - reviewed

Positions advertised:

- Casual Labourer
- Casual Operator / Labourer

New employees

- Shelyene Harris – Administration Officer Trainee (Economic Development).
- Transferred employee: Jake Green - Works and Services Operations Supervisor

Employees who left Council during month.

- Maria Slater
- Shakiah Douglas

Training and Professional Development

- Learning Management System launched
- Salary Packaging Workshop
- Excel Training
- Illegal dumping compliance training

Other

- Move it Burke:
 - Fifth challenge completed – Leo Roxas as challenge winner
 - First bootcamp held – deemed successful with 8 attendees

Economic Development / Community Projects

Grants

- Several Grants currently being drafted for submission
 - Gambling Community Benefit Fund – drafting a submission to be submitted under Burketown VMR. Works to contribute to the Burketown Wharf Precinct Project. Awaiting outcome.
 - Submitted Expression of Interest for the Strengthening Rural Communities Grants for a community garden. Progressed to the detail application stage – submitted.
 - Submitted for the National Housing Infrastructure Expression of Interest - \$2.75 million to build three 2-bedroom council houses.

- Submitted EOI for the National Housing Infrastructure Facility Projects grant approximately \$3 million.
- Seniors Day grant submitted for a senior's day workshop in October \$2k.
- NWMP Sustainable Community Grant – project submitted for upgrades to the Burketown Hot Water Bore.
- 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
 - Queensland Reconstruction Authority, Disaster Funding – successful for new flood monitor systems to be located at Branch and Lagoon Creek. 50/50 co-contribution, total project costs \$135k
 - 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. New equipment purchased. Spending on remaining funds to be decided.
 - SES Support Grant – application submitted. Aim of the grant is to connect power from the Gregory Depot to the SES shed and clinic. Funding granted – solar option currently being reviewed.
 - 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 – rod holders have been installed.
- 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
- Visits to Stations and various businesses ongoing.

Gulf Savannah Development

- The 2021 Project for GSD is currently being finalised which will involve a tourism audit and project investment pipeline that will guide future projects for the various shires in the Gulf. Final review with Steering Committee has been scheduled – ongoing Feedback to contractors submitted.
- Assisting with Maribou energy project for Gregory.

Tourism

- Brochures for this tourism season will not be purchase. Previous brochures to be used. Next year's brochures to be purchased as businesses reopen

- 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
- Looking at options to update the visitor information found on the Council website. Ongoing pending budget.
- 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.
- Today show due to film with Yagurli Tours on the 21st June. Breakfast event.

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 – to be finalised by finance team.
- 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 – currently trying to source a supplier to conduct the works.
- Caravan secured for one Burketown resident, another in the procurement process.
- Givit Donations ongoing.
- Vouchers for residents – vouchers purchased, awaiting delivery.
- Flood Recovery Day complete.

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:

October 19	Seniors Day
November 7	Burke Shire Show Holiday
DTBD	Christmas Light Competition
November 11	Remembrance Day

December 7	Burketown Staff Christmas Event Burketown Community Christmas Event
December 8	Gregory Community Christmas Event

Events/Community

- Family & Friends Fun Day – Burketown 9th June & Gregory 10th June
- Photo Competition – Submission to be reviewed and winners selected
- Visits to rural properties almost complete – 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. Project Plan to be submitted by contractor however indication at this stage is that total demolition will take approximately 10 days and scheduled to be completed by the end of September 23.
- Sourcing quotes for pest control and tree lopping to be performed on Council properties and public spaces.
- Upgrades to SES Building almost complete. Concrete slab and electric motors to be replaced on rollers doors. Project to be finalised by end of July.

Housing

- New Tenant has moved into Unit 1 Lot 172 Musgrave Street Burketown. Staff member will be moving into House 5 however repairs are required.
- Properties currently vacant – 3 (Seniors Complex, being used for contractor accommodation), Unit 7 (Seniors Complex, repairs required in bedroom 2), House 15 Lot 408 Bowen St (uninhabitable - requires major repairs due to flooding).

EHO

- Food License inspections have been completed (11 inspections with 10 in the Shire and 1 mobile food van). All follow ups have been completed and issues identified remedied with the exception of 2 businesses who will require a follow up in 6 months. Water testing to occur at Hellsgate. Burketown Caravan Park have surrendered their license and renewals have been sent out for FY 23/24.
- We now have an Environmental Health Section on our website which includes information around Local Laws, Food Licensing, Animal Management and Nuisance and Pollutions. Trevor (EHO) is also in the process of updating our Mosquito Management Plan to be included on the website also.
- Inspections of properties affected by flood have been completed (environmental health perspective).

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.
- Contact made with Dept Housing in relation to 2 properties in breach of Local Law 3.
- Communication will be released to the public to prepare for bush fire season which is generally July – October.

- Renewals for Dog Registrations will be released prior to 30 June for FY 23/24
- 4 dog attack/menacing complaints received this month.

Other

- Rural Properties visits almost complete – see report
- Donation's centre was open in Burketown from 24th May to 2nd June. This was well accessed by the community and surrounding properties. Remaining donations were sent to Doomadgee Council and Camooweal. We continue to receive donations through GIVIT, Lions Club and Salvation Army.

Corporate Services and Governance**Records**

- Shakiah finished in the records role with Council.
- Working with CorpMem to training administration officers on some of the records functions

Library

- Additional Library exchange was received
- Working through purchasing for the First 5 Forever funding and library funding.

Rex

- Liaising with REX to train additional staff
- Working with staff internally to renew ASIC cards.

Other

- Provided assistance with funeral service for Faye Jones
- Attended the LGMA Awards for Excellence event in Brisbane

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Workplace Health and Safety Report for May 2023



WHS Report May
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:	13 June 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 May 2023.

2. SUMMARY






As a review of council's performance over the month of May 2023; Council notes that cash was up \$2.563mil for the month, though noting this amount is made up of predominantly DRFA project funds. As this is the eleventh 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 and council resourcing limitations. 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

- i. Overall Operating Summary (Actual v Budget)
- ii. Statement of Cash Flows
- iii. Statement of Income and Expenditure
- iv. Organisational Services Performance
- v. Statement of Financial Position
- vi. Rating Arrears Summary
- vii. Exercise of Delegations
- viii. 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	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	9,540,099	14,538,350	 66%
Operating Expenses	(2)	16,437,936	19,499,187	 84%
Operating Result (Profit/Loss)	-	6,897,837	- 4,960,837	 139%
Capital Revenue	(3)	2,409,122	10,248,817	 24%
Net Result	-	4,488,715	5,287,979	 -85%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	13,556,701	7,558,413
Other Current Assets	(5)	2,200,033	1,402,000
Non-Current Assets	(6)	163,312,039	160,902,528
Total Assets		179,068,773	169,862,941
Liabilities (Current)	(7)	11,468,691	3,540,000
Liabilities (Non-Current)	(8)	1,094,596	1,210,000
Total Liabilities		12,563,287	4,750,000
Net Community Assets		166,505,486	165,112,941

Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-72%	-69%
² Working Capital Ratio	Greater than 1:1	1.4	1.5
³ Net Financial Liabilities Ratio	Less than 60%	-45%	-59%

1

Notes:

(1) Operating revenues - Noted that operational revenues increased during May 2023 due to the billing of \$226k to Transport and Main Roads for RMPC works. While large receipts for 2022/2023 DRFA REPA have been received from the Queensland Reconstruction Authority, this is not yet able to be recognised as revenue as works have not yet commenced.

(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 \$4.224mil against a budget of \$6.174mil for the year; this is an actual spend of 68.42% by 31 May 2023.

(3) Capital Revenue - Noted minimal movement in capital revenues for the month (approx. \$300k). It is expected this will increase moving through to June 2023 and in the new year as part of the capital works project carry forward completion to be carried out.

