



Confirmed Minutes
Burke Shire Council Ordinary Meeting
Thursday 23 May 2024
9.00am Council Chambers

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01. Opening of Meeting

The Chair welcomed members and declared the meeting open at 9.11am.

02. Record of Attendance

Members	Cr Ernie Camp; Mayor – Chair Cr John Clarke; Deputy Mayor Cr Clinton Murray Cr John Yanner Cr Paul Poole
Officers	Dan McKinlay; Chief Executive Officer Chris Wilson; Director of Engineering Amir Akrami; Senior Engineering Manager, Water and Roads Chelsea Nelson; People and Culture Manager Jordan Marshall; Executive Assistant (Minutes) Madison Marshall; Corporate Services and Governance Manager Shaun Jorgensen; Finance and Technology Manager
Apologies	Kimberly Chan; Economic and Community Development Manager Shannon Moren; Environmental Health, Local Laws and Facilities 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:

- **Amir Akrami; Senior Engineering Manager, Water and Roads**
- **Chelsea Nelson; People and Culture Manager**
- **Shaun Jorgensen; Finance and Technology Manager**

Moved: Cr Camp

Seconded: Cr Yanner

Carried 240523.01 5/0

03. Prayer

Cr Yanner led Council in prayer.

04. Consideration of applications for leave of absence

That Council notes that no applications for leave of absence were received.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Wednesday 24 April 2024.

That the Minutes of the Ordinary Meeting of Council held on Wednesday 24 April 2024 as presented be confirmed by Council.

Moved: Cr Camp

Seconded: Cr Murray

Carried 240523.02 5/0

06. Condolences

Council notes the passing of Pam de Joux, George Reid and Kevin Cusack and expresses their condolences to the family.

07. Declaration of Interests

No declaration of interests were noted.

08. Registers of Interests

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

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

09.01 Notices of Motion

09.02 Petitions

No notices of motion or petitions were received for the meeting.

Attendance

NorthLane entered the meeting from 9.36am to 10.28am.

10. Engineering Services Reports

10.01 Works and Services Monthly Update Report

DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering
PREPARED BY:	Chris Wilson; Director of Engineering
DATE REPORT PREPARED:	15 May 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

This report is provided for information and outlines the works carried out by the Engineering Department for the month of April 2024.

2. SUMMARY

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

- The cleanup from the flooding events during March carried over into early April. The depot crews were kept busy with after-flood emergent work, plant and vehicle maintenance and local maintenance work.
- The council vehicle tender was opened on 24th April and closes on 14th May.

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

Burketown:

- Keeping on top of the mowing and general maintenance in parks and gardens.
- Weeding and mowing the footy field.
- Weeding and mowing cemetery.
- Cleaning exterior walls of Durlga Building to remove mould.
- Preparation for Easter holiday, ANZAC Day dawn service and breakfast, and May day.
- Assisting with funeral preparation.
- Slashing/mowing airport.
- Septic tank pump-outs.
- Delivering and maintaining portable public toilets.
- Assisting with maintenance works at the airport.
- Assisting with resupply.
- Weekly rubbish collection was maintained without any issues.

Gregory:

- Maintenance of parks and gardens.
- Mowing and brush cutting at airport.
- Daily road inspection and reports.
- Water treatment depot maintenance.
- Assisting with work on the depot accommodation.
- Keeping township clean and tidy.
- Septic tank pump-outs.

2.2 Roads**Council:**

- Plant machine training.
- Maintaining and work around depot.
- Daily road inspections.
- Emergent Works; Escott Rd, Five Mile Rd.
- Assist with repairs of airport runway.
- Assisting with resupply.
- Slashing Truganini Rd.

RMPC:

- Repair signage and guideposts.
- Asphalt repairs/surface correction work on Wills Development Rd.
- Emergent Works; Doomadgee East Rd, Airport Rd.
- Clear boat ramp.
- Reinstall tables and chairs on bridge, clear silt and debris.
- Plant machine training.
- Push-up at landfill.
- Town street pothole repairs.

2.3 Water & Sewerage

- Burketown water usage – 1838kL
- Gregory water usage – 1174kL
- Assist with repairs of airport runway.
- Repairs to infrastructure feeding the PYMO.
- Attend to several minor leaks in town.
- Upgrade to Burketown sluice valves.
- Maintenance to Gregory valves and hydrants.

- Grounds maintenance at the WTP.
- STP obtaining high pH readings, investigating solutions.
- Remove vegetation around STP.

2.4 **Airports**

- Multiple minor runway repairs were completed.
- Daily airport inspections completed.
- Airport Installation of new raised runway edge lights.

2.5 **Waste Management**

- The weekly waste collection continues as normal.
- Due to the flooding, waste was stored in the waste collection vehicle at the cemetery carpark until the vehicle was able to access the landfill.

2.6 **Workshop and Fleet**

- 567 – Removed air-band radio for refitment into new Airport Safety vehicle (559)
- 566 - UHF handpiece replacement
- 559 – New airport radio fitted
- 592 – Clutch fault – replaced slave cylinder but requires a new clutch
- Prepared cars for auction – removed stickers and flashing lights.
- 529 – John Deere ride on – replaced 2 deck spindles
- 551 – prime mover – replaced idler pulley/ auto tensioner
- Gregory depot and Gregory WTP Gensets servicing
- 546 – Kubota slasher – replaced PTO clutch
- Parts audit and cleaned workshop storage area as well as sorting incoming parts and confirming what parts have arrived.
- 615 – 150M Grader – New air filters fitted
- 583 – 950K loader – removed air from auto greasing system, replaced fuel lift pump, faulty primer pump to be replaced
- Road crew sign trailer – Replaced tow hitch and repaired cracks in A-frame.
- 589 – RMPC truck – PTO fault
- 604 – Gregory ride on – Replaced tyres and blades
- 601 – Haul mark Float – Replaced tyres and check over – Brakes, greased, checked wheel bearings, checked lights
- 481 – Water tanker – Replaced rear axle bearings, replaced grease in other axles and readjusted bearings, brake adjustment and regrease
- 597 – Backhoe – Replaced 2 batteries
- 523 – Replaced uni-joints and replaced transmission seal
- 545 – Road crew car – Fit new flashing lights and fridge, service

- 538 – Gregory car – Service

3. OFFICER'S RECOMMENDATION

That Council receive and note the Engineering Department monthly report for April 2024.

10.01 Works and Services Monthly Update Report

That Council receive and note the Engineering Department monthly report for April 2024.

Moved: Cr Clarke

Seconded: Cr Poole

Carried 240523.03 5/0

10.02 Capital Works Projects Monthly Update Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering
DATE REPORT PREPARED:	7 May 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PURPOSE

This report seeks to inform Council of the progress of the Shire's 2023/24 Capital Works Program, from 1 to 30 April 2024.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The total funding for Capital Works program including the WIP for the carryover projects and 23-24 FY budget is: **\$17,832,039.86**.

Below please find the summary of the Project and Financial progresses:

- Average Capital Works Program Progress: **78%**
- Average Capital Works Financial Progress: **86%**

The above percentages didn't include the progress of the Deferred Projects.

Attached please find a list of Capital Works Projects including details such as the description and status of each project.

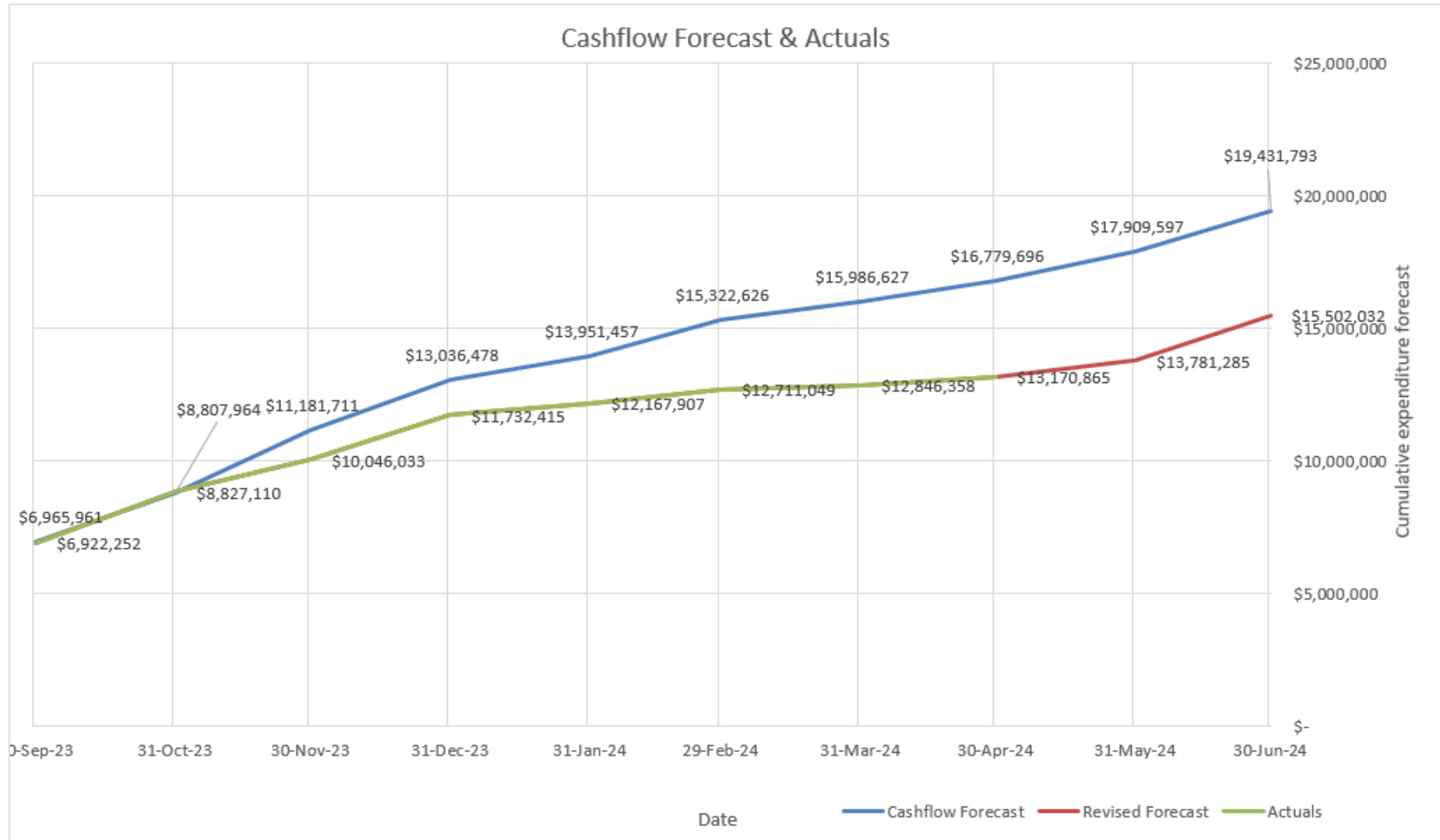
It should be noted that the budget (total budget including 22-23 FY and 23-24 FY) of Burketown Revitalisation Project has been set to \$330,000 (as it was originally in 22-23FY). As Council cash and funding amounts have not been increased since then, 23-24 FY budget to be revised in Q3 budget review to reflect the WIP amount and carryover budget.

3. CASHFLOW

Below please find the Cashflow Forecast baseline (the blue line), the actuals (the black line), and the revised forecasts (the brown line) for this financial year.

The actuals are short by approximately \$3.6m. The revised forecast indicated that the gap between the baseline and the forecast will increase by \$200,000 in the next couple of months and reaches \$3.8m at the end of the financial year. The main reasons for the big gap between the cashflow baseline and the revised forecasts are related to shifting the expenditure forecasts of the following major projects to 24-25 FY.

- SCADA and Gregory Water Treatment Plant Upgrade
- Burketown Wharf Recreational Ground Project
- Burketown Health and Wellbeing Precinct
- Burketown Revitalisation Project
- Fleet Renewal 2023-24



4. CAPITAL WORKS PROGRAM HIGHLIGHTS

Burketown Revitalisation Project

- Council has reviewed the Preliminary design of Beams St and Shared Path Upgrade.
- The community consultation commenced.
- The Consultant will finalise the street lighting design and detailed design after the conclusion of community consultation and Council direction.
- Issues:
 - The project will require EOT till Sept 2024 to complete the lighting design and detailed design.
 - The total project budget including 22-23 and 23-24FY has been set to \$330,000. Whilst the project is not over the approved 23-24 FY yet, the budget will be revised in Q3 review and decrease the 23-24FY to reflect the \$330,000. This will make the project over the budget. Please note that additional costs/variation are expected for the lighting and detailed design.



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

- A price has been received for Gregory River Pump.
- A second-hand clarifier for Gregory Water Treatment Plant is being inspected for suitability. If suitable, Council will purchase the clarifier and get the contractor to install the mechanical and electrical equipment.
- **Risk:**
 - In absence of a quote for the Gregory WTP clarifier, the financial status of the project to be monitored to ensure the project can be delivered within the budget.
 - Purchasing a second-hand clarifier unit will mitigate the risk of going overbudget.



Figure 2: Lamella clarifier located at Richmond.

Burketown Wharf Recreational Grounds

- The scope of construction was confirmed.
- The contractor priced the portion of the scope specs of which have been approved.
- Funding applications have been submitted for the footpath, awaiting the result.
- **Risk:** The risk of the need for additional funding has been reduced significantly following obtaining the revised prices.

