



# Agenda and Business Papers

## Burke Shire Council Ordinary Meeting

### Wednesday 23 August 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 Amir Akrami; Senior Engineering Manager 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
- Amir Akrami; Senior Engineering Manager
- Chelsea Nelson; People, Performance and Culture Manager
- Shannon Moren; Community and Communications Manager
- Shaun Jorgensen; Finance and Technology Manager

## 03. Prayer

Led by Cr Camp

## 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 Friday 28 July 2023

That the Minutes of the Ordinary Meeting of Council held on Friday 28 July 2023 as presented be confirmed by Council.



230728  
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 Services Monthly Report

10.02 Capital Works Projects Status Update Report

10.03 Local Roads and Community Infrastructure (LRCI) Program Phase 4 funds Allocation

10.04 Pre-qualified Suppliers Register

## Engineering Services Reports

### 10.01 Engineering Services Monthly Report

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DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Stuart Holley – Director of Engineering
PREPARED BY:	Clinton Murray – Manager Works
DATE REPORT PREPARED:	18 July 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

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#### 1. PURPOSE

This report is provided for information and outlines the works carried out by the Engineering Department for the month of July 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 is ongoing with planned upgrading of the landscaping around the Nijinda Durlga Hall.
- Recruitment for vacant positions continuing.
- Potable Water tank due late July to enable distribution of drinking water to Stations. The tank was purchased through the generous donation from Rural Aid.
- Soil Testing has been completed and the reports finalised to enable completion of detailed designs for the following projects:
  - Health & Wellbeing Precinct
  - Wharf Precinct

##### 2.2 **Roads**

- Emergent Works ongoing during July but have since been finalised. However restoration works on Floraville Road and Doomadgee East Road will continue under the REPA restoration program as these roads require shoulder safety improvements.
- Flood Damage Assessments on the unsealed network has been completed and have been submitted to QRA. Assessment of the sealed road network is ongoing and should be completed over the next 4-6 weeks.
- DRFA Contracts planned for commencement early August.
- Road signage works will be a major focus over August and September.
- The large section of seal damage to Truganini Road has been removed.
- Pot hole patching has been given a priority over the past month, which saw improvements to the roads to the cemetery and the wharf

## 2.3 **Workshop**

### **Gregory**

- The power unit at the Gregory Water treatment plant has suffered from an excess power demand causing temporary shutdowns. This issue has now been rectified but the resultant investigation identified as an issue with one of the river pumps. Repairs are being planned for this fault now.
- The supply of off-grid solar power for the SES shed is currently being scoped. It is proposed that these works will be completed by December 2023.

### **Burketown**

- The road crew fleet have been rolling well only requiring standard servicing and minor repairs.
- The replacement fleet are starting to arrive into town, although there are some slight differences between what was delivered and what was specified. This matter has been resolved with the supplier.
- New roller doors for the workshop are slowly being changed out as workload permits.

## 2.4 **Water & Sewerage**

- Standard Operating Procedures (SOPs) will be fully reviewed once the new SCADA system is in place early in 2024 to ensure that all the new equipment is incorporated into the procedures. MBS Water has been engaged to assist in the development of the procedures.
- SCADA upgrade is being project managed by GHD. Design have been completed for the Gregory Intake well, Nicholson River Pump Station, and Gregory Water Treatment Plant (GWTP). The design of the GWTP lagoons has been completed and a request for tender progressing.

### **Burketown Water**

- Planning for de-silting of lagoons for 2023 is underway. Collaboration with QWRAP for a coordinated approach with a joint tender being proposed.
- 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 once program implemented.
- Tenders for the Smart Water Meter project have closed and are currently being assessed.

### **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. A long-term solution is critical.

### **Gregory**

- Raw Water and Potable Meters planned to be replaced with the upcoming Scada upgrade.
- Gregory Number 1 Potable water Reservoir is currently inoperable due to leaks. Initial repairs have proved to be ineffective. Quotes have been received for the installation of a new liner. Looking at having this repaired before Scada upgrade takes place in September 2023. Will also undertake an assessment of Number 2 Potable water Reservoir to ensure that the liner operating effectively.

## 2.5 Airports

- Relocation of the boundary fence to be undertaken with Remote Airport Upgrade Program funding. These works are proposed for August/September 2023.
- 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 fencing and a washout of approximately 110 metres has seen the fence fall into it. Reinstatement is to occur during September 2023.
- Investigation of drainage at Gregory commenced with solution being established
- Gregory Airport checks and Maintenance ongoing. Slashing is being done and removing trees/ shrubs within runway strip.
- Airport lighting at Gregory needs maintenance. Currently replacing batteries and inspecting circuit boards on the solar light for damage from flooding.
- Disability lift for Burketown has arrived, and training of its use by Council staff has been programmed.



## 2.6 Waste

- Ongoing sorting at Burketown, with Gregory to be managed in August.
- 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.

3.        OFFICER'S RECOMMENDATION

That Council receive and note the Engineering Department monthly report for July 2023.

ATTACHMENTS

Nil



## Engineering Services Reports

### 10.02 Capital Works Projects Status Update Report

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DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Stuart Holley - Director of Engineering
PREPARED BY:	Amir Akrami – Senior Engineering Manager
DATE REPORT PREPARED:	09 August 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

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#### 1. PURPOSE

This report seeks to inform Council of the progress of Councils 2023/24 Capital Works Program, from 1 to 31 July 2023.

#### 2. SUMMARY

The council-approved funding for the Capital Works program budget for 2023/24 is:

**\$ 26,054,755.99**

From the above amount, the following amount is related to carry over projects from 22-23 FY;

**\$ 24,312,806.99**

The summary of Project and financial progress are as follows:

- Average Capital Works Program Progress:
  - Carry over projects: **54%**
  - 23-24 Projects: 9%
- Average Capital Works Financial Progress
  - Carry over projects: **53%**
  - 23-24 Projects: 0%

Attached to the report is the detailed spreadsheet providing the details of status of each project in Capital Works Program.

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

Highlighted below are some of the major activities that have taken place over the last month associated with the total program, together with an update from DRFA program.

3.        CAPITAL WORKS AND DRFA PROGRAM HIGHLIGHTS

**Gregory Water Treatment Plant (WTP) Upgrade & SCADA Upgrade project:**



Figure 1: Gregory Water Treatment Plant, existing reticulation (due for the upgrade) and the Reservoir (will be relined)

- The Design and Construct Contractor has progressed the design and provided 35% progress detailed design for upgrading of Burketown Water Treatment Plant (WTP).
- Extension of Time (EOT) has been granted to the Contractor to complete the works by Feb 2024. The EOT was granted to address the scope expansion, the lead time for the supply of materials, and the time required to discuss and finalise the design.
- The contractor commences the physical works within their first trip to Burketown on 15 August. No major impact or shutdown is expected in August.
- The contractor has planned the second trip to Burke on 11 Sept to complete major upgrade works to the Gregory Water Treatment Plant. There will be planned shutdown, which will be communicated to the impacted residents.
- Design of Gregory Water Treatment Plant lagoons has been reviewed and approved. It is planned to proceed to the Tendering Phase in the week starting 14 August.

**Burketown Wharf Recreational Grounds:**

- Geotechnical investigation report has been received.
- The consultant is working on the revised 'For Tender' drawings including design and documentation for stage 1 & 2 according to the Council feedback. (Expected by 18 August).

- An Request for Tender (RFT) has been prepared. It is planned to proceed to Tendering mid to late August following the completion for the design.



Figure 2: Geotechnical field works of wharf precinct Project

**Health & Wellbeing Precinct (Master planning & Design):**

- Master plan is being amended to reflect the latest decisions made by Council.
- Funding application has been prepared for the construction of the Splash Park and playground, and the extension of the shade structure.

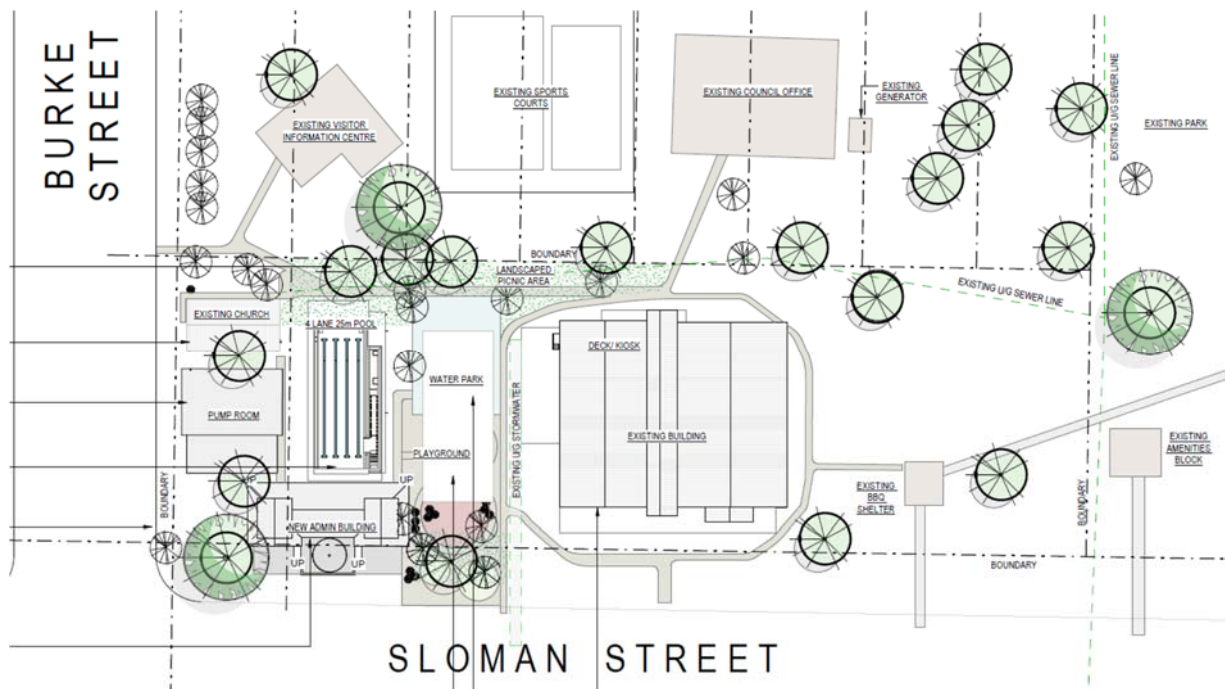


Figure 3: Site plan of the proposed Health and Wellbeing Project



**Gregory - Lawn Hill Road, Archie Creek and Dinner Creek Upgrade:**

- The base slab, aprons and cut off walls for the Archie Creek Crossing have been poured.
- Earthworks are running concurrently on stage 1 and stage 2.
- Micropiling on Archie creek is approaching completion. Culvert walls are currently being prepared anticipated for a pour mid-August.
- Dinner Creek culvert works have now been awarded (from the provisional item) under the contract.



Figure 4: Archie Creek Culvert walls

**Doomadgee East Road (ATSI TIDS) Shadforth Creek Culvert Upgrade**

- Culvert has been installed and backfilled.
- Excavation for pavement works currently underway - pavement on track for completion by the end of August.



Figure 6: Doomadgee East Road Culvert

**DRFA 2022 and 2023 Update:**

- Below is the summary of each package of DRFA works, along with the schedule and progress update.

2023 DRFA Contract summary				
Contract	PC	Stage	% Complete	Comment
5601-3000-0001 2022 & 2023 DRFA Package 1 (Gregory Lawn Hill Road)	31/10/2023	Construction	5%	Material resource tests in progress Mobilised part construction Plant
5601-5000-0001 2022 & 2023 DRFA Package 2 (Doomadgee West Road)	31/10/2023	Construction	5%	Contractor mobilised to site. Stockpiling in Hells Gate pit. De-grassing and preparation work underway.

