



Agenda and Business Papers

Burke Shire Council Ordinary Meeting

Friday 28 July 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 Stuart Holley; Director of Engineering Clinton Murray; Works Manager Chelsea Nelson; People, Performance and Culture Manager Kimberly Chan; Economic Development Manager Madison Marshall; Corporate Services and Governance Manager (Minutes) Shannon Moren; Community and Communications Manager Shaun Jorgensen; Finance and Technology Manager

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

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

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

03. Prayer

Led by Cr Wade

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 22 June 2023, Special Meeting 07 July 2023 and Special Meeting 20 July 2023

That the Minutes of the following meetings of Council, as presented be confirmed:

- i. Ordinary Meeting Thursday 22 June 2023
- ii. Special Meeting Friday 07 July 2023
- iii. Special Meeting Thursday 20 July 2023



230622

Unconfirmed Minutes



230707

Unconfirmed Minutes



230720

Unconfirmed Minutes

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

08. Registers of Interests

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

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

09.01 Notices of Motion

None received at time of agenda preparation.

09.02 Petitions

None received at time of agenda preparation.

10. Engineering Services Reports

10.01 Engineering Monthly Report

10.02 Capital Works Projects Report

10.03 Commitment for the delivery and funding of Gregory Water Treatment Plant Upgrade and
Burke Shire Smart Water Meter & Intelligent Water Network Projects

10.04 Gregory Water Treatment Plant Upgrade Works – Lagoon Construction

Engineering Services Reports

10.01 Engineering Monthly Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Stuart Holley – Director Engineering
PREPARED BY:	Clinton Murray – Manager Works
DATE REPORT PREPARED:	July 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

This report is provided for information and outlines the works carried out by the Engineering Department for the month of June 2023.

2. SUMMARY

The key items for noting are provided below with associated background detail.

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

- General town Maintenance ongoing - the focus over the next 2 months will be continued visual improvement of both Burketown and Gregory.
- Recruitment associated with vacant positions - Ongoing
- Counter disaster operations - Ongoing
- Increase in Gregory maintenance assisted by increased resources.

2.2 **Roads**

- DRFA Emergent Works are ongoing with an extension of time until the end of August 2023 being sought from QRA.
- RMPC Heavy formation Grading completed
- Post Disaster monitoring of Roads-Ongoing
- Road signage works- Ongoing
- RMPC Heavy Shoulder Grading commenced on Wills Development Road
- Road Assessments – Ongoing with Consultants
- RMPC verge slashing undertaken along Wills Development Road.
- Verge slashing on Council roads being programmed for August/September.

2.3 **Workshop**

- General Maintenance of plant is progressing.
- White fleet replacement- awaiting delivery (Due July/August)
- GWTP Solar Repairs – Monitoring (reviewing battery connectivity)

- Plant replacement program for 2023/24 being developed in conjunction with a review of plant utilization rates and future needs. This will also allow for the development of a longer-term plant replacement program.

2.4 **Water & Sewerage**

- Standard Operating Procedures (SOPs) workshopped and being finalised – have engaged MBS Water to drive this forward for completion in 2023.
- SCADA upgrade is being project managed by GHD. Design have been completed for the Gregory Intake well, NRPS and GWTP. Currently progressing GWTP lagoons, Burketown WTP & Sewerage Designs. Anticipated project completion is Dec 2023.
- Swim data now being undertaken for both BWTP, GWTP and Sewerage. To be finalized before October 2023.

Burketown Water

- Planning for de-silting of lagoons for 2023 underway. Collaboration with QWRAP for a coordinated approach.
- Water meter replacements (damaged ones) finalised. Meter replacement program now to be aligned with Smart Water Meter installations with funding now received. Replacement meters to be installed until program implemented. Tenders closed in July and will be reported to Council in August 2023.

Burketown Sewerage Treatment Plant

- Currently investigating the fluctuating PH levels identified in 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 following collection of 3 months of data - have now completed 6 fortnightly tests. A report to be prepared for Environmental regulators by the end of August 2023.

Gregory Water

- Raw water and Potable water meters planned to be replaced with the upcoming Scada upgrade.
- Replacement water meters to be installed until Smart meter program implemented.
- Gregory Raw Water intake has had issues with the Pump well filling with silt from the flooding. This has caused the No 2 pump to fail. A new pump has been purchased and arrangements have been made for it to be installed, as the current operating pump has been tripping more frequently.
- Gregory Number 1 Potable water Reservoir is currently inoperable due to leaks. Initial repairs have proved to be ineffective. We are currently investigating the purchase and installation of a new liner. Looking at having this repaired before Scada upgrade takes place in August 2023. Will also undertake an assessment of Number 2 Potable water Reservoir to ensure that the liner operating effectively.
- Large Scour identified on the Raw water line – This has been assessed for rectification under DRFA Emergent works provision. Reinstatement works are planned for August 2023.



2.5 Airports

Burketown

- Relocation of the boundary fence to be undertaken with Remote Airport Upgrade Program funding.
- Airport checks and Maintenance ongoing. Slashing has been completed. With ongoing maintenance at Burketown Airport.
- Burketown perimeter fence has significant damage on the Eastern side fencing at 21 runway end. A scour has appeared on the fence line and a washout of approximately 110 metres has seen the fence damaged. Wallabies have been entering the damaged fence area. Temporary repairs have been initiated to address the immediate problem area.



Gregory

- Gregory Airport checks and Maintenance has been ongoing. Slashing is being done when weather permits. This is ongoing as more works is required to remove trees and shrubs within runway strip.
- Airport lighting needs maintenance. Currently replacing batteries and inspecting circuit boards on the solar light for damage from flooding. Options to change the light to the AV70 radio transmitted solar lighting.
- Line marking of the runway has been identified as needing to be upgraded. This will be addressed as soon as we can secure a line marking contractor for works across the Shire.

2.6 Waste

- Ongoing material sorting being undertaken at Burketown, with Gregory to be managed in late 2023.
- Waste Strategy Report being finalised in July with a view to presenting to Council in August 2023.
- Discussions with Department of Environment and Science conducted to clarify timelines and compliance requirements for cap and closure. Relocation of Burketown landfill and transfer station to be considered in conjunction with Regional Waste Plan being progressed by DES.

3. OFFICER'S RECOMMENDATION

That Council receive and note the Engineering and Services report for June 2023.

ATTACHMENTS

Nil

Engineering Services Reports

10.02 Capital Works Projects Report

DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Stuart Holley - Director Engineering
REPORT PREPARED BY:	Amir Akrami – Senior Engineering Manager
DATE REPORT PREPARED:	30 June 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PURPOSE

This report seeks to inform Council of the progress of the Shire's 2022/23 Capital Works Program, for June 2023.

2. SUMMARY

The council approved funding for Capital Works program budget for 2022/23 is:

\$ 20,127,202.64

Listed in the attachment to the report is the overall 2022/23 Capital Works program, which highlights progress to date in terms of the works and also in relation to financial expenditure. In summary:

- Average Capital Works Program Progress:
 - **51%**
- Average Capital Works Financial Progress
 - **52%**

The program is expected to be completed within the budget and according to the funding deadlines.

Outlined below are the highlights of the program along with an update from DRFA program.