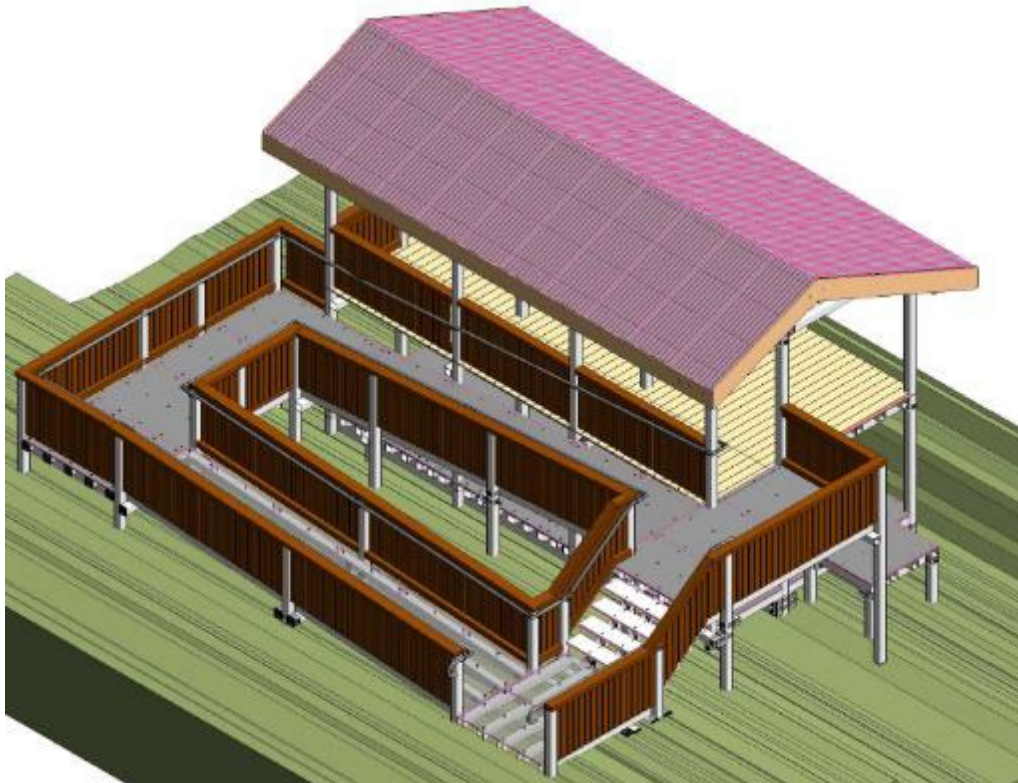


Figure 3: The indicative 3D of the proposed toilet block

Health & Wellbeing Precinct

- All disciplines progressing to 90% drawings for Admin building, Pool Pump Room, Swimming Pool, and site coordination.
- The Splash Park preferred contractor has been selected. Contract will be awarded subject to availability of funds.
- Funding application for the final stage of GRP was submitted, awaiting approval.

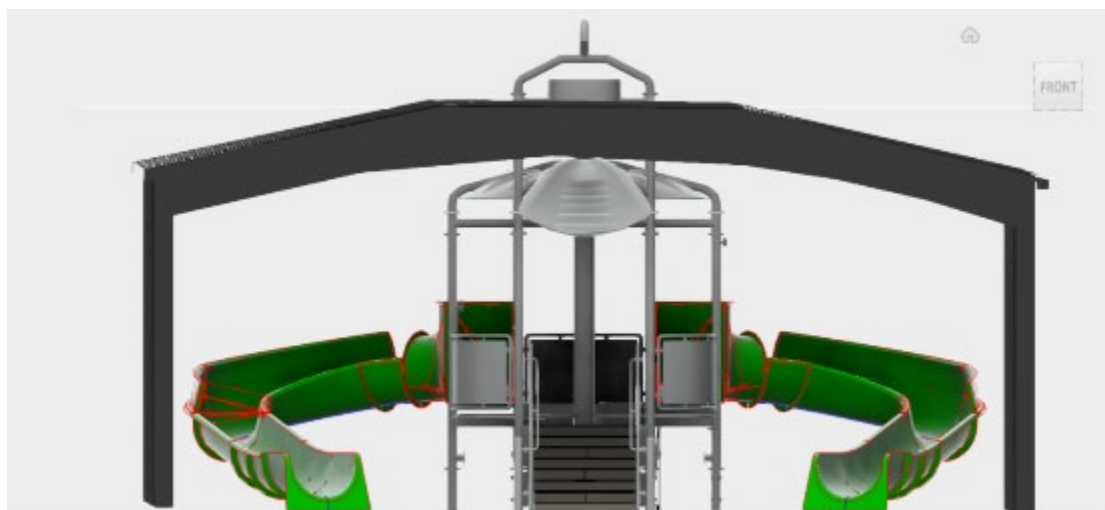


Figure 4: The bucket and tower indicative design of the preferred contractor of Splash Park contract.

5. OFFICER'S RECOMMENDATION

That Council accepts and notes the Capital Works Projects Report for April 2024.

10.02 Capital Works Projects Monthly Update Report

That Council accepts and notes the Capital Works Projects Report for April 2024.

Moved: Cr Murray

Seconded: Cr Poole

Carried 240523.04 5/0

10.03 DRFA Works Project Status Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Chris Wilson
DATE REPORT PREPARED:	16 May 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PURPOSE

This report seeks to inform Council of the progress of the Shire's 2023/24 Disaster Recovery Funding Arrangement (DRFA) Works Program, from 1 to 30 April 2024.

2. SUMMARY

This report details the progress to date and forecasted cashflow for the 2022/2023 DRFA restoration program for Northern Queensland Monsoon and Flooding 20 December 2022 – April 2023 and the Northern and Western Queensland Rainfall and Flooding 2022 event.

Please note: All values described in this report are exclusive of GST unless specifically stated.

3. 2023 DRFA RESTORATION WORKS

Burke Shire Council's final approved funding (direct cost), for the Northern Queensland Monsoon and Flooding 20 December 2022 – April 2023 event, is \$165,708,982.98 with a further \$17,076,516 in the final stages of the application process with QRA. Betterment Funding applications have been lodged with QRA totalling \$18,499,999.81 split between three projects.

The works are divided into 9 Packages with Council crews also undertaking works. Seven of the packages have been awarded to contractors with Packages 8 & 9 currently in the procurement process. There has been \$5,514,717.40 in payments to contractors to date for these works.

An Extension of time request has been made to QRA for all 2023 DRFA scope to be completed by 30/06/2026.

The 2023 DRFA Program of works is tabulated below:

Table 1: 2023 DRFA Program of Works

Type	Submission Number	Works Location
REPA	BrkSC.0032.2223G.REC	Gregory Lawn Hill Road (Gravel)
		Lawn Hill National Park Road (Gravel)
		Riversleigh Road
	BrkSC.0034.2223G.REC	Bowthorn Road
		Doomadgee West Road (Gravel)
		Morella Road
		Nugabuura Road
	BrkSC.0035.2223G.REC	FWIN Cameras
	BrkSC.0036.2223G.REC	Burketown Streets
		Gregory Town Streets
		Airport Road (Burketown)
		Cemetery Road
		Doomadgee Lawn Hill Road
		Escott Road
		Five Mile Road
		Gregory Pump Station Road
		Mellish Park Road
		Truganini Road
		Utilities Road
	BrkSC.0038.2223G.REC	Holding Works various roads
	BrkSC.0040.2223G.REC	Burketown Airport Runway
	BrkSC.0041.2223G.REC	Lawn Hill National Park Road (Sealed)
		Gregory Lawn Hill Road (Sealed)
		Doomadgee West Road (Sealed)
	BrkSC.0042.2223G.REC	Lawn Hill Creek North Crossing
	BrkSC.0043.2223G.REC	Doomadgee East Road
	BrkSC.0044.2223G.REC	Floraville Road
	BrkSC.0045.2223G.REC	Gregory Lawn Hill Road Concrete Mattresses
Betterment	RUNWAY PAVEMENT	Burketown Airport
	LAWN HILL CREEK FLOODWAY RECTIFICATION	Doomadgee Lawn Hill Road
	CONCRETE MATTRESS PAVEMENT UPGRADE	Gregory Lawn Hill Road

4. AWARDED CONTRACTS

Table 2: Awarded Contracts

Contract	Assets	Contractor	Start Date	PC Date
Council Works	<ul style="list-style-type: none"> • Escott Road • Five Mile Road • Mellish Park Road • Burketown Airport Runway • Doomadgee East Road • Floraville Road • Marshall Street • Pipeline Road 	Council Crew	-	31/10/24
Package 1 – CN: 5601-3000-0001	<ul style="list-style-type: none"> • Gregory Lawn Hill Road (unsealed sections) 	Halloran & Sons Earth Moving Pty Ltd	26/07/23	13/12/23
Package 2 – CN: 5601-5000-0001	<ul style="list-style-type: none"> • Doomadgee West Road (unsealed sections) 	Gulf Civil Pty Ltd	01/08/23	27/11/23
Package 3 – CN: 5601-4200-0001	<ul style="list-style-type: none"> • Bowthorn Road 	K & G Booth Pty Ltd	31/07/23	24/05/24
Package 4 – CN: 5601-3200-0001	<ul style="list-style-type: none"> • Burketown Streets • Gregory Town Streets • Truganini Road • Lawn Hill National Park Road (sealed sections) 	Stabilised Pavements of Australia Pty Ltd (SPA)	27/05/24	31/10/24
Package 5 – CN: 5601-4250-0001	<ul style="list-style-type: none"> • Doomadgee Lawn Hill Road • Bowthorn Road (remaining scope) 	Kenglen Civil Pty Ltd	27/05/24	31/10/24
Package 6 – CN: 5601-3250-0001	<ul style="list-style-type: none"> • Riversleigh Road • Lawn Hill National Park Road (unsealed sections) 	Halloran & Sons Earth Moving Pty Ltd	27/05/24	31/10/24
Package 7 – CN: 5601-6800-0001	<ul style="list-style-type: none"> • Morella Road • Nugaburra Road 	Durack Civil Pty Ltd	27/05/24	31/10/24
FWIN Cameras	<ul style="list-style-type: none"> • Archie Creek Site • Doomadgee Site 1 • Kingfisher Site • Tirranna Site 1 • Tirranna Site 2 • Tirranna Site 3 	Qteq	05/03/24	31/05/24

5. FUTURE WORKS

Table 3: Future Works

Contract	Assets	Contractor	Start Date
Package 8 – CN: 5601-5000-0002	Doomadgee West Road (sealed)	Procurement - Tender phase	31/10/2024
Floraville Road Stage 1	Floraville Road (first 5km)	Design Phase	Q4 2024
Package 9 – Floraville Road Stage 2	Floraville Road (remaining scope)	Design Phase	Q4 2026
Burketown Airport Runway Restoration	Burketown Aerodrome Runway	Approved – awaiting Betterment application outcome	Q4 2025
Burketown Airport Runway Betterment	Burketown Aerodrome Runway	Lodged – awaiting QRA approval	Q4 2025
Lawn Hill Creek North Crossing Restoration	Lawn Hill	Approved – awaiting Betterment application outcome	Q4 2025
Lawn Hill Creek North Crossing Betterment - Raised Causeway	Lawn Hill	Lodged – awaiting QRA approval	Q4 2025
Gregory Lawn Hill Road Concrete Mattresses	Gregory Lawn Hill Road	Approved – awaiting Betterment application outcome	Q4 2025
Gregory Lawn Hill Road Betterment - Concrete Running Surfaces	Gregory Lawn Hill Road	Lodged – awaiting QRA approval	Q4 2025
Doomadgee East Road Restoration	Doomadgee East Road	Approved – planned for construction year 2025	Q4 2025
Gregory Lawn Hill Road (sealed sections) Restoration	Gregory Lawn Hill Road (sealed sections)	Approved – planned for construction year 2025	Q4 2025

6. STATUS

Figure 1: Physical Completion of Works by Asset

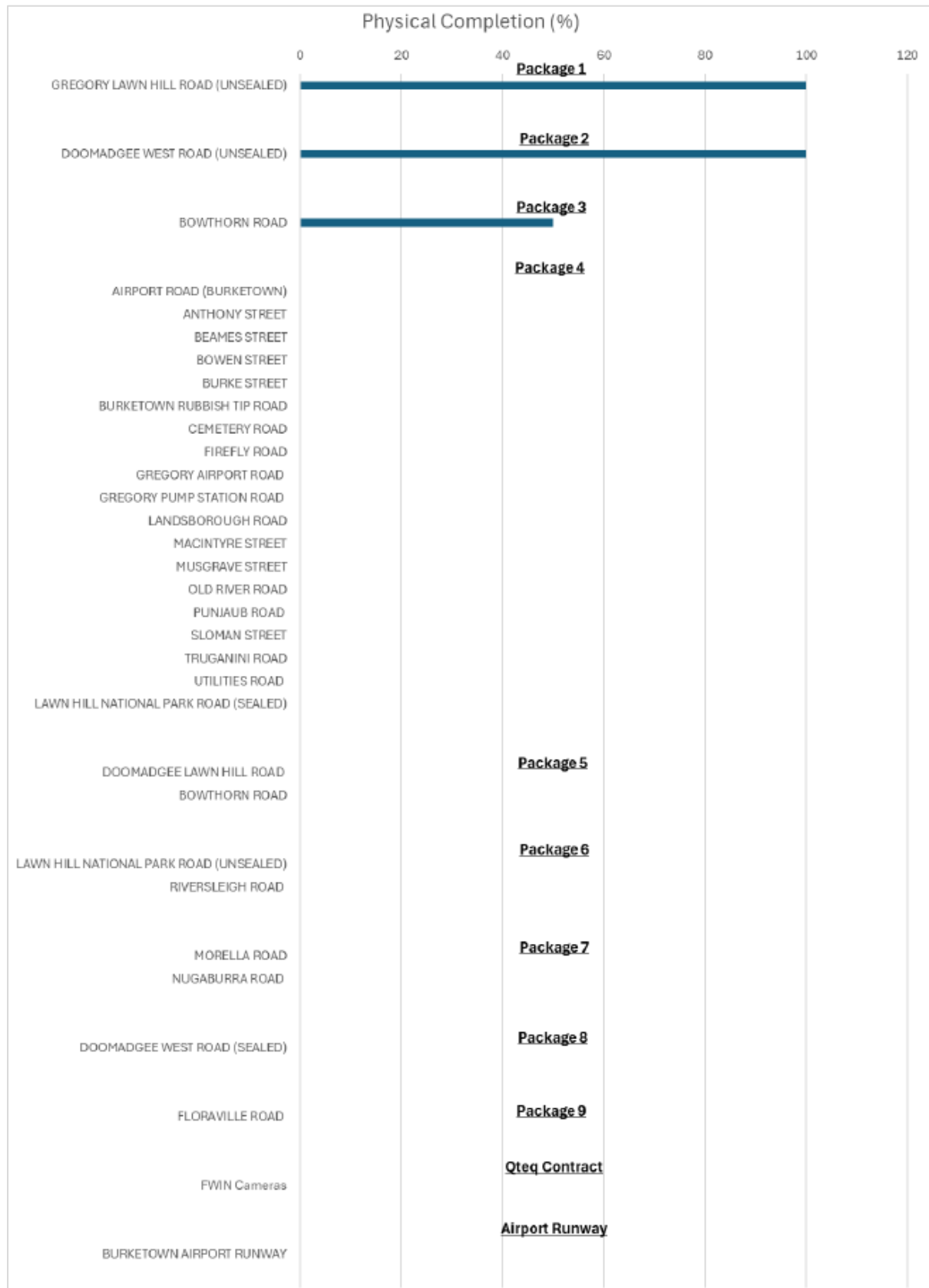
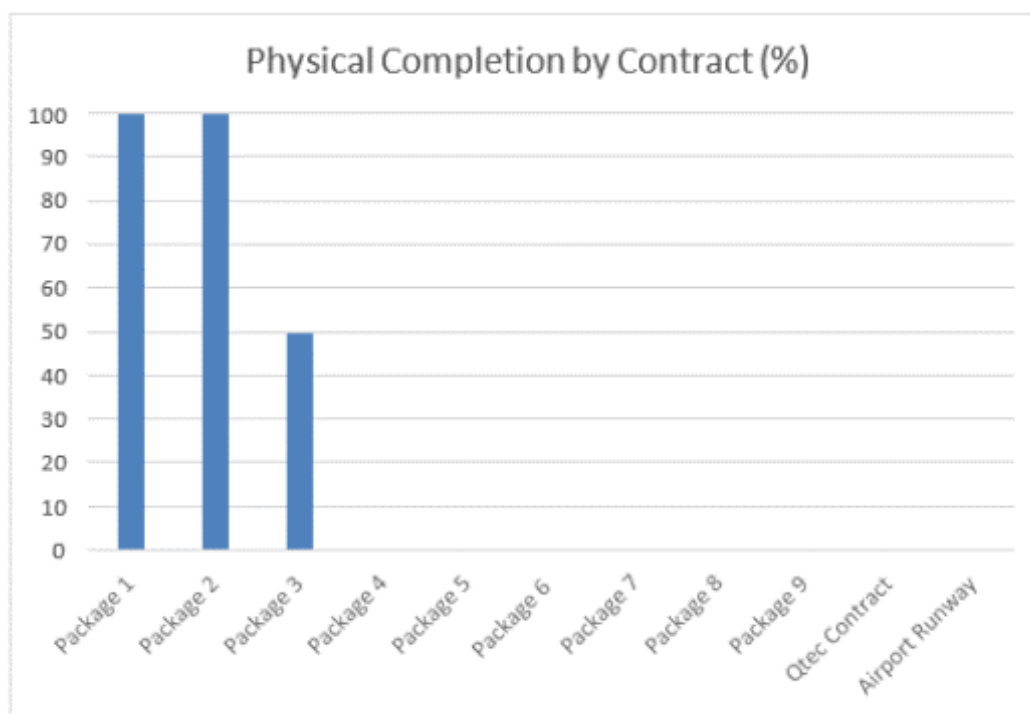