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

Definitions

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

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

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

4. STATEMENT OF CASH FLOWS

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

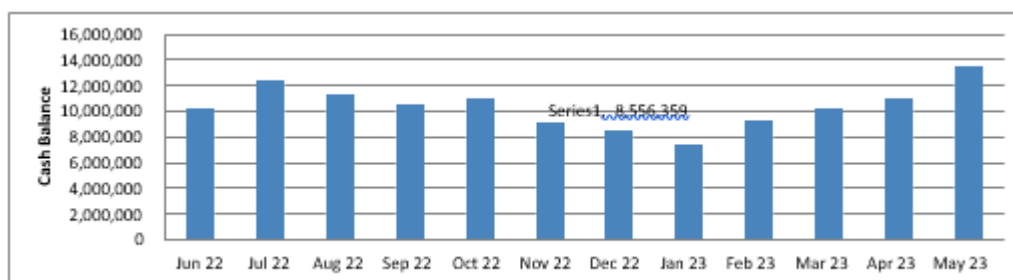
For the month ended 31 May 2023

	Note Ref	31 May 2022 \$	31 May 2023 \$	2022-23 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	9,261,891	6,191,212	5,444,182	114%
Payments to suppliers and employees	(2)	(16,469,860)	(13,095,206)	(15,148,274)	86%
		(7,207,969)	(6,903,994)	(9,704,092)	71%
Rental Income	(3)	181,867	199,259	200,000	100%
Interest Received	(4)	56,626	305,481	216,000	141%
Operating Grants and Contributions	(5)	8,647,486	11,426,378	9,410,850	121%
Finance Costs		48,926	-	-	0%
Net cash inflow (outflow) from operating activities		1,726,936	5,027,124	9,826,850	51%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(3,202,939)	(4,026,436)	(13,530,052)	30%
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)	1,704,364	2,462,001	10,097,817	24%
Net cash inflow (outflow) from investing activities		(1,169,448)	(1,617,314)	(3,281,235)	49%
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)	557,488	3,409,810	(2,588,477)	-132%
Cash at beginning of reporting period		10,530,239	10,146,891	10,146,891	100%
Cash at end of reporting period	(8)	11,087,728	13,556,701	7,558,413	179%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	3.92%	305,481	12,558,088
Westpac General Fund - Trust	-	-	998,331
Cash Floats	-	-	283
Total			13,556,701

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents – Restricted Cash (IAS 7)

Total Cash on hand	13,556,701	%
Restricted Cash - DRFA Operating Grants	6,615,451	49%
Restricted Cash - Non-DRFA Operating Grants	143,417	1%
Restricted Cash - Capital Grants	3,511,108	26%
Unrestricted Cash	3,286,724	24%

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 May 2023.
- (3) Rental Income** - Rental income is on track with budget.
- (4) Interest Received** - Interest has increased significantly comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (3.92%). This is down from 4.26% in April 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. Minimal movement in capital revenues for the month (approx. \$300k). It is expected this will increase moving through to June 2023 and in the new year as part of the capital works project carry forward completion to be carried out.
- (7) Capital Grants and Subsidies** - Minimal movements have been noted for capital grants for the month.
- (8) Net Cash Movement** - Council's cash holdings were up by \$2.563mil by the end of May 2023. This was due to large instalments of 30% up front DRFA funds claims receipts for the 2022/2023 flood event. Note that while cash is up; council maintains a restricted cash balance of \$3.286 mil or 24% of total cash holdings at current.

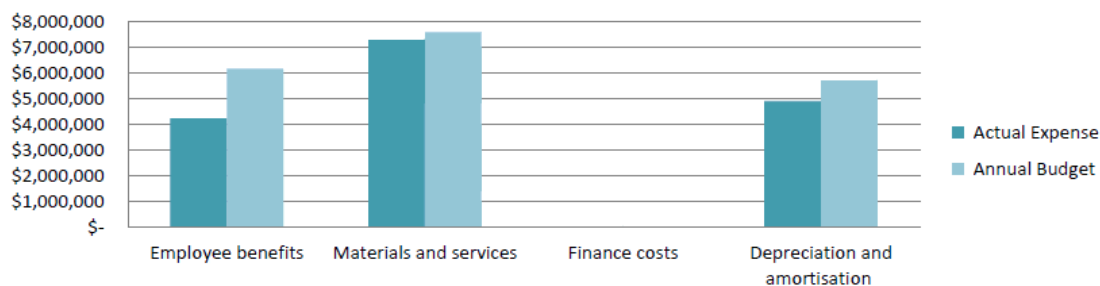
5. STATEMENT OF INCOME AND EXPENDITURE

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

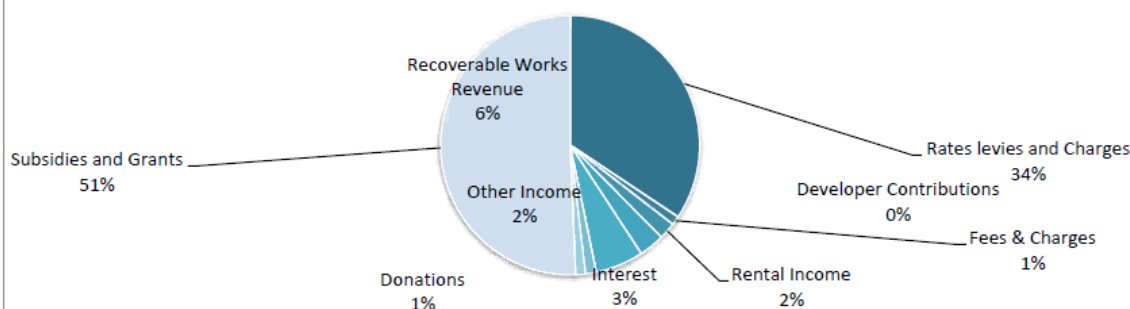
For the month ended 31 May 2023

	Note Ref	31 May 2022 \$	31 May 2023 \$	2022-23 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		3,109,591	3,275,922	3,231,000	101%
Fees & Charges	(1)	100,378	108,609	123,600	88%
Rental Income	(2)	181,867	199,259	200,000	100%
Interest	(3)	56,626	305,481	286,000	107%
Recoverable Works Revenue	(4)	721,323	573,410	1,113,000	52%
Other Income	(5)	1,990	129,067	53,900	239%
Donations	(12)	-	115,100	120,000	96%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	8,647,486	4,833,251	9,410,850	51%
Total Recurrent Revenue		12,819,261	9,540,099	14,538,350	66%
Capital Revenue					
Sale of non-current assets	(13)	-	52,879	151,000	-35%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	1,704,364	2,462,001	10,097,817	24%
Total Capital Revenue		1,704,364	2,409,122	10,248,817	24%
TOTAL INCOME		14,523,625	11,949,221	24,787,167	48%
Recurrent Expenses					
Employee benefits	(8)	4,006,162	4,224,526	6,174,741	68%
Materials and services	(9)	9,929,680	7,299,525	7,590,446	96%
Finance costs	(10)	48,926	14,464	12,000	121%
Depreciation and amortisation	(11)	4,452,746	4,899,421	5,722,000	86%
TOTAL RECURRENT EXPENSES		18,339,662	16,437,936	19,499,187	84%
NET RESULT		- 3,816,037	- 4,488,715	5,287,979	-85%

Expenditure Actual v Budget



Actual Revenue % Split YTD



Notes to the Statement of Income and Expenditure:

- (1) **Fees & Charges** - This amount is on track with budget.
- (2) **Rental Income** - Rental income is on track against budget.
- (3) **Interest** - Interest has increased significantly comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (3.92%). This is down from 4.26% in April 2023.
- (4) **Recoverable Works Revenue** - \$226k of RMPC works was billed during May 2023. It is anticipated that further amounts will be billed after 30 June and will be accrued back to the 2022/2023 financial year at this stage.
- (5) **Other Income** - Noted that the insurance reimbursement for the cost of replacing the mayor's vehicle was receipted during the month from LGM for \$102,886.37.
- (6) **Subsidies and Grants (operating)** - Noted that FA Grant instalment of \$420k (general) + \$78k (roads) was received during the month. We anticipate the early instalment for 2023/2024 to be paid in June 2023 which will bring the total FA grants received inline with budget as the early instalment for 2022/2023 was paid to council in June 2022.
- (7) **Subsidies and Grants (capital)** - Noted \$305k for Roads to Recovery funding was received during May 2023.
- (8) **Employee benefits** - Employee benefits costs against the budget, we have currently expended \$4.224mil against a budget of \$6.174mil for the year; this is an actual spend of 68.42% by 31 May 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 31 May 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 May 2023 91.63%