3. CAPITAL WORKS AND DRFA PROGRAM HIGHLIGHTS

- Greg WTP Upgrade & SCADA Upgrade project

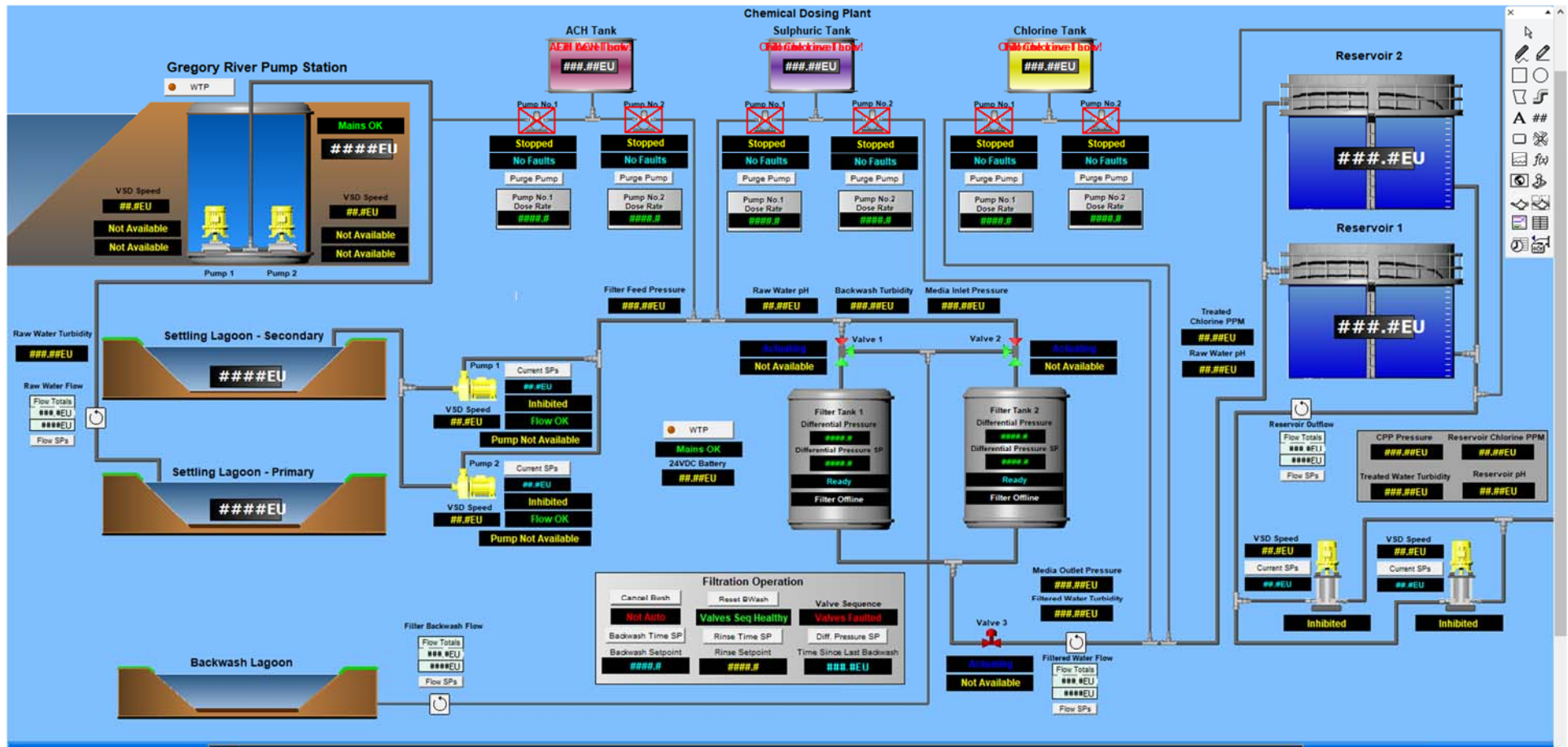


Figure 1: Potential SCADA overview screen

- The Design and Contract supplier has progressed the design and is working on the 100% progress detailed design for upgrading of Burketown WTP & STP and Gregory WTP.
- Works may potentially commence on 7 August.
- Burketown Wharf Recreational Grounds
 - The consultant issued pre-tender drawings including design and documentation for stage 1 & 2. The drawings have been reviewed, and planned to be revised according to Council feedback (early August).
 - A Request for Tender (RFT) is being prepared and planned to proceed to Tendering early August.
 - Issues such as shelter design, levels, lighting, toilet design, landscaping and potential staging of the project has been resolved.



View 6

**Figure 2:** Indicative view of wharf precinct, Stage 1

- Health & Wellbeing Precinct (Master planning & Design)
 - Master plan is being amended to reflect the latest decisions made by Council.
 - Funding application is being prepared for the construction of Water park and playground including the shade structure.



Figure 3: Indicative picture of a water park

- Gregory - Lawn Hill Road, Archie Creek and Dinner Creek Upgrade:
 - Construction commenced and is expected to be completed in October to December 2023 depending on the availability of the budget for completion of Dinner Creek Culvert Upgrade.
 - The base slab for the Archie Creek Crossing has been poured with aprons and cutoff walls currently being prepared. Earthworks are running concurrently. Micropiling is scheduled to be completed by the end of July.



Figure 4: Archie Creek Culvert, Base slab and reinforcing

- Doomadgee East Road (ATSI TIDS)
 - The works planned to be completed in September 2023.
 - Demolition, rock working platform and blinding layer are complete. Steel work currently underway for aprons and base slab with a concrete pour scheduled for mid to late July.



Figure 5: Doomadgee East Road Culvert, base slab reo works

DRFA 22-23 Update:

- Each new contract incorporating the 2022 and 2023 event works has now been executed and preliminaries/pre-start meetings are underway with commencement of works on each contract imminent. Progress and tracking with program will be monitored closely to evaluate whether the provisional items will be ordered.
- All deeds of mutual termination have also been signed and the previous contracts with each Contractor have now been terminated.
- Below please find the summary of each package of 22-23 FY DRFA works, along with the schedule.

Package	Contractor	Comment
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Package	Contractor	Comment
5601-3000-0001 - 2022 & 2023 DRFA Restoration Package 1 <ul style="list-style-type: none"> Gregory – Lawn Hill Road Lawn Hill National Park Road (provisional item) 	Halloran and Sons Earthmoving Pty Ltd	Award: 10/7/2023 Mobilisation: 21/7/2023 Gregory Lawn Hill Start: 21/7/2023 Gregory Lawn Hill Completion: 6/10/2023 Lawn Hill National Park Road Start (IF ORDERED): 29/9/2023 Lawn Hill National Park Road Completion: 28/10/2023 Forecast Completion Date: 28/10/2023 PC: 31/10/2023 Demobilisation: 1/11/2023
5601-5000-0001 - 2022 & 2023 DRFA Restoration Package 2 <ul style="list-style-type: none"> Doomadgee West Road Nugaburra Road (provisional item) 	Gulf Civil Pty Ltd	Award: 10/7/2023 Mobilisation: 21/7/2023 Doomadgee West Start: 24/7/2023 Doomadgee West Completion: 13/10/2023 Nugaburra Start (IF ORDERED): 24/7/2023 Nugaburra Completion: 13/10/2023 Forecast Completion Date: 13/10/2023 PC: 31/10/2023 Demobilisation: 31/10/2023
5601-4200-0001 - 2022 & 2023 DRFA Restoration Package 3 <ul style="list-style-type: none"> Bowthorn Road Bowthorn Road balance scope (provisional item) 	K&G Booth Pty Ltd	Award: 10/7/2023 Mobilisation: 31/7/2023 Bowthorn Start: 31/7/2023 Bowthorn Completion: 31/10/2023 Forecast Completion Date: 31/10/2023 PC: 31/10/2023 Demobilisation: 31/10/2023

4. OFFICER'S RECOMMENDATION

That Council notes the Capital Works Projects Report for June 2023.

ATTACHMENTS

1. Capital Works Projects Status, July 2023



Capital Works
Projects Status, July

Engineering Services Reports

10.03 Commitment for the delivery and funding of Gregory Water Treatment Plant Upgrade and Burke Shire Smart Water Meter & Intelligent Water Network Projects

DEPARTMENT:	Department of Engineering
RESPONSIBLE OFFICER:	Stuart Holley; Acting Director Engineering
PREPARED BY:	Amir Akrami; Senior Engineering Manager
DATE REPORT PREPARED:	18 July 2023
LINK TO COUNCIL PLAN/S:	GOAL - ASSET SUSTAINABILITY-Council makes appropriate infrastructure investments (operations, maintenance, renewals, upgrades, acquisitions, disposals) to ensure the delivery of appropriate levels of service. These decisions are made with reference to financial, asset and community sustainability.