Figure 2: Physical Completion of Works by Contract



5601-3000-0001-2022-2023 DRFA Restoration Package 1 – Gregory Lawn Hill Road

- Works completed 20/12/2023 with exception of cattle grid and culvert silt removal which will be completed in January subject to weather.



Figure 3: DRFA (Restoration) works are in progress along Gregory Lawn Hill Road

5601-5000-0001-2022 & 2023 DRFA Restoration Package 2 – Doomadgee West Road

- Works completed and rectification/touch-up works completed
- Lagoon Creek Sight Distance Improvement works completed



Figure 4: Doomadgee West Road

5601-4200-0001-2022 & 2023-DRFA Restoration Package 3 – Bowthorn Road

- Works completed 7th December 2023.



Figure 5: Bowthorn Rd

0280-4063-0002 2021 DRFA Bowthorn Road Culvert

- Culvert construction completed – 02/11/2023.



Figure 6: Bowthorn Rd Culvert Replacement

7. OFFICER'S RECOMMENDATION

That Council notes the Disaster Recovery Funding Arrangement (DRFA) Status Update Report for April 2024.

10.03 DRFA Works Project Status Report

That Council notes the Disaster Recovery Funding Arrangement (DRFA) Status Update Report for April 2024.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 240523.05 5/0

10.04 Guiding Engineering Standards; references to FNQROC Development Manual

DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering
PREPARED BY:	Amir Akrami; Senior Engineering Manager
DATE REPORT PREPARED:	13 May 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan

1. PURPOSE

The purpose of this report is to obtain Council endorsement for adoption of Guiding Engineering Standards including references to parts of FNQROC Development Manual.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire Council has not adopted any guiding engineering standards for reviewing design plans, and undertaking construction, and reviewing development applications. However, it is understood that it has been a common practice for Council officers to refer to FNQROC Development Manual as the immediate reference to get guidance for the standards for design and construction.

FNQROC Development Manual provides a comprehensive, practical, and fit for the region guide through any development process for Developer's, Consultants, Contractors, and Council Officers. This provides consistency in the requirements for development as defined within the Planning Act 2016 within the region.

The FNQROC Development Manual version 8 states:

"It is the intention of the Development Manual to set out procedures and requirements that are consistent with the Planning Act and its supporting legislation, and represent 'best practice' in accordance with accepted current state and national standards for design and construction.

While the Development Manual provides comprehensive manuals and requirements for the preparation and submission of approval applications, designs details and construction procedures, it is not the intention of the document to prescribe mandatory conditions."

Accordingly, the intention of this report is to nominate the relevant sections of FNQROC Development Manual that are expected to be referenced more frequently for design and construction and assist in the evaluation of development applications.

3. PROPOSAL

It is proposed to nominate the following sections of FNQROC Development Manual to be adopted as guiding engineering standards for design, construction, and evaluation of development applications.

Design Manuals

- D1 Road Geometry 11.19
- D2 Site Regrading 11.19
- D3 Road Pavements 11.19

- D4 Stormwater Drainage 11.19
- D6 Water Reticulation 11.19
- D7 Sewerage System 11.19

Specifications

- S1 Earthworks 11.19
- S2 Road Pavements 11.19
- S3 Segmental Paving 11.19
- S4 Stormwater Drainage 11.19
- S5 Water Reticulation 11.19
- S6 Sewerage Reticulation 11.19
- S7 Concrete Works Specifications 11.19

Standard Drawings

S1000 G	Concrete Kerb & Channel
S1005E	Sheet 1 Typical Road Cross Sections
S1006D	Sheet 2 Typical Road Cross Sections
S1007D	Sheet 3 Typical Road Cross Sections
S1008D	Sheet 4 Typical Road Cross Sections
S1009C	Sheet 5 Typical Road Cross Sections
S1015E	Access Crossovers
S1016D	Kerb Ramp
S1025A	Handrail Tubular Steel Fence
S1027A	Security Fencing
S1035D	Pathways / Bikeways
S1040F	Street Name Signs
S1041D	Traffic Control Devices
S1045B	Excavation, Bedding & Backfilling of Precast Box Culverts
S1046B	Excavation, Bedding & Backfilling of Concrete Pipes
S1050C	Grated Kerb Inlet Pit Pipe dia. Less than 600mm

S1055E	Grated Kerb Inlet Pit Pipe dia. Greater than 600mm
S1060C	Kerb Inlet Grate and Frame
S1065C	Stormwater Manholes 1050 & 1500
S1066A	Access Chamber Rectangular Roof Slab
S1070C	Field Inlet Pits
S1075B	Concrete Pipe Headwall 375mm to 675mm
S1080B	Box Culvert Headwall H150mm to 600mm
S1085C	Concrete Headwall Wing Walls and Apron
S1090A	Box Culvert Headwall Wingwalls and Apron
S1095C	Subsurface Drainage Flushing Points Outlet
S1100C	Stormwater Drainage Entry Gates
S1105F	Rural Allotment Accesses
S1110E	Concrete Driveway for Allotment Access
S2000D	Valve Box Installation
S2001C	Air Valve Pit Air Release
S2005D	Hydrant Box Installation
S2010E	Curb & Road Markers
S2011B	Steel Marker Posts
S2012B	Timber Marker Posts
S2015C	Thrust Block Details
S2016B	Water Reticulation Bedding Details
S2020C	Main Connection details
S2025B	Water Service Road Crossings Low Density Residential
S2038B	Standard Arrangement of 20mm Water Service and Recycled Water installations
S2050B	Standard arrangement of >80mm Water and Fire Installations
S3000D	Sewerage Manholes

S3005E	House Connection Branches
S3015C	Sewer Bedding – Trench Details
S3020E	Sewerage Pump Station Cast In situ
S3025D	Sewerage Pump Station Precast Units
S3030B	Sewerage Pump Station Details
S3035A	Pump Station Overflow
S4110F	Traffic Island Medians

4. FINANCIAL & RESOURCE IMPLICATIONS

Adoption of the above-mentioned sections of FNQROC Development manual aims to improve efficiency and consistency. Given these sections of FNQROC development Manual are being adopted as guiding standards rather than mandatory ones, in an unexpected situation that any potential additional costs are forecasted from following the best practices, they can be replaced with a cost-effective solution. Ultimately, no adverse financial or resource implications are expected.

5. RISK

Risk Type	What could happen	Possible consequence
Not adopting the suggested guiding engineering standards	Council officers and consultants may not follow a consistent approach towards the design and construction	Loss of opportunity for providing further consistency and efficiency in design, construction, and developments
Cost	<ul style="list-style-type: none"> Additional cost from following the best practices 	<ul style="list-style-type: none"> Higher levels of service Potentially more resilient infrastructure If the additional costs are unreasonable, a cost-effective alternative can be proposed.

6. POLICY & LEGAL IMPLICATIONS

Following the best practices can protect Council and officers against any potential litigations.

No Policy implications are expected.

7. CRITICAL DATES & IMPLICATIONS

It is recommended to adopt the guiding engineering standards immediately to be able to make references to any development applications, design and construction.

8. CONSULTATION

Consultation was undertaken with;

- Elizabeth Taylor, Town Planner
- Chris Wilson, Director of Engineering
- David Marshall, Water and Wastewater Coordinator
- Executive Management Team
- Councillors

9. CONCLUSION

That there is low risk (and great benefits) for Council to adopt the suggested guiding engineering standards.

10. OFFICER'S RECOMMENDATION

That Council adopts the sections of the FNQROC Development Manual version 8 (any future updates to those sections) as guiding engineering standards for design and construction of developments and projects as described in Section 3 of this report.

10.04 Guiding Engineering Standards; references to FNQROC Development Manual

That Council adopts the sections of the FNQROC Development Manual version 8 (any future updates to those sections) as guiding engineering standards for design and construction of developments and projects as described in Section 3 of this report.

Moved: Cr Poole

Seconded: Cr Murray

Carried 240523.06 5/0

Adjournment

That Council adjourned the meeting from 10.38am to 10.54am, all were present at resumption except for Madison Marshall and Chelsea Nelson.

11. 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. Ongoing.

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 resolved when the Beames and Musgrave Street Upgrade and Cycleway design is finalized. Discussion with DTMR had confirmed that a posted 30 km per hour speed limit is not required. Ongoing.

Resolution Number – 230823.16 – 2023 - 2024 Donations and Community Grants Requests Report

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 in the following schedule; and
3. That Council approves the Donations/Community Grants requests not yet received but pending financial year as outlined in the following schedule.

Schedule of Recommended Donations 2023-2024

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
North West Canoe Club	Gregory Canoe Race (Saddles & Paddles) Sunday 6 th 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

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
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)
Gregory Jockey Club	Gregory Races	\$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.	\$8,500.00

Burketown Kindergarten	Annual	Nil	\$300.00	\$300.00	Donation request not received 23/24 however donation determined based on previous years. Provision of printing throughout the year.	\$300.00 (Pending application to be received)
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)
TOTAL		\$26,650.00	\$12,800.00	\$39,450.00		\$39,450.00

Status

Progressing during financial year and actioned as resolved. Will closed after 30th June.

Resolution Number – 231208.06 – Addition of Doomadgee West Rd as the western primary access (from Northern Territory side) to Doomadgee

1. That Council endorse the addition of Doomadgee West Rd as the primary access from the western (Northern Territory) side to Doomadgee township.
2. That Council endorse that there be further investigation into options of that road becoming state controlled.

Status

Continues to be investigated

Resolution Number – 240129.14 – Closed Session Report – Sale of Council Property to Ergon - Lot 55 on SP280661 Wills Developmental Rd Burketown

1. That Council note the contents of the report; and:
2. Council accepts the sale price of \$55,000 excluding GST for the sale of Lot 55 SP280661, Wills Development Road, Burketown to Ergon Energy Corporation Limited.
3. That the CEO be delegated to sign the Contract of sale.
4. That the proceeds of \$55,000, excluding GST, be constrained for the installation of Solar Panels on the Council Depot Roof. This project to be progressed by the CEO, Director of Engineering and the Economic Development Manager and then reported back to Council.

Status

Draft contract in place. Reviewing recommendations.

Resolution Number – 240424.07 – Revision of Procurement Policy (Statutory)

That the attached updated Procurement Policy be endorsed.

Status

Finalised.

Matter Closed

Resolution Number – 240424.08 – 2023 DRFA Restoration Works - Contracts for Packages 4 to 7

That Council:

1. Receive and note the contents of this report and relevant attachments, and
2. Awards the Contract to the respective Tenderer to the maximum contract value (ex GST) of:
 - a. RFT 5601-3200-0001 - 2023 DRFA Restoration Works Package 4
 1. Stabilised Pavements of Australia Pty Ltd under contract number 5601-3200-0001 for \$2,870,393.55 ex GST, and
 2. Delegate authority to the CEO to negotiate a contract variation for the inclusion of the recent 2024 flood event scope of works up to the value of the final QRA funding approval.

Status

Finalised.

Matter Closed

Resolution Number – 240424.09 – 2023 DRFA Restoration Works - Contracts for Packages 4 to 7

- b. RFT 5601-4250-0001 - 2023 DRFA Restoration Works Package 5 Kenglen Civil Pty Ltd under contract number 5601-4250-0001 for \$2,841,391.68 ex GST

Status

Finalised.

Matter Closed

Resolution Number – 240424.10 – 2023 DRFA Restoration Works - Contracts for Packages 4 to 7

- c. RFT 5601-3250-0001 - 2023 DRFA Restoration Works Package 6 Halloran & Sons Earthmoving Pty Ltd under contract number 5601-3250-0001 for \$1,754, 649.40 ex GST.

The amendment was proposed as:

- I. Council has been pleased with the preferred tenderers work for Council in the past.
- II. Council was concerned about issuing duplicate contracts due to possible timing issues.
- III. The total points were only .3 difference, and the preferred tenderer has a stronger local content.