5601-4200-0001 2022 & 2023 DRFA Package 3 (Bowthorn Road)	31/10/2023	Construction	5%	Opening Grade complete Bow 04 stockpiling in progress Bow 07 material resource tests in progress
0280-4063-0002 2021 DRFA Bowthorn Road Culvert	26/09/2023	Construction	0%	Not yet mobilised to site. Materials have been ordered and enroute to site. Opening grade works on Bowthorn Road completed in the first week of August and have now allowed access to the site. Plan to mobilise to site approx. 28/08/2023, following completion of certain stages of site 12, 18 and 15A Project 4 weeks construction to be complete by 26/09/23

#### 4. OFFICER'S RECOMMENDATION

That Council notes the Capital Works Projects Report for July 2023 as per attachment one.

#### ATTACHMENTS

##### 1. Capital Works Projects Status



## Engineering Services Reports

### 10.03 Local Roads and Community Infrastructure (LRCI) Program Phase 4 funds Allocation

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DEPARTMENT:	Department of Engineering
RESPONSIBLE OFFICER:	Stuart Holley
PREPARED BY:	Sarath Jayasekara
DATE REPORT PREPARED:	15 August 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 (Asset Sustainability) Operational Plan 2023-24 (Assets 3.2.5)

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#### 1. PURPOSE

To provide Council with information on which projects have been funded under the Local Roads and Community Infrastructure (LRCI) program to date and to recommend that the LRCI Phase 4 funds be allocated to the Bowthorn Road Culvert Replacement and Archie & Dinner Creek Crossing Upgrade projects.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Local Roads and Community Infrastructure (LRCI) Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected that councils, where possible, will use local businesses and workforces to deliver projects under the LRCI Program to ensure stimulus funding flows into local communities.

The Phase 4 allocation was announced in February 2023 (part A). An additional \$176,427 was allocated (Part B) through a letter dated 3 May 2023, totalling \$482,288 for Phase 4—the projects identified are to be completed by **30 June 2025**.

The history of the LRCI funds (Phase 1 to 3) allocation is listed in Table 1.

**Table No. 1 – History of fund allocation**

LRCI Phase	Project	Amount
Phase 1		<b>\$305,861.00</b>
	a) Lawn Hill Nat Pk Rd Betterment Project	\$126,500.00
	b) Purchase of 3 Water Tanks for the Phillip Yanner Memorial Oval	\$26,600.00
	c) Council Works Depot, Burketown Pavement Upgrade	\$152,761.00

Phase 2		<b>\$213,213.00</b>
	a) Gregory Landfill Fencing	\$35,000.00
	b) Floraville Road Culvert Replacement	\$129,574.00
	c) Doomadgee West Road Re-sheet	\$48,639.00
Phase 3		<b>\$611,722.00</b>
	a) Burketown Sewage Treatment Plant Access Road Upgrade	\$519,258.00
	b) Burketown Wharf Recreational Area	\$92,464.00

### 3. PROPOSAL

At its meeting on 28 February 2023 Council resolved to award the tender for the construction of the Archie & Dinner Creek Crossing Upgrade to Lohman Contracting Pty Ltd.

Due to budget constraints at the time, the project was separated into two stages as follows:

- Stage 1 (Archie Creek culverts and associated road works Chainage 48,940m to Chainage 49,400m)
- Stage 2 (provisional items) – Installation of pre-cast concrete box culverts at Dinner Creek with associated earthworks, pavement works and bitumen sealing (Chainage 49400m to Chainage 49900m).

The budget at the time did not allow all of stage 2 to be undertake, however it was determined that if there were funds remaining following completion of stage 1, that the stage 2 road realignment will be prioritised to improve sight distance and safety.

The Stage 1 works are now progressing satisfactorily with the contractor currently undertaking the construction of the major culvert works and associated road works on Archie Creek. The contingencies allowed for in the contract amount has been able to accommodate part of the Stage 2 works (ie: Dinner Creek culvert purchase and construction).

By allocating some of the LRCI Phase 4 funding to this total project, the entire project can now be completed. Any variations that are likely to arise (ie: unstable soil conditions) can be accommodated by transferring ATSI TIDS funding from Doomadgee East Road Site 15A Culvert installation. Preliminary approval has already been sought for this transfer to take place if required.

Council at its meeting on 20 February 2023 resolved to award the construction of the Bowthorn Road Culvert Replacement project to TJ Wilson Building, Construction, Fabrication for the amount of \$221,550.55. The funding for this project was identified as \$92,956.71 from QRA (REPA) and \$128,593.84 (LRCI Phase 4).

As such Table 2 identifies the proposed breakdown of the projects to be funded from the LRCI Phase 4 grant funding.

**Table No. 2 – LRCI Phase 4 Allocation**

<b>LRCI Phase 4 Projects</b>	<b>Amount</b>
a) Bowthorn Road Culvert Replacement	\$128,593.84
b) Archie and Dinner Creek Crossings Upgrade	\$353,694.16



<b>Total</b>	<b>\$482,288.00</b>
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#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The budget allocated for the two projects are listed in Tables 3 and 4.

These budget figures incorporate all works to complete the project, including preliminaries, design, project management, contingency, and internal costs. Grants and some budgeted Council funds will cover all costs associated with the delivery of the works.

**Table No 3 – Funding Source - Bowthorn Road Culvert Replacement**

<b>Funding Source</b>	<b>2023/24</b>
DRFA Category B (REPA)	\$ 92,956.71
LRCI Phase 4	\$128,593.84
<b>Total</b>	<b>\$221,550.55</b>

**Table No 4 – Funding Source - Archie and Dinner Creek Crossings Upgrade**

<b>Funding Source</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Total</b>
PACP	\$ 158,062.00	\$1,532,961.00	\$1,691,023.00
DTMR TIDS	\$ 714,000.00	\$ 675,000.00	\$1,389,000.00
R2R	\$ 305,861.00	\$ 305,861.00	\$ 611,722.00
BSC Rates	\$ 250,077.00	\$ 253,172.00	\$ 503,249.00
LRCI Phase 4		\$ 353,694.16	\$ 353,694.16
<b>Total</b>	<b>\$1,428,000.00</b>	<b>\$3,120,688.16</b>	<b>\$4,548,688.16</b>

#### 5. RISK

**Table No 5 – Risk Mitigation Strategy**

<b>Risk</b>	<b>Possible consequence</b>	<b>Mitigation</b>
Contract variation – due to wet weather, latent conditions	Increase in Contract Sum	<ul style="list-style-type: none"> <li>Contingency in the order of 5 - 10% allowed</li> <li>Project Management “on the ground” available at all times</li> </ul>
Poor ground/soil conditions	Increase in Contract Sum	<ul style="list-style-type: none"> <li>Contingency in the order of 5 - 10% allowed</li> <li>Geotextile layer and rock working platform</li> </ul>

Delays to the completion of First Priority projects	Not meeting the funding requirements	<ul style="list-style-type: none"> <li>• Monitor progress closely with Project Management “on the ground” overview</li> <li>• Seek time extension from funding authority if necessary</li> </ul>
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## 6. POLICY & LEGAL IMPLICATIONS

The Council must also meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012 and Council's Procurement Policy. These requirements have been met through the tender process involved with these projects.

## 7. CONSULTATION

Consultation has taken place with:

- Northlane Consulting Engineers who are managing the both projects.
- QRA
- DTMR

## 8. OFFICER'S RECOMMENDATION

1. That the Council allocate the Local Roads and Community Infrastructure (LRCI) Program Phase 4 funds to the following projects:
  - Bowthorn Road Culvert Replacement    \$128,593.84
  - Archie & Dinner Creek Culvert Upgrade    \$353,694.16
2. That Council delegates authority to the CEO to seek amendments to relevant funding agreements where this is required to confirm the funding allocations proposed.

## ATTACHMENTS

1. LRCI Phase 4 Grant Agreement



QLD - Burke Shire  
Council - LRCI 4 - Gr

## Engineering Services Reports

### 10.04 Pre-qualified Suppliers Register

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DEPARTMENT:	Department of Engineering
RESPONSIBLE OFFICER:	Director of Engineering - Stuart Holley
PREPARED BY:	Wendy van der Wolf - Contract & Procurement Coordinator
DATE REPORT PREPARED:	16 August 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan – Good Governance

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#### 1. PURPOSE

The purpose of this report is to obtain Council approval of suppliers that will form the register of pre-qualified suppliers for the provision of trades, services and goods for the benefit of streamlining the engagement of essential services impacting all of Councils operational departments.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In 2019 Council entered into a Gulf Region Register of Pre-Qualified Suppliers (RoPS) arrangement together with Carpentaria Regional Council. The arrangement didn't meet all of the operational and day to day needs of Council and this arrangement ultimately expired in 2021.

The Register of Pre-Qualified Suppliers (RoPS) is of great benefit to Council to streamline procurement as the Local Government Regulation 2012, Chapter 6, Part 3, Division 3, Section 231 allows procuring from the approved contractor list without first inviting written quotes or tenders. This means that Council can directly appoint suppliers on the pre-qualified supplier register, regardless of the value of the contract which benefits Council with cost and time savings. It is also of benefit to the suppliers in that it provides ease of engagement and minimises their need to provide quotes and tender on individual services and projects.

Departmental heads and stakeholders were consulted to develop the categories of suppliers that would benefit Council for its day to day operational and time critical requirements.

An open tender process was undertaken to seek interest from the market for the provision of trades, services and goods in the following categories:

**Table No 1 – Trades, Services and Goods Categories**

Electrical	Concrete	Fire & Safety	Workshop Machinery
Solar Installation & Maintenance	Boiler Making	Water Treatment Plant Parts	Automotive Parts
Air Conditioning & Refrigeration	Demolition	Water Treatment Plant Chemicals	Automotive Lubricants & Oils
Plumbing	Fencing	Sewer Treatment Plant Parts	Tyres

Carpentry	Painting	Sewer Treatment Plant Chemicals	Electrical & Batteries
Roofing	Horticulture & Arboriculture	Fire & Safety	Other similar trades, services and goods

47 responses were received with 7 responses deemed non-conforming mainly due to missing information that made the tenders difficult to assess.

The proposed list of suppliers and the categories of trades, services and goods they offer is provided in the attached spreadsheet.

### 3. PROPOSAL

That Council approves the list of suppliers to form a Register of Pre-Qualified Suppliers (RoPS) for Trades, Services and Goods for a 12-month period effective from 1 September 2023 with the option for 3, 12-month extensions, which will be at the discretion of Council.

Should economic conditions change or there is a need to fully revise the manner in which Council deals with its suppliers, then tenders can be readvertised at the expiration of the initial 12 months period or at the expiration of any subsequent 12-month extension.

There is also provision within the RoPS to add suitable suppliers throughout the tender period.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council is not bound to engage any supplier on the Pre-Qualified Register. As such, the Register does not have any financial or resource implications. Each engagement will be treated as an engagement under the conditions of the Register of Pre-Qualified Suppliers and supported with a scope of works, a signed agreement and a purchase order.