1. PURPOSE

The purpose of this report is to satisfy one of the standard requirements of Building our Region (BoR) Round 6 funding stream for the following two capital works projects funded by this source of funds. The funding body effectively requires a Council resolution advising that Council is committed to delivering the Projects and acknowledges responsibility for any funding shortfall if costs or other contributors change. The projects are:

- Gregory Water Treatment Plant Upgrade Project- BoR project ID: BrkSC BoR R6 Infra 0030
- Burke Shire Smart Water Meter & Intelligent Water Network Project- BoR project ID: BrkC BoR R6 Infra 0031

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

- Gregory Water Treatment Plant Upgrade Project:

This project combines with two projects; Water Source Inflow Upgrade (Gregory & Burketown) and SCADA Upgrade Projects. The overall budget for the projects is provided under the Building Our Region (BOR) Round 6, Mental Health Package, NQ Recovery and Resilience Grant (NQRRG) funds together with a Council contribution. The budget includes preliminaries, consulting services, and internal and construction costs for the upgrading works.

A Design and Construct (D&C) Contractor has been engaged to complete the design and construction of the package of the three projects. The D&C contractor has completed the design of Gregory Water Treatment Plant and Water Source Inflow, and progressed the design of Burketown Water Treatment Plan (under the SCADA Project) to 35%. The contractor planned to commence the works on site from early to mid-August.

The detailed design of Gregory Water Treatment Plant Lagoon has progressed well and it is planned to progress to Tendering Phase early to mid-August.

Subject to the availability of a contractor for the completion of the Gregory Water Treatment Plant lagoons, all the works for the three projects are expected to be completed prior to December 2023.

Please refer to Section 4 – Financial and Resource Implications Table no. 1 that details the project budgets and Table no. 2 that details the project financial status report.

- Burke Shire Smart Water Meter & Intelligent Water Network Project:

The scope of work spans between Burketown and Gregory. A key objective of this Project is to install smart water meters in the two water networks to support water supply security through water loss mitigation and enhanced demand management.

The overall project budget is provided under the Building Our Region (BOR) Round 6 together with a Council contribution. The budget includes consulting services, project management and contract administration, preliminaries, and construction cost.

The design has been completed and the public tender has been closed. The project team is evaluating the tender submissions and confirmed that all the submissions were well within the project budget.

Please refer to Section 3 – Financial and Resource Implications Table no. 3 that details the project budgets, and table no. 4 that details the project financial status report.

3. FINANCIAL & RESOURCE IMPLICATIONS

The financial status reports below indicated that all the four projects are expected to be delivered within the budget including sufficient contingency in the budget for any potential contract variations.

Table no. 1 – Funding Sources of Water Source Inflow Upgrade (Gregory & Burketown), SCADA and Gregory Water Treatment Plant Upgrade projects.

Funding Source	Amount
BOR 6	\$ 1,211,310.00
NQRRG	\$ 673,000.00
Mental Health Package	\$300,000.00
Council Contribution	\$445,000.00
Total	\$2,629,310.00

Table no. 2- Combined Financial Status Report of Water Source Inflow Upgrade (Gregory & Burketown), SCADA and Gregory Water Treatment Plant Upgrade projects

Total Budget	Actuals + Commitments	Forecasted additional costs	Contingency
\$2,629,310.00	\$1,905,229.35	\$440,000.00	\$284,080.65

Table no. 3 – Funding Sources of Burke Shire Smart Water Meter & Intelligent Water Network Project

Funding Source	Amount
BOR 6	\$842,875.00
Council Contribution	\$222,000.00
Total	\$1,064,875

Table no. 4 - Financial Status Report of Burke Shire Smart Water Meter & Intelligent Water Network Project

Total Budget	Actuals +	Forecasted additional	Contingency
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	Commitments	costs	
\$1,064,875.00	\$52,854.80	\$550,000.00	\$462,020.20

4. RISK

Currently, all the foreseeable risks are deemed within the acceptable limit. No risks are predicted to jeopardise the successful delivery of the projects. Please refer to table 5 indicating the major risks and response.

Table No 5 – Risk Mitigation Strategy

Risk	Possible consequence	Mitigation/Response
Contract variation – due to wet weather, latent conditions	Increase in Contract Sum	<ul style="list-style-type: none"> Contingency of all the projects is well above 10% of the budgets.
Poor ground/soil conditions	Increase in Contract Sum	<ul style="list-style-type: none"> Contingency of all the projects is well above 10% of the budgets.
Health and Safety of physical works	Personal injuries and project delays	<ul style="list-style-type: none"> All contractors are to be experienced and qualified. Contractors must provide and follow appropriate health and safety plans and meet legislative requirements under the contracts executed with Council.
Quality of material and workmanship	Rework and project delays	<ul style="list-style-type: none"> Council has engaged the right Subject Matter Experts to manage the project quality.

5. POLICY & LEGAL IMPLICATIONS

Council is required to meet all relevant local government procurement requirements outlined in the Local Government Act 2009 and Local Government Regulation 2012.

6. CRITICAL DATES & IMPLICATIONS

Council requires a resolution as part of the grant application advising that Council is committed to delivering the Projects and acknowledges responsibility for any funding shortfall if costs or other contributors change.

7. CONSULTATION

CEO

Senior Engineering staff

Economic Development Manager

8. CONCLUSION

Nil

9. OFFICER'S RECOMMENDATION

That Council confirm its commitment to delivering the following Projects funded by BoR Round 6, and acknowledges responsibility for any funding shortfall if costs or other contributors change.

- Gregory Water Treatment Plant Upgrade Project- BoR project ID: BrkSC BoR R6 Infra 0030
- Burke Shire Smart Water Meter & Intelligent Water Network Project- BoR project ID: BrkC BoR R6 Infra 0031

ATTACHMENTS

Nil

Engineering Services Reports

10.04 Gregory Water Treatment Plant Upgrade Works – Lagoon Construction

DEPARTMENT:	Department of Engineering
RESPONSIBLE OFFICER:	Stuart Holley; Acting Director Engineering
PREPARED BY:	Wendy van der Wolf; Contract & Procurement Coordinator
DATE REPORT PREPARED:	24 July 2023
LINK TO COUNCIL PLAN/S:	

1. PURPOSE

The purpose of this report is to obtain Council approval to undertake a sole supplier procurement process to tender and upon receipt of a satisfactory response, enter into a contract with Austek Pty Ltd for the construction of the new lagoons (2) at the Gregory Water Treatment Plant where the SCADA and Water Treatment Plant Upgrade Contract has been awarded to Austek Pty Ltd.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council at its meeting on 30 March 2023 resolved to accept the tender from Austek for the SCADA and Gregory Water Treatment Plant Upgrade. The scope for this tender was to include the construction of the lagoon, however, additional funding was needed to be secured for the Lagoon construction and it was decided to tender this at a later date once funding was confirmed.

Funding has now been secured and detailed in item 4. Financial & Resource Implications.

GHD has provided the design for the lagoon with a construction cost estimate of \$324,132.93.

The Local Government Regulation 2012 requires an open tender process for large sized contracts in excess of \$200k, however, the construction of the lagoons is required to fit the program for the connection of the lagoon to the Gregory Water Treatment Plant Upgrades. The connection and testing are scheduled for completion in late August 2023 with the overall program finalising early February 2024. This time frame will not allow sufficient time for an open tender process:

Table No. 1 – Open Tender Procurement Timeline

Activity	Time (days)	Approximate completion date
Tender Advertised	21	21 August 2023
Evaluation & Contract award	10-14	4 September 2023
Contractor Establishment	14	18 September 2023
Construction	70	28 November 2023

3. PROPOSAL

That Council endorses the recommendations to allow a sole invitation procurement process to facilitate the timely construction of the lagoons for the Gregory Water Treatment Plant.