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

Organisational Services					Comments
	31 May 2022 \$	31 May 2023 \$	2022-23 Annual Budget \$	YTD Progress %	
Recurrent Expenses					
Corporate Governance Costs	744,575	755,032	861,700	88%	Within budget expectation for the month (91.63% movt).
Administration Costs	2,802,844	3,142,341	3,498,324	90%	Within budget expectation for the month (91.63% movt).
Recoverable Works Expenses	692,864	646,456	936,000	69%	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	8,879,039	4,553,059	5,771,903	79%	Within budget expectation for the month (91.63% movt).
Utility Services Costs	834,564	1,014,006	908,000	112%	During the assessment of the tip restoration provision, a \$227k adjustment was identified to increase the value of the restoration provision to the current value of what the cost might be when it comes time for Council to restore the tip site in Burketown. This adjustment represent an accruals accounting estimate and has no impact of current cash reserves.
Net Plant Operating Costs	- 1,077,808	- 580,140	909,000	64%	Within budget expectation for the month (91.63% movt).
Planning and Environmental Expenses	74,643	65,156	329,500	20%	Within budget expectation for the month (91.63% movt).
Community Services Costs	985,121	1,928,142	2,370,760	81%	Within budget expectation for the month (91.63% movt).
Finance Costs	10,310	14,464	12,000	121%	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 \$2,464 which is immaterial when compared to the increase in interest revenues generation year to date for FY2023.
Depreciation	4,452,746	4,899,421	5,722,000	86%	Within budget expectation for the month (91.63% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (91.63% movt).
TOTAL RECURRENT EXPENSES	18,398,898	16,437,937	19,499,187	84%	Within budget expectation for the month (91.63% movt).
Capitalised Wages	-	21,960	194,000	11%	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 31 May 2023

	31 May 2023 \$	2022-23 Annual Budget \$
Current Assets		
Cash and cash equivalents	13,556,701	7,558,413
Trade and other receivables	1,950,254	1,000,000
Inventories	303,216	300,000
Other financial assets	- 53,437	102,000
Non-current assets classified as held for sale	-	-
Total current assets	15,756,734	8,960,413
Non-current Assets		
Receivables	-	-
Property, plant and equipment	250,654,578	246,522,951
Accumulated Depreciation	- 87,342,539	85,620,423
Intangible assets	-	-
Total non-current assets	163,312,039	160,902,528
TOTAL ASSETS	179,068,773	169,862,941
Current Liabilities		
Trade and other payables	11,335,100	3,400,000
Borrowings	-	-
Provisions	133,591	140,000
Other	-	-
Total current liabilities	11,468,691	3,540,000
Non-current Liabilities		
Trade and other payables	110,820	-
Interest bearing liabilities	-	-
Provisions	983,776	710,000
Other	-	500,000
Total non-current liabilities	1,094,596	1,210,000
TOTAL LIABILITIES	12,563,287	4,750,000
NET COMMUNITY ASSETS	166,505,486	165,112,941
Community Equity		
Shire capital	39,529,889	49,627,706
Asset revaluation reserve	103,316,184	93,485,877
Retained surplus/(deficiency)	23,659,412	21,999,359
Other reserves	-	-
TOTAL COMMUNITY EQUITY	166,505,486	165,112,941

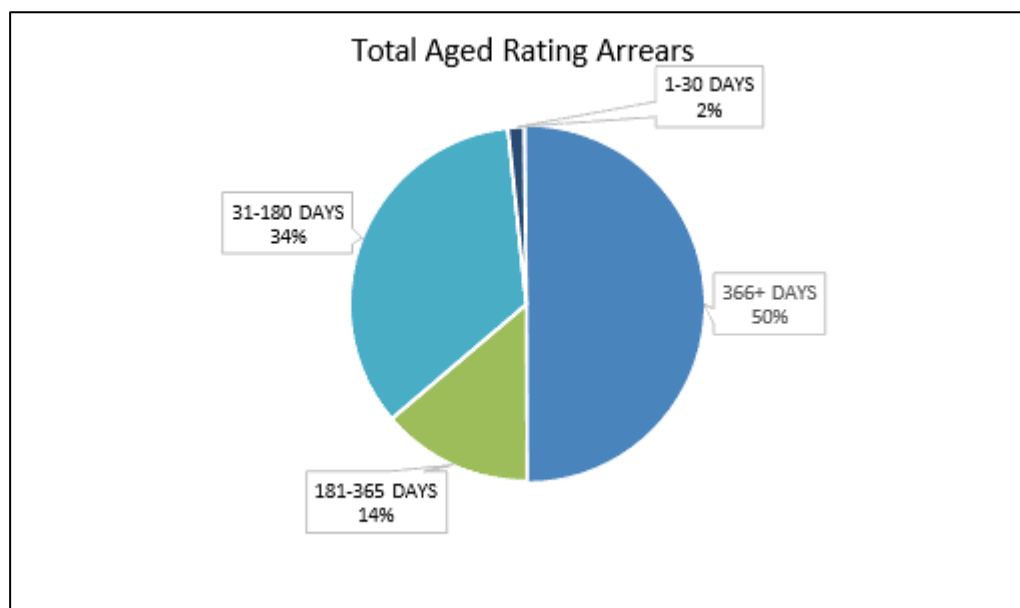
8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 13 June 2023.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	67,611	19,089	114,085	2,700	203,485
SEWERAGE	2,370	4,576	12,225	310	19,482
GARBAGE	1,882	4,404	10,067	240	16,593
WATER	82,225	20,060	38,912	2,619	143,816
WATER CONSUMPTION	99,616	23,194	2,303	2,783	127,895
STATE GOVT EMERGENCY	3,314	1,660	4,588	147	9,709
LEGAL FEES	6,408	-	-	-	6,408
Total	263,426	72,983	182,181	8,799	527,389

Total Rating Arrears	527,388.68
Total Seeking Debt Collection (\$)	80,000
Total Seeking Debt Collection (%)	15%
Total Pending Further Review (\$ (Advice Obtained)	229,678
Total Pending Further Review (%) (Advice Obtained)	44%

Total Rate Arrears in debt recovery phase (\$)	309,678.12
Total Rate Arrears in debt recovery phase (%)	59%
Total Rates Arrears not int debt recovery (\$)	217,710.56



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	<u>Nil</u>	<u>Nil</u>

Debt Write off requested > \$5,000

Nil

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.04 Appointment of Additional Audit Committee Member

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; Chief Executive Officer
PREPARED BY:	Daniel McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	14 June 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 appointment of an additional member to the Burke Shire Council Audit Committee in accordance with section 210 (1) (ii) of the *Local Government Regulation 2012*.

2. BACKGROUND

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

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

Council advertised for this position and there was one applicant Paul Poole.

3. PROPOSAL

That Council appoints Paul Poole as an additional member of the Audit Committee. Mayor Ernie Camp and I interviewed Paul Poole in relation to his application. Paul was requested to answer ten questions focusing around his understanding of the Audit Committee, financial knowledge, risk management, governance etc.

Clearly Paul's background as a previous Councillor and Deputy Mayor of Burke Shire Council and his knowledge of Burke Shire Council and its challenges were reflected in the interview. He was a Councillor in the late 1990's for a seven-year term and again in 2012 where he served an additional 8 years. He also has previous experience of the Audit Committee.