### 5. RISK

**Table No 2 – Risk Mitigation Strategy**

<b>Risk</b>	<b>Possible consequence</b>	<b>Mitigation</b>
Register of pre-Qualified Supplier not used – poor uptake for future extensions	Poor uptake for future extensions Supplier disinterest	<ul style="list-style-type: none"> <li>Register has been developed with stakeholder input</li> <li>Workshop for financial delegates and department heads in use of Register</li> </ul>

## 6. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012	Chapter 6- Contracting S231	<p>Exception for contractor on approved contractor list</p> <p>(4) The local government must put together the approved contractor list by—</p> <p>(a) publishing an invitation for expressions of interest from suitably qualified persons for at least 21 days on the local government’s website; and</p> <p>(b) taking all reasonable steps to publish the invitation in another way to notify the public about the making of the approved contractor list; and Examples for paragraph (b)— publishing an invitation in an industry publication or on the QTENDERS website</p> <p>(c) allowing written expressions of interest to be given to the local government while the invitation is published on the website; and</p> <p>(d) choosing persons for the approved contractor list on the basis of the sound contracting principles.</p>

## 7. CONSULTATION

Consultation has taken place with:

- Director of Engineering
- Council Department Heads
- Council Financial Delegates

## 8. OFFICER’S RECOMMENDATION

That Council, in accordance with Chapter 6 - Contracting S235 of the Local Government Regulation 2012, approves the attached list of suppliers to form the Register of Pre-Qualified Supplier for Trades, Services and Goods for the 12 month period commencing 1 September 2023, with the option of three (3) 12 month extensions at the discretion of Council.

## ATTACHMENTS

## 1. Register of Pre-Qualified Suppliers (RoPS)



RoPS Company  
Name and Category.

## 11. Chief Executive Officer Reports

- 11.01 Status Report
- 11.02 Chief Executive Officer Report
- 11.03 Finance Monthly Update Report
- 11.04 Queensland Audit Office 2023 Interim Audit Reports
- 11.05 Appointment of Acting Chief Executive Officer
- 11.06 General Policy - Accommodation Policy
- 11.07 Workplace Health and Safety Policy
- 11.08 Operational Plan 2022-2023 –June Quarter Review Report
- 11.09 Sport and Recreation Strategy 2019-2024 - Update June 2023 Quarter
- 11.10 2023-24 Donation Requests
- 11.11 Donation Request – CLCAC - Northern Australian Emergency Management Forum

## Chief Executive Officer Reports

### 11.01 Status Report

**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 – 230125.16 – 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**

Continue to progress project.

**Resolution Number – 230728.07 – Commitment for the delivery and funding of Gregory Water Treatment Plant Upgrade and Burke Shire Smart Water Meter & Intelligent Water Network Projects**

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

**Status**

Ongoing

**Resolution Number – 230728.08 – Gregory Water Treatment Plant Upgrade Works – Lagoon Construction**

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

**Status**

Has been actioned.

**Matter Closed**



**Resolution Number – 230728.12 – Establishment of New Sustainability Framework**

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.

**Status**

Actioned

**Matter Closed**

**Resolution Number – 230728.13 – Consultation - Annual Valuation Effective 30 June 2024**

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.

**Status**

Have advised valuer-general

**Matter Closed**

**Resolution Number – 230728.14 – Organisational Chart**

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.

**Status**

Adopted

**Matter Closed**

**Resolution Number – 230728.15 – Audit Committee Meeting Minutes April 2023**

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

**Status**

Actioned

**Matter Closed**

1. OFFICER'S RECOMMENDATION

That the status report be received and noted.

## Chief Executive Officer Reports

### 11.02 Chief Executive Officer Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	17/08/23
LINK TO COUNCIL PLAN/S:	Goal - Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

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#### 1. PURPOSE

To summarise the key actions and updates within the office of the CEO for the month of July 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. Three further contracts now signed and two more are being progressed.

Various discussions capital projects and 2023/2024 budget.

Various meetings as follows:

- Wharf Precinct meetings, including a site meeting.
- Grants meetings, including REESP Grant.
- Attended Police Station opening.
- Various discussions Maribou Energy
- GSD Sub Committee meeting re Maribou.
- HR Meeting various Policy reviews.
- WH&S Committee meeting.
- Discussions with Ergon re land for Solar Farm.
- Various 2023/2024 Budget meetings and finalisation of budget.
- Audit Committee meeting.

- NWQROC meeting Karumba
- LGAQ Elected Members Update
- Various HR positions recruitment meetings.
  - Replacement Policeman Burketown Interviews.
  - Director Engineering Interviews
  - GSD CEO Interviews

### Financial Services and Information Technology

#### **Major focus in July 2023 for Financial Services was as follows:**

- 2022/2023 comprehensive NCA valuation reports have now been received in draft pending review from BSC Staff; these were also tabled with the audit committee in July;
- 2023/2024 Budget has now been adopted an annual surplus of \$648k;
- The audit committee convened for the 24<sup>th</sup> of July 2023;
- Internal audit (Fraud review) report has now been finalized;
- Finance is now finalizing the re-assessed Monsoon Trough R2 acquittal due to department request for 100% review of associated costs for all council's that the funds were provided to;
- Shell financials statement markups have been received and reviewed changes have now been made with the aid of PIB in the lead up to the final audit in September;
- Burke Finance has been in discussions with Carpentaria SC to assist in creating an officer's forum for Gulf council around Corporate Services and Finance moving forwards – the goal is to have all staff and gulf council support one another across the region, we are currently considering having the first sessions in Normanton at this stage; and
- The Interim external audit management letter has been reviewed by the audit committee with no concerns raised, this will be tabled as part of this council's ordinary meeting.

#### **Major focus in July 2023 for Technology Services was as follows:**

- MS365 azure solution build phase in progress – Civica has now been notified of the migration – minor delays have been met due to Civica not responding to requests in a timely manner from RMT;
- The BSC Strategic ICT Management Framework suite is now adopted; council has been in discussions with the LGMA in relation to templating and consulting with other small councils around Strategic ICT Management Frameworking – we note some interest from Boulia, Quilpie ICT staff from the LGMA ICT Village session on the 3/8/2023 and we have already been in discussions with Carpentaria Shire Council around how we can help them achieve this frameworking outcome for them as well as one of our direct neighboring councils;
- Burke and Telstra are investigating the implementation of a new Starlink redundancy system in the Burketown Admin building the 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 – this has now been issued to RMT to cost for council;
- 20k of upgrades and replacements has been sought from RMT for further improvements across the organisation;

- RAPID 7 Vulnerability Scanner/Intune Defender deployment across all machines has also now been scoped into council's azure upgrade – this will allow for system health reporting for all machines operated by Burke – this is expected to be online with the introduction of the new MS azure tenancy later this month; and
- Council management is working with Peak and Telstra to prepare a 4G upgrade project for submission for Growing Regions funding – specifications have now been provided – below is the estimated costing of the project we intend to submit to Growing Regions with Telstra as the provider.

#### Gregory Infrastructure Project

The Enterprise Works (EWorks) indicative price, based on the provided scope of work is presented below.

	WF-1015634	
	Burke Shire Council	
	7 WILLS DEVELOPMENTAL ROAD,	
	GREGORY QLD 4830	
Indicative	\$2,740,000	(Ex-GST)
Firm	\$119,450	(Ex-GST)

This indicative price does not include any CW for a new lead-in or FFS costs for internal building works.

This price can be presented

This price has a validity of 89 days from the date of issue and expires on: 25-10-2023

## People and Culture

### EBA related

- Next JCC meeting scheduled for 11 August 2023

### Policies

- Recruitment Policy
- Smoke-Free Workplace Policy
- Additional policies will be taken to JCC before being finalised

### Positions advertised:

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

### New employees

- None

### Training and Professional Development

- LMS: Drug and Alcohol
- Native Title and Cultural Heritage Course
- Building a Data-Driven Culture webinar

- Employment Relations Conference
- Enrolment in Cert IV WHS

#### **Other**

- Move it Burke:
  - Third bootcamp held: 6 community members joined for the walk; 5 joined for the bootcamp; 1 personal training session Next bootcamp date TBC.

### **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 EOI for the National Housing Infrastructure Facility Projects grant approximately \$3 million.
  - Growing Regions Fun – Burketown Splash Park Stage One of the Burketown Health and Wellbeing Precinct. Approx \$3.5 million dollar project (10% co-funded by Council)
- Grant 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 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. Awaiting quotes
- SES Support Grant – Gregory SES Power shed. Solar system currently being looked at. Awaiting quotes.
- QRA Get Ready funding – disaster dashboard layout to be finalised. Event to be organised by events team.
- Council Website now updated with community grants. To be updated monthly.
- Drafting Sport and Recreation Flood Infrastructure Application

#### **Small Business**

- Drafting a business investment prospectus document to entice people to come to the shire and start a business – ongoing. Awaiting industrial land to be finalised.

### **Gulf Savannah Development**

- Tourism project finalised. To be utilised for grant applications moving forward.
- Assisting with Maribou energy project for Gregory. Final draft to be finalised
- Peak services assisting with application for the Regional Economic Futures Fund
- The Gulf Cropping Manual project has been completed - [About | My Site \(gulfcroppingmanual.com.au\)](http://About | My Site (gulfcroppingmanual.com.au)). Workshops to be conducted in September – visits to Croydon, Richmond, possibly Burke and Wills and Normanton.

### **Tourism**

- Brochures for this tourism season will not be purchased. 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
- New tourism website currently in contract stages. To be an extension of the current Burke Shire Council website but will be more of a promotional site. Will engage businesses with the process.
  - More photos needed for the website. Looking at potentially engaging a photographer or using in house Council photography skills for this. Photos from the photo comp will be used.
- New tourism data – Locals currently deployed. Will be useful for grant applications. There is no cost involved to Council with this.

### **Economic Development**

- Scoping of trial digital hub ongoing
- Draft Economic Development Strategy finalised. Undergoing review with State Development prior to final public consultation.

### **Other**

- Savannah Way Art Trail event postponed. Finalisation of artwork ongoing. Awaiting on quote from artists.
  - First CDO Claim submitted to QRA.
  - Temporary housing - 8 caravans have been deployed. Cyclone rate dongas designs to be finalised.
  - Givit Donations ongoing.
  - Flood Vouchers distribution has been since June 30. Approximately 210 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. Stations that we have no yet received voucher applications for have been mailed out signing sheets. Will contact further via call if we do not receive applications in a few weeks.
  - Extension on QRIDA grant letter mailed – process for extension has commenced.
  - Rex training for check ins complete

## 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

- RADF Grant Application submitted for 10k.

### 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 to be performed on Council properties and public spaces.
- Tree lopped engaged and will be in Burketown towards end of August.
- Upgrades to SES Building complete. Funding to be acquitted by December 2023.
- Renovations to Cenotaph almost complete. Acquittal to be completed.

### Housing

- Jayden Douglas moving into House 5, Lot 84 Musgrave Street
- Daryl Whitney moving into Unit 3, Lot 171 Musgrave Street
- RMPC laborer to move into House 3, Lot 168 Musgrave Street
- Once appointed, Director of Engineering to move into House 13, Lot 406 Bowen St
- Properties currently vacant Unit 7 (Seniors Complex), House 15 Lot 408 Bowen St

### EHO

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

### Local Laws

- Contact made with Dept Housing in relation to 2 properties in breach of Local Law 3. Compliance notices will be issued if issues identified are not resolved by 23<sup>rd</sup> August 2023.

### Other

- Burke Shire Council Silent Auction (excess furniture, IT equipment, white goods etc) to be held in September 2023.

### **Corporate Services and Governance**

#### **Records**

- Completion of a destruction run and continuing to work through more.

#### **Library**

- Working on the forward plan for 2023-24 funding for both the library and First 5 Forever program.

#### **Rex**

- Rex trainer was onsite in July and signed off 4 additional check in staff – Denise, Kim, Natasha and Shannon.
- Rex trainer due to come out in August/September to sign off on usage of the Disability Lift and additional airport staff.

#### **Bookings**

- Continue to be quite busy in the bookings space, mostly with travel bookings. A few Durlga bookings coming through
- Already a number of bookings locked in through to the end of the year.