4. FINANCIAL & RESOURCE IMPLICATIONS

The SCADA and Gregory Water Treatment Plant Upgrade project, including the project management of the works is funded by:

Table No. 2 - Funding Source:

Funding Source	Amount
BOR 6	\$ 1,211,310.00
NQRRG	\$ 673,000.00
Mental Health Package	\$300,000.00
Council Contribution	\$445,000.00
Total	\$2,629,310.00

The SCADA and Gregory Water Treatment Plant Upgrade project is currently committed to \$1,750,501.

Austek will be encouraged to seek local resources to facilitate the construction of the lagoons.

5. RISK

Table No 3 – Risk Mitigation Strategy

Risk	Possible consequence	Mitigation
Contract variation – due to wet weather, latent conditions	Increase in Contract Sum	Contingency in the order of 5 - 10% allowed
Poor ground/soil conditions	Increase in Contract Sum	Contingency in the order of 5 - 10% allowed
Delays to the completion of First Priority projects	Delays to program	Monitor progress closely with Project Management “on the ground” overview Funding deadline of June 30 2024

6. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012	Chapter 6-Contracting S235	A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if— (a) the local government resolves it is satisfied that there is
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		<p>only 1 supplier who is reasonably available; or</p> <p>(b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or</p> <p>(c) a genuine emergency exists; or</p> <p>(d) the contract is for the purchase of goods and is made by auction; or</p> <p>(e) the contract is for the purchase of second-hand goods; or</p> <p>(f) the contract is made with,</p>
Procurement Policy	<p>6.3 (3)</p> <p>6.4</p>	<p>Other Exemptions</p> <p>Refer to Chapter 6, Part 3 Division 3 of the Local Government Regulation 2012 for requirements related to:</p> <ul style="list-style-type: none"> (a) Reasonable availability of 1 supplier; (b) Specialised or confidential nature of services required; (c) Purchase of goods by way of auction; (d) Purchase of second-hand goods; and (e) Contracts made with government agencies. <p>Council has the right to seek a quotation and enter into a contract or agreement for goods or services with a sole supplier provided it delivers best Value for Money in accordance with Clause 4.1.2 of this Policy, and complies with s235 (a) and (b) of the Act. All sole supplier arrangements of \$16,500 (incl GST) and above, as individual purchases or cumulatively for a single supplier, must be authorized by the CEO.</p>

7. CONSULTATION

Consultation has taken place with:

- Director of Engineering
- Senior Engineering Manager
- Project Engineer
- GHD
- CEO

8. OFFICER'S RECOMMENDATION

1. That, as per Chapter 6-Contracting S235 of the Local Government Regulation 2012 Council endorses the request to undertake a sole supplier tender process with Austek Pty Ltd;
2. That Council note the contents of the report; and
3. That the Council delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract to the maximum values of the Project Budgets as follows:
 - a. SCADA and Gregory Water Treatment Plant Upgrade Project No.: 0280-4057-0002, with the combined budget of **\$2,629,310.00**

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 Establishment of New Sustainability Framework
- 11.05 Consultation - Annual Valuation Effective 30 June 2024
- 11.06 Organisational Chart
- 11.07 Audit Committee Meeting Minutes April 2023

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 racecourse area with minimal rubbish	\$500

			collection and no mess left behind.	
The Far North Queensland Child Safety Program	Child safety handbook for public and private school in June next year –Council Supported previous year	\$649	Nil	Nil
Mt Isa School of the Air	Magazine page Sponsorship Annual contribution	\$150	Nil	Nil
Royal Flying Doctors	Contribution decided by Council previous years	\$5,000	Nil	Nil
Total (Based on applications received for FY22/23)		\$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 it	Burketown State School Healthy Foods Garden 27th April 2022	\$750	Nil	Nil

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

Financial year now complete.

Matter Closed

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

Finalised

Matter Closed

Resolution Number – 230622.08 – Adopt Strategic ICT Management Framework

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

Status

Finalised

Matter Closed

Resolution Number – 230622.09 – Adopt Strategic ICT Management Framework

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

Status

Adopted

Matter Closed

Resolution Number – 230622.10 – Queensland Audit Office 2023 External Audit Plan

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.

Status

Adopted

Matter Closed

Resolution Number – 230622.11 – JLT Public Sector Risk Report 22-23

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

Status

Finalised

Matter Closed

Resolution Number – 230622.12 – 2023 LGAQ Annual Conference Delegates and Observers

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

1. Mayor Ernie Camp and Councillor Clarke as delegates; and
2. Chief Executive Officer Dan McKinlay as an observer

Status

Finalised

Matter Closed

Resolution Number – 230622.13 – Reimbursement of Expenses and Provision of Facilities for Councillors Policy

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

Status

Adopted

Matter Closed

Resolution Number – 230622.14 – Councillor Remuneration FY 2023/24

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

Status

Finalised

Matter Closed**Resolution Number – 230622.15 – Budget Policy**

THAT the attached Budget policy be adopted.

Status

Adopted

Matter Closed**Resolution Number – 230622.16 – 2023-2024 Revenue Policy**

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.

Status

Adopted

Matter Closed**Resolution Number – 230622.17 – Investment Policy 2023/2024**

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

Status

Adopted

Matter Closed

Resolution Number – 230622.18 – Operational Plan 2023-24

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.

Status

Adopted

Matter Closed**Resolution Number – 230622.19 – 2023-2024 Fees and Charges**

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

Status

Adopted

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:	21 July 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 June 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:

- Water Security Strategy workshop Doomadgee.
- Grants meeting
- Various 2023/2024 Budget meetings.
- NWQROC zoom meeting
- Various discussions Audit Committee
- Local Housing Action Plan zoom meeting
- JCC meeting
- Discussions re Electoral Commission Returning Officer-Madison Marshall appointed.
- CAG meeting
- Various Project meetings. Wharf, Cycleway, Health and Wellbeing Precinct etc

- Various flood related meetings
- GSD Handover meeting
- Formally acknowledged Madi Marshalls LGMA Young Manager of the Year award.
- Burke Shire major flooding recovery issues were still a big focus during June 2023.

Financial Services and Information Technology

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

- 2022/2023 comprehensive NCA valuation reports have now been received in draft pending review from BSC Staff;
- 2023/2024 Budget has now been completed and adoption is planned for 20 July 2023 reporting an annual surplus of \$648k;
- Audit committee is planned for the 24th of July 2023;
- Internal audit (Fraud review) draft report received with minor follow up items to be cleared by finance with audit;
- The DRFA CDO (counter disaster operations) cost reconciliation completed and is now with Economic management to finalise with the QRA;
- Shell financials statement markups have been received pending review;
- The draft interim external audit management letter has been received with no new significant deficiencies noted;
- PCS was successfully rolled over during the month for year-end with no issues being noted; and
- All annual stock-takes for the year have been completed with external audit in attendance on site this year in Burketown.

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

- MS365 azure solution build phase commenced – Civica has now been notified of the migration;
- The BSC Strategic ICT Management Framework suite is now adopted; council has been interviewed by Peak Services to provide a case study of a council moving in the right direction in regards to cyber risk management;
- Burke and Telstra are investigating the implementation of a new Starlink redundancy system in the Burketown Admin building to replace the outdated iterra system;
- A full scope of works is being developed to re-wire and rebuild all the server infrastructure across the Durlga, Admin Building and Depot in Burketown;
- LGMA has reached out to council to meet in relation to templating and consulting with other small councils around Strategic ICT Management Framework working; and
- Council management is working with Peak and Telstra to prepare a 4G upgrade project for submission for Growing Regions funding.

People and Culture

EBA related

- JCC meeting held on 16 June 2023

- Christmas shutdown dates confirmed and workforce advised

Policies

- No reviews completed

Positions advertised:

- Casual Labourer
- Casual Operator / Labourer
- Water Operator
- Director of Engineering / DCEO

New employees

- Jacquille Chong – Casual machine Operator / Labourer

Training and Professional Development

- Traffic Management Implementation
- Drug and Alcohol tester training
- Enrolment in Cert IV WHS
- IPWEA Conference
- Cyber Security Fundamentals

Other

- Move it Burke:
 - Second bootcamp held – deemed successful: 5 community members joined for the walk; 7 joined for the bootcamp. Next bootcamp 29 July.