Status

Finalised.

Matter Closed

Resolution Number – 240424.11 – 2023 DRFA Restoration Works - Contracts for Packages 4 to 7

- d. RFT 5601-6800-0001 - 2023 DRFA Restoration Works Package 7 Durack Civil Pty Ltd under contract number 5601-6800-0001 for \$2,078,496.81 ex GST,

Status

Finalised.

Matter Closed

Resolution Number – 240424.12 – 2023 DRFA Restoration Works - Contracts for Packages 4 to 7

3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum values of the Project Budgets as stated in Recommendation 2 above.

Status

Finalised.

Matter Closed

Resolution Number – 240424.13 – Burketown Health & Wellbeing Precinct Stage 1 – Splash Park & Playground Contract No.: 0280-4201-0005

That Council:

- a) Receive and note the contents of the report and relevant attachments; and
- b) Awards the construction contract to Swimplex to the maximum value of \$3,001,000 (ex. GST) subject to a successful funding application and availability of sufficient budget; and
- c) Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract for the Burketown Health & Wellbeing Precinct to the maximum budget value of \$4,552,000 (ex. GST)

Status

Awaiting funding outcomes.

Resolution Number – 240424.15 – Chief Executive Officer Report

1. The contents of the Chief Executive Officer's Report for March 2024 be noted and received.
2. The amended Organisational Chart be approved.
3. The CEO be delegated to negotiate the purchase of donga's from Johns Lyng Group.

Status

Currently negotiating the purchase of the two dongas.

Resolution Number – 240424.17 – Consultation - Annual Valuation Effective 30 June 2025

THAT Council request the Queensland Valuer-General to undertake a valuation of land within the Burke Shire Council to take effect on 30 June 2025.

Status

Finalised.

Matter Closed

Resolution Number – 240424.18 – Reconfiguring a Lot – Boundary Realignment - Lot 73 SP258882 and Lot 77 B1364

That the Council resolve:

1. That Council's Senior Engineering Manager reconsider the location of the proposed Water Park Pump Station to ensure no detrimental visual amenity impacts occur on the site listed on the QLD Heritage Register (Visitor Centre site). In this regard, re-siting the Pump Station behind the Water Park, and moved some distance from the heritage building, would resolve any visual amenity issues.
2. In accordance with the Planning Act 2016 as amended, the applicant be notified that the Application for a Development Permit for Reconfiguring a Lot – Boundary Realignment, on a site located on the corner of Burke Street and Sloman Street, Burketown, being Lot 77 B1364 and Lot 73 SP258882, is approved subject to the conditions detailed below.
 - A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)
 1. The development shall be undertaken substantially in accordance with the submitted Proposal Plan of Reconfiguration, except as modified by this approval and specifically:
 - a. If any existing reticulated services will traverse one lot to service the other lot, as a result of the boundary realignment, an Easement is required to be provided to benefit the lot which relies on the service lines from the adjoining lot;

OR

The services are to be relocated so that each lot is clear of services that provide a connection for an adjoining lot.

Specific modifications to the Proposal Plan of Reconfiguration and the preparation of supporting Easement documentation, if required, must be actioned prior to Council endorsing the final Plan of Survey, for lodgement and registration with the State government, to the satisfaction of the Chief Executive Officer or delegate.

2. Any future building work on the new lots shall be carried out generally in accordance with any relevant Council requirements and State legislation and to the satisfaction of the Chief Executive Officer or delegate.
3. If unactioned, this development approval lapses six (6) years after the day that the development approval takes effect, unless extended under the Planning Act 2016.
4. Each lot is to be independently connected to the reticulated sewerage system, water service, electricity and telecommunications infrastructure and all separate connections must be in place, prior to Council endorsing the final Plan of Survey for lodgement and registration with the State government, to the satisfaction of the Chief Executive Officer or delegate.
5. Should any of the Council's assets be damaged during the construction of any new infrastructure or associated works the cost of the reinstatement of all such assets shall be met by the applicant/proponent, to the satisfaction of the Chief Executive Officer or delegate.

Council endorsement of the Plan of Survey relies on compliance with Conditions 1 to 5 outlined above, to the satisfaction of the Chief Executive Officer or delegate.

Status

In progress.

Resolution Number – 240424.19 – Standing Orders (Meetings)

THAT Council adopt the attached Standing Orders (Meetings) 2024.

Status

Finalised.

Matter Closed

Resolution Number – 240424.20 – Reimbursement of Expenses and Provision of Facilities for Mayor and Councillors Policy

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

Status

Finalised.

Matter Closed

Resolution Number – 240424.21 – Councillors representation on Committees

That Council considers Council representation and delegates on the following other Organisations and Associations Committees:

Committee	Member(s) 2020-2024	Member(s) 2024-2028
Australia day Advisory Committee	Mayor E Camp Cr. J Clarke	Mayor E Camp Cr J Clarke Cr C Murray
Agforce	Mayor E Camp	Mayor E Camp Cr J Clarke
Gulf Rivers Landcare	Mayor E Camp	Mayor E Camp Cr J Clarke
Gulf Savannah Development	Mayor E Camp Cr T Murray	Mayor E Camp Cr P Poole
Joint consultative Committee	Mayor E Camp Cr R Wade	Mayor E Camp Cr C Murray
LGAQ Annual Conference	Mayor E Camp Cr T Murray	Mayor E Camp Cr J Clarke Cr P Poole Cr C Murray
NWQ Rural Roads and Transport Group	Mayor E Camp Cr Yanner	Mayor E Camp Cr J Yanner Cr C Murray
NWQ Regional Organisation of Councils	Mayor Cr T Murray	Mayor E Camp Cr J Clarke Cr J Yanner
Savannah Way Limited	Cr J Clarke Cr Murray	Cr P Poole Cr J Clarke
Southern Gulf Catchment (SGC)	Mayor E Camp Cr. T Murray Cr. J Clarke	Mayor E Camp Cr. J Clarke

That Council considers Council representation and delegates on the following Advisory Committees and Portfolios.

Committee	Member(s) 2020-2024	Member(s) 2024-2028
Biosecurity (Pest Management) Plan	Mayor E Camp Cr. T Murray Cr. J Clarke	Mayor E Camp Cr J Clarke
Burke Shire Development Committee	Mayor E Camp Cr. T Murray Cr. R Wade	Mayor E Camp and Councillors
Tourism and Events	Mayor E Camp Cr. J Clarke Cr. R Wade	Mayor E Camp Cr J Clarke Cr P Poole
Roads Infrastructure	Mayor E Camp Cr. J Yanner Cr. J Clarke	Mayor E Camp Councillors

Infrastructure (non –road)	Mayor E Camp Cr. T Murray Cr. J Clarke	Mayor E Camp and Councillors
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That Council considers Council representation on the Audit Committee.

Committee	Member(s) 2020-2024	Member(s) 2024-2028
Audit	Cr. T Murray Cr. R Wade	Cr P Poole Cr J Clarke

That Council considers Council representation on other Internal Committee.

Committee	Member(s) 2020-2024	Member(s) 2024-2028
Burke Shire Major Projects Committee	Nil	Mayor E Camp Councillors
Burketown ILUA	Nil	Mayor E Camp Cr P Poole Cr J Clarke
Gregory ILUA Committee	Mayor E Camp Councillor J Clarke	Mayor E Camp Councillors

Status

Resolution Number – 240424.24 – Closed Session - Chief Executive Officer - Contract Renewal

That

1. Council advises the Chief Executive Officer that it intends to offer him renewal of his contract for a further two years to the 31 May 2026.
2. The Mayor and Deputy Mayor negotiate terms of a new two year contract with Dan McKinlay.

Status

Finalised.

Matter Closed

1. OFFICER'S RECOMMENDATION

That the status report be received and noted as at 30 April 2024.

11.01 Status Report

That the status report be received and noted as at 30 April 2024.

Moved: Cr Yanner

Seconded: Cr Poole

Carried 240523.07 5/0

Attendance

Chelsea Nelson entered the meeting at 11.24am.

Natasha Williamson entered the meeting at 11.27am.

11.02 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	17 May 2024
LINK TO COUNCIL PLAN/S:	Goal – Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

1. PURPOSE

To summarise the key actions and updates within the office of the CEO for the month of April 2024.

2. UPDATES

Chief Executive Officer

Records management continues to be a focus with planning for destruction runs in line with legislation. Currently Consultants are in Burketown working with Madi.

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. Five houses now sold to staff plus one house sold in Gregory. 'Final four are being progressed.

Various meetings as follows:

- EMT meetings
- Burke Shire Council - Energy Project Governance Committee
- Council meeting
- DTATSIPCA & Burke Shire Council - Meeting to discuss the Community Recovery & Resilience Officer
- Police interviews
- Budget session
- Council Briefing Session

- Wharf Recreational Project meeting
- NWQROC meeting
- NWQROC Strategic Plan Feedback
- Internal Grants meeting
- GSD board meetings
- Various flood issues

Financial Services and Information Technology

Major focus in April 2024 for Financial Services was as follows:

- Council still in progress of facilitating Liquidity Review by the Department of Local Government and KPMG Brisbane
- Working to finalise the final component of the LGM 2023 Flood insurance claim; \$250k pending, to be paid to council once signed off
- Engaged Assetval for 2023-2024 financial statement asset valuation (indexation) and issued valuation instructions – desktop indexation in progress
- Review of fees and charges carried out for 2024/2025
- Oncosts for 2024/2025 have been reviewed
- LGM membership and insurance renewal questionnaire completed in full
- Annual review of accounting software users carried out
- Initial rates modelling calculations completed ahead of the annual budget
- Engaged the employment for a new Senior Accountant; thank you Sun Yu for your 5 years of services to the Burke Shire Council.

Major focus in April 2024 for Technology Services was as follows:

- A 100/100mbit link for the Burke Admin office has been installed; speeds range from 95-98Mbit on average
- Commenced scoping of Starlink redundancy to council main office irrespective of TDRI submission not being successful, we estimate an internal impost of \$70k but this will eliminate business down times due to regional connectivity issues
- Elevated regional connectivity issues to TMR officers to address and follow up with the minister of transport
- Elevated regional connectivity issues to Telstra to address with further forward planning and regional infrastructure review
- Channel Nine and ABC radio channels restored with major planned sat repairs and replacements planned with N-Com.
- Costed and engaged implementation of MDM (Mobile Device Management) Softwares (Intune) – \$6,100 to deploy and to map all mobile assets and allow for service desk remote access for troubleshoot; this is current in progress with RMT
- Pending responses for two major grant projects via the NEMA grant pending approvals

- Aqura Telstra Wifi Hubs – Gregory township
- Attentis Smart AI Weather and Environmental Monitoring Stations

People and Culture

EBA related

- The next JCC meeting is scheduled for 14 May.
- EBA negotiations to commence in July.

Policies

- None

Positions advertised:

- Workshop Supervisor
- RMPC Labourer
- Temporary Mechanic
- Senior Accountant
- Machine Operators / Labourers

New employees

- Trent Lyons

Terminations

- Andrew Spyraakis

Training and Professional Development

- Aerodrome Reporting Officer
- Aeronautical Radio Operator Certificate
- HR Masterclass
- Leaders Toolbox webinar
- CPR
- Workplace Cultural and Psychological Legislation Training

Other

- Community Gym
 - New equipment to arrive and be set up in May.
- Move it Burke: Our next event will take place on 11 May

Economic and Community Development

Grants

- Several Grants currently being drafted for submission

- Regional Precincts and Partnerships Program Stream Two: Precinct Delivery – Health and Wellbeing Precinct Stage 1 & 2
- Recently Submitted Awaiting Outcomes
 - SES Gregory – Grant for office building submitted. \$80k
 - SES Burketown – Grant for SES mobile Starlink for vehicle submitted \$3k
 - Remote Airport Upgrade Grant – Shade Structure for Emergency Vehicles at Gregory Airport - ~\$23k in funding sourced (50% co-contribution) unsuccessful
 - 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). Detailed application submitted
 - Building Bush Tourism – Burketown Wharf Project
 - Tackling Regional Adversity through Connected Communities 2024 – 25 \$66k
 - Senior's Day Grant - \$2k
 - Regional Networker Grant \$2k for small business event
 - Play our way program – tennis courts
 - Regional Precincts and Partnerships Program Stream One: Precinct Development and Planning Industrial Land Precinct.
 - RADF Funding – Community Grants Funding submitted
- Grant currently being worked on:
 - Move it NQ – Gregory sports program – Successful \$7k. Funding has been extended due to flooding. Met with Taren – program approved.
 - SES Support Grant – Gregory SES Power shed. Original underground system to be installed from Council Depot. Awaiting revised quote.
 - Successful for the Strengthening Rural Communities Grants for a community garden. \$25k. Currently working on variation. Aiming for project completed by June 30.
 - Active Women Grants Program – Burke Shire Running Series, Step Challenge, Fitness Sessions with Taren.
 - \$66k for Tackling Regional Adversity through Connected Communities Project
- Council Website now updated with community grants. To be updated monthly – ongoing.