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

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

#### **ATTACHMENTS**

1. Workplace Health and Safety Report for July 2023



WHS Report July  
2023.pdf



## Financial Services Reports

### 11.03 Finance Monthly Update Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	10 August 2023
LINK TO COUNCIL PLAN/S:	Operational Plan 2023-24   Council Budget 2023-24

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#### 1. PURPOSE

This report has been constructed to provide a snapshot of the progress of council's operations (financial) against budget targets at 30 June 2024 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 July 2023.

#### 2. SUMMARY

As a review of council's performance over the month of July 2023; Council notes that cash was down \$2.179mil for the month due to a large number of contractor payments made during July 2023. Year to date, council operations are on track with the amended council budget.

The following report will cover off on the following key areas (in order) of the list

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

## 3. OVERALL OPERATING SUMMARY (Actual v Budget)

The below summary shows a brief snapshot of how council is tracking in the current year against the budget for the year as adopted by council for the 30 June 2024.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	417,135	21,304,295	2%
Operating Expenses	(2)	1,518,430	25,174,230	6%
<b>Operating Result (Profit/Loss)</b>	-	<b>1,101,295</b>	<b>- 3,869,935</b>	<b>28%</b>
Capital Revenue	(3)	-	18,305,100	0%
<b>Net Result</b>	-	<b>1,101,295</b>	<b>14,435,165</b>	<b>-8%</b>

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	22,281,037	14,078,661
Other Current Assets	(5)	2,078,026	1,402,000
Non Current Assets	(6)	164,939,796	181,714,896
<b>Total Assets</b>		<b>189,298,859</b>	<b>197,195,557</b>
Liabilities (Current)	(7)	22,109,914	3,540,000
Liabilities (Non Current)	(8)	1,104,377	1,483,120
<b>Total Liabilities</b>		<b>23,214,291</b>	<b>5,023,120</b>
<b>Net Community Assets</b>		<b>166,084,568</b>	<b>192,172,437</b>

## Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
<sup>1</sup> Operating Surplus Ratio (%)	Between 0% and 10%	-264%	-76%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	1.1	1.2
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-539%	-45%

<sup>1</sup>Notes:

- (1) **Operating Revenues** - Noted minimal revenue movements for the month due to 1st month of operations for the new year. Also note that accruals are yet to be posted for 30 June which is scheduled to be completed on the 10 August 2023.
- (2) **Operating Expenses** - Noted that costs appear to be consistent with budgeted expectations for the month. In relation to employee benefits costs against the budget, we have currently expended \$574k against a budget of \$6.379mil for the year; this is an actual spend of 9% 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** - No capital revenue has been receipted/recognised at this stage due to July being the first month of operations for the 2023/2024 year.

**(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.

<sup>1</sup> 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 July 2022 in the previous year v July 2023 actuals v the budgeted estimated cashflow for 30 June 2024.

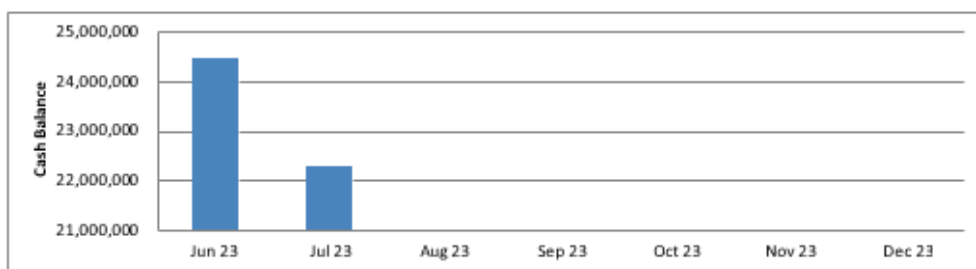
For the month ended 31 July 2023

	Note Ref	31 July 2022 \$	31 July 2023 \$	2023-24 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	1,259,955	(187,311)	5,442,006	-3%
Payments to suppliers and employees	(2)	(902,625)	(975,211)	(27,941,922)	3%
		357,330	(1,162,522)	(22,499,916)	5%
Rental Income	(3)	15,760	15,629	218,000	7%
Interest Received	(4)	18,270	92,965	480,000	19%
Operating Grants and Contributions	(5)	3,010,228	528,110	15,400,000	3%
Finance Costs		0	-	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		<b>0</b>	<b>(525,818)</b>	<b>16,098,000</b>	<b>-3%</b>
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	0	(1,653,721)	(22,785,100)	7%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		220,838	0	100,000	0%
Capital Grants and Subsidies	(7)	0	0	18,205,100	0%
<b>Net cash inflow (outflow) from investing activities</b>		<b>0</b>	<b>(1,653,721)</b>	<b>(4,480,000)</b>	<b>37%</b>
<b>Cash flows from financing activities:</b>					
Proceeds from Borrowings		-	-	500,000	0%
Repayment of Borrowings		-	-	-	0%
<b>Net cash inflow (outflow) from financing activities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Net increase (decrease) in cash held</b>	(8)	<b>2,250,016</b>	<b>(2,179,539)</b>	<b>(10,381,916)</b>	<b>21%</b>
Cash at beginning of reporting period		10,146,891	24,460,577	24,460,577	100%
<b>Cash at end of reporting period</b>	(8)	<b>12,396,907</b>	<b>22,281,037</b>	<b>14,078,660</b>	<b>158%</b>

## Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	5.07%	92,965	21,493,049
Westpac General Fund - Trust	-	-	787,704
Cash Floats	-	-	283
<b>Total</b>			<b>22,281,037</b>

## Cash and Cash Equivalents Movement Comparison Chart



## Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	22,281,037	%
Restricted Cash - DRFA Operating Grants	10,206,697	46%
Restricted Cash - Non-DRFA Operating Grants	145,617	1%
Restricted Cash - Capital Grants	4,039,218	18%
Unrestricted Cash	7,889,505	35%

Note: A number of amounts will be recognised for 30 June 2023 as part of the EOFY 2023 accounts to be completed in August for audit.

**Notes to the Statement of Cashflows:**

- (1) Receipts from customers** - Minimal movement due to first month of operations for the year, this will uplift in the coming month with rates levies being issued for late August 2023 at this stage.
- (2) Payments to suppliers and employees** - On track with budget; please note that this amount includes accruals amounts to be recognised to 30 June 2023; as a result, some amounts in the cashflow will carry through to 30 June 2024 as a distortion due to timing. This was a similar outcome in the prior year/s as well.
- (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 (5.07%). This is up from 4.28% in June 2023. At this stage interest is unpredictable and we anticipate to exceed our expectations in the annual budget pending further review for the quarter 1 budget review.
- (5) Operating Grants and Contributions** - Minimal movement due to first month of operations for the year, this will uplift in the coming month/s.
- (6) Payments for Property, Plant and Equipment** - A number of contractor invoices were processed in July 2023 dating back to 30 June 2023. While these costs will be accrued back in the income statement to last year, the cash was dispersed in 2023/2024 and hence reported as part of the performance against the 2023/2024 budgeted cashflow.
- (7) Capital Grants and Subsidies** - Minimal movement due to first month of operations for the year, this will uplift in the coming month/s.
- (8) Net Cash Movement** - Council's cash holdings were down by \$2.179mil by the end of July 2023. This is expected as a large portion of cash held is constrained and locked to project funding (approx. 65% of cash holdings is restricted currently).

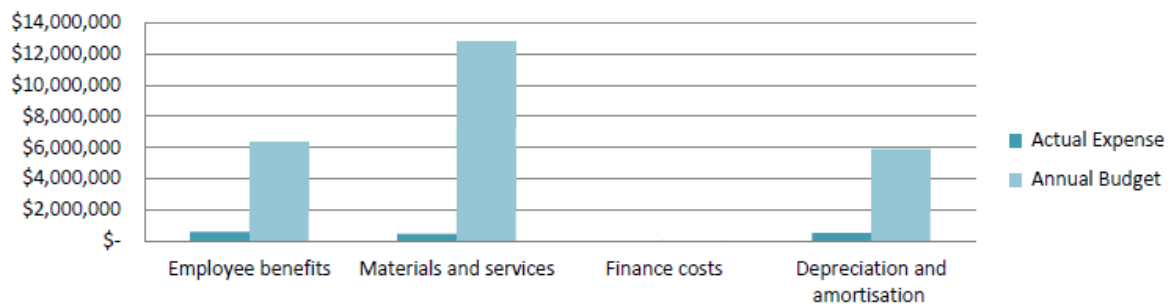
## 5. STATEMENT OF INCOME AND EXPENDITURE

The below statement shows a comparison between the income and expense statement of July 2022 in the previous year v July 2023 actuals v the budgeted income and expenditure for 30 June 2024.

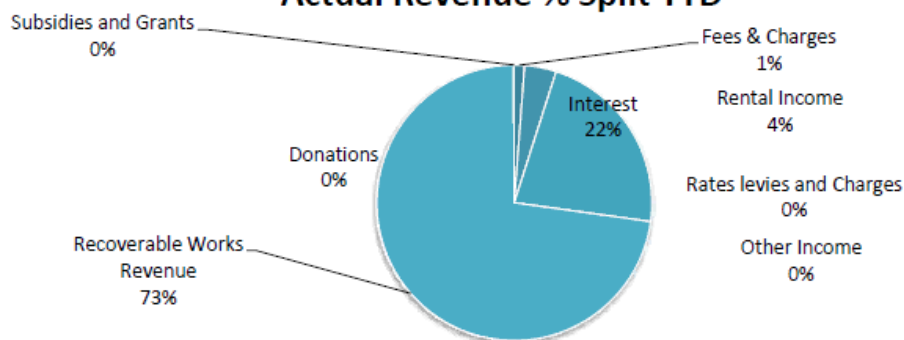
*For the month ended 31 July 2023*

	Note Ref	31 July 2022 \$	31 July 2023 \$	2023-24 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		8,284	-	3,365,000	0%
Fees & Charges	(1)	7,665	4,943	147,400	3%
Rental Income	(2)	15,760	15,629	218,000	7%
Interest	(3)	18,270	92,965	480,000	19%
Recoverable Works Revenue	(4)	430,928	303,917	1,139,895	27%
Other Income	(5)	6,505	319	549,000	0%
Donations	(12)	-	-	5,000	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	-	-	15,400,000	0%
<b>Total Recurrent Revenue</b>		<b>487,412</b>	<b>417,135</b>	<b>21,304,295</b>	<b>2%</b>
<b>Capital Revenue</b>					
Sale of non-current assets	(13)	-	-	100,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	220,838	-	18,205,100	0%
<b>Total Capital Revenue</b>		<b>220,838</b>	<b>-</b>	<b>18,305,100</b>	<b>0%</b>
<b>TOTAL INCOME</b>		<b>708,250</b>	<b>417,135</b>	<b>39,609,395</b>	<b>1%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	343,876	574,022	6,379,591	9%
Materials and services	(9)	712,198	449,536	12,866,639	3%
Finance costs	(10)	1,445	2,372	18,000	13%
Depreciation and amortisation	(11)	453,108	492,500	5,910,000	8%
<b>TOTAL RECURRENT EXPENSES</b>		<b>1,510,627</b>	<b>1,518,430</b>	<b>25,174,230</b>	<b>6%</b>
<b>NET RESULT</b>		<b>- 802,377</b>	<b>- 1,101,295</b>	<b>14,435,165</b>	<b>-8%</b>

**Expenditure Actual v Budget**



**Actual Revenue % Split YTD**



**Notes to the Statement of Income and Expenditure:**

- (1) Fees & Charges** - This amount is on track with budget.
- (2) Rental Income** - Rental income is on track against budget.
- (3) Interest** - Interest has increased significantly comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (5.07%). This is up from 4.28% in June 2023. At this stage interest is unpredictable and we anticipate to exceed our expectations in the annual budget pending further review for the quarter 1 budget review.
- (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 31 July 2023 on this basis as minimal works have been commenced for RMPC 2023/2024.
- (5) Other Income** - Minimal movement noted for July 2023; we expect this to increase during the year pending the finalisation of post-flood insurance claims with LGM for the March 2023 flood event.
- (6) Subsidies and Grants (operating)** - Minimal movement due to first month of operations for the year, this will uplift in the coming month/s.
- (7) Subsidies and Grants (capital)** - Minimal movement due to first month of operations for the year, this will uplift in the coming month/s.
- (8) Employee benefits** - Employee benefits costs against the budget, we have currently expended \$574k against a budget of \$6.379mil for the year; this is an actual spend of 9% by 30 June 2023. Note that expense accruals have not yet been processed and EOFY adjustments will result in further movements (decrease) of this result.
- (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 scalable increase in interest revenue received for the year.
- (11) Depreciation and amortisation** - Is in line with the expected depreciation spend by 31 July 2023.
- (12) Donations Revenue** - No donations have been recorded for 31 July 2023 at this stage.
- (13) Sale of non-current assets** - Nil movements noted at this stage for 31 July 2023.