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. Currently variated to different funding pool as per suggestion from funding body.
 - Submitted for the National Housing Infrastructure Expression of Interest - \$2.75 million to build three 2-bedroom council houses. Unsuccessful
 - 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. Successful
 - NWMP Sustainable Community Grant – project submitted for upgrades to the Burketown Hot Water Bore. Successful

- Several grant applications have been submitted and awaiting outcomes/currently being worked on:
 - 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. Currently awaiting response from Gregory resident who may be able to take on the program.
 - 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. Remaining funds to be spent on a swipe system for the gym.
- 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.
- Council Website now updated with community grants. To be updated monthly.
- Burketown Cenotaph refurbishment contractor finalised. Work close to completion
- Drafting Growing our Regions Funding Application
- Drafting Sport and Recreation Flood Infrastructure Application
- QRA Get ready funding – amount will be allocated to a disaster dashboard and a get ready event before the wet season.

Small Business

- Drafting a business investment prospectus document to entice people to come to the shire and start a business – 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. Final draft yet to be released.

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 – preparation to begin shortly
- 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.

Economic Development

- Scoping of trial digital hub ongoing
- 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.
 - Working on CDO funding – to be finalised by finance team.
 - Temporary housing close to being finalised – contract to be executed
 - Givit Donations ongoing.
 - Flood Vouchers distribution has been occurring since June 30. Approximately 166 residents have collected vouchers so far. Two Gregory pop up voucher collection days have been conducted – no more scheduled however will go back if there is demand for it.
 - Extension on QRIDA grant letter drafted.
 - Rex training for check ins ongoing

Community and Communications**Events**

Upcoming Community Events:

TBA	Burketown Campdraft & Rodeo
-----	-----------------------------

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

- 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. Draft Project Plan submitted by contractor however indication at this stage is that total demolition will take approximately 10 days and scheduled to start in August and 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 complete. Funding to be acquitted by December 2023.

- Renovations to Cenotaph almost complete. Acquittal to be completed.

Housing

- New Tenant has moved into Unit 3 Lot 172 Musgrave Street Burketown – Nadia Amini
- Properties currently vacant Unit 7 (Seniors Complex, repairs required in bedroom 2), House 15 Lot 408 Bowen St (uninhabitable - requires major repairs due to flooding). House 13, Bowen Street will become vacant in the very near future.

EHO

- Currently finalising Food license for FY 23/24. Follow ups from improvement notices to continue.

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. Follow up has also been sent 21/7/23
- Communication will be released to the public to prepare for bush fire season which is generally July – October.
- Gulf Vet Services onsite 22 & 23 July 2023
- 1 dog attack/menacing complaint received this month.

Corporate Services and Governance

Records

- Shelyene and Sasha assisting in the records area – completing destruction runs
- Working with CorpMem to make improvements to the records system

Library

- New resources were purchased for the First 5 Forever Program.

Rex

- Training new staff on the check in process for Rex. A Rex trainer will be onsite in July to sign off staff.
- Disability lift arrived in Mt Isa – training will be organised for staff once it arrives in Burketown.

Bookings

Quite busy in the bookings space, mostly with travel bookings. A few Durlga bookings coming through.

Other

- Completion of Drug Testing Training
- Met with the AEC in relation to a returning officer for the 2024 elections

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



WHS Report June
2023.docx.pdf

1. Workplace Health and Safety Report for June 2023

Financial Services Reports

11.03 Finance Monthly Update Report

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	19 July 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 June 2023.

2. SUMMARY

As a review of council's performance over the month of June 2023; Council notes that cash was up \$10.597mil for the month with 43% of this balance being un-restricted. As this is the twelfth 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

- 1) Overall Operating Summary (Actual v Budget)
- 2) Statement of Cash Flows
- 3) Statement of Income and Expenditure
- 4) Organisational Services Performance
- 5) Statement of Financial Position
- 6) Rating Arrears Summary
- 7) Exercise of Delegations
- 8) Officer's Recommendations

3. OVERALL OPERATING SUMMARY (Actual vs. Budget)

The below summary shows a brief snapshot of how council is tracking in the current year against the budget for the year as adopted by council on the 30 June 2023

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	10,054,695	14,538,350	69%
Operating Expenses	(2)	17,730,538	19,499,187	91%
Operating Result (Profit/Loss)	-	7,675,843	4,960,837	155%
Capital Revenue	(3)	3,426,279	10,248,817	33%
Net Result	-	4,249,564	5,287,979	-80%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	24,460,577	7,558,413
Other Current Assets	(5)	1,637,711	1,402,000
Non Current Assets	(6)	163,286,075	160,902,528
Total Assets		189,384,363	169,862,941
Liabilities (Current)	(7)	21,528,991	3,540,000
Liabilities (Non Current)	(8)	1,110,735	1,210,000
Total Liabilities		22,639,726	4,750,000
Net Community Assets		166,744,637	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%	-76%	-72%
² Working Capital Ratio	Greater than 1:1	1.2	1.4
³ Net Financial Liabilities Ratio	Less than 60%	-45%	-45%

1

Notes:

- (1) **Operating revenues** - Noted that operational revenues do not include grant receipts of \$6.3mil for the early instalment of the FA Grant for 2023/2024. For the purposes of management reporting, we have maintained this balance as unearned but will adjust for audit purposes in accordance with AASB 1058 and 15. Also note there is a \$2.7mil distortion in operating grants revenues due to the 2022/2023 early instalment of FA Grants being made to council in May 2022.
- (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 \$4.604mil against a budget of \$6.174mil for the year; this is an actual spend of 74.57% by 30 June 2023. Note that expense accruals have not yet been processed and EOFY adjustments will result in further movements of this result.
- (3) **Capital Revenue** - Noted approx. \$483k TIDS grant revenue was received during June with another \$530k being received from ATSI TIDS.
- (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 June 2022 in the previous year v June 2023 actuals v the budgeted estimated cashflow for 30 June 2023.

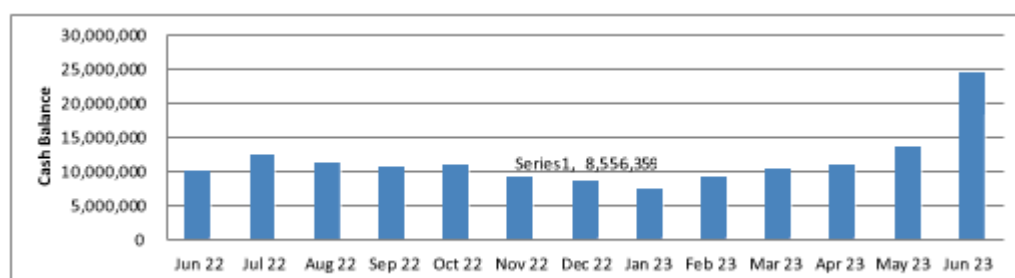
For the month ended 30 June 2023

	Note Ref	30 June 2022 \$	30 June 2023 \$	2022-23 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	3,967,919	7,152,177	5,444,182	131%
Payments to suppliers and employees	(2)	(16,859,403)	(13,748,923)	(15,148,274)	91%
		(12,891,484)	(6,596,746)	(9,704,092)	68%
Rental Income	(3)	197,332	216,962	200,000	108%
Interest Received	(4)	66,618	359,868	216,000	167%
Operating Grants and Contributions	(5)	12,801,886	21,345,997	9,410,850	227%
Finance Costs		18,736	-	-	0%
Net cash inflow (outflow) from operating activities		193,088	15,326,080	9,826,850	156%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(4,820,115)	(4,438,673)	(13,530,052)	33%
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)	3,914,551	3,479,158	10,097,817	34%
Net cash inflow (outflow) from investing activities		(576,437)	(1,012,395)	(3,281,235)	31%
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)	(383,348)	14,313,686	(2,588,477)	-553%
Cash at beginning of reporting period		10,530,239	10,146,891	10,146,891	100%
Cash at end of reporting period	(8)	10,146,891	24,460,577	7,558,413	324%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	3.92%	359,868	15,793,833
Westpac General Fund - Trust	-	-	8,666,460
Cash Floats	-	-	283
Total			24,460,577