4. FINANCIAL & RESOURCE IMPLICATIONS

Paul has indicated that he is not looking to be paid a meeting fee at this stage.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Regulation 2012</i>	Section 210	<p>(1) The audit committee of a local government must—</p> <p>(a) consist of at least 3 and no more than 6 members; and</p> <p>(b) include—</p> <p>(i) 1, but no more than 2, councillors appointed by the local government; and</p> <p>(ii) at least 1 member who has significant experience and skills in financial matters.</p> <p>(2) The chief executive officer cannot be a member of the audit committee but can attend meetings of the committee.</p> <p>(3) The local government must appoint 1 of the members of the audit committee as chairperson.</p>
Audit Committee Charter	Section 3	<p>Council has resolved to establish an Audit Committee comprising of the following members to be appointed by Council; noting that it must contain a minimum of 3 members and no more than 6 members per section 210(1)(a) of the <i>Local Government Regulation 2012</i>:</p> <p>a) No more than 2 councillors appointed by the local government; and</p> <p>b) At least 1 member with significant experiences and skills in financial matters.</p> <p>Members are required to declare any interests that could constitute a real, potential or perceived conflict of interest in relation to matters considered at the meeting.</p> <p>The Council will appoint a member of the audit committee as chairperson following a recommendation from the audit committee.</p> <p>It is noted that the Chief Executive Officer and any staff member of Council cannot be a member of the audit committee but can attend meetings of the committee in accordance to section 210(3) of the <i>Local Government Regulation 2012</i>.</p> <p>The Auditor-General or his representative and the</p>

		internal auditor will be invited to attend meetings as observers. The Deputy Chief Executive Officer and/or Finance Manager shall attend meetings and be responsible for preparing the agenda in consultation with the chairperson and for producing reports and minutes of the committee meetings.
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6. RISK

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

7. CRITICAL DATES & IMPLICATIONS

To be appointed at the June 2023 Council meeting.

The Burke Shire Council Audit Committee Charter has been updated to reflect this change to the composition of the Audit Committee.

8. CONSULTATION

Mayor

Chief Executive Officer

Finance and Technology Manager

9. CONCLUSION

It is felt by both Mayor Camp and I, that Paul Poole will make a significant contribution to the Burke Shire Council Audit Committee as an Independent member with significant local experience.

The Burke Shire Council Audit Charter has been amended to reflect the additional Audit Committee member.

10. OFFICERS RECOMMENDATION

THAT: Council appoint Paul Poole as an independent member of the Burke Shire Council Audit Committee effective immediately.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.05 Adopt Strategic ICT Management Framework

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:	29 May 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

The purpose of this report is to recommend the adoption of the Strategic ICT Management Framework and associated plans for the Burke Shire Council.

2. BACKGROUND

In accordance with the recommendations made by the Queensland Audit Office as part of the annual external audit process as well as in response to matters raised via the LGAQ and Department of Local Government around council's obligation to ensure sufficient strategic management and planning is carried out in the areas of Cyber Risk Management, Notifiable Data Breach Planning and ICT Disaster Management.

It was also noted in the JLT Public Sector Risk Report for 2022/2023 that Cyber Security was ranked as number 2 of the 10 highest risk focus areas for Local Government. As per the JLT public sector risk report; over 43% of Councils listed their leading concern was the issue of Cyber Security and not knowing their vulnerability of IT infrastructure and their proactive ability to manage cyber security. The second ranking issue at 25% was their concern on cyber security failure. These two are supported by the fact that when ranking what underpins this risk, Local Government is not confident that it is not aware of potential attacks and how they would respond.

In response to the above, Burke Shire Council Finance and ICT staff have devised the following suite of documents to ensure the Burke Shire Council is proactive in managing forward potential risk around Cyber and IT Infrastructure Management:

1. ICT Strategic Management Framework
 - BSC Cyber Incident Response Policy 2023-2024
 - BSC Data Breach Response Policy 2023-2024
 - BSC Ongoing Fleet Replacement (ICT) Plan 2023-2024
 - BSC Three-year ICT Strategic Plan 2023-2024-2025
 - BSC ICT Backup and Restoration Policy 2023-2024

3. PROPOSAL

That the following Strategic Framework and Plans be adopted by council addressing the following:

ICT Strategic Management Framework

This ICT Strategic Framework is prepared to assist Burke Shire Council in managing and improving the way it delivers ICT services and hardware, Network Infrastructure and Data-Backup services and hardware and Cyber-Risk management and reporting.

The ICT Strategic Framework is to enable Burke Shire Council to more effectively manage:

- ICT Governance – the guiding strategies, principles and practices that guide the correct and effective delivery of ICT, and provides a framework for ICT decision making.
- Emerging Trends and Technologies – the emerging trends and technologies providing challenges and opportunities for local government in managing ICT systems and resources, and delivery of future ICT services.
- Business Systems and Applications – the software systems and applications used by a local government.
- Infrastructure and Technology – the hardware and network infrastructure used to deliver local government ICT services.
- IT Business Continuity – the activities undertaken to enable a local government to perform its key functions and deliver its ICT services.
- Security – protecting information and systems from unauthorised access, use, modification, disclosure or destruction.

Adopting this ICT Strategic Framework will assist Burke Shire Council in meeting the requirements of national cyber-risk and ICT compliance bodies such as the ASCS (Australia Cyber Security Centre) and OAIC (Office of the Australia Information Commissioner) and any other State and/or Commonwealth mandated legislation by demonstrating clear and concise analysis and principal provision for the above noted matters.

BSC Cyber Incident Response Policy 2023-2024

Incident management, reporting and response involves identifying, analysing, reporting, and responding to IT security incidents including taking corrective and preventative action.

The policy outlines the following:

1. To outline a clear decision-making plan when faced with a Cyber Incident Response Event for the Burke Shire Council
2. To provide guidance and FAQ steps to officers of what steps should be taken to adhere to best practice and good governance when managing a Cyber Incident Response Event
3. To provide templates to assist in ease of Cyber Incident Response Event Administration
4. To provide clear guidance of the legislative and internal stakeholder reporting requires around a Cyber Incident Response Event

BSC Data Breach Response Policy 2023-2024

As outlined by the ACSC (Australian Cyber Security Centre); a data breach is when data is inadvertently shared with or maliciously accessed by an unauthorised person or third-party.

The policy outlines the following:

- Identification of Data Breaches
- Response process to Data Breaches
- Notifying a Reportable Breach (as is required if a data breach meets the reportable criteria per the OAIC)

BSC Ongoing Fleet Replacement (ICT) Plan 2023-2024

IT Asset Management is the practice of effectively managing the life cycle of software and hardware assets, including acquisition, implementation, maintenance, utilisation, and disposal to support strategic IT decision making.

The plan outlines the following:

- IT Asset/Fleet Management
- On-going (ICT) Fleet Replacement Schedule 2021-22 | 2022-23 | 2023-24 | 2024-25

BSC Three-year ICT Strategic Plan 2023-2024-2025

The purpose of this Three-Year Strategic Planning document is to ensure that the Burke Shire Council has a clear plan in place to scope, test and implement systems that are fit for purpose, provide value for money and address any outstanding cyber security risks and/or ICT maturity concerns that may exist.

The implementation of new and innovative systems will also grow internal productivity for end-point users which in turn will overall contribute to reduction of redundant time and/or costs and will bolster security to counter the potential threat of external actors from impacting on council operations.

The plan outlines the following:

- Systems Implementation Planning
- Risk Management
- Consultation and Reporting/Monitoring

BSC ICT Backup and Restoration Policy 2023-2024

The purpose of this data backup and restoration plan is to ensure that Burke Shire Council can safely and securely back up operational-critical data, systems, databases and other technology so that it will be available in the event of a disruption affecting business operations. All Burke Shire Council locations are expected to implement data backup measures whenever possible to minimise operational disruptions and to recover as rapidly as possible when an incident occurs.