## 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 July 2023 8.33%				% 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					
	31 July 2022	31 July 2023	2023-24 Annual Budget	YTD Progress	Comments
	\$	\$	\$	%	
Recurrent Expenses					
Corporate Governance Costs	41,466	110,120	955,800	<div><div></div></div> 12%	Includes wage accruals/general expense accruals to be processed for the 10/8/2023 at this stage. This distortion will be absent for future reports.
Administration Costs	253,708	346,870	3,603,950	<div><div></div></div> 10%	Includes wage accruals/general expense accruals to be processed for the 10/8/2023 at this stage. This distortion will be absent for future reports.
Recoverable Works Expenses	244,162	305,512	1,024,000	<div><div></div></div> 30%	Includes wage accruals/general expense accruals to be processed for the 10/8/2023 at this stage. This distortion will be absent for future reports.
Engineering Services	370,692	196,872	11,462,100	<div><div></div></div> 2%	Within budget expectation for the month (100% movt). Amounts to be accrued back as part of 30 June EOFY process.
Utility Services Costs	100,712	90,488	1,040,500	<div><div></div></div> 9%	Includes wage accruals/general expense accruals to be processed for the 10/8/2023 at this stage. This distortion will be absent for future reports.
Net Plant Operating Costs	- 108,559	- 150,949	785,000	<div><div></div></div> 19%	Includes wage accruals/general expense accruals to be processed for the 10/8/2023 at this stage. This distortion will be absent for future reports.
Planning and Environmental Expenses	13,384	57	374,500	<div><div></div></div> 0%	Includes wage accruals/general expense accruals to be processed for the 10/8/2023 at this stage. This distortion will be absent for future reports.
Community Services Costs	140,508	124,701	1,570,380	<div><div></div></div> 8%	Includes wage accruals/general expense accruals to be processed for the 10/8/2023 at this stage. This distortion will be absent for future reports.
Finance Costs	1,445	2,372	18,000	<div><div></div></div> 13%	Includes wage accruals/general expense accruals to be processed for the 10/8/2023 at this stage. This distortion will be absent for future reports.
Depreciation	453,108	492,500	5,910,000	<div><div></div></div> 8%	Within budget expectation for the month (8.33% movt).
Other Expenses	-	-	-	<div><div></div></div> 0%	Within budget expectation for the month (100% movt). Amounts to be accrued back as part of 30 June EOFY process.
TOTAL RECURRENT EXPENSES	1,510,626	1,518,429	25,174,230	<div><div></div></div> 6%	Within budget expectation for the month (8.33% movt). Includes wage accruals/general expense accruals to be processed for the 10/8/2023 at this stage. This distortion will be absent for future reports
Capitalised Wages	-	19,284	247,000	<div><div></div></div> 8%	Noteable improvement when compared with the previous year capitalised wage levels; please note however that some amounts will be accrued to 30 June 2023 at this stage.

## 7. STATEMENT OF FINANCIAL POSITION

*For the month ended 31 July 2023*

	31 July 2023	2023-24 Annual Budget
	\$	\$
<b>Current Assets</b>		
Cash and cash equivalents	22,281,037	14,078,661
Trade and other receivables	1,815,033	1,000,000
Inventories	252,370	300,000
Other financial assets	10,623	102,000
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>24,359,063</b>	<b>15,480,661</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	252,720,537	275,505,637
Accumulated Depreciation	- 87,780,741 -	93,790,741
Intangible assets	-	-
<b>Total non-current assets</b>	<b>164,939,796</b>	<b>181,714,896</b>
<b>TOTAL ASSETS</b>	<b>189,298,859</b>	<b>197,195,557</b>
<b>Current Liabilities</b>		
Trade and other payables	21,976,323	3,400,000
Borrowings	-	-
Provisions	133,591	140,000
Other	-	-
<b>Total current liabilities</b>	<b>22,109,914</b>	<b>3,540,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	110,820	83,120
Interest bearing liabilities	-	-
Provisions	993,557	900,000
Other	-	500,000
<b>Total non-current liabilities</b>	<b>1,104,377</b>	<b>1,483,120</b>
<b>TOTAL LIABILITIES</b>	<b>23,214,291</b>	<b>5,023,120</b>
<b>NET COMMUNITY ASSETS</b>	<b>166,084,568</b>	<b>192,172,437</b>
<b>Community Equity</b>		
Shire capital	39,529,889	57,734,989
Asset revaluation reserve	103,316,184	103,316,184
Retained surplus/(deficiency)	23,238,494	29,467,543
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>166,084,568</b>	<b>190,518,716</b>



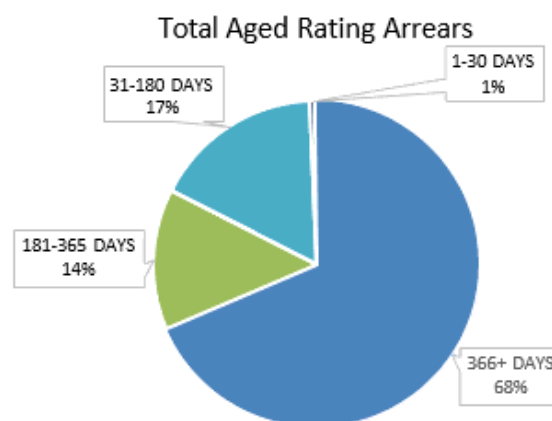
## 8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 31 July 2023.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	68,512	13,665	21,070	719	103,966
SEWERAGE	2,381	2,555	7,757	89	12,782
GARBAGE	1,846	1,664	4,315	56	7,881
WATER	81,998	13,254	24,841	841	120,934
WATER CONSUMPTION	100,772	21,663	4,232	882	127,549
STATE GOVT EMERGENCY	3,187	938	2,909	49	7,084
LEGAL FEES	6,408	-	-	-	6,408
<b>Total</b>	<b>265,103</b>	<b>53,739</b>	<b>65,124</b>	<b>2,636</b>	<b>386,602</b>

<b>Total Rating Arrears</b>	<b>386,602.37</b>
Total Seeking Debt	
Collection (\$)	80,000
Total Seeking Debt	
Collection (%)	21%
Total Pending Further	
Review (\$) (Advice	
Obtained)	232,736
Total Pending Further	
Review (%) (Advice	
Obtained)	60%

<b>Total Rate Arrears in debt</b>	
<b>recovery phase (\$)</b>	<b>312,735.51</b>
<b>Total Rate Arrears in debt</b>	
<b>recovery phase (%)</b>	<b>81%</b>
<b>Total Rates Arrears not int</b>	
<b>debt recovery (\$)</b>	<b>73,866.86</b>



9.        EXERCISE OF DELEGATIONS

Clause 9 of Council's Rate Debt Recovery Policy determines how debtors can enter into a plan to pay their outstanding debts (rates and charges and other receivables) to Council. Clause 11 delegate's authority to negotiate payment plans to the CEO. The following delegations were exercised.

Debt Write off (Amount written off)	Payment arrangement and repayment term	Authorising officer (CEO)
Nil	Nil	Nil
Debt Write off requested > \$1,000		
Nil		

10.      OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

## Chief Executive Officer Reports

### 11.04 Queensland Audit Office 2023 Interim Audit Reports

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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:	9 August 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 Interim Audit Management Report and Audit Committee briefing paper for 25 July 2022 to council as reviewed and certified by the Queensland Audit Office and also by the Burke Shire Council Audit Committee on the 24 July 2023.

#### 2. BACKGROUND

Under section 213 of the Local Government Regulation 2012 a copy of the Auditor General's observation report of a local government's financial statements is to be presented to Council.

The attached Interim Audit Management Report provides details of audit matters raised for consideration at the interim assessment of Burke Shire Council by the QAO and other information related to the audit of the financial statements to be completed for 2023.

The attached Audit Committee briefing paper provides details pertaining to the overall progress of Burke Shire Council meeting external audit obligation to date with any additional considerations and reports tabled by the QAO for council to consider; for 2023 these reports included the following:

- Managing invasive species
- Queensland Regional Accommodation Centre (Wellcamp)
- Implementing machinery of government changes
- Health outcomes for First Nations people
- Managing Queensland's debt and investments 2022
- Growing ecotourism in Queensland

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

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

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 213	This section states that a copy of the Auditor General's observation report of a local government's financial statements is to be presented to council.

5. RISK

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

6. CRITICAL DATES & IMPLICATIONS

The Queensland Audit Office 2023 Interim Audit Management Report and Audit Committee briefing paper for 25 July 2023 are presented at the next ordinary/special meeting of Council after it is received and tabled with the audit committee.

7. CONSULTATION

Audit Committee  
CEO  
Management  
External Auditors

8. CONCLUSION

In accordance with section 213 of the Local Government Regulation 2012, the 2023 Interim Audit Management Report and Audit Committee briefing paper for 25 July 2023 are now presented to Council.

9. OFFICER'S RECOMMENDATION

THAT the 2023 Interim Audit Management Report and Audit Committee briefing paper for 25 July 2023 are now presented to Council be received.

ATTACHMENTS

1. Burke Shire Council interim management report FY23



BSC 2023 Interim  
report.pdf

2. BSC Audit Committee briefing paper 24 July 2023



BSC Briefing Paper  
- July 2023.pdf

## Chief Executive Officer Reports

### 11.05 Appointment of Acting Chief Executive Officer

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	15 August 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

Appointment of Acting Chief Executive Officer

#### 2. BACKGROUND

The Chief Executive Officer will be absent from Council during the period 25<sup>th</sup> August 2023 until Monday 11<sup>th</sup> September 2023.

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

Nil

#### 4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009.	Section 195-Appointing an acting chief executive officer.	A local government may appoint a qualified person to act as the chief executive officer during—  (b) any period, or all periods, when the chief executive officer is absent from duty or cannot, for another reason, perform the chief executive officer's responsibilities.

#### 5. RISK

Nil

6.        CRITICAL DATES & IMPLICATIONS

The acting period will cover Friday 25<sup>th</sup> August 2023 until Monday 11<sup>th</sup> September 2023.

7.        CONSULTATION

Acting Director Engineering services

Mayor

8.        CONCLUSION

Nil

9.        OFFICER'S RECOMMENDATION

That Council appoint Stuart Holley as the Acting Chief Executive Officer, effective from Friday 25 August 2023, until Monday 11<sup>th</sup> September 2023.

ATTACHMENTS

Nil

## Chief Executive Officer Reports

### 11.06 General Policy - Accommodation Policy

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Chelsea Nelson, People and Culture Manager
DATE REPORT PREPARED:	10 August 2023
LINK TO COUNCIL PLAN/S:	Goal-Healthy, Inclusive, Sustainable Communities- Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire.