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	24,460,577	%
Restricted Cash - DRFA Operating Grants	10,206,697	42%
Restricted Cash - Non-DRFA Operating Grants	145,617	1%
Restricted Cash - Capital Grants	3,511,108	14%
Unrestricted Cash	10,597,154	43%

Notes to the Statement of Cashflows:

- (1) **Receipts from customers** - Receipts are on track with budget as at 30 June 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 June 2023.
- (3) **Rental Income** - Rental income is on track with budget.
- (4) **Interest Received** - Interest has increased significantly comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (4.28%). This is up from 3.92% in May 2023. It should be noted this was a material increase in interest revenue during the year.
- (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. Grant cashflows in totality including capital are accurately representative of true cash received by council. Note council received in advanced \$6.33mil for 2023/24 FA Grant allocation during June 2023 as well as receiving another \$3.59mil for DRFA grants funding.
- (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. \$400k). With the new capital program having been adopted for 2023/2024; it is anticipated that project spend will drastically increase resulting in better capital renewal performance for council.
- (7) **Capital Grants and Subsidies** - Noted approximately \$483k TIDS grant revenue was received during June with another \$530k being received from ATSI TIDS
- (8) **Net Cash Movement** - Council's cash holdings were up by \$10.903 mil by the end of June 2023. This was due to large instalments from DRFA and FA grant funding during the month. Council maintains a restricted cash balance of \$10.597mil or 43% of total cash holdings currently.

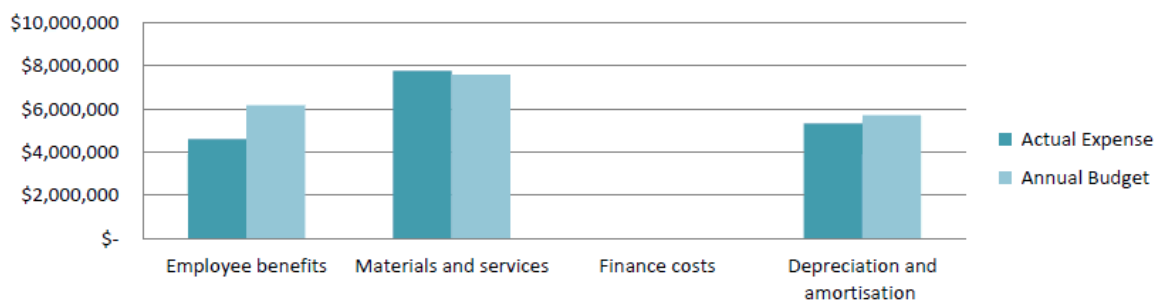
5. STATEMENT OF INCOME AND EXPENDITURE

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

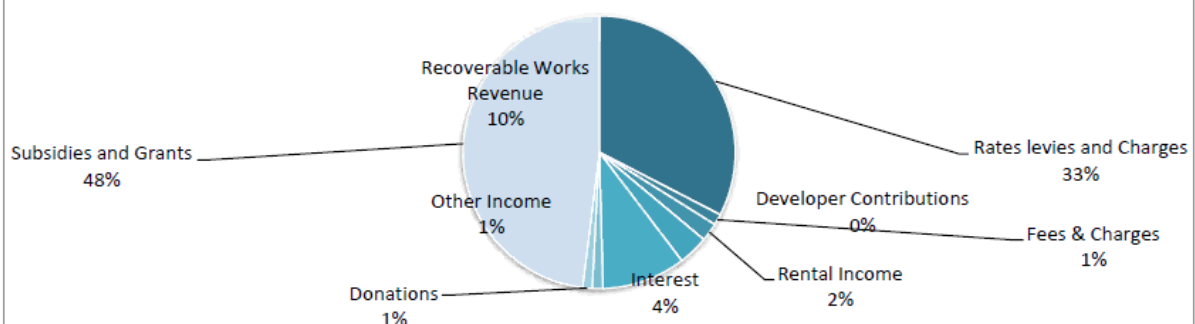
For the month ended 30 June 2023

	Note Ref	30 June 2022 \$	30 June 2023 \$	2022-23 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		3,101,308	3,275,922	3,231,000	101%
Fees & Charges	(1)	112,623	132,704	123,600	107%
Rental Income	(2)	197,332	216,962	200,000	108%
Interest	(3)	66,618	359,868	286,000	126%
Recoverable Works Revenue	(4)	1,296,640	996,363	1,113,000	90%
Other Income	(5)	2,207	129,067	53,900	239%
Donations	(12)	-	115,100	120,000	96%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	12,801,886	4,828,709	9,410,850	51%
Total Recurrent Revenue		17,574,200	10,054,695	14,538,350	69%
Capital Revenue					
Sale of non-current assets	(13)	-	52,879	151,000	-35%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	3,914,551	3,479,158	10,097,817	34%
Total Capital Revenue		3,914,551	3,426,279	10,248,817	33%
TOTAL INCOME		21,488,751	13,480,974	24,787,167	54%
Recurrent Expenses					
Employee benefits	(8)	4,207,523	4,604,786	6,174,741	75%
Materials and services	(9)	12,192,842	7,771,749	7,590,446	102%
Finance costs	(10)	18,736	16,380	12,000	137%
Depreciation and amortisation	(11)	4,902,601	5,337,623	5,722,000	93%
TOTAL RECURRENT EXPENSES		21,284,230	17,730,538	19,499,187	91%
NET RESULT		204,521	4,249,564	5,287,979	-80%

Expenditure Actual v Budget



Actual Revenue % Split YTD



Notes to the Statement of Income and Expenditure:

- (1) **Fees & Charges** - This amount is on track with budget.
- (2) **Rental Income** - Rental income is on track against budget.
- (3) **Interest** - Interest has increased significantly comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (4.28%). This is up from 3.92% in May 2023. I should be noted this was a material increase in interest revenue during the year.
- (4) **Recoverable Works Revenue** - Including amounts to be accrued back (\$303k) into the 2022/2023 financial year, recoverable works revenue is on track with budget for 30 June 2023.
- (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)** - Council received in advanced \$6.33mil for 2023/24 FA Grant allocation during June 2023 as well as receiving another \$3.59mil for DRFA grants funding.
- (7) **Subsidies and Grants (capital)** - Noted approximately \$483k TIDS grant revenue was received during June with another \$530k being received from ATSI TIDS
- (8) **Employee benefits** - Employee benefits costs against the budget, we have currently expended \$4.604mil against a budget of \$6.174mil for the year; this is an actual spend of 74.57% by 30 June 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. The total increase in cost is immaterial when compared to the scaleable increase in interest revenue received for the year.
- (11) **Depreciation and amortisation** - Is in line with the expected depreciation spend by 30 June 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 June 2023 100.00%				% 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					
	30 June 2022 \$	30 June 2023 \$	2022-23 Annual Budget \$	YTD Progress %	Comments
Recurrent Expenses					
Corporate Governance Costs	858,315	831,489	861,700	96%	Within budget expectation for the month (100% movt). Amounts to be accrued back as part of 30 June EOFY process.
Administration Costs	3,180,779	3,440,181	3,496,324	98%	Within budget expectation for the month (100% movt). Amounts to be accrued back as part of 30 June EOFY process.
Recoverable Works Expenses	1,036,054	715,195	936,000	76%	Within budget expectation for the month (100% movt). Amounts to be accrued back as part of 30 June EOFY process.
Engineering Services	10,136,874	4,740,278	5,771,903	82%	Within budget expectation for the month (100% movt). Amounts to be accrued back as part of 30 June EOFY process.
Utility Services Costs	937,915	1,077,798	908,000	119%	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 respresent an accruals accounting estimate and has no impact of current cash reserves.
Net Plant Operating Costs	- 1,037,181	- 522,484	909,000	57%	Within budget expectation for the month (100% movt). Amounts to be accrued back as part of 30 June EOFY process.
Planning and Environmental Expenses	123,021	75,901	329,500	23%	Within budget expectation for the month (100% movt). Amounts to be accrued back as part of 30 June EOFY process.
Community Services Costs	1,164,586	2,018,176	2,370,760	85%	Within budget expectation for the month (100% movt). Amounts to be accrued back as part of 30 June EOFY process.
Finance Costs	39,516	16,380	12,000	137%	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 \$4,380 which is immaterial when compared to the increase in interest revenues generation year to date for FY2023.
Depreciation	4,856,350	5,337,623	5,722,000	93%	Within budget expectation for the month (100% movt). Amounts to be accrued back as part of 30 June EOFY process.
Other Expenses	-	-	-	0%	Within budget expectation for the month (100% movt). Amounts to be accrued back as part of 30 June EOFY process.
TOTAL RECURRENT EXPENSES	21,296,229	17,730,537	19,499,187	91%	Within budget expectation for the month (100% movt). Amounts to be accrued back as part of 30 June EOFY process.
Capitalised Wages	-	32,138	194,000	17%	We note this amount will be reviewed for the 2023/2024 budget to recalibrate to a more achievable level.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 30 June 2023