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.
- Drafting of business event incentive scheme.
- Small Business workshop day scheduled for the 20th of May:
 - Sean – The Procurers. Tendering Tips Workshop and one on one consultations with businesses
 - Department of Employment, Small Business and Training – one on one mentoring
 - Regional Business HQ – digital workshops

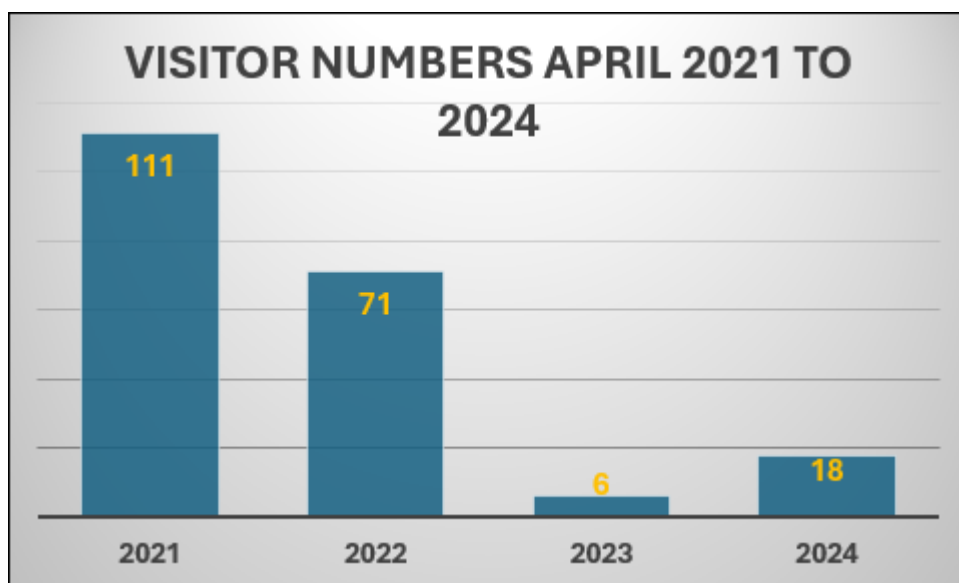
- Audrey Bell Local Buy

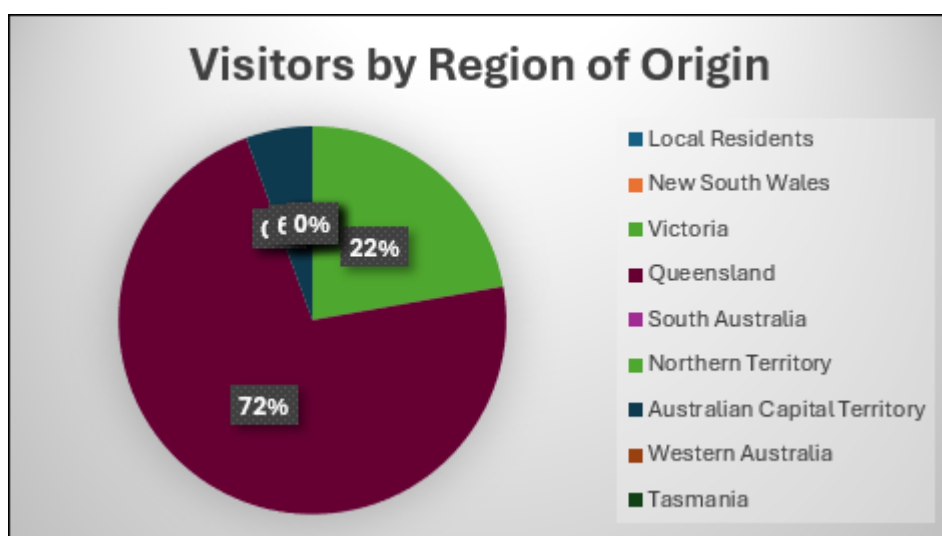
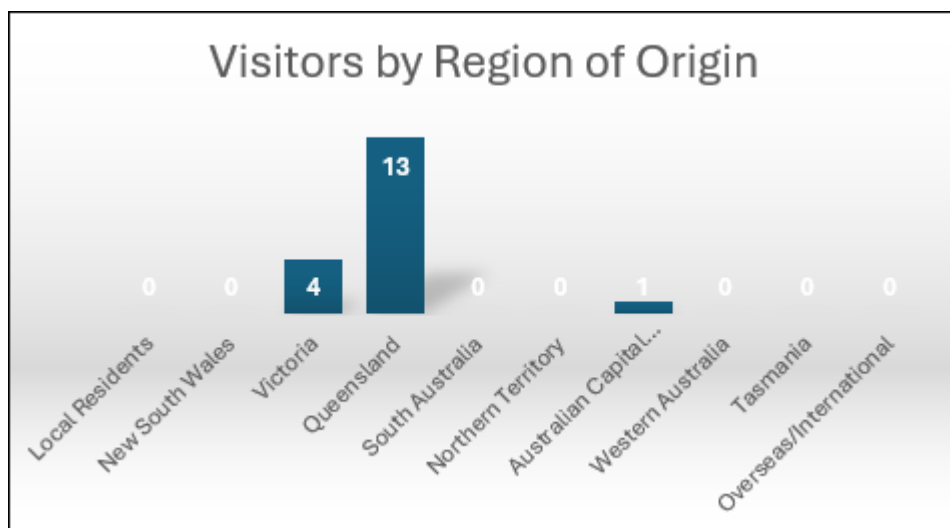
Gulf Savannah Development

- Ongoing project management assistance for the Port of Karumba Project

Tourism

- Next year's tri-fold brochures have been mailed to surround locations. Z-cards have been printed and we are waiting for them to arrive in the mail to be distributed to local businesses and the information centre.
- 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 and Hell's Gate Roadhouse – prioritised. Working with state development to see if the digital files may be available
- New tourism website and new look business directory. Currently live. Seeking businesses feedback before promotion.
- Tourism banners being scope for signs in Burketown and Gregory – draft design being sent to Burketown.
- Tourism Data (Provided by the Visitor Information Centre) –





- Tourism Business Visit planning in underway.

Economic Development

- Draft Economic Development Strategy finalised. Draft Completed. To be presented to new council.

Wet Season

- Temporary housing - Cyclone rated dongas have now been deployed. Three were severely damaged in the last flood. Dongas being sold directly to those that have them on their property. Working on sale of remaining dongas to Council.

Events

Upcoming Council Events:

- Photo competition

Upcoming Community Events:

- Gregory Camp draft and Children's Horse Sports 22nd – 23rd June

Donations

- Public notice for the 2024 – 2025 donations request released. Applications due 29th April. Applications were extended – two received so far.
- RFDS donation has been processed. To be officially present at the May Council Meeting.

Environmental Health, Locals Laws and Facilities**Building, Facilities & Maintenance**

- House 15, Bowen Street Burketown – Works are almost complete. Floor layer onsite on 15th May, skirting to be completed and final paint. This house has been allocated to the Workshop Supervisor.
- Vacant properties – House 16 Lot 4 Marshall Lane (Works Manager position), House 18 Lot 154 Musgrave Street (Share accommodation BSC employees), Unit 7 Lot 172 Musgrave St (Temporary mechanic)
- Proposal to engage Chronicle (Cemetery Management Software) has been signed. Works to commence to get this up and running will be approximately 3 month process. Structural Engineer Engagement – CT Management have been engaged to conduct building condition assessments of Council properties. This includes establishment of database of assets and components, listing building defects and defect's locations, provide risk ratings, estimate cost of repairs and determine priorities.
- Burketown and Gregory Multipurpose Courts – Grant application submitted on 29th April for approximately 1.7m to complete both courts.
- Major water leak in Administration Building (Burketown) – we have had a major water leak in the main administration building which flooded the WHS office. The leak is currently being investigated to find the source.

Local Laws

- Overgrown Allotments - It has been identified that there are many overgrown allotments within the Burketown and Gregory Communities. Public notification will be released to encourage property owners to clean their properties. Following on from this, inspections will be completed in Burketown & Gregory from 24th – 28th June and notices issued to owners who have not maintained their properties.
- Roaming Dogs – A local laws officer from Carpentaria Shire Council is currently being engaged to capture and impound roaming dogs, complete inspection program of individual properties and also provide some advice to pet owners in relation to responsible pet ownership.
- Vet Visit –We will be engaging Gulf Veterinary Services to hold a clinic in Burketown and possibly Gregory (pending availability) before the end of June, dates to be confirmed. Council will cover costs for desexing as previously done however all other services are to be paid by the owners. To access the service, you must have your pet registered with Council.

Environmental Health

- Food Licensing - An RFQ is currently being put together to engage an Environmental Health Officer to perform Food Business Inspections in the month of June. This will also include provision of reports to Council and any follow up inspections that are required. Notices for renewals will be released on 17th May 2024.

Other

- Attending Economic Development Forum in Mount Isa on 23rd and 24th May and the LGAQ Website CMS Information Session
- Currently completing Certificate IV in Government Investigations

Corporate Services and Governance

- Disaster Management – completed resupply for stations and businesses.
- Library – met with the State Library of Queensland to discuss changes to funding and reporting for the library.
- Councillor onboarding and post-election meeting preparations
- Completed airport reporting officer training
- Met with CorpMem to plan onsite visit for May.

3. OFFICER'S RECOMMENDATION

That the contents of the Chief Executive Officer's Report for April 2024 be noted and received.

11.02 Chief Executive Officer Report

That the contents of the Chief Executive Officer's Report for April 2024 be noted and received.

Moved: Cr Poole

Seconded: Cr Yanner

Carried 240523.08 5/0

Attendance

Natasha Williamson left the meeting at 11.40am.

11.03 Finance Monthly Update Report

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	13 May 2024
LINK TO COUNCIL PLAN/S:	Operational Plan 2023-24 Council Budget 2023-24

1. PURPOSE OF REPORT

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 April 2024.

2. SUMMARY

Council's cash holdings were down by \$809.42k by the end of April 2024.

Overall council is slightly under budget by 5.16% with many areas of cost phasing now having caught up with the pro-rata estimated budget targets to 30 June 2024. We do note some areas of focus that council will investigate before 30 June 2024 that have exceeded budget in isolation but have not contributed to the overall budget exceeding expectations.

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

- i. Overall Operating Summary (Actual v Budget)
- ii. Statement of Cash Flows
- iii. Statement of Income and Expenditure
- iv. Organisational Services Performance
- v. Statement of Financial Position
- vi. Rating Arrears Summary
- vii. Exercise of Delegations
- viii. Officer's Recommendations

3. OVERALL OPERATING SUMMARY (ACTUAL 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)	15,828,888	26,868,295	59%
Operating Expenses	(2)	23,731,026	30,371,230	78%
Operating Result (Profit/Loss)	-	7,902,138	3,502,935	226%
Capital Revenue	(3)	3,278,150	18,305,100	18%
Net Result	-	4,623,988	14,802,165	-31%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	52,635,271	14,017,661
Other Current Assets	(5)	1,505,560	1,402,000
Non Current Assets	(6)	168,211,327	180,489,175
Total Assets		219,341,038	195,908,836
Liabilities (Current)	(7)	47,521,645	3,540,000
Liabilities (Non Current)	(8)	1,010,043	1,483,120
Total Liabilities		48,531,688	5,023,120
Net Community Assets		170,809,350	190,885,716

Sustainability Outlook

1

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-50%	-39%
² Working Capital Ratio	Greater than 1:1	1.1	1.1
³ Net Financial Liabilities Ratio	Less than 60%	-23%	-31%

Notes:

(1) **Operating Revenues** - Major movement for the month consists of further DRFA revenues have been recognised during the month as well for works completed to date.

(2) **Operating Expenses** - Noted that costs are under budget by 5.16%. In relation to employee benefits costs against the budget, we have currently expended \$4.225mil against a budget of \$6.379mil for the year; this is an actual spend of 66.24% year to date.

(3) **Capital Revenue** - Minimal movement noted month on month.

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

Definitions

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

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

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

4. STATEMENT OF CASH FLOWS

The below statement shows a comparison between the cashflow of April 2023 in the previous year v April 2024 actuals v the budgeted estimated cashflow for 30 June 2024.

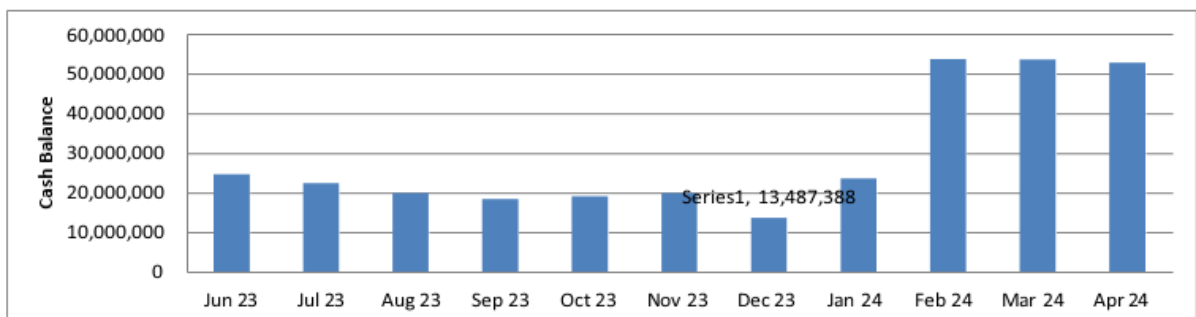
For the month ended 30 April 2024

	Note Ref	30 April 2023 \$	30 April 2024 \$	2023-24 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	5,847,530	8,244,911	5,442,006	152%
Payments to suppliers and employees	(2)	(12,381,530)	(20,985,139)	(33,138,922)	63%
		(6,534,001)	(12,740,228)	(27,696,916)	46%
Rental income	(3)	103,049	113,190	210,000	82%
Interest Received	(4)	259,636	1,035,679	879,000	118%
Operating Grants and Contributions	(5)	8,720,341	44,855,250	20,555,000	218%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		2,629,825	33,330,506	21,662,000	154%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(3,765,073)	(8,505,070)	(23,213,100)	32%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		(174,135)	0	100,000	0%
Capital Grants and Subsidies	(7)	2,156,140	3,349,259	18,205,100	18%
Net cash inflow (outflow) from investing activities		(1,783,069)	(5,155,811)	(4,908,000)	105%
Cash flows from financing activities:					
Proceeds from Borrowings		-	-	500,000	0%
Repayment of Borrowings		-	-	-	0%
Net cash inflow (outflow) from financing activities		-	-	-	0%
Net increase (decrease) in cash held	(8)	846,757	28,174,695	(10,442,916)	-270%
Cash at beginning of reporting period		10,146,891	24,460,577	24,460,577	100%
Cash at end of reporting period	(8)	10,993,648	52,635,271	14,017,660	375%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	4.83%	1,035,679	51,978,373
Westpac General Fund - Trust	-	-	656,615
Cash Floats	-	-	283
Total			52,635,271

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents – Restricted Cash (IAS 7)

Total Cash on hand	52,635,271	%
Restricted Cash - DRFA Operating Grants	44,872,820	85.25%
Restricted Cash - Non-DRFA Operating Grants	334,304	0.64%
Restricted Cash - Capital Grants	874,176	1.66%
Unrestricted Cash	6,553,971	12.45%

Notes to the Statement of Cashflows:

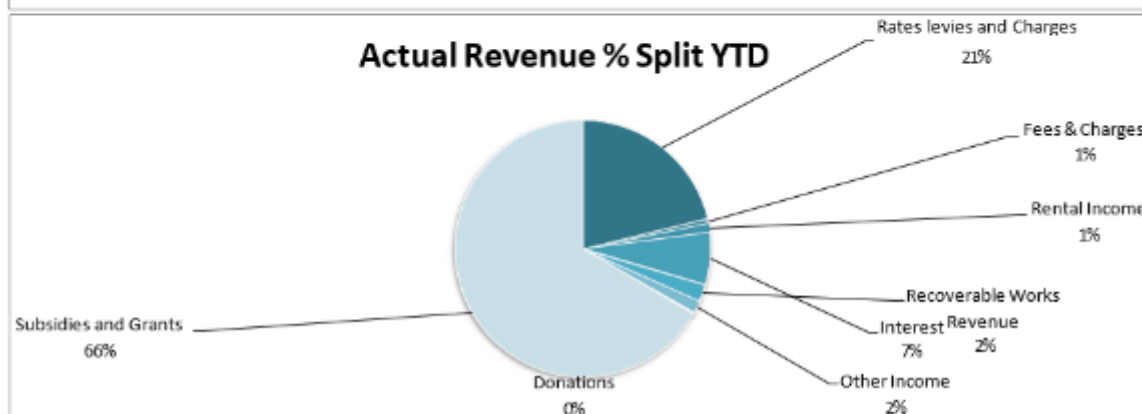
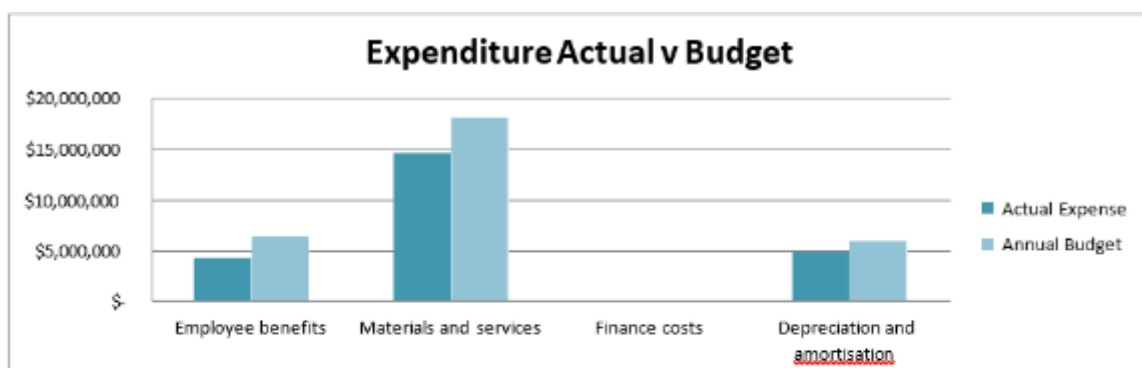
- (1) **Receipts from customers** - Noted balance is on track with budget however is distorted by mapped movements in GST accruals due to the receipt of major DRFA 2022/2023 grant funding during February 2024. This will be paid as part of the March 2024 BAS lodgement to the ATO.
- (2) **Payments to suppliers 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 amount also shows that council is within expectation of council's cash spend for the end of March 2024.
- (3) **Rental Income** - Rental income is on track with budget.
- (4) **Interest Received** - Interest has increased significantly comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (4.83%). This is down from 5.02% in March 2024. The budget as it stands does not account for the major uplift in cash; at this stage council management expects interest to further exceed past expectations with the majority of council cash holdings being seated in the QTC investment account resulting in a predicted not yet budget amended operational surplus of funds.
- (5) **Operating Grants and Contributions** - No major movement noted for April 2024.
- (6) **Payments for Property, Plant and Equipment** - No major movement noted for April 2024.
- (7) **Capital Grants and Subsidies** - No major movement noted for April 2024.
- (8) **Net Cash Movement** - Council's cash holdings were down by \$809.42k by the end of April 2024.

5. STATEMENT OF INCOME AND EXPENDITURE

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

For the month ended 30 April 2024

	Note Ref	30 April 2023 \$	30 April 2024 \$	2023-24 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		3,274,536	3,352,052	3,365,000	100%
Fees & Charges	(1)	104,441	105,171	147,400	71%
Rental Income	(2)	183,849	179,796	218,000	82%
Interest	(3)	259,636	1,035,679	879,000	118%
Recoverable Works Revenue	(4)	571,779	351,200	1,139,895	31%
Other Income	(5)	22,007	250,174	549,000	46%
Donations	(12)	-	31,143	5,000	623%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	4,430,887	10,523,673	20,565,000	51%
Total Recurrent Revenue		8,847,135	15,828,888	26,868,295	59%
Capital Revenue					
Sale of non-current assets	(13)	-	-	100,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	2,156,140	3,278,150	18,205,100	18%
Total Capital Revenue		2,156,140	3,278,150	18,305,100	18%
TOTAL INCOME		11,003,275	19,107,038	45,173,395	42%
Recurrent Expenses					
Employee benefits	(8)	3,845,501	4,225,981	6,379,591	66%
Materials and services	(9)	6,679,160	14,622,389	18,063,639	81%
Finance costs	(10)	12,916	25,977	18,000	144%
Depreciation and amortisation	(11)	4,427,328	4,856,679	5,910,000	82%
TOTAL RECURRENT EXPENSES		14,964,905	23,731,026	30,371,230	78%
NET RESULT		- 3,961,630	- 4,623,988	14,802,165	-31%



Notes to the Statement of Income and Expenditure:

- (1) **Fees & Charges** - This amount is on track with budget.
- (2) **Rental Income** - Rental income is on track against budget.
- (3) **Interest** - Interest has increased significantly comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (4.83%). This is down from 5.02% in March 2024. The budget as it stands does not account for the major uplift in cash; at this stage council management expects interest to further exceed past expectations with the majority of council cash holdings being seated in the QTC investment account resulting in a predicted not yet budget amended operational surplus of funds.
- (4) **Recoverable Works Revenue** - RMPC works are still progressing with further billings expected to be carried out up to 30 June 2024.
- (5) **Other Income** - 50% of the estimated flood claim insurance reimbursement funds have been received with a further \$250k pending finalisation for June 2024 with LGM.
- (6) **Subsidies and Grants (operating)** - Minimal movement noted for the month.
- (7) **Subsidies and Grants (capital)** - Minimal movement noted for the month.
- (8) **Employee benefits** - In relation to employee benefits costs against the budget, we have currently expended \$4.225mil against a budget of \$6.379mil for the year; this is an actual spend of 66.24% year to date.
- (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 inline with the expected depreciation spend by 30 April 2024.
- (12) **Donations Revenue** - This is made up of revenue received from the regional flood donations fund to cover the cost of issuing gift cards to post flood effected community members.
- (13) **Sale of non-current assets** - Nil movements noted at this stage. Accounting adjustments for the sale of land and property will be reflected in the June 2024 report to council.

6. BURKE SHIRE COUNCIL FINANCIAL PERFORMANCE

The below report shows the expenditure split between the various organisational departments of council.

It is expected that movements should be no more than 8.33% month on month (100% divided by 12 months).
Benchmark for April 2024 83.30%

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

Organisational Services					Comments
	30 April 2023 \$	30 April 2024 \$	2023-24 Annual Budget \$	YTD Progress %	
Recurrent Expenses					
Corporate Governance Costs	714,510	694,121	955,800	72.62%	On track with budget.
Administration Costs	2,863,681	2,962,838	3,863,950	76.68%	On track with budget.
Recoverable Works Expenses	589,272	554,289	1,024,000	54.13%	On track with budget.
Engineering Services	4,314,075	10,785,612	14,069,100	76.66%	On track with budget. During the month a budget overrun for Plant maintenance expenditure was noted of which finance and engineering will be investigating further at this stage.
Utility Services Costs	705,149	720,077	1,040,500	69.20%	On track with budget.
Net Plant Operating Costs	-	476,626	613,907	78.20%	On track with budget.
Planning and Environmental Expenses	65,156	64,475	374,500	17.22%	On track with budget.
Community Services Costs	1,749,444	3,680,863	3,900,380	94.37%	Slightly above budget, this will be due to potential items still pending claim for flood response costs received in the 2023/2024 financial year.
Finance Costs	12,916	25,977	18,000	144.32%	Distorted due to percentage approach to reporting. Value is low and has increased due to significant increases to council QTC interest returns for 2023/2024.
Depreciation	4,427,328	4,856,679	5,910,000	82.18%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
TOTAL RECURRENT EXPENSES	14,964,905	23,731,024	30,371,230	78.14%	On track with budget.
Capitalised Wages	-	148,508	247,000	60%	Notable improvement when compared with the previous year capitalised wage levels. It is expected this balance will continue to perform moving further into the year.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 30 April 2024

	30 April 2024	2023-24 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	52,635,271	14,017,661
Trade and other receivables	1,349,328	1,000,000
Inventories	405,944	300,000
Other financial assets	- 3,260,832	102,000
Non-current assets classified as held for sale	-	-
Total current assets	51,129,711	15,419,661
Non-current Assets		
Receivables	-	-
Property, plant and equipment	282,667,743	275,933,637
Accumulated Depreciation	- 114,456,416	95,444,462
Intangible assets	-	-
Total non-current assets	168,211,327	180,489,175
TOTAL ASSETS	219,341,038	195,908,836
Current Liabilities		
Trade and other payables	47,334,902	3,400,000
Borrowings	-	-
Provisions	186,743	140,000
Other	-	-
Total current liabilities	47,521,645	3,540,000
Non-current Liabilities		
Trade and other payables	83,115	83,120
Interest bearing liabilities	-	-
Provisions	926,928	900,000
Other	-	500,000
Total non-current liabilities	1,010,043	1,483,120
TOTAL LIABILITIES	48,531,688	5,023,120
NET COMMUNITY ASSETS	170,809,350	190,885,716
Community Equity		
Shire capital	39,529,889	57,734,989
Asset revaluation reserve	103,541,131	103,316,184
Retained surplus/(deficiency)	27,738,329	29,834,543
Other reserves	-	-
TOTAL COMMUNITY EQUITY	170,809,351	190,885,716

8. RATING ARREARS SUMMARY

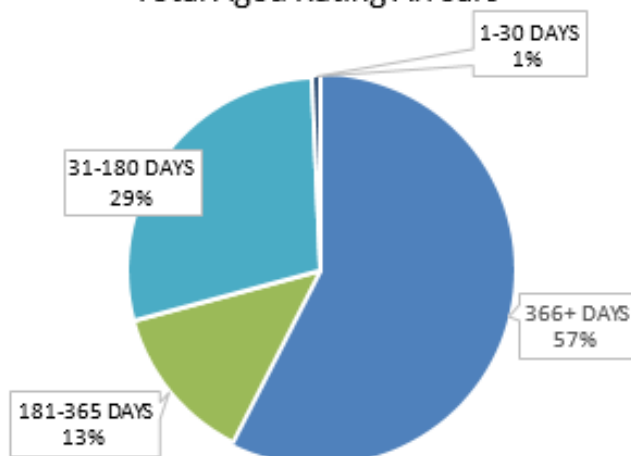
The below report shows the outstanding aged rating arrears as at 30 April 2024.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	94,368	29,048	90,689	1,470	215,575
SEWERAGE	5,928	4,124	13,261	203	23,516
GARBAGE	4,659	3,143	12,756	147	20,705
WATER	105,133	23,460	44,360	1,204	174,156
WATER CONSUMPTION	122,999	18,577	4,899	987	147,463
STATE GOVT EMERGENCY	4,867	1,545	4,963	80	11,455
LEGAL FEES	6,376	-	-	-	6,376
Total	344,331	79,897	170,929	4,089	599,246

Total Rating Arrears	599,246.17	
Total Seeking Debt Collection (\$)	80,000	
Total Seeking Debt Collection (%)		Pursuing Debt Collection as discussed with council on 13% during January 2024.
Total Pending Further Review (\$) (Advice Obtained)	270,275	
Total Pending Further Review (%) (Advice Obtained)	45%	Pursuing Debt Collection as discussed with council on during January 2024.

Total Rate Arrears in debt recovery phase (\$)	350,275.06
Total Rate Arrears in debt recovery phase (%)	58%
Total Rates Arrears not int debt recovery (\$)	248,971.11

Total Aged Rating Arrears



9. EXERCISE OF DELEGATIONS

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

Debt Write off (Amount written off)	Payment arrangement and repayment term	Authorising officer (CEO)
106.04 (rates interest)	Nil	Yes

Debt Write off requested > \$1,000

Nil

10. OFFICER'S RECOMMENDATION

That the financial report for the 30 April 2024 be received and noted.

11.03 Finance Monthly Update Report

That the financial report for the 30 April 2024 be received and noted.

Moved: Cr Poole

Seconded: Cr Clarke

Carried 240523.09 5/0

11.04 Appointment of External Audit Committee Member

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer.
DATE REPORT PREPARED:	17 May 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan, Good Governance- Council decision –making promotes financial and asset sustainability.

1. PURPOSE

The purpose of this report is to recommend the appointment of an independent local resident to the Burke Shire Council Audit Committee in accordance with section 210 (1) (ii) of the Local Government Regulation 2012.

2. BACKGROUND

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

The current community member was Paul Poole and now that he is a Councillor, and the fact that he has been appointed as a Councillor on the Audit Committee going forward, is it is appropriate for another community member to be appointed.

Council advertised locally for an additional community member and one application was received from Mr Garry Jeffries who has been a resident of Burke Shire for almost 23 years. Mr Jefferies has almost 50 years' experience in the construction industry from both public as well as private sector perspectives. He has a Degree of Engineering (Civil). He was also the Director of Engineering at Doomadgee Aboriginal Council from January 2017-September 2019 and Chief Executive Officer of the same Council from Sept 2019-Jan 2021.

3. FINANCIAL & RESOURCE IMPLICATIONS

A meeting fee will be negotiated for this position at this stage.

4. POLICY & LEGAL IMPLICATIONS

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

Instrument	Reference	Details
		<p>the Local Government Regulation 2012.</p> <p>internal auditor will be invited to attend meetings as observers.</p> <p>The Finance and Information Technology Manager shall attend meetings and be responsible for preparing the agenda in consultation with the chairperson and for producing reports and minutes of the committee meetings.</p>

5. RISK

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

6. CRITICAL DATES & IMPLICATIONS

To be appointed at the May 2024 Council meeting. Position was advertised locally.

7. CONSULTATION

Mayor

Chief Executive Officer

Finance and Technology Manager

8. CONCLUSION

It is felt that Mr Jefferies has the sufficient skills and experience to be an effective community representative on the Audit Committee.

9. OFFICER'S RECOMMENDATION

THAT: Council appoint Mr Garry Jeffries as an independent member of the Burke Shire Council Audit Committee effective immediately.