---

#### 1. PURPOSE

To approve Council's updated Accommodation Policy.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council manages numerous residential properties in Gregory and Burketown. These range from one-bedroom units to three bedroom houses. This Policy provides a framework for the allocation and management of those residential properties in accordance with Council's strategic and operational requirements and the Residential Tenancies Authority (RTA).

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

Council receives market rental from its properties that are rented to staff and contractors apart from some Executive staff where free rental forms part of a salary remuneration package. Significant operating holding costs are incurred on Council housing properties including repairs and maintenance and depreciation.

#### 4. RISK

Risk Type	What could happen	Possible consequence
Cost impact to Council	<ul style="list-style-type: none"> <li>Expenditure incurred exceeds rental income</li> </ul>	<ul style="list-style-type: none"> <li>Budget impact</li> </ul>
Inadequate maintenance	<ul style="list-style-type: none"> <li>Deterioration of housing assets.</li> </ul>	<ul style="list-style-type: none"> <li>Cost impact to Council</li> </ul>



5.        POLICY & LEGAL IMPLICATIONS

Legislation	Policies/Procedures
The Residential Tenancies and Rooming Accommodation Regulation 2020.	Council Code of Conduct
	Tenancy Agreement

6.        CRITICAL DATES & IMPLICATIONS

Reviewed Policy will apply from date of Council resolution

7.        CONSULTATION

People and Culture Manager

CEO

8.        CONCLUSION

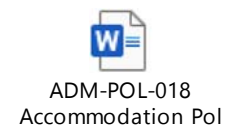
There are minor changes to the Policy including the update of Rental Charges.

9.        OFFICER'S RECOMMENDATION

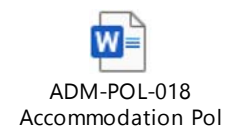
That Council approves the attached updated General Policy-Accommodation Policy.

ATTACHMENTS

1.    General Policy - Accommodation Policy - Tracked Changes copy.



2.    General Policy - Accommodation Policy - Clean skin Copy.



## Chief Executive Officer Reports

### 11.07 Workplace Health and Safety Policy

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

---

#### 1. PURPOSE

To adopt the updated Workplace Health and Safety Policy.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire Council is committed to providing a safe and healthy working environment for its employees, contractors, volunteers and visitors.

Council aims to achieve and maintain the highest safety standards in corporate planning and in the performance of its operations within all projects, work sites and workplaces.

#### 3. PROPOSAL

That Council adopt the updated Workplace Health and Safety Policy.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Nil regarding adoption of this policy.

#### 5. RISK

Risk Type	What could happen	Possible consequence
Inadequate workplace health & safety processes.	<ul style="list-style-type: none"> <li>Lack of commitment to WH&amp; safety.</li> </ul>	<ul style="list-style-type: none"> <li>Increased costs to Council</li> <li>Increase in workplace health and safety incidents.</li> </ul>

#### 6. POLICY & LEGAL IMPLICATIONS

Instrument
<i>Work Place health &amp; Safety Act 2011</i>

<b>Instrument</b>
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Workplace Health & Safety Regulation 2011
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7.        **CRITICAL DATES & IMPLICATIONS**

This policy must be reviewed at 12-month intervals after its adoption (or latest amendment).

8.        **CONSULTATION**

Management Group

9.        **CONCLUSION**

The regular update of this policy reinforces Council's commitment to WH&S.

10.      **OFFICER'S RECOMMENDATION**

That Council adopts the attached updated Burke Shire Council Workplace Health & Safety Policy.

**ATTACHMENTS**

1. Burke Shire Council Workplace Health & Safety Policy



WHS-POL-001  
Workplace Health a

## Chief Executive Officer Reports

### 11.08 Operational Plan 2022-2023 –June Quarter Review Report

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

---

#### 1. PURPOSE

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

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

#### 3. PROPOSAL

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

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

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

#### 5. RISK

Risk Type	What could happen	Possible consequence
Strategic and operational alignment	<ul style="list-style-type: none"> <li>Non-alignment between Corporate Plan, Operational Plan and Budget.</li> </ul>	<ul style="list-style-type: none"> <li>ineffective, inefficient and non-compliant operations.</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>Content requirements of operational Plan 2022-23 not met.</li> </ul>	<ul style="list-style-type: none"> <li>Compliance</li> </ul>

## 6.        POLICY &amp; LEGAL IMPLICATIONS

<b>Instrument</b>	<b>Reference</b>	<b>Details</b>
Local government Act 2009	Section 104 Financial Management systems.	<p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan.</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan.</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually.</p>
Local Government Regulation 2012	Division 4 annual Operational Plan.	<p>Section 174 Preparation and adoption of the annual operational plan</p> <p>(1) A local government must prepare and adopt an annual operational plan for each financial year.</p> <p>(2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.</p> <p>(3) The chief executive officer must present a written assessment of the local government’s progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.</p> <p>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</p> <p>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</p>
Local Government Regulation 2012.	Division 4 Annual operational plan.	<p>Section 175 Annual operational plan contents</p> <p>(1) The annual operational plan for a local government must—</p> <p>a. be consistent with its annual budget; and</p> <p>b. state how the local government will—</p> <p>i. progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and</p> <p>ii. manage operational risks</p>

## 7.        CRITICAL DATES &amp; IMPLICATIONS

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

8.        CONSULTATION

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

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

9.        CONCLUSION

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

It is noted that although many of the 2022/2023 Operational Plan targets were met there were some which were impacted by the early March 2023 massive monsoonal flooding which seriously impacted Council's operations.

10.      OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Operational Plan 2022-2023 - progress report for the June 2023 Quarter



2022-2023  
Operational Plan - C

## Chief Executive Officer Reports

### 11.09 Sport and Recreation Strategy 2019-2024 - Update June 2023 Quarter

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	16 August 2023
LINK TO COUNCIL PLAN/S:	Burke Shire Council Sport and Recreation Strategy 2019-24

---

#### 1. PURPOSE

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

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

#### 3. PROPOSAL

Continue quarterly update of strategy.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

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

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

Funding has been received for the Health & Wellbeing Precinct Masterplanning. This includes Water Park, Swimming Pool, Gym and Playground. Detailed design has occurred and there has been consultation with the State School and workshop sessions with Council. An amended design has been completed. \$3.5 million has been budgeted in the 2023/2024 Financial year for a children's water park. Alterations to the playground will also occur. This is subject to appropriate funding being received.

## 5. RISK

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

## 6. POLICY & LEGAL IMPLICATIONS

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

## 7. CRITICAL DATES & IMPLICATIONS

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

## 8. CONSULTATION

Periodic consultation is taking place between Council and:

- Club and Association representatives:
- Ongoing engagement with Gregory club representatives in relation to Gregory Showgrounds Projects.



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

9.        CONCLUSION

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

10.      OFFICER'S RECOMMENDATION

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

ATTACHMENTS

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



Sport and  
Recreation Strategy

## Chief Executive Officer Reports

### 11.10 2023 - 2024 Donations and Community Grants Requests Report

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DEPARTMENT:	Community and Communications
RESPONSIBLE OFFICER:	Shannon Moren; Community and Communications Manager
REPORT PREPARED BY:	Shannon Moren; Community & Communications Manager
DATE REPORT PREPARED:	16 <sup>th</sup> August 2023
LINK TO COUNCIL PLAN/S:	Operational Plan 2023-2024 and Corporate Plan

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#### 1. PURPOSE

The purpose of this report is to provide information to Councillors regarding the donation requests received for the 2023-2024 financial year from the various community groups and organisations with in the Burke Shire Region.

#### 2. BACKGROUND

Under section 194 of the Local Government Regulation 2012, a local government may give a grant or (donation) to a community organisation if the local government is satisfied that the grant will be used for a purpose that is in the public interest and that the community organisation meets the criteria stated in the local government's community grants policy (ADM-POL-011).

It should be noted that in previous years, donations/community grant requests were received and reported on individually on a case-by-case basis throughout the year. This process has since changed with all donations/community grant requests being sought prior to annual budget preparation (during May 2023 and June 2023) for consideration by council.

### 3. FINANCIAL & RESOURCE IMPLICATIONS

It is proposed that Council provide cash and in-kind donations/community grants as per the table below:

Group / Organisation	Event Details Date	2022/2023 Donation / Community Grant (Cash + In-kind)	Adopted Council Budget 2023/2024	Cash Donation / Community Grant Request Received	In-Kind Donation/ Community Grant Request Received	Total of Cash Donations/ Community Grant + In-Kind Donations Requested for 2023/2024	In-Kind Donation/ Community Grant Request Particulars
North West Canoe Club	Gregory Canoe Race (Saddles & Paddles) Sunday 6th May 2024	\$2,287.44	\$2,500.00	Nil	\$2500.00 (Estimate only)	\$2,500.00	3 Skip Bins for 1 week – serviced  1 x Portaloo – serviced 1 day only.
Gregory Sporting Assoc.	Gregory Camp draft & Children's Horse Sports  22nd & 23rd June 2024	\$4,000.00	\$5,000.00	\$3,000.00	\$2,000.00	\$5,000.00	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)  Rubbish Collection (approx. \$200)

Group / Organisation	Event Details Date	2022/2023 Donation / Community Grant (Cash + In-kind)	Adopted Council Budget 2023/2024	Cash Donation / Community Grant Request Received	In-Kind Donation/ Community Grant Request Received	Total of Cash Donations/ Community Grant + In-Kind Donations Requested for 2023/2024	In-Kind Donation/ Community Grant Request Particulars
QCWA Gregory Branch	Horse Sports & Family Fun Day DTBA - September 2023	\$2,500.00	\$2,800.00	\$2,500.00	\$300.00	\$2,800.00	Erect the street banners to advertise the event  Rubbish Collection however this can be completed on normal rubbish day as generally not that much
Mt Isa School of the Air	Magazine page sponsorship  Burke Shire standard annual contribution	\$150.00	\$150.00	\$150.00	Nil	\$150.00	Nil
Mt Isa School of the Air	Annual Camp at Gregory Showgrounds	\$150.00	\$200.00	Nil	\$200.00	\$200.00	Donation request not received 23/24 however donation based on previous years  Rubbish Collection

<b>Group / Organisation</b>	<b>Event Details Date</b>	<b>2022/2023 Donation / Community Grant (Cash + In-kind)</b>	<b>Adopted Council Budget 2023/2024</b>	<b>Cash Donation / Community Grant Request Received</b>	<b>In-Kind Donation/ Community Grant Request Received</b>	<b>Total of Cash Donations/ Community Grant + In-Kind Donations Requested for 2023/2024</b>	<b>In-Kind Donation/ Community Grant Request Particulars</b>
Sundry Donations – Burke Shire Council	Donations requests to be approved at Council discretion – funerals, event support etc.	\$0.00	\$5,000.00	Nil	\$5,000.00	\$5,000.00	Nil
Royal Flying Doctors	Contribution decided by Council previous years	\$5,000.00	\$5,000.00	\$5,000.00	Nil	\$5,000.00	Nil
Burketown Barramundi Fish Org	World Barramundi Fishing Championships Easter Weekend	\$1,540.66	\$5,000.00	\$5,000.00	Nil	\$5,000.00	Donation request not received 23/24 however indication that there will be an event in 2024. Donation determined based on previous years.

Group / Organisation	Event Details Date	2022/2023 Donation / Community Grant (Cash + In-kind)	Adopted Council Budget 2023/2024	Cash Donation / Community Grant Request Received	In-Kind Donation/ Community Grant Request Received	Total of Cash Donations/ Community Grant + In-Kind Donations Requested for 2023/2024	In-Kind Donation/ Community Grant Request Particulars
Gregory Jockey Club	Gregory Races 30th April 2022	\$8,486.60	\$8,500.00	\$6,000.00	\$2,500.00	\$8,500.00	Donations request not received 23/24 however donation determined based on previous years.  Printing of Race Booklets and programs  (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.
Burketown Kindergarten	Annual	\$0.00	\$300.00	Nil	\$300.00	\$300.00	Donation request not received 23/24 however donation determined based on previous years.  Provision of printing throughout the year.