	30 June 2023 \$	2022-23 Annual Budget \$
Current Assets		
Cash and cash equivalents	24,460,577	7,558,413
Trade and other receivables	1,869,951	1,000,000
Inventories	254,812	300,000
Other financial assets	- 487,052	102,000
Non-current assets classified as held for sale	-	-
Total current assets	26,098,288	8,960,413
Non-current Assets		
Receivables	-	-
Property, plant and equipment	251,066,816	246,522,951
Accumulated Depreciation	- 87,780,741	85,620,423
Intangible assets	-	-
Total non-current assets	163,286,075	160,902,528
TOTAL ASSETS	189,384,363	169,862,941
Current Liabilities		
Trade and other payables	21,395,400	3,400,000
Borrowings	-	-
Provisions	133,591	140,000
Other	-	-
Total current liabilities	21,528,991	3,540,000
Non-current Liabilities		
Trade and other payables	110,820	-
Interest bearing liabilities	-	-
Provisions	999,915	710,000
Other	-	500,000
Total non-current liabilities	1,110,735	1,210,000
TOTAL LIABILITIES	22,639,726	4,750,000
NET COMMUNITY ASSETS	166,744,637	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)	23,898,562	21,999,359
Other reserves	-	-
TOTAL COMMUNITY EQUITY	166,744,636	165,112,941

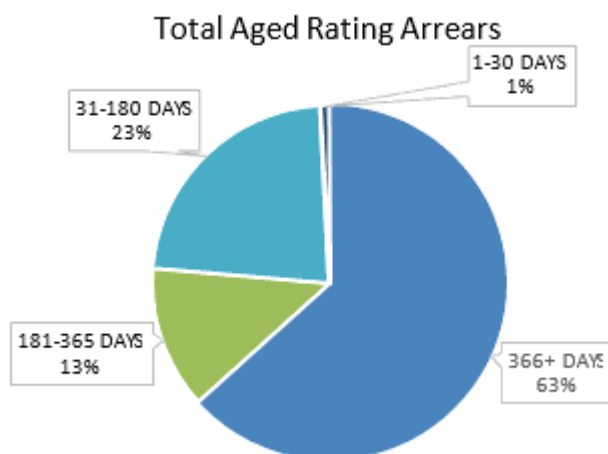
8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 30 June 2023.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	68,058	13,726	49,768	1,210	132,762
SEWERAGE	2,378	2,864	7,673	128	13,044
GARBAGE	1,841	1,893	4,249	103	8,086
WATER	81,560	13,421	26,338	972	122,291
WATER CONSUMPTION	100,128	21,513	4,167	913	126,721
STATE GOVT EMERGENCY	3,278	931	2,980	62	7,251
LEGAL FEES	6,408	-	-	-	6,408
Total	263,651	54,348	95,175	3,388	416,563

Total Rating Arrears	416,562.84
Total Seeking Debt	
Collection (\$)	80,000
Total Seeking Debt	
Collection (%)	19%
Total Pending Further	
Review (\$) (Advice	
Obtained)	231,137
Total Pending Further	
Review (%) (Advice	
Obtained)	55%

Total Rate Arrears in debt	
recovery phase (\$)	311,136.80
Total Rate Arrears in debt	
recovery phase (%)	75%
Total Rates Arrears not int	
debt recovery (\$)	105,426.04



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)
General debtors \$54.38 General debtors \$383.40 General debtors \$816.00 General debtors \$401.17	Nil	Daniel McKinlay (Amounts all below \$1,000 individually per Debt Recovery Policy; clause 9).

Debt Write off requested > \$1,000

Nil

10. OFFICER'S RECOMMENDATION

That the financial report for the 30 June 2023 be received and noted.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.04 Establishment of New Sustainability 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:	19 July 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- sustainability measures are adhered to

1. PURPOSE

The purpose of this report is to present to council an update about the establishment of the new Local Government Sustainability Framework (LGSF) for Queensland councils as communicated to council from the Department of State Development, Infrastructure, Local Government and Planning.

2. BACKGROUND

The Department of Local Government has advised that from 1 July 2023; new sustainability benchmarks will now be in effect in accordance with the establishment of a new Local Government Sustainability Framework (LGSF) for Queensland councils.

The new Local Government Sustainability Framework (LGSF) aims to monitor council sustainability in five key areas: operating environment, finances, asset management, governance, and compliance.

Starting from July 1, 2023, the Financial Management (Sustainability) Guideline will be implemented, outlining nine new ratios to measure council financial and asset management performance.

These ratios include the following:

- Council Controlled Revenue Ratio
- Population Growth Ratio
- Operating Surplus Ratio
- Operating cash Ratio
- Unrestricted Cash Expenses Cover Ratio
- Asset Sustainability Ratio
- Asset Consumption Ratio
- Asset Renewal Funding Ratio
- Leverage Ratio

The guidelines have been incorporated into the Local Government Regulation 2012 and the City of Brisbane Regulation 2012. The Department of State Development, Infrastructure, Local Government

and Planning's website contains the Statutory Guideline and additional information about the LGSF. In response to recommendations by the Queensland Audit Office (QAO), the department has also developed a risk framework to help stakeholders understand the sustainability risks faced by councils.

This framework considers that sustainability encompasses more than just financial factors, takes long-term objectives into account, prioritises certain measures, compares councils based on their unique circumstances, and encourages positive actions.

3. FINANCIAL & RESOURCE IMPLICATIONS

No direct implication as a result of this change.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 169(5)	A measure of financial sustainability applies to a local government for a financial year to the extent the financial management (sustainability) guideline states the measure applies to the local government for the financial year.
	Section 169(6) [New]	The measures of financial sustainability are the following measures described in the financial management (sustainability) guideline— (a) council-controlled revenue ratio; (b) population growth ratio; (c) operating surplus ratio; (d) operating cash ratio; (e) unrestricted cash expense cover ratio; (f) asset sustainability ratio; (g) asset consumption ratio; (h) asset renewal funding ratio; (i) leverage ratio.
	Section 368 [New]	(1) This section applies if, after the commencement, a local government adopts or amends its budget for the 2023–2024 financial year.

		(2) Former section 169 continues to apply in relation to the budget.
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5. RISK

Risk Type	What could happen	Possible Consequences
Financial	Council fails to maintain sustainability targets.	Appointment of department administrators due to insufficient cash holdings.

6. CRITICAL DATES & IMPLICATIONS

That from 1 July 2023, the 9 new sustainability ratios will be in effect for Queensland Councils in accordance with the new Local Government Sustainability Framework (LGSF).

7. CONSULTATION

CEO

Finance and Technology Management

8. CONCLUSION

From 1 July 2023; 9 new sustainability benchmarks will now be in effect in accordance with the establishment of a new Local Government Sustainability Framework (LGSF) for Queensland councils. The Burke Shire Council has since received communication from the Department of State Development, Infrastructure, Local Government and Planning containing a copy of the new framework with associated supporting documents to explain the implementation of this new ratios.