11.04 Appointment of External Audit Committee Member

THAT: Council appoint Mr Garry Jeffries as an independent member of the Burke Shire Council Audit Committee effective immediately.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 240523.10 5/0

11.05 Budget Review for the 10 months to the end of 30 April 2024

DEPARTMENT:	The office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	15 May 2024
LINK TO COUNCIL PLAN/S:	Operational Plan 2023-24 Council Budget 2023-24

1. PURPOSE OF REPORT

The purpose of the following budget review is to establish any significant or tentative deviations of actuals costs against the original budget set for the 2023/24 financial year and to advise of any amendments to its budget pursuant to section 170(1) of the Local Government Regulation 2012. These review items will be separated into the categories of 'Operating' and 'Capital'.

2. SUMMARY BACKGROUND & PREVIOUS CONSIDERATION

Council adopted the budget for the 2023/24 financial year on the 20th of July 2023. Council's actual year to date revenue and expenditure is reviewed monthly. Any significant variances between year-to-date financial performance and budget estimates are investigated and reported. Section 170 (3) of the Local Government Regulation 2012 provides that a Local Government may by resolution amend the budget for the financial year at any time before the end of the financial year. Year to date financial performance has been assessed against original budget estimates and the review will outline any amendments required in accordance with the Local Government Regulation 2012. The previous budget review was conducted for up to 30 November 2023 and up to 31 January 2024.

3. PROPOSAL

That Council acknowledges and endorses revised changes to the 2023/24 Budget. Please note these changes per the below table:

Summary of Proposed Budget Amendments			
To the end of April 2024			
Proposed Amendments			
	April 24 Movt	April 24 Movt	Total
	\$	\$	\$
Total Annual Budget Opening Surplus/(Deficit)			
			642,965.00
November 2023 Budget Proposed Amendments (Deficit)			
			(100,000.00)
January 2024 Budget Proposed Amendments (Surplus)			
			39,000.00
April 2023 Budget Proposed Amendments			
<u>Income</u>			
Interest from bank/QTC	520,000.00		
Total Interest from bank/QTC		520,000.00	
Ops Grant - SES Operational Grant	35,000.00		
Total SES Operational Grant		35,000.00	
Capital Grant - ATSI TIDS	198,000.00		
Total Capital Grant - ATSI TIDS		198,000.00	
Capital Grant - LRCI4 - Bowthorn Culvert	128,000.00		
Total Capital Grant - LRCI4 - Bowthorn Culvert		128,000.00	
Total Income			881,000.00
<u>Expenses</u>			
Roads General Maintenance	(228,000.00)		
Total Roads General Maintenance		(228,000.00)	
SES Operational Grant	(35,000.00)		
Total SES Operational Grant		(35,000.00)	
IT Expenditure (Admin Office Starlink)	(70,000.00)		
Total IT Expenditure (Admin Office Starlink)		(70,000.00)	
Chronicle Software Cemetery Management	(14,000.00)		
Total Chronicle Software Cemetery Management		(14,000.00)	
Workshop Expenditure	(200,000.00)		
Total Workshop Expenditure		(200,000.00)	
Housing Maintenance Expenditure	(30,000.00)		
Total Housing Maintenance Expenditure		(30,000.00)	
Total Expenses			(577,000.00)

Net Operating Movement (Surplus)			304,000.00
Capital Project Expenses			
Archie Diner Creek Project - reverse ownsource	100,000.00		
Total Archie Diner Creek Project		100,000.00	
Bowthorn Road Culvert Replacement - reverse ownsource	128,000.00		
Total Bowthorn Road Culvert Replacement		128,000.00	
Bowthorn Road Culvert Replacement - grant funded	(128,000.00)		
Total Bowthorn Road Culvert Replacement		(128,000.00)	
Gregory WTP	(30,000.00)		
Total Gregory WTP		(30,000.00)	
Purchase of Dongas (JL Group)	(110,000.00)		
Total Purchase of Dongas (JL Group)		(110,000.00)	
Total Capital Project Expenses			(40,000.00)
April 2024 Budget Proposed Amendments (Surplus)			264,000.00
Total Annual 2023-2024 Budget Amendments (Surplus)			203,000.00
Total Annual Budget Closing Surplus/(Deficit) YTD			845,965.00

4. FINANCIAL & RESOURCE IMPLICATIONS

The below statement shows a comparison between the cashflow of April 2023 in the previous year v April 2024 actuals v the budgeted estimated cashflow for 30 June 2024.

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

For Operations; the below adjusted are requested from Council:

For Roads General; council management identified additional funds to fund minor project shortfalls and an emergent road project raised during the year.

- Previously it was understood that \$328k was required from own-source funds to fund the below two capital projects:
 - \$200k Archie Diner Creek
 - \$128k Bowthorn Road Culvert Upgrades
- It was then identified that LRCI was to be used to fund the \$128k on Bowthorn Road Culvert Upgrades
- And an additional ATSI TIDS amount of \$198k was secured to fund Archie Diner Creek
- As a result, management recommends to move the amount of \$228k back to the roads general maintenance budgeted (funded via per capita FA Grant funds)

For Interest generated from the QTC; council forecasts an increase of \$520k based on the average interest rate and balance of QTC cash for the remainder of the 2023/2024 year. This has resulted in an operational surplus being identified and recommended for amendment for up to 30 April 2024.

During the year, council was also allocated an additional \$35k in SES funding, management recommends an increase to the SES revenue and expenditure budget by this balance for this budget review.

For IT Expenditure; due to the recent inability to secure TDRI funding, and due to significant business disruption from the regional telecom outages, RMT and council have revised the Starlink Enterprise linking scope for all microwave linked Burketown sites to a cost of \$70k. Management recommends a budget amendment to allow for the funding of this project to proceed as a matter of urgency. This project will be used to build a community wire mesh network for the next financial year or when further funding can be obtained.

For Cemetery Expenditure; management also recommends an increase to the community services budget to allow for the establishment of Chronicle Software and cemetery surveying works in the current financial year. The value of these works to be funded via own source funds is \$14k.

Workshop Fleet Maintenance Expenditure; management noted during the year a significant overspend on fleet for a number of reasons; due to backlogged maintenance on existing fleet, configuration of new fleet. A pending comprehensive review is currently underway to investigate this matter further and understand the reasoning for the overruns in the budget as a matter of priority with management, in the meantime section 173(2) should be observed in this instance with the funds for the above expenditure being noted as coming from existing budget surplus and funded via QTC interest return year to date. A report will be provided as a separate matter to council for review and discussion in due course in accordance with the prescribed timeline provided by the council CEO. Management also notes that components of the identified overspend may well result in alleviate additional spend in the forward budget the next financial year as well as the items purchased will amount to stock on hand.

For House Maintenance Expenditure; management also recommends an increase of \$30k to accommodate for additional housing repairs costs encountered during the 2023/2024 financial year.

For Capital Project Expenditure; the below has been adjusted:

Bowthorn Road Culvert Replacement; this project was outlined during the year by Northlane and completed as an emergent works project. Council management requests councillors approval to move this project to be fully funded via LRCI4 funds per the capital projects listing for the sum of \$128k. No own source funds will be required to execute this project in 2023/2024.

Gregory WTP; for this project an additional \$30k is recommended to be funded via own source in order to install Starlink configurations to both sites to allow for maximum redundancy and resilience.

Purchase of Dongas from Johns Lying Group; an opportunity has arisen during the year to allow for the purchase of already mobilised Dongas as a result of the March 2023 flood event. Management recommends this purchase be pursued with \$110k being allocated for the purchase and configuration of these Dongas.

The outcome of the above noted recommended amendments to the budget is an overall surplus of \$203,000 for all adjustment requested year to date. The total budget surplus for the annual period has been re-calculated at \$845,965 for 2023/2024. This is primarily as a result of the additional grant funding provided to council and significant increases in QTC interest earnings.

Other budget matters to note:**Housing maintenance**

Additional to the above cost areas noted; management notes that there are several critical housing repairs that will need to be assessed in the coming months and completed by 30 June 2024. A RFQ was issued for housing inspection report works to be completed during the 2023/2024 to establish a detailed housing maintenance plan for the next 5 years based on a risk level approach. At this stage no further amendments will be required to fund these works as they were scoped in the original council budget for 2023/2024. This will be reviewed in the March 2024 budget review quarter.

Mental Health Grant

At this stage we are still pending confirmation of the Mental Health Grant from 2023; council management is in pursuit of these funds as broken down per the projects below:

- Wharf Precinct: \$620k;
- Gregory Irrigation: \$80k; and
- Clarifiers/Lagoons: \$300k.

Records management

Council management will be reallocating savings within existing administration budgets to fund the completion of records backlog management; this has been quoted at \$19,480.

Grant writing services

Council management noted additional grant writing services incurred during 2023/2024; for the \$6,840 shortfall noted, we will fund this via savings in the economic development budget and administrative budgets at this stage.

Airport Costs

Council management noted airport costs exceeded budget year to date as at 30 April 2024. While savings will be used to cover this budget over from other various areas of the annual budget, management will consider this cost and adjust accordingly in the forward year budget to ensure sufficient funding is available for works, operations and maintenance.

5. POLICY & LEGAL IMPLICATIONS

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

6. CRITICAL DATE & IMPLICATIONS

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

7. CONSULTATION

- Executive Management Team; and
- Council.

8. CONCLUSION

A surplus of \$203,000 will be reported for the year up to 30 April 2024 as a result of additional funding needed to progress major capital works projects for the year. This movement results in council reporting a total budget surplus of \$845,965 for 2023/2024.

9. OFFICER'S RECOMMENDATION

That the following resolution be endorsed by council:

- a) In accordance with section 170(3) of the Local Government Regulation 2012, council is to revise and amend the Burke Shire Council budget adopted for the financial year 2023/2024 as follows;

Summary of Proposed Budget Amendments			
To the end of April 2024			
Proposed Amendments			
	April 24 Movt	April 24 Movt	Total
	\$	\$	\$
Total Annual Budget Opening Surplus/(Deficit)			642,965.00
November 2023 Budget Proposed Amendments (Deficit)			(100,000.00)
January 2024 Budget Proposed Amendments (Surplus)			39,000.00
April 2023 Budget Proposed Amendments			
<u>Income</u>			
Interest from bank/QTC	520,000.00		
Total Interest from bank/QTC		520,000.00	
Ops Grant - SES Operational Grant	35,000.00		
Total SES Operational Grant		35,000.00	
Capital Grant - ATSI TIDS	198,000.00		
Total Capital Grant - ATSI TIDS		198,000.00	
Capital Grant - LRCI4 - Bowthorn Culvert	128,000.00		
Total Capital Grant - LRCI4 - Bowthorn Culvert		128,000.00	
Total Income			881,000.00
<u>Expenses</u>			
Roads General Maintenance	(228,000.00)		
Total Roads General Maintenance		(228,000.00)	
SES Operational Grant	(35,000.00)		
Total SES Operational Grant		(35,000.00)	
IT Expenditure (Admin Office Starlink)	(70,000.00)		
Total IT Expenditure (Admin Office Starlink)		(70,000.00)	
Chronicle Software Cemetery Management	(14,000.00)		
Total Chronicle Software Cemetery Management		(14,000.00)	
Workshop Expenditure	(200,000.00)		
Total Workshop Expenditure		(200,000.00)	
Housing Maintenance Expenditure	(30,000.00)		
Total Housing Maintenance Expenditure		(30,000.00)	
Total Expenses			(577,000.00)

Net Operating Movement (Surplus)			304,000.00
Capital Project Expenses			
Archie Diner Creek Project - reverse ownsource	100,000.00		
Total Archie Diner Creek Project		100,000.00	
Bowthorn Road Culvert Replacement - reverse ownsource	128,000.00		
Total Bowthorn Road Culvert Replacement		128,000.00	
Bowthorn Road Culvert Replacement - grant funded	(128,000.00)		
Total Bowthorn Road Culvert Replacement		(128,000.00)	
Gregory WTP	(30,000.00)		
Total Gregory WTP		(30,000.00)	
Purchase of Dongas (JL Group)	(110,000.00)		
Total Purchase of Dongas (JL Group)		(110,000.00)	
Total Capital Project Expenses			(40,000.00)
April 2024 Budget Proposed Amendments (Surplus)			264,000.00
Total Annual 2023-2024 Budget Amendments (Surplus)			203,000.00
Total Annual Budget Closing Surplus/(Deficit) YTD			845,965.00

- b) The following capital projects remain deferred to 2024/2025 to be funded via Works for Queensland capital grant funding in accordance with the next expected allocations from the Department to be issued:
- Bkt Depot Masterplan – \$50k
 - Truck area planning/options - Greg & Bkt - \$30k
 - Truck loading Ramp/turnaround area – \$10k
 - Bkt - Off street Truck parking area & amenities - \$70k
 - Gregory-Off Street Truck parking area & amenities - \$70k
 - PYMO Lights options - \$15k

11.05 Budget Review for the 10 months to the end of 30 April 2024

That the following resolution be endorsed by council:

- a) In accordance with section 170(3) of the Local Government Regulation 2012, council is to revise and amend the Burke Shire Council budget adopted for the financial year 2023/2024 as follows;

Summary of Proposed Budget Amendments			
To the end of April 2024			
Proposed Amendments			
	April 24 Movt	April 24 Movt	Total
	\$	\$	\$
Total Annual Budget Opening Surplus/(Deficit)			642,965.00
November 2023 Budget Proposed Amendments (Deficit)			(100,000.00)
January 2024 Budget Proposed Amendments (Surplus)			39,000.00
April 2023 Budget Proposed Amendments			
<u>Income</u>			
Interest from bank/QTC	520,000.00		
Total Interest from bank/QTC		520,000.00	
Ops Grant - SES Operational Grant	35,000.00		
Total SES Operational Grant		35,000.00	
Capital Grant - ATSI TIDS	198,000.00		
Total Capital Grant - ATSI TIDS		198,000.00	
Capital Grant - LRCI4 - Bowthorn Culvert	128,000.00		
Total Capital Grant - LRCI4 - Bowthorn Culvert		128,000.00	
Total Income			881,000.00
<u>Expenses</u>			
Roads General Maintenance	(228,000.00)		
Total Roads General Maintenance		(228,000.00)	
SES Operational Grant	(35,000.00)		
Total SES Operational Grant		(35,000.00)	
IT Expenditure (Admin Office Starlink)	(70,000.00)		
Total IT Expenditure (Admin Office Starlink)		(70,000.00)	
Chronicle Software Cemetery Management	(14,000.00)		
Total Chronicle Software Cemetery Management		(14,000.00)	
Workshop Expenditure	(200,000.00)		
Total Workshop Expenditure		(200,000.00)	
Housing Maintenance Expenditure	(30,000.00)		
Total Housing Maintenance Expenditure		(30,000.00)	
Total Expenses			(577,000.00)

Net Operating Movement (Surplus)			304,000.00
Capital Project Expenses			
Archie Diner Creek Project - reverse ownsource	100,000.00		
Total Archie Diner Creek Project		100,000.00	
Bowthorn Road Culvert Replacement - reverse ownsource	128,000.00		
Total Bowthorn Road Culvert Replacement		128,000.00	
Bowthorn Road Culvert Replacement - grant funded	(128,000.00)		
Total Bowthorn Road Culvert Replacement		(128,000.00)	
Gregory WTP	(30,000.00)		
Total Gregory WTP		(30,000.00)	
Purchase of Dongas (JL Group)	(110,000.00)		
Total Purchase of Dongas (JL Group)		(110,000.00)	
Total Capital Project Expenses			(40,000.00)
April 2024 Budget Proposed Amendments (Surplus)			264,000.00
Total Annual 2023-2024 Budget Amendments (Surplus)			203,000.00
Total Annual Budget Closing Surplus/(Deficit) YTD			845,965.00

- b) The following capital projects remain deferred to 2024/2025 to be funded via Works for Queensland capital grant funding in accordance with the next expected allocations from the Department to be issued:

- a. Bkt Depot Masterplan – \$50k
- b. Truck area planning/options - Greg & Bkt - \$30k
- c. Truck loading Ramp/turnaround area – \$10k
- d. Bkt - Off street Truck parking area & amenities - \$70k
- e. Gregory-Off Street Truck parking area & amenities - \$70k
- f. PYMO Lights options - \$15k

Moved: Cr Poole

Seconded: Cr Murray

Carried 240523.11 5/0

Attendance

Chris Wilson left the meeting from 12.20pm to 12.24pm.