Group / Organisation	Event Details Date	2022/2023 Donation / Community Grant (Cash + In-kind)	Adopted Council Budget 2023/2024	Cash Donation / Community Grant Request Received	In-Kind Donation/ Community Grant Request Received	Total of Cash Donations/ Community Grant + In-Kind Donations Requested for 2023/2024	In-Kind Donation/ Community Grant Request Particulars
Burketown Rodeo & Sporting Association	Burketown Rodeo/Races DTBA	\$414.27	\$5,000.00	\$5,000.00	Nil	\$5,000.00	Donation request not received 23/24 however indication that there will be an event in 2024. Donation determined based on previous years.
<b>TOTAL</b>		<b>\$24,528.97</b>	<b>\$39,450.00</b>	<b>\$26,650.00</b>	<b>\$12,800.00</b>	<b>\$39,450.00</b>	

4.        POLICY & LEGAL IMPLICATIONS

<p><b>Local Government Regulation 2012</b></p>	<p><b>s189 Expenditure on grants to community organisations</b></p> <p>The annual report for a financial year must contain a summary of the local government’s expenditure for the financial year on grants to community organisations.</p> <p>The annual report must also contain the following information about the local government’s discretionary funds—</p> <p>(a) the total amount budgeted for the financial year as the local government’s discretionary funds;</p> <p>(b) the prescribed amount for the local government for the financial year;</p> <p>(c) the total amount of discretionary funds budgeted for the financial year for councillors to allocate for each of the following purposes—</p> <p style="padding-left: 40px;">(i) capital works of the local government that are for a community purpose;</p> <p style="padding-left: 40px;">(ii) other community purposes;</p> <p>(d) the amount of discretionary funds budgeted for use by each councillor for the financial year;</p> <p>(e) if a councillor allocates discretionary funds in the financial year—</p> <p style="padding-left: 40px;">(i) the amount allocated; and</p> <p style="padding-left: 40px;">(ii) the date the amount was allocated; and</p> <p style="padding-left: 40px;">(iii) the way mentioned in section 202(1) in which the amount was allocated; and</p> <p style="padding-left: 40px;">(iv) if the amount was allocated to a person or organisation— the name of the person or organisation to whom the allocation was made; and</p> <p style="padding-left: 40px;">(v) the purpose for which the amount was allocated, including sufficient details to identify how the funds were, or are to be, spent.</p> <p><b>s194 Grants to community organisations</b></p> <p>A local government may give a grant to a community organisation only—</p> <p>(a) if the local government is satisfied—</p> <p style="padding-left: 40px;">(i) the grant will be used for a purpose that is in the public interest; and</p> <p style="padding-left: 40px;">(ii) the community organisation meets the criteria stated in the local government’s community grants policy; and</p> <p>(b) in a way that is consistent with the local government’s community grants policy.</p>
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	<p><b>s195 Community grants policy</b></p> <p>A local government must prepare and adopt a policy about local government grants to community organisations (a "community grants policy"), which includes the criteria for a community organisation to be eligible for a grant from the local government.</p>
<b>ADM-POL-011 Grants to Community Organisations Policy</b>	Under Council's Grants to Community Organisations Policy, applications for \$1,000 or more – cash contribution, will require provision of set of audited financial statements.

## 5. RISK

<b>Risk Type</b>	<b>What could happen</b>	<b>Possible Consequences</b>
Community	Lack of community support/engagement	Loss of confidence in Burke Shire Council. Damage to relationships with external stakeholders. A negative impact on the health and wellbeing of residence.

## 6. CRITICAL DATES & IMPLICATIONS

The donation/community grant requests relate to the events scheduled to be held in the 2023/24 financial year as noted in the table per item 3 of this report.

## 7. CONSULTATION

Councillors

CEO

Management

Community Groups/Members of the Public/Community Organisations

## 8. CONCLUSION

In accordance with section 194 and 195 of the Local Government Regulation 2012, the above noted donations and grants to community organisations requests meeting the criteria of the Burke Shire Council Community grants policy and that the grant will be used for a purpose that is in the public's interest.

The provision of financial support from Council to local community groups and organisations by way of donations and grants is a vital contribution to assist in the delivery of events and services for the Burke Shire community as a whole.

One of the requirements for Donations is that a set of Audited Financial Statements must be received by Council where the value of Donation is over \$1,000. Some of these statements have been received to date noting that a few are still pending to be received. Payment of donations and/or grants will be subject to current and true and fair Financial Statements being received and reviewed by council.

9.        OFFICER'S RECOMMENDATION

THAT the Council receives and adopts the following:

1.    That Council notes the contents of this report;
2.    That Council approves the received Donations/Community Grants requests for the 2023/24 financial year as outline in the following schedule; and
3.    That Council approves the Donations/Community Grants requests not yet received but pending for the 2023/24 financial year as outline in the following schedule.

**Schedule of Recommended Donations 2023-2024**

<b>Group / Organisation</b>	<b>Event Details Date</b>	<b>Cash Donation / Community Grant Request Received</b>	<b>In-Kind Donation/ Community Grant Request Received</b>	<b>Total of Cash Donations/ Community Grants + In-Kind Donations Requested and others normally budgeted for 2023/2024</b>	<b>In-Kind Donation/ Community Grant Request Particulars</b>	<b>Donation/Community Grant and/or In-Kind Recommended to Council for Endorsement</b>
North West Canoe Club	Gregory Canoe Race (Saddles & Paddles) Sunday 6 <sup>th</sup> May 2024	Nil	\$2500.00 (Estimate only)	\$2,500.00	3 Skip Bins for 1 week – serviced  1 x Portaloo – serviced 1 day only.	\$2,500.00
Gregory Sporting Assoc.	Gregory Camp draft & Children's Horse Sports  22nd & 23rd June 2024	\$3,000.00	\$2,000.00	\$5,000.00	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)  Rubbish Collection (approx. \$200)	\$5,000.00

<b>Group / Organisation</b>	<b>Event Details Date</b>	<b>Cash Donation / Community Grant Request Received</b>	<b>In-Kind Donation/ Community Grant Request Received</b>	<b>Total of Cash Donations/ Community Grants + In-Kind Donations Requested and others normally budgeted for 2023/2024</b>	<b>In-Kind Donation/ Community Grant Request Particulars</b>	<b>Donation/Community Grant and/or In-Kind Recommended to Council for Endorsement</b>
QCWA Gregory Branch	Horse Sports & Family Fun Day DTBA - September 2023	\$2,500.00	\$300.00	\$2,800.00	Erect the street banners to advertise the event  Rubbish Collection however this can be completed on normal rubbish day as generally not that much	\$2,800.00
Mt Isa School of the Air	Magazine page sponsorship  Burke Shire standard annual contribution	\$150.00	Nil	\$150.00	Nil	\$150.00
Mt Isa School of the Air	Annual Camp at Gregory Showgrounds	Nil	\$200.00	\$200.00	Donation request not received 23/24 however donation based on previous years  Rubbish Collection	\$200.00

<b>Group / Organisation</b>	<b>Event Details Date</b>	<b>Cash Donation / Community Grant Request Received</b>	<b>In-Kind Donation/ Community Grant Request Received</b>	<b>Total of Cash Donations/ Community Grants + In-Kind Donations Requested and others normally budgeted for 2023/2024</b>	<b>In-Kind Donation/ Community Grant Request Particulars</b>	<b>Donation/Community Grant and/or In-Kind Recommended to Council for Endorsement</b>
Sundry Donations – Burke Shire Council	Donations requests to be approved at Council discretion – funerals, event support etc.	Nil	\$5,000.00	\$5,000.00	Nil	\$5,000.00 (pending request from community group or by way of decision to distribute from Council)
Royal Flying Doctors	Contribution decided by Council previous years	\$5,000.00	Nil	\$5,000.00	Nil	\$5,000.00
Burketown Barramundi Fish Org	World Barramundi Fishing Championships Easter Weekend	\$5,000.00	Nil	\$5,000.00	Donation request not received 23/24 however indication that there will be an event in 2024. Donation determined based on previous years.	\$5,000.00 (Pending application to be received)

Group / Organisation	Event Details Date	Cash Donation / Community Grant Request Received	In-Kind Donation/ Community Grant Request Received	Total of Cash Donations/ Community Grants + In-Kind Donations Requested and others normally budgeted for 2023/2024	In-Kind Donation/ Community Grant Request Particulars	Donation/Community Grant and/or In-Kind Recommended to Council for Endorsement
Gregory Jockey Club	Gregory Races	\$6,000.00	\$2,500.00	\$8,500.00	<p>Donations request not received 23/24 however donation determined based on previous years.</p> <p>Printing of Race Booklets and programs (Booklets - 10 pages &amp; 100 copies approx. \$2100.00)</p> <p>Printing of Programs (5 x A3 approx. \$13)</p> <p>Slashing of the Grounds – to be maintained by Council.</p>	\$8,500.00
Burketown Kindergarten	Annual	Nil	\$300.00	\$300.00	<p>Donation request not received 23/24 however donation determined based on previous years.</p> <p>Provision of printing throughout the year.</p>	\$300.00 (Pending application to be received)

<b>Group / Organisation</b>	<b>Event Details Date</b>	<b>Cash Donation / Community Grant Request Received</b>	<b>In-Kind Donation/ Community Grant Request Received</b>	<b>Total of Cash Donations/ Community Grants + In-Kind Donations Requested and others normally budgeted for 2023/2024</b>	<b>In-Kind Donation/ Community Grant Request Particulars</b>	<b>Donation/Community Grant and/or In-Kind Recommended to Council for Endorsement</b>
Burketown Rodeo & Sporting Association	Burketown Rodeo/Races DTBA	\$5,000.00	Nil	\$5,000.00	Donation request not received 23/24 however indication that there will be an event in 2024. Donation determined based on previous years.	\$5,000.00 (Pending application to be received)
<b>TOTAL</b>		<b>\$26,650.00</b>	<b>\$12,800.00</b>	<b>\$39,450.00</b>		<b>\$39,450.00</b>

**ATTACHMENTS**

Nil

## Chief Executive Officer Reports

### 11.11 Request for support for Northern Australian Emergency Management Forum

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	21 August 2023
LINK TO COUNCIL PLAN/S:	GOAL – HEALTHY, INCLUSIVE, SUSTAINABLE COMMUNITIES - Council supports and/or partners with organisations, services, events and activities that promote and support community engagement, health, well-being and sustainability.  (a.) KPI: management of Grants & Sponsorships

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#### 1. PURPOSE

To consider a request from the Carpentaria Land Council Aboriginal Corporation (CLCAC) for in-kind support for the Northern Australian Emergency Management Forum which they will be hosting in Burketown from the 4<sup>th</sup> to the 7<sup>th</sup> September.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The forum is a significant event that aims to bring together experts, stakeholders, and community leaders to discuss emergency management strategies across Northern Australia. All accommodation has been booked out and they are looking to establish a small tent city for about 30 guests. In total about 50 participants are expected to attend.

The forum is targeted at Emergency management in remote Indigenous communities across Northern Australia. All emergency service personnel have been invited in the Gulf along with Mayor Ernie Camp.

#### 3. PROPOSAL

CLCAC are looking at some assistance for the following.

Details	Estimated cost
Football Facilities, including access to toilet and showers from 4 <sup>th</sup> to 8 <sup>th</sup> September.	Suggest no charge of facilities but cannot camp on oval itself, this is due to underground irrigation.
Council clean facilities prior to the event and check the toilet facilities during the event.	Suggest we clean prior to event and CLCAC check the toilets during the event and clean after the event.