The policy outlines the following:

1. Serves as a guide for Burke Shire Council ICT Staff/IT Data Backup Teams/Manager Service Providers Teams
2. References and points to the location(s) of backed-up data, systems, applications and other mission-critical data resources
3. Provides procedures and resources needed to back up data, systems and other resources
4. Identifies vendors and customers that must be notified in the event of a disruption that may necessitate recovering backed-up data and other resources
5. Minimises operational disruptions by documenting, testing and reviewing data backup procedures

6. Identifies alternate sources for data backup activities
7. Documents data storage, backups and retrieval procedures for vital records and other relevant data

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this report.

5. POLICY & LEGAL IMPLICATIONS

Instrument/Reference /Details

<p>Information security policy (IS18:2018)</p>
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<p>International Standard for Information Security Management Systems (ISO 27001)</p>

<p>Australian Copyright Act 1968 - proscribes the copying of software or data files (including text, sound and images) in the absence of a licensing arrangement;</p>

<p>Crimes Act 1914 - describes procedures related to dealing with a crime;</p>
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<p><i>Cybercrime Act 2001</i> - deals with a range of computer related offences;</p>
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<p><i>Privacy Act 1988</i> - introduces principles related to protection of personal information; and</p>

<p><i>SPAM Act 2003</i> – which proscribes the sending of SPAM messages.</p>
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<p><i>Crime and Corruption Act 2001</i> - establishes a commission to reduce the incidence of corruption in the public sector. Council must preserve and make information available for this Commission so that it can be effective in its investigations;</p>
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<p><i>Copyright Act 1968</i> - is an Act relating to copyright law;</p>

<p><i>Criminal Code Act 1995</i> - proscribes computer hacking and general misuse;</p>
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<p><i>Electronic Transactions (Queensland) Act 2001</i> - refers to the integrity of information and requirements to keep information associated with the need for businesses and the community to use electronic communications when dealing with government bodies;</p>

<p><i>Evidence Act 1977</i> - defines what must be preserved as evidence related to government activities;</p>
--

<p><i>Information Privacy Act 2009</i> - ensures the security and protection of personal information and restricts the collection, use and disclosure of information about an individual;</p>

<p><i>Right to Information Act 2009</i> - makes particular types of information concerning government documents available to members of the community in order to ensure such information is timely and accurate;</p>

<p><i>Local Government Act 2009</i> - requires local government employees not to wilfully destroy or damage Council records;</p>
--

<p><i>Public Records Act 2002</i> - states the responsibilities of government in the management of corporate records - particularly with regards to security;</p>

<p><i>Public Sector Ethics Act 1994</i> - states the responsibilities public officials have in ensuring that public resources are not wasted, abused or improperly used;</p>
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<p>OAIC (Office of the Australia Information Commissioner) - When to report a data breach; and</p>
--

<p>ASCS (Australia Cyber Security Centre) - The Essential Eight Approach.</p>

6. RISK

Risk Type	What could happen	Possible Consequences
Governance Compliance/Risk Management	<p>A potential Cyber-attack inflicted upon council with no clear plan of action.</p> <p>A potential Data Breach requiring council to disclose to the OIAC with legal implications for failure to do so.</p> <p>No planning carried out to ensure future ICT fleet management is maintained resulting in large cost impacts to upgrade equipment to current again.</p>	<p>Council fails to meet the requirements of Notifiable Data Breaches and is fined for non-compliance.</p> <p>Council is compromised from a cyber attack with no ability to respond resulting in a complete halt of community servicing capacity and communication.</p> <p>No clear plan in place to ensure council telecom and ICT infrastructure is updated in line with industry standard resulting in increases to ops costs and decreases in efficiency.</p>

7. CRITICAL DATES & IMPLICATIONS

This framework and associated plans apply until the next respective review date of each document as defined by either the Act, Regulation or Policy.

8. CONSULTATION

Councillors

Chief Executive Officer

Finance and Technology Manager

9. CONCLUSION

That the Strategic ICT Management Framework and associated plans for the Burke Shire Council are recommended to council for adoption.

10. OFFICER'S RECOMMENDATION

THAT Council adopts the Strategic ICT Management Framework and associated following plans for the Burke Shire Council:

- ICT Strategic Management Framework
 - BSC Cyber Incident Response Policy 2023-2024
 - BSC Data Breach Response Policy 2023-2024
 - BSC Ongoing Fleet Replacement (ICT) Plan 2023-2024
 - BSC Three-year ICT Strategic Plan 2023-2024-2025
 - BSC ICT Backup and Restoration Policy 2023-2024

ATTACHMENTS

1. ICT Strategic Management Framework



2. BSC Cyber Incident Response Policy 2023-2024



3. BSC Data Breach Response Policy 2023-2024



4. BSC Ongoing Fleet Replacement (ICT) Plan 2023-2024



5. BSC Three-year ICT Strategic Plan 2023-2024-2025



6. BSC ICT Backup and Restoration Policy 2023-2024



Chief Executive Officer Reports

11.06 Queensland Audit Office 2023 External Audit Plan

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:	5 June 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 present the 2023 Queensland Audit Office (QAO) External Audit Plan to council as certified by the QAO and reviewed as part of the May 2023 Audit Committee meeting.

2. BACKGROUND

Under section 212 of the Local Government Regulation 2012; a local government's general purpose financial statements and current-year financial sustainability statements for a financial year must be given to the auditor-general for auditing.

The attached audit plan provides details of audit matters, focuses and other information pertaining to the activities involved in the audit of council's financial statements for 2023 and key dates and compliance objectives that must be met by the council to ensure audited financial statements are completed and reported to the Queensland Audit Office and Department of Local Government by the due date of 31 October 2023.

To ensure that the plan is appropriate and tailored to be fit for purpose for Burke Shire Council, the Burke Shire Council Audit Committee reviewed a draft of the attached plan during the May 2023 audit committee meeting and noted no issues.

It should also be noted that this plan takes into account any delays that might be experienced by the Burke Shire Council post the March 2023 flood event.

3. FINANCIAL & RESOURCE IMPLICATIONS

Having good internal financial controls in place will improve council's financial efficiencies.

The estimated audit fee for the 2023 financial statement audit will be **\$85,800** ex-GST. This compares with a charge of \$71,400 the previous year.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation	Section 212	A local government's general purpose

2012.		financial statement and current-year financial sustainability statement for a financial year must be given to the auditor-general for auditing.
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5. RISK

Risk Type	What could happen	Possible Consequences
Financial	Inadequate internal financial controls.	Financial implications and organisation inefficiencies.

6. CRITICAL DATES & IMPLICATIONS

As per page 9 of the External Audit Plan; 31 October 2023 is the due date for the Burke Shire Council to present sign and audited financial statements to the Queensland Audit Office and Department of Local Government for 2023.

7. CONSULTATION

Audit Committee

CEO

Management

External Auditors

8. CONCLUSION

In accordance with section 212 of the Local Government Regulation 2012, the Burke Shire Council's general purpose financial statement and current-year financial sustainability statement for the 2023 financial year must be given to the auditor-general for auditing. The Queensland Audit Office External Audit plan outlines the deadlines and audit matters that will be considered as part of the process of drafting the general-purpose financial statement and current-year financial sustainability statement for the Burke Shire Council.

9. OFFICER'S RECOMMENDATION

That the 2022-2023 Queensland Audit Office External Audit plan, including an estimated fee of \$85,800 ex-GST for the 2022-2023 audit, be presented to Council to be received and endorsed.

ATTACHMENTS

- 2022-2023 Queensland Audit Office External Audit plan.



BSC 2023 External
audit plan.pdf

Chief Executive Officer Reports

11.07 JLT Public Sector Risk Report 22-23

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:	30 May 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance - Council has the systems in place to drive operational efficiencies and deliver quality customer service

1. PURPOSE

The purpose of this report is to update councillors of the findings provided to the Burke Shire Council by Jardine-Lloyd Thompson (JLT) in relation to key surveyed risk areas of the Local Government Industry Sector.