9. OFFICER'S RECOMMENDATION

THAT Council notes and receives the new Local Government Sustainability Framework (LGSF) and associated supporting documents for Queensland councils as established by the Department of State Development, Infrastructure, Local Government and Planning in accordance with sections 169(5) and 169(6) of the Local Government Regulation 2012.

ATTACHMENTS

1. Sustainability Framework Financial Management (Sustainability) Guideline 2023



ENCLOSURE -
Sustainability Frame



ENCLOSURE -
Sustainability Frame

2. Sustainability Framework June 2023

3. Risk Framework for Financial Sustainability



ENCLOSURE - Risk
Framework for Finar

4. Frequently Asked Questions - June 2023



ENCLOSURE -
Frequently Asked Q

Chief Executive Officer Reports

11.05 Consultation - Annual Valuation Effective 30 June 2024

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay
DATE REPORT PREPARED:	21 July 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- Council is committed to financial, asset, environmental and community sustainability and secures these ends through efficient and effective decision-making processes. This, in turn, promotes community confidence, employee pride and stakeholder satisfaction with the organisation.

1. PURPOSE

The purpose of this report is to seek Council's direction whether to request the Queensland Valuer-General undertake a valuation of land within the region effective from 30 June 2024.

2. BACKGROUND

The Valuer-General wrote to the Chief Executive Officer seeking a response as to whether a valuation of land within the region should be undertaken to be effective from 30 June 2024. The last valuation conducted was effective 2022/2023 Financial year. This resulted in major increases in the valuations pertaining to Rural properties. Rates capping was instigated.

3. PROPOSAL

The Department of Resources is responsible for the valuation of rateable land and provides the values to Council as the basis for the general rates levied each year. As values change over time, the Valuer-General is required to review the valuations on an annual basis and as part of this process Council's opinion is sought as to whether a revaluation should be undertaken.

Significant time delays between valuations can impact the change in property valuations which in turn can lead to substantial changes in rates levied on individual properties without rates capping applied. Large and unpredictable changes in rates levied are obviously undesirable and regular valuations help decrease the probability of this happening.

It is recommended that Council request the Valuer-General not to undertake a valuation effective for the 2024-2025 financial year. Following the consideration of Council's response and the other factors detailed in law, the Valuer-General will notify Council whether a revaluation will be conducted or not

4. FINANCIAL & RESOURCE IMPLICATIONS

The budgeted cost of valuations in 2023-24 is \$8,000. Council must pay the amount whether a valuation is conducted or not.

If the valuation is undertaken, the new values will be included within the rates modelling for the 2024/2025 budget.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 72-What is the value of land.	The value, of land for a financial year, is its value under the Land Valuation Act when a liability for payment of rates or charges for the land arises for the financial year.
The Land Valuation Act 2010	Section 74- Rateable value of land	<p>(1) A local government must calculate the rates for land by using the rateable value of the land.</p> <p>Requires the Valuer-General to undertake an annual statutory valuation of all rateable land in Queensland except in unusual circumstances or after consideration of:</p> <ul style="list-style-type: none"> • a market survey report of the Local Government Area which review sales of land since the last valuation: and the probable impact of the sales on the value of land since the last valuation; and • the results of consultation with the local government for the area, and appropriate local and industry groups.

6. RISK

Risk Type	What could happen	Possible Consequences
Financial	Valuation fluctuations can impact individual rates.	Significant rate fluctuations.

7. CRITICAL DATES & IMPLICATIONS

The Valuer-General requested a response by Friday 13 July 2023. I have advised will Council will advise by end of July. If the valuation is undertaken, the new values will be supplied by March 2024 and included within the rates modelling for the 2024-2025 budget.

8. CONSULTATION

CEO

Finance and Technology Management

9. CONCLUSION

Nil

10. OFFICER'S RECOMMENDATION

THAT Council request the Queensland Valuer-General **not to** undertake a valuation of land within the Burke Shire Council to take effect on 30 June 2024.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.06 Organisational Chart

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	21 July 2023
LINK TO COUNCIL PLAN/S:	GOAL – GOOD GOVERNANCE -Council is committed to financial, asset, environmental and community sustainability and secures these ends through efficient and effective decision-making processes. This, in turn, promotes community confidence, employee pride and stakeholder satisfaction with the organisation. - 5. Promote an organisational culture that values and empowers its workforce.

1. PURPOSE

The purpose of this report is to readopt the Burke Shire Council Organisation Structure on which the Budgeted wages for 2023-2024 are based.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The attached Organisation Chart was work shopped with Council as part of the 2023/2024 budget deliberations.

3. FINANCIAL & RESOURCE IMPLICATIONS

The attached Organisation Chart formed the basis of the 2023/2024 budget Salaries and Wages calculations.

4. RISK

Non-compliance with respective Local Government Legislation; and
Not serving the community in most effective Structure.

5. POLICY & LEGAL IMPLICATIONS

Local Govt Act 2009	Section 196	A Local Government must, by resolution, adopt an Organisational Structure that is appropriate to the performance of the Local Governments' responsibilities.
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6. CRITICAL DATES & IMPLICATIONS

Organisation Chart normally readopted as part of Councils Budget process.

7. CONSULTATION

Executive Management Team

Councillors

8. CONCLUSION

Effectively only minor changes to the current Organisation Chart are reflected with no new budget positions identified. It is noted that there are a number of vacant positions some of which are being actively recruited for.

9. OFFICER'S RECOMMENDATION

1. Adopt the Organisational Structure as presented pursuant to section 196 (1) of the Local Government Act 2009 and;
2. Is of the opinion that the Organisational Structure as presented is appropriate to the performance of its local government's responsibilities.

ATTACHMENTS

1. Org Structure



BSC Organisational
Chart - positions an

Chief Executive Officer Reports

11.07 Audit Committee Meeting Minutes April 2023

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	24 July 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance - external, internal audit and Audit Committee requirements are satisfied.

1. PURPOSE

The purpose of this report is to recommend the adoption of the Burke Shire Council Audit Committee meeting minutes for April 2023.

2. BACKGROUND

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

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

The committee convened on the 24 July 2023 to facilitate council's audit committee function as outlined by the Local Government Regulation 2012 to discuss the following matters:

- Fraud Internal Audit Update
- 2022/2023 QAO External Audit Plan.
- Review of Audit Committee Charter 2023
- Review of Internal Audit Plan
- Appointment of Additional Audit Committee Member
- Extending Rates Levy Discount and Due Date Period (Council Report – Adopted in March 2023 Meeting)
- LGM Cyber-Security Controls Review 2022 (tabled in January 2023 Council Meeting)
- Migration of Civica Cloud Hosting to Azure Cloud Hosting (RMT/Telstra)
- CEO Report – Update to the Audit Committee

These minutes were approved at the Audit Committee meeting on the 24th July 2023 with one minor change to the document moving it from being titled 'agenda' to 'minutes'.

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

Instrument	Reference	Details
Local Government Regulation 2012.	Section 211	<p>(1) The audit committee of a local government must—</p> <p>(a) meet at least twice each financial year; and</p> <p>(b) review each of the following matters—</p> <ul style="list-style-type: none"> (i) the internal audit plan for the internal audit for the current financial year; (ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate; (iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212; (iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and <p>(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.</p> <p>These minutes must comply with the</p>
Audit Committee Charter		

		Audit Committee Charter.
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5. RISK

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

6. CRITICAL DATES & IMPLICATIONS

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

7. CONSULTATION

Tony Walsh (Chairman Audit Committee).

Mayor.

Chief Executive Officer.

Finance and Technology Manager.

8. CONCLUSION

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

9. OFFICER'S Recommendation

That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 26 April 2023.

ATTACHMENTS

1. Audit Committee Minutes



Audit Committee
April 2023 - Minutes

12. Closed Session Reports

No closed session reports were received for the meeting.

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. Late Business

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

16. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled for the meeting.

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 24 August 2023.