Hall Hire Fee - hall and kitchen. 4 <sup>th</sup> to the 7 <sup>th</sup> .	Non-profit rate for the four days = \$8,731.00. Suggested charge a minimal fee of \$1,000 plus overall bond of \$1,000.
BBQ and table and chairs at star gazing site for dinner one night.	See no major issue but any damage covered by way of bond.
Skip Bin or extra wheelie bins.	Suggest provide 2-3 wheelie bins as in-kind.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Remission of hall hire charges would have financial impact with loss of rental depending on level of remission. Any in kind will be part of Sundry Donations.

#### 5. RISK

Risk Type	What could happen	Possible consequence
Equipment Hire	▪ Damage to equipment	▪ Cost to Council unless bond in place.

#### 6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Fees and Charges	Level of fees	Hall Hire Fees

#### 7. CRITICAL DATES & IMPLICATIONS

Event will be held 4<sup>th</sup> to the 8<sup>th</sup> September.

#### 8. CONSULTATION

Kevin Anderson - CLCAC  
Shannon Moren  
Madison Marshall  
Clinton Murray  
Stuart Holley

#### 9. CONCLUSION

The forum has been running for a few years now and is funded and facilitated by NIALSMA and NT Hazards which has a minor budget for the event. CLCAC were asked to host this next forum in Burketown 18 months ago at the last Kuranda forum. Because of the Emergency Management nature of the forum and reflecting on the shire's massive monsoonal flood in early March we do see a high community benefit in this forum.

## 10.     OFFICER'S RECOMMENDATION

That Council provide remission of Hall Hire Fees and provision of in-kind support for the Northern Australian Emergency Management Forum as follows:

Details	Estimated cost
Football Facilities, including access to toilet and showers from 4 <sup>th</sup> to 8 <sup>th</sup> September.	Suggest no charge of facilities but cannot camp on oval itself, this is due to underground irrigation.
Council clean facilities prior to the event and check the toilet facilities during the event.	Suggest we clean prior to the event and CLCAC check during the event and clean after the event.
Hall Hire Fee - hall and kitchen. 4 <sup>th</sup> to the 7 <sup>th</sup> .	No profit rate for the four days = \$8,731.00. Suggested charge a minimal fee of \$1,000 to cover cost plus overall bond of \$1,000.
BBQ and table and Chairs at star gazing site for dinner one night.	See no major issue but any damage covered by way of bond.
Skip Bin or extra wheelie bins.	Suggest provide 2-3 wheelie bins as in-kind.

## ATTACHMENTS

Nil

## Chief Executive Officer Reports

### 11.12 LGAQ Annual Conference - Submission of Motions

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
REPORT PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	20 August 2023
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (Governance, finance, risk)

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#### 1. PURPOSE

The Local Government Association of Queensland (LGAQ) has called for agenda item/motions for consideration at the Annual Conference to be held Monday 16 to Wednesday 18 October 2022 in Gladstone.

#### 2. BACKGROUND

The Agenda Committee of the LGAQ will review all submitted motions and provide a Preliminary Agenda for Member Councils in advance of the conference.

#### 3. PROPOSAL

Council is proposing to recommend the following motions at the LGAQ Conference on the 16-18 October:

##### Motion 1

<b>Who is the key contact for this motion? (required)</b>	Mayor Ernie Camp
<b>Submitting council (required)</b>	Burke Shire Council
<b>Supporting organisation (if applicable)</b>	
<b>Council resolution # (required)</b>	Council have agreed in principle will be passed at its August Council meeting.

<b>Date of council resolution (required)</b>	23/08/2023
<ul style="list-style-type: none"> <li>Does this motion have state-wide relevance? <b>(This is a required field)</b></li> </ul> Yes	
<b>Title of motion (required)</b>	The establishment of a rapid response team, in the face of significant and/or catastrophic disasters.
<b>Motion (required)</b>	The LGAQ calls on the State/Federal/State and Federal government(/s)> to advocate for the establishment of a rapid response team with relevant skillsets who, in the face of significant and/or catastrophic disasters, are deployed in situ to assist Local Governments whose workforce capabilities and skillsets nor ready access to appropriately qualified personnel to maximise effective and timely responses to protect the integrity of public and private infrastructure.
<b>What is the desired outcome sought? (required) 200-word limit</b>	The establishment of a rapid response team, in the face of significant and/or catastrophic disasters for Local Governments with limited staff resources to appropriately respond to the event. .
<b>Background (required) 350-word limit</b>	Small and/or rural/remote Local Governments are considerably strained during times of emergency response. They need the objective support and experience to assist with activities/actions required in the face of change as the disaster unfolds which in turn allows the local government to focus on their residents/communities. Additionally, their communities often do not have local businesses with the appropriate and specialised skills, knowledge and experience to assist in recovery from natural disasters. For example, it is vital that as soon as possible after flooding, walls in buildings are partially/wholly removed to increase air circulation which in turn restricts mould growth. If not undertaken, in a few months' time, the house becomes unliveable due to damage to infrastructure and also it increases risk to the health and safety of residents as there are many illnesses attributable to mould spores. Aside from housing, the need to recover plant and equipment, communications, road infrastructure for example also requires particular skills and all are essential to allow lives and livelihoods to return to "normal" in a shorter time period.
<b>Case study/ Example (optional) 350-word limit</b>	The Burke Shire faced catastrophic monsoonal flooding in early March 2023. This put major pressure on very limited Council resources during and post the flood event. With Burketown largely surrounded by flood waters, the airport flooded and access to the

	airport also flooding, helicopters had to be used to evacuate nearly 80% of the town to Normanton and Mount Isa over two days. This put a massive strain on the Local Disaster Management Team and its resources, SES, Rangers and QPS.
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**Motion 2**

<b>Who is the key contact for this motion? (required)</b>	Mayor Ernie Camp
<b>Submitting council (required)</b>	Burke Shire Council
<b>Supporting organisation (if applicable)</b>	
<b>Council resolution # (required)</b>	Council have agreed in principle will be passed at its August Council meeting.
<b>Date of council resolution (required)</b>	23/08/2023
<ul style="list-style-type: none"> <li>Does this motion have state-wide relevance? <b>(This is a required field)</b></li> </ul> Yes	
<b>Title of motion (required)</b>	Communication providers responses during times of local disasters.
<b>Motion (required)</b>	That LGAQ seek that communication providers evolve their response/restoration /repair actions to reflect the evolution of technology provision and that they be obligated to ensure they have ready and reliable access to suitable modes of transport, that reflect the current seasonal conditions, to facilitate timely restoration of services.
<b>What is the desired outcome sought? (required) 200-word limit</b>	Effectively what the motion states -that Communication providers evolve their response/restoration /repair actions and appropriate modes of transport to enable appropriate respond to a disaster.
<b>Background (required) 350-word limit</b>	Decades ago, horses were used to check infrastructure with this transitioning to cars as infrastructure increased and roads improved. Now we have access to aerial transportation and communication infrastructure exists in a vast variety of landscapes and climates. Communication service providers need to ensure that not only they evolve in the way they respond to outages/maintenance and the

	prevailing weather conditions but also have ready and reliable access to that transportation method to ensure timely, efficient and effective response to mitigate length of time services are unavailable and the associated risk to not only businesses but also the health and safety of residents and travellers. This is even more important in regions where climatic conditions increase the likelihood, frequency and length of outages.
<b>Case study/ Example (optional) 350-word limit</b>	<p>As experienced in the recent Burke Shire catastrophic monsoonal flooding It is of major concern that the Telstra USO can be manipulated to the advantage of the service provider (and validate their poor response to resolution) and the detriment of the customer especially during times of catastrophe and disaster when it is needed most for personal, business and communal ongoing wellbeing and safety.</p> <p>Government should enshrine in relevant Acts and policies a USO for mobile and data technology platforms. Canberra, Sydney, Brisbane would not expect nor tolerate 28 days to recovery of services as Burke had to do (and some for even longer).</p> <p>We are all Australians and should have the same rights and expectations regarding services as our urban counterparts. Indeed, perhaps we have a higher right as we have limited to no alternatives for service provision in rural and remote areas.</p>

**Motion 3**

<b>Who is the key contact for this motion? (required)</b>	Mayor Ernie Camp
<b>Submitting council (required)</b>	Burke Shire Council
<b>Supporting organisation (if applicable)</b>	
<b>Council resolution # (required)</b>	Council have agreed in principle will be passed at its August Council meeting.
<b>Date of council resolution (required)</b>	23/08/2023
<ul style="list-style-type: none"> <li>Does this motion have state-wide relevance? <b>(This is a required field)</b></li> </ul> <p>Yes</p>	

<b>Title of motion (required)</b>	Federal Government to apply a CSO/USO to any publicly funded communications infrastructure/ service.
<b>Motion (required)</b>	That LGAQ advocate the Federal Government to apply a CSO/USO to any publicly funded communications infrastructure/ service, whether partially or wholly funded, to ensure the protection of the basic modern human right of access to communication.
<b>What is the desired outcome sought? (required) 200-word limit</b>	Protection of the basic modern human right of access to communication.
<b>Background (required) 350-word limit</b>	Through various programmes such as the Mobile Black Spot Fund, government has made significant investment into communication infrastructure. Given these are public funds supplied by the Australian taxpayer, it is reasonable to expect guaranteed maintenance/upgrades/repairs are carried out on that infrastructure to reflect the value of this investment by the public which allows companies to, in turn, profit from this investment
<b>Case study/ Example (optional) 350-word limit</b>	<p>As was experienced in the recent catastrophic Burke shire monsoonal flooding in early march this year It is of major concern that the Telstra USO can be manipulated to the advantage of the service provider (and validate their poor response to resolution) and the detriment of the customer especially during times of catastrophe and disaster when it is needed most for personal, business and communal ongoing wellbeing and safety.</p> <p>We are all Australians and should have the same rights and expectations regarding services as our urban counterparts. Indeed, perhaps we have a higher right as we have limited to no alternatives for service provision in rural and remote areas.</p>

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning acceptance of this Report.

#### 5. RISK

Not applicable concerning acceptance of this report.

#### 6. POLICY & LEGAL IMPLICATIONS

Not applicable concerning acceptance of this report.

7.        CRITICAL DATES & IMPLICATIONS

Motions for consideration at the 126th Annual Conference to be held Monday 16 to Wednesday 18 October 2023 were required to be submitted by no later than Wednesday 9 August 2022. These were forward by due date subject to council resolution.

8.        CONSULTATION

Councillors.

9.        CONCLUSION

Nil

10.      OFFICER'S RECOMMENDATION

That Council submit the following motions for consideration by the Agenda Committee for the 2023 LGAQ Annual Conference:

**1. The establishment of a rapid response team, in the face of significant and/or catastrophic disasters.**

The LGAQ calls on the State/Federal/State and Federal government(/s)> to advocate for the establishment of a rapid response team with relevant skillsets who, in the face of significant and/or catastrophic disasters, are deployed in situ to assist Local Governments whose workforce capabilities and skillsets nor ready access to appropriately qualified personnel to maximise effective and timely responses to protect the integrity of public and private infrastructure.

**2. Communication providers responses during times of local disasters.**

That LGAQ seek that communication providers evolve their response/restoration /repair actions to reflect the evolution of technology provision and that they be obligated to ensure they have ready and reliable access to suitable modes of transport, that reflect the current seasonal conditions, to facilitate timely restoration of services.

**3. Federal Government to apply a CSO/USO to any publicly funded communications infrastructure/ service.**

That LGAQ advocate the Federal Government to apply a CSO/USO to any publicly funded communications infrastructure/ service, whether partially or wholly funded, to ensure the protection of the basic modern human right of access to communication.

ATTACHMENTS

Nil



## 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 28 September 2023.