2. BACKGROUND

The JLT Public Sector Risk Report for 2022/2023 highlights the devastating impact of natural disasters on local governments and communities in Australia, with floods causing insured damages of \$5 billion and a lack of preparedness leading to overwhelming devastation. It also outlines key risk areas relating to financial sustainability, climate change, disaster events, cybercrime, and governance are identified as the key risks for CEOs and GMs, with the flow-on effects of these risks causing significant problems for local governments.

The report also highlights the need for effective business continuity and IT plans, as well as investment in infrastructure and risk mitigation measures. Survey responses demonstrate the interconnectivity of these risks and the need for better understanding of what makes councils vulnerable. Cybersecurity remains a major concern, and the report emphasizes the importance of strategic risk reduction frameworks and informed budgets to support communities in the face of unexpected events.

As noted above; the report also identified the following list of key priority risks for councils during 2022/2023 in priority order:

1. Financial Sustainability
2. Cyber Security
3. Assets and Infrastructure
4. Business Continuity
5. Disaster and Catastrophe
6. Climate Change/Adaption
7. Statutory & Regulatory Requirements

8. Human Resources Management
9. Waste Management
10. Ineffective Government
11. Reputation
12. Pandemic

3. FINANCIAL & RESOURCE IMPLICATIONS

No direct financial or resource implications have been identified in relation to the JLT Public Sector Risk Report 22-23.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009	N/A	N/A
Local Government Regulation 2012	N/A	N/A

5. RISK

Risk Type	What could happen	Possible Consequences
Lack of Risk Management exercised by Council across multiple areas of operations	The lack of risk management applied by the Burke Shire Council could result in unforeseen events playing out with no response or mitigation in place to address such risks.	Loss of life, significant financial impact, significant business disruption, inability to service the community and/or loss of reputation.

6. CRITICAL DATES & IMPLICATIONS

There are no critical dates or implications as a result of the JLT Public Sector Risk Report 22-23.

7. CONSULTATION

Jardine-Lloyd Thompson (JLT)

Chief Executive Officer

Finance and Technology Manager

8. CONCLUSION

The JLT Public Sector Risk Report 22-23 has been tabled with council to provide councillors with an update of key surveyed risk areas of the Local Government Industry Sector.

9. OFFICER'S RECOMMENDATION

THAT Council notes the findings outlined in the JLT Public Sector Risk Report 22-23.

ATTACHMENTS

1. JLT Public Sector Risk Report 22-23



JLT Public Sector
Risk Report 22-23..p

Chief Executive Officer Reports

11.08 2023 LGAQ Annual Conference Delegates and Observers

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay Chief Executive Officer
PREPARED BY:	Dan McKinlay Chief Executive Officer
DATE REPORT PREPARED:	14 June 2023
LINK TO COUNCIL PLAN/S:	Goal- Good Governance -Strategies & KPI's No 7. Council is a strong advocate for the Shire and the region.

1. PURPOSE

To endorse Burke Shire Council's delegates and observers to attend the 2023 LGAQ Annual Conference to be held in Gladstone on 16-18 October 2023.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The 2022 LGAQ Annual Conference will be held at the Gladstone Entertainment Convention Centre between 16-18 October 2023. This year's theme is yet to be announced. The LGAQ Annual Conference also typically includes an Annual General Meeting, Council Showcases, Gala Dinner, networking opportunities, and a trade exhibition.

As a member of the LGAQ, Council is entitled to be represented at the 2023 Annual Conference by two (2) delegates, at no cost as part of the LGAQ membership. Any further attendance is classified as an 'observer', with a registration fee required.

3. PROPOSAL

The proposal is to endorse Burke Shire Council representatives at the 2023 LGAQ Conference to be held in Gladstone.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council receives two complementary registration tickets for delegates as part of the annual LGAQ membership. Council also budgets for conference representation.

5. RISK

Nil identified.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Corporate Plan</i>	Good Governance	Strategies and KPI's No 7. Council is a strong advocate for the Shire and the region.
GOV-POL-001 Councillor Expenses Reimbursement Policy	No 6.5	6.5 Details where Councillors are to attend workshops, courses, seminars, conferences or training courses, Council will cover various expenses.

7. CRITICAL DATES & IMPLICATIONS

Early bird registration normally ends in August.

8. CONSULTATION

Councillors

9. CONCLUSION

As stated earlier in the report, Council is entitled to be represented at the 2023 Annual Conference by two (2) delegates, at no cost as part of the LGAQ membership.

Attendance at the LAGQ Conference is always considered beneficial to Council.

10. OFFICER'S RECOMMENDATION

That Council endorse the following delegates and observer to the 2023 LGAQ Annual Conference to be held in Gladstone on 16-18 October 2023:

- a. Mayor Ernie Camp and Councillor ? as delegates; and
- b. Chief Executive Officer Dan McKinlay as an observer

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.09 Reimbursement of Expenses and Provision of Facilities for Councillors Policy

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	15 June 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24-Good governance.

1. PURPOSE

To review Council's Reimbursement of Expenses and Provision of Facilities for Councillors Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Section 249 of the Local Government Regulation 2012 legislates that the expenses reimbursement policy is a policy providing for:

- payment of reasonable expenses, incurred or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors.
- provision of facilities to the Councillors for that purpose.

Sections 250 of the Local Government Regulation 2012 covers the requirement to adopt an expenses reimbursement policy or amendment.

A local government must adopt an expenses reimbursement policy.

A local government may, by resolution, amend its expense reimbursement policy at any time.

3. PROPOSAL

There have only been minor amendments to the previous policy.

4. FINANCIAL & RESOURCE IMPLICATIONS

Provision will be made in the 2023/2024 Council budget for estimated Councillor Expenses.

5. RISK

It is always the aim of Council to ensure that all decisions are legal, ethical and impartial. Such principles are reflected in Section 4 of the Local Government Act 2009 (i.e., the "local government principles") and section 12 of that Act (the responsibilities of Councillors)

6. POLICY & LEGAL IMPLICATIONS

Modification of existing Policy.

7. CRITICAL DATES & IMPLICATIONS

It is appropriate for council to review this policy as a new budget is being implemented.

8. CONSULTATION

Councillors

9. CONCLUSION

Council's Reimbursement off Expenses and Provision of Facilities for Councillors Policy is compliant with the Local Government Regulation 2012 and allocates sufficient resourcing for Councillors to discharge all responsibilities and provides sufficient clarity to Councillors and Council staff on expectations in relation to facilities and expenses.

10. OFFICER'S RECOMMENDATION

1. That Council adopt and implement the amended Burke Shire Council Reimbursement of Expenses and Provision of Facilities for Mayor and Councillors Policy.

ATTACHMENTS

1. GOV-POL-001 Reimbursement of Expenses and Provision of Facilities for Councillors Policy



GOV-POL-001
Councillors Expense

Chief Executive Officer Reports

11.10 Councillor Remuneration FY 2023/24

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay, Chief Executive Officer
PREPARED BY:	Dan McKinlay, Chief Executive Officer
DATE REPORT PREPARED:	13 June 2023
LINK TO COUNCIL PLAN/S:	Burke Shire Council Budget 2023/24

1. PURPOSE

To determine Councillors Remuneration for financial year ended 30 June 2024.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council considers the Councillor Remuneration Schedule each year which is set by the Local Government Remuneration Commission (the Commission) for elected members (Mayor, Deputy Mayor, Councillors). These rates are automatically applied unless Councils, by resolution, elect to adopt a lesser schedule of rates.

On 30 November 2022, the Local Government Remuneration Commission (commission) concluded its determination of the levels of remuneration for mayors, deputy Mayors and councillors of Queensland Local Governments (excluding Brisbane City Council) as required by section 177(c) of the Local Government Act 2009 and Chapter 8, Division 1 of the Local Government Regulation 2012.