11.06 Budget Policy

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	13 May 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan, Good Governance- Council decision –making promotes financial and asset sustainability.

1. PURPOSE

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

2. BACKGROUND

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

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

3. FINANCIAL & RESOURCE IMPLICATIONS

This policy was first implemented in 2020. Having a Budget Policy in place clearly improves Councils financial accountability and sustainability.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009.	Section 12 Responsibilities of councillors.	Details responsibilities of councillors, in particular; 12 (3) (a) providing high quality leadership to the local government and then community; (b) being accountable to the community for the local government's performance.

5. RISK

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

6. CRITICAL DATES & IMPLICATIONS

Budget Policy is adopted as part of the 2024-2025 budget process.

7. CONSULTATION

Councillors

CEO

Finance and Technology Manager

8. CONCLUSION

The budget policy sets out the framework under which Council's budget is determined and how the budget is adjusted throughout the year if required. The budget should be consistent with the Council's corporate plan, long term financial forecast and the annual operational plan. Not all Council's have a Budget Policy as it is not a legislative requirement, but it ensures strong financial discipline and accountability over Council's operations.

9. OFFICER'S RECOMMENDATION

That the attached revised Budget policy be adopted.

11.06 Budget Policy

That the attached revised Budget policy be adopted.

Moved: Cr Clarke

Seconded: Cr Camp

Carried 240523.12 5/0

Adjournment

That Council adjourned the meeting from 12.25pm to 1.41pm, all were present.

11.07 Review of Annual Policies 2024

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	13 May 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

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

2. BACKGROUND

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

The policies included for adoption are:

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

3. PROPOSAL

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

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

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

Advertising Expenditure Policy (Statutory) – Local Government Regulation Section 197

Council advertises in various media to inform, involve and educate the community about matters affecting them. It is important that guidelines are established to assist Council in determining the appropriate uses for advertising. This includes guidelines for:

- When the Burke Shire Council may incur expenditure for the purposes of advertising;
- When the Burke Shire Council may engage in advertising;
- General Restrictions on advertising;
- Restrictions during elections; and
- Advertising Approvals.

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

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

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

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

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

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

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

Portables and Attractive Items Policy (General)

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

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

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

Competitive Neutrality Complaints Policy (Statutory)

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

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

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

Related Party Disclosure Policy (Statutory)

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

This Guideline will be applied in:

- Identifying KMP;
- Identifying related party relationships and transactions;
- Identifying outstanding balances, including commitments, between Council and its related parties;
- Identifying the circumstances in which disclosure is required; and
- Determining the specific disclosures to be made.

Social Media Policy (General)

The intent of this policy is to provide understanding and guidance for the appropriate use of social media platforms and tools by Council staff, Councillors and contractors for the purpose of conducting Council business.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this Report

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012	Section 197 Advertising Spending	<p>(1) A local government must prepare and adopt a policy about the local government's spending on advertising (an advertising spending policy).</p> <p>(2) A local government may spend money on advertising only—</p> <p>(a) if—</p> <ul style="list-style-type: none"> i. the advertising is to provide information or education to the public; and ii. the information or education is provided in the public interest; and <p>(b) in a way that is consistent with the local government's advertising spending policy.</p> <p>(3) Advertising is promoting, for the payment of a fee, an idea, goods or services to the public.</p>
Local Government Act 2009 Section 104	Financial management systems	<p>(1) To ensure it is financially sustainable, a local government must establish a system of financial management that—</p> <p>(a) ensures regard is had to the sound contracting principles when entering into a contract for—</p> <ul style="list-style-type: none"> i. the supply of goods or services; or ii. the disposal of assets
Local Government Act 2009 Section 48	Competitive neutrality complaints	<p>(1) A local government must adopt a process for resolving competitive neutrality complaints.</p> <p>(2) A competitive neutrality complaint is a complaint that—</p> <p>(a) relates to the failure of a local government to conduct a business activity in accordance</p>

Instrument	Reference	Details
		<p>with the competitive neutrality principle; and</p> <p>(b) is made by an affected person.</p> <p>(3) An affected person is—</p> <p>(a) a person who—</p> <ul style="list-style-type: none"> i. competes with the local government in relation to the business activity; and ii. claims to be adversely affected by a competitive advantage that the person alleges is enjoyed by the local government; or <p>(b) a person who—</p> <ul style="list-style-type: none"> i. wants to compete with the local government in relation to the business activity; and ii. claims to be hindered from doing so by a competitive advantage that the person alleges is enjoyed by the local government. <p>(4) A regulation may provide for the process for resolving competitive neutrality complaints.</p> <p>(5) A local government does not have to resolve a competitive neutrality complaint relating to a business activity prescribed under a regulation.</p>
Local Government Act 2009 Section 104	Section 150EP Who is a related party of a councillor	<p>(1) A person is a related party of a councillor if the person is any of the following in relation to the councillor—</p> <p>(a) an entity in which the councillor, or a person mentioned in paragraph (b), (c) or (d), has an interest;</p> <p>(b) a close associate of the councillor, other than an entity</p>

Instrument	Reference	Details
		<p>mentioned in section 150EJ(1)(f);</p> <p>(c) a parent, child or sibling of the councillor's spouse;</p> <p>(d) a person who has a close personal relationship with the councillor.</p> <p>(2) However, a parent, child or sibling of the councillor's spouse, or a person who has a close personal relationship with the councillor, is a related party of the councillor in relation to a matter only if the councillor knows, or ought reasonably to know, about the parent's, child's, sibling's or person's involvement in the matter.</p>
Local Government Regulation 2012	Section 289(2)	<p>(1) A person is related to a councillor, chief executive officer, councillor advisor or senior executive employee (the primary party) if—</p> <p>(a) the person is the primary party's spouse; or</p> <p>(b) the person is totally or substantially dependent on the primary party and—</p> <p>i. the person is the primary party's child; or</p> <p>ii. the person's affairs are so closely connected with the affairs of the primary party that a benefit derived by the person, or a substantial part of it, could pass to the primary party.</p>
Local Government Regulation 2012	Section 120 (1) (c)	<p>Criteria for granting concession</p> <p>(1) The local government may grant the concession only if it is Satisfied —</p>

Instrument	Reference	Details
		(c) the payment of the rates or charges will cause hardship to the land owner;

6. RISK

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

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

Councillors

Chief Executive Officer

Finance and Technology Manager

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

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

11.07 Review of Annual Policies 2024

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

- Financial Hardship Policy (General)
- Advertising Expenditure Policy (Statutory)
- Debt Recovery Policy (Statutory)
- Asset Disposal Policy (General)
- Portables and Attractive Items Policy (General)
- Competitive Neutrality Complaints Policy (Statutory)
- Related Party Disclosure Policy (Statutory)
- Social Media Policy (General)

Moved: Cr Murray

Seconded: Cr Yanner

Carried 240523.13 5/0

11.08 Operational Plan 2023-2024 –January 2024 to March 2024 Quarter Review Report

DEPARTMENT:	Office of the Chief executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	17 May 2024
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 January 2024 to March 2024 Quarter towards the achievement of Council's 2023/2024 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 January to March 2024 quarter review of progress against Council's 2023/2024 Operational Plan for Council consideration.

3. PROPOSAL

That Council receives and notes the contents of the January 2024 to March 2024 quarter review report of progress towards implementation of the 2023/2024 Operational Plan.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

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

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

The Executive Management Team have contributed to the update of the January 2024 to March 2024 quarter Operational Plan.

This report highlights Council's implementation of the 2023/2024 Operational Plan actions/projects for the January 2024 to March 2024 quarter of the 2023/2024 Financial Year.

9. CONCLUSION

This report highlights Council's implementation of the 2023/2024 Operational Plan actions/projects for the January 2024 to March 2024 quarter of the 2023/2024 Financial Year.

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 2023/2024 Operational Plan for the January 2024 to March 2024 quarter.

11.08 Operational Plan 2023-2024 –January 2024 to March 2024 Quarter Review Report

That Council receives and notes the contents of this report and attachments regarding Council's progress towards the implementation of the 2023/2024 Operational Plan for the January 2024 to March 2024 quarter.

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 240523.14 5/0

11.09 Sport and Recreation Strategy 2019-2024 – March to December 2024 Quarter Update

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	16 May 2024
LINK TO COUNCIL PLAN/S:	Burke Shire Council Sport and Recreation Strategy 2019-24

1. PURPOSE

To provide the January 2024 to March 2024 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:
 - Spectator Facility
 - Bar & Kitchen
 - Judge's Tower
 - Jockeys Room
- Upgrade to the Gregory Showgrounds:
 - Replacement of Jockey Change Rooms
- Upgrade to the Phillip Yanner Memorial Oval:
 - Drainage works
 - Concrete resiliency works

A tender has been let Design has been completed for the Burketown Health & Wellbeing Precinct as follows:

- Stage 1
 - Splash Park and Playground
- Stage 2
 - Gym
 - Amenities - toilets and changing facilities
 - Swimming pool
 - Landscaping

The current preferred location Morning Glory Park. Tender has been awarded, subject to funding, to Swimplex to the maximum value of \$3,001,000 (ex. GST) subject to a successful funding application and availability of sufficient budget; and

Delegated authority has been given to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract for the Burketown Health & Wellbeing Precinct to the maximum budget value of \$4,552,000 (ex. GST)

A tender has also been let for the Wharf Precinct Development to Tim and Jill Wilson Carpentry and Lights have also been installed at the Albert River Fishing Bridge.

5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
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.

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

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

Periodic consultation is taking place between Council and:

Club and Association representatives

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

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

That Council note and receive the Sport and Recreation Strategy 2019-24 update for the January to March 2024 Quarter.

11.09 Sport and Recreation Strategy 2019-2024 – March to December 2024 Quarter Update

That Council note and receive the Sport and Recreation Strategy 2019-24 update for the January to March 2024 Quarter.

Moved: Cr Yanner

Seconded: Cr Poole

Carried 240523.15 5/0

12. Closed Session Reports

No closed session reports were received for the meeting.

13. Mayoral Report

I attended the following:

- Elected Member Update – facilitated by LGAQ
- Strategic Sessions – incoming Council information and strategy sessions
- Meeting with Ergon Energy – with Cr Clarke and Poole – re Burketown Solar Project
- Dinner with Anne Pleash and Cr Poole while in Cairns for Ergon Meeting – to discuss next steps for advocacy re flood recovery and infrastructure investment
- NWROC/RRTG Meetings in Cloncurry – Mayor Campbell will be the new NW rep on the LGAQ Policy Committee – with Crs Murray and Yanner , CEO
- FWIN Meeting in Cloncurry re Nicholson and Leichhardt River Catchments – Crs Murray, Yanner, CEO and DCEO – identifying potential sites for monitoring infrastructure expansion
- Teams Meeting with Dolan Hayes – re next steps advocacy re flood recovery
- Mirabou Energy Meetings – with other Council reps
- Community Consultation re Burketown Bike Path
- Workshop Cloncurry – DFRA Tourism Resilience and Recovery Programme – CEO, Cr Yanner, K Chan (online)
- Meeting with Qld Government Director Business Planning and Strategic Initiatives – re ongoing communication issues in the Shire – digital, telephone
- Meeting with A Kerr, Cr Clarke/Poole/Murray and CEO – re Gregory ILUA
- Meeting with TMR – with CEO – re freight options
- Meeting with DATSIP representatives – with CEO – regular catchup
- Was unable to attend a Crocodile Roundtable meeting in Cairns

GSD

- Continue for fortnightly catchups
- Have funding to investigate Karumba Port options
- Other funding applications still awaiting outcomes
- Discussions re tourism, infrastructure, communications being held with multiple stakeholders – a regional visit by TTNQ CEO will be occurring in next couple of weeks
- Membership numbers increasing

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

Moved: Cr Clarke

Seconded: Cr Poole

Carried 240523.16 5/0

14. Councillor Reports

That Council notes the contents of the verbal reports provided by Councillors Clarke, Murray, Poole and Yanner.

Moved: Cr Camp

Seconded: Cr Clarke

Carried 240523.17 5/0

15. Late Business

That Council notes no late business was received.

16. Deputations and presentation scheduled for meeting

That Council notes no deputations or presentations were scheduled for the meeting.

17. Closure of meeting

The Chair declared the meeting close at 2:31pm.

I hereby certify that these pages numbered 1 to 90 – constitute the
Confirmed Ordinary minutes of the Council Meeting of Burke Shire
Council held on Thursday 23 May 2024.

Deputy Mayor Cr John Clarke