The Commission's report outlining the remuneration determination for Councillors can be accessed here: https://www.statedevelopment.qld.gov.au/_data/assets/pdf_file/0021/78114/local-government-remuneration-commission-report-2022.pdf

METHODOLOGY

The methodology adopted by the Commission is outlined on pages 6-10 of the Remuneration Report (see hyperlink above). The decision factors in a range of consumer and wage price indices from different jurisdictions (by state, by metropolitan area, by rural locality etc.) and with reference to remuneration decisions in other states and so forth. In this instance, the Commission's determination is for an increase of 4.0% (22-23 to 23-24), following on from a 2.5% increase the previous year (21-22 to 22-23), and a 0% increase the year prior (20-21 to 21-22).

3. PROPOSAL

That Council considers whether it will reduce Councillor Remuneration below the scheduled amounts detailed in the Local Government Remuneration Commission Annual Report 2022 which are effective from 01 July 2023.

4. FINANCIAL & RESOURCE IMPLICATIONS

Burke Shire Council is classified as a Category 1 Council (along with 44 other Councils). The maximum remuneration determined for elected members of Category 1 Councils is per the table below:

Council resolved to pay 2020, 2021, 2022 financial years as detailed in the table below.

Year	Mayor	Deputy Mayor	Councillors	Council Resolved
2022-23	\$110,386	\$63,684	\$55,192	Resolved 2022
2021-22	\$108,222	\$62,435	\$54,110	Resolved 2021
2020-21	\$106,100	\$61,211	\$53,049	Resolved 2020

The Commissioners determination for 2023-24 is an increase of 4.0% as detailed below:

Year	Mayor	Deputy Mayor	Councillors	Council Resolved
2023-2024	\$114,801	\$66,231	\$57,400	

5. RISK

There are no perceived risks associated with this item.

6. POLICY & LEGAL IMPLICATIONS

Legislation / Regulation	Section
Local Government Regulation 2012	<p>247 Remuneration payable to councillors</p> <p>(1) A local government must pay remuneration to each councillor of the local government.</p> <p>(2) The maximum amount of remuneration payable to a councillor under the remuneration schedule must be paid to the councillor, unless the local government, by resolution, decides the maximum amount is not payable to the councillor.</p> <p>(3) In a resolution made under subsection (2), the local government must also decide the amount of remuneration payable to the councillor.</p> <p>(4) The amount of remuneration decided under subsection (3) for each councillor must not be more than the maximum amount of remuneration payable to the councillor under the remuneration schedule.</p> <p>(5) The amount of remuneration for each councillor, other than a mayor or deputy mayor, must be the same.</p> <p>(6) The local government must make a resolution under subsection (2), for the remuneration payable from 1 July of a particular year, before 1 July of that year.</p>

7. CRITICAL DATES & IMPLICATIONS

In accordance with s247(6) of the Local Government Regulation 2012, Council is required to make a resolution in relation to the remuneration payable from 1 July of a particular year, before 1 July of that year, if the local government elects not to accept the recommended remuneration.

8. CONSULTATION

Councillors

9. CONCLUSION

Council has the right to accept the remuneration schedule for the 2023/2024 financial year, applicable from 1 July 2023 or to reduce the remuneration of Councillors beneath those levels. It is noted that the Local Government Remuneration Commission have recommended a 4.0% increase from 01 July 2023 to 30 June 2024.

10. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. And that Council notes and adopts the remuneration rates determined by the Local Government Remuneration Commission in the Local Government Remuneration Commission Annual Report 2021-22 for financial year 2022-23 as outlined in the table below:

Office	Salary component
Mayor	\$114,801
Deputy Mayor	\$66,231
Councillor	\$57,400

OR

1. That Council resolves pursuant to section 247 not to adopt the remuneration rates from the Local Government Remuneration Commission Annual Report 2021-22 for financial year 2023-24 and to adopt the following remuneration rates:

Office	Salary component
Mayor	
Deputy Mayor	
Councillor	

ATTACHMENTS

Nil

12. Budget Related Reports

- 12.01 Budget Policy
- 12.02 2023-2024 Revenue Policy
- 12.03 Investment Policy 2023/2024
- 12.04 Operational Plan 2023-24
- 12.05 2023-2024 Fees and Charges

Budget Related Reports

12.01 Budget Policy

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:	13 June 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan, Good Governance- Council decision –making promotes financial and asset sustainability.

1. PURPOSE

To provide a framework for the administration of Council's budget and establish guidelines to ensure that known variations to the budget are addressed in a timely manner.

2. BACKGROUND

Council provides a wide range of services, many of them significant, to all parts of the community. It is important that guidelines are established to assist in providing financial rigour to these activities. This includes guidelines to:

- clarify limitations on the release of budgetary information prior to the formal adoption of the budget
- ensure that council reports are presented in a fiscally responsible manner
- provide guidance in the preparation of the budget reviews
- ensure that required amendments to the budget are made in a timely manner
- ensure consistency with council's Long Term Financial Forecast including Long Term Asset Management Plans
- ensure there is an emphasis for accountability for budget administration and compliance from all council officers and delegates.

3. FINANCIAL & RESOURCE IMPLICATIONS

Having a Budget Policy in place will improve Councils financial accountability and sustainability.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009.	Section 12 Responsibilities of councillors.	Details responsibilities of councillors, in particular; 12 (3) (a) providing high quality

		<p>leadership to the local government and then community;</p> <p>(b) being accountable to the community for the local government's performance.</p>
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5. RISK

Risk Type	What could happen	Possible Consequences
Financial	Inadequate internal financial controls regarding expenditure outside of adopted budget.	Councils budgeted expenditure being exceeded.

6. CRITICAL DATES & IMPLICATIONS

Budget Policy is adopted as part of the 2023-2024 budget process.

7. CONSULTATION

Councillors

CEO

Finance and Technology Manager

8. CONCLUSION

The budget policy sets out the framework under which Council's budget is determined and how the budget is adjusted throughout the year if required. The budget should be consistent with the Council's corporate plan, long term financial forecast and the annual operational plan.

9. OFFICER'S RECOMMENDATION

THAT the attached Budget policy be adopted.

ATTACHMENTS

- Budget Policy



FIN-POL-015
Budget Policy.docx

Budget Related Reports

12.02 2023-2024 Revenue Policy

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:	12 June 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24, Operational Plan 2023-24

1. PURPOSE

Council is required under Section 169 of the Local Government Regulation 2012 to include a Revenue Policy in its annual budget.

This report recommends the adoption of the Revenue Policy as part of the 2023/2024 Budget.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Revenue Policy is a key statutory document of Council and is required to be adopted as part of the annual budget. The Revenue Policy is reviewed every year as part of the budget development process.

3. PROPOSAL

Section 193 (3) of the Local Government Regulation 2012 requires Council to review its Revenue Policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

The purpose of the Revenue Policy is to set out the principles used by Burke Shire Council for:

- The levying of rates and charges.
- Granting concessions for rates and charges;
- Recovering overdue rates and charges;
- Rates capping;
- Interest rates and charges on rating arrears;
- Cost recovery fees;
- If the local government intends to grant concessions for rates and charges, the purpose of the concessions; and
- The extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.

Council levies rates and charges to fund the provision of valuable services to our community. When adopting its annual budget Council will set rates and charges at a level that will provide for both current and future community requirements.

Council also provides concessions to pensioners to assist property owners to remain in their own homes, and concessions to non-profit community, sporting and cultural groups as they contribute to the health and well-being of the community and to the social cohesion of the region.

The Revenue Policy also sets out the principles that will apply in the management of and recovery of debt. These principles are as follows:

- Fairness and Equity-by ensuring the consistent application of lawful rating and charging principles without bias;
- Transparency by communicating the Council's charging processes and each ratepayer's responsibility under the rating system.
- Efficiency by having a rating regime that is cost effective to administer.
- Sustainability – to support the financial strategies for the delivery of infrastructure and services identified in Council's short, medium and long-term planning; and
- Flexibility within agreed parameters-by providing payment arrangements to assist ratepayers in meeting their rate commitments.

4. FINANCIAL & RESOURCE IMPLICATIONS

The adoption of the 2023/2024 Revenue Policy ensures that Council can rate in accordance with the proposed 2023/2024 Budget.

5. POLICY & LEGAL IMPLICATIONS CRITICAL DATES & IMPLICATIONS

The adoption of the Revenue Policy ensures Council's compliance with the requirements of the Local Government Regulation 2012. Section 169 (2) (c) of the Local Government Regulation 2012 requires Council to include a Revenue Policy in its annual budget.

6. CONSULTATION

The implications of the 2023/2024 Revenue Policy will be incorporated into the detailed budget discussions with Council.

7. CONCLUSION

The 2023/2024 Revenue Policy is used in the formulation of Council's 2023/2024 Revenue Statement and 2023/2024 Budget and must be included in the adoption of the annual budget each financial year.

Council's annual budget must be consistent with its Revenue Policy.

8. OFFICER'S RECOMMENDATION

THAT Council resolves to adopt, pursuant to Section 193 of the Local Government Regulation 2012, the 2023/2024 Revenue Policy (Attachment 1) for inclusion in the 2023/2024 Budget.

ATTACHMENTS



Revenue Policy
2023-24 - FINAL.DOC

1. Revenue Policy 2023/2024

Budget Related Reports

12.03 Investment Policy 2023/2024

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:	14 June 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

To provide Council with a contemporary investment policy based on an assessment of financial risk within the legislative framework of the Statutory Bodies Financial Arrangements Act 1982 (the Act) and its regulation. The report aims to adopt this policy as is required under the Local Government Act 2009 for the 2023-2024 year.

2. BACKGROUND

The intent of this document is to outline Burke Shire Council's investment policy and guidelines regarding the investment of surplus funds, with the objective to maximise earnings within approved risk guidelines and to ensure the security of funds.

Section 104(5) of the Local Government Act 2009 requires a local government to have an Investment Policy as part of its financial management system.

Section 191 (1) of the Local Government Regulation 2012 requires that a local government must prepare and adopt an investment policy.

191(2) The investment policy must outline—

- (a) the local government's investment objectives and overall risk philosophy; and
- (b) procedures for achieving the goals related to investment stated in the policy.

Part 6 (Division 1, section 42) of the Statutory Bodies Financial Arrangement Act 1982 regulates Council's ability to invest. Schedule 3 of the Statutory Bodies Financial Arrangement Regulation 2007 provides that Council may pursue Category 1 investments only.

3. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this report.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009.	Section 104(5)	(c) the following financial policies of the local government— (i) investment policy
Local Government Regulation 2012	Section 191 (1)	(1) A local government must prepare and adopt an investment policy. (2) The investment policy must outline— (a) the local government's investment objectives and overall risk philosophy; and (b) procedures for achieving the goals related to investment stated in the policy.

5. RISK

Risk Type	What could happen	Possible Consequences
Governance Compliance	Policy is not adopted for 2022-2023	Council is not compliant with the local Government Act 2009 and Local Government Regulation 2012

6. CRITICAL DATES & IMPLICATIONS

Investment Policy is adopted for the 2023-2024 financial year.

7. CONSULTATION

Councillors

Executive Management team

Finance and Technology Manager

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

THAT the attached Investment Policy for 2023-2024 financial year be adopted.

ATTACHMENTS



FIN-POL-008
Investment Policy 20

1. Investment Policy 2023-2024

Budget Related Reports

12.04 Operational Plan 2023-24

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 June 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan. 2019-2024

1. PURPOSE

The Local Government Act 2009 and Local Government Regulation 2012 require Council to prepare and adopt an operational plan for each financial year. The operational plan identifies planned activities for the organisation, consistent with the Corporate Plan 2019-2024 and the annual Budget.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council prepares an Operational Plan for each financial year. The Operational Plan is consistent with the corporate Plan 2019-2024.

Management has reviewed the Operational Plan focused outcomes for 2023/2024.

3. PROPOSAL

The annual Operational Plan 2023-2024 (as attached) is a key financial planning and corporate performance reporting document for Council and is presented in accordance with the legislative requirement of the Local Government Act 2009 and the Local Government Regulation 2012 for adoption.

4. FINANCIAL & RESOURCE IMPLICATIONS

In accordance with the Section 175 of the Local government Regulation 2012 the Operational Plan must be consistent with the annual budget.

5. RISK

Risk Type	What could happen	Possible consequence
Strategic and operational alignment	Non-alignment between Corporate Plan, Operational Plan and Budget.	Ineffective, inefficient and noncompliant operations.
Compliance	Content requirements of Operational Plan 2023-24 not met	Plan prepared with reference to regulatory requirements.

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> <p>Section 175 Annual operational plan contents</p> <p>(1) (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

In accordance with the Local Government Regulation 2012, a local government must prepare and adopt an annual operational plan for each financial year and may choose to adopt the annual operation plan at the same time as the budget.

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.

8. CONSULTATION

Consultation on the Operational Plan 2023-24 has been held with both the Executive Management Team and Councillors as part of the 2023-2024 budget considerations.

9. CONCLUSION

The Operational Plan has been developed with reference to the objectives, strategies and key performance indicators of the 2019-2024 Corporate Plan.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the Operational Plan 2023-24, as presented, in accordance with sections 174-175 of the Local Government Regulation 2012.
3. That Council publishes the Operational Plan 2023-24 on Council's website.

ATTACHMENTS

1. Burke Shire Council Operational Plan 2023/2024



2023-24
Operational Plan.pdf

Budget Related Reports

12.05 2023-2024 Fees and Charges

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:	12 June 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-2024 Operational Plan

1. PURPOSE

The proposed Fees and Charges for 2023/2024 are provided in the attached schedule.

2. BACKGROUND

A review of fees and charges for 2023/2024 has been carried out by council Managers. In a number of cases the flat increase of 6% has been applied over a number of the fees and charges.

Upon a more detailed review of the Fees and Charges schedule by both Finance and Administration staff, it was determined that some changes were required for the fee structures pertaining to the following:

- Regulated Dog Registration conditions have been re-worded;
- Tyre removal fees have been aligned so that Commercial and Non-commercial are the consistent with each other; and
- Gravel supply charges (special rates) have been removed as these are not applicable.

The above changes have been made to simplify the council Fees and Charges Schedule to make it more approachable for community members and businesses whilst also taking into considerations cost recovery and sustainability outcomes for council.

3. PROPOSAL

The intention of this report is to submit Council's reviewed Fees and Charges Schedule for the 2023/2024 financial year.

4. FINANCIAL & RESOURCE IMPLICATIONS

The fees and charges set by the attached schedule forms a part of Council's revenue raising requirements and provide the source of funding and/or contribution to a number of programs delivered by Council.

The fees and charges are set in conjunction with the Budget each year to ensure appropriate and responsible revenue raising.

5. POLICY & LEGAL IMPLICATIONS

Pursuant to section 97(1) of the Local Government Act 2009, Council may under a local law or a resolution, fix a cost recovery fee.

The fees and charges in the schedules can be amended at any time throughout the year in accordance with legislation.

6. CONSULTATION

Councillors

Chief Executive Officer

Executive Management Team

7. CONCLUSION

The fees and charges for 2023/2024 are set under the provisions of the Local Government Act and are to be applied from the 1st July 2023. Council is required to make a resolution to adopt all such fees and charges.

8. OFFICER'S RECOMMENDATION

THAT Council resolves to adopt the attached Fees and Charges for 2023/2024.

ATTACHMENTS

1. Fees and Charges 2023/2024



Burke Shire Council
Fees and Charges 2023/2024

13. Closed Session Reports

No closed session reports were received for the meeting.

14. Mayoral Report

Report to be provided to meeting.

15. Councillor Reports

Councillors will provide reports to the meeting.

16. Late Business

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

17. Deputations and presentation scheduled for meeting

No deputations or presentations were schedule for the meeting.

18. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 27 July 2023.