



Agenda and Business Papers
 Burke Shire Council Ordinary Meeting
 Thursday 18 June 2020
 9.00am Council Chambers

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

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01. Opening of Meeting

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

02. Record of Attendance

Members	Cr Ernie Camp; Mayor – Chair Cr Tonya Murray; Deputy Mayor Cr John Clarke Cr John Yanner Cr Rosita Wade
Officers	Clare Keenan; Chief Executive Officer Dan McKinlay; Deputy CEO Philip Keirle; Executive Manager Strategic Projects Graham O’Byrne; Acting Executive Manager of Engineering Madison Marshall; Executive Assistant (Minutes)

02.01 LGR 2012 Section 276 – Attendance by teleconferencing

That Council, in accordance with section 276 of the Local Government Regulation 2012, allows the following person/s to take part in the meeting by teleconferencing:

- Philip Keirle, Executive Manager Strategic Projects (EMSP)
- Graham O’Byrne, Acting Executive Manager of Engineering

03. Prayer

Led by Cr Clarke

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 21 May 2020

That the Minutes of the Ordinary Meeting of Council held on Thursday 21 May 2020 as presented be confirmed by Council.



200521 Unconfirmed
Minutes.docx

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

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

08.01 Notices of Motion

None received at time of agenda preparation.

08.02 Petitions

None received at time of agenda preparation.

09. Works, Services and Finance Reports

<p>09.01.01 Engineering and Services Report 09.01.02 Road Maintenance and Property Access 09.02.01 Finance Monthly Update Report 09.02.02 Audit Risk Committee Minutes 09.03.01 Strategic Projects Reports</p>
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Engineering and Services Reports

09.01.01 Engineering and Services Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Graham O'Byrne
DATE REPORT PREPARED:	15 June 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 Operational Plan 2019-20

1. PURPOSE

This report is for information of Council and outlines the works carried out by the Engineering and Services Department for the month of April 2020. The Attachment to this report provides detail on routine reporting matters and general information.

2. SUMMARY

The key items for noting are provided below with background detail and matters relating to other business aspects provided in the Attachment to this report.

2.1 Workplace Health and Safety

- CASA Safety Findings notices have now all been closed out
- No major incidents for May 2020
- 1 minor incident reported sore back after moving household furniture into a high set council house.
- 7 Safety Actions/ Hazards were closed out in May.

2.2 Staff

- Mechanic position advertised – closes 25th May. An offer is being made to a suitable applicant;

2.3 Roads

- Current planned works remain on track for completion by end of 19/20 Financial Year
- Floraville Rd Culvert Replacement – Work planning underway for on site commencement in July/August 2020 with completion by October 2020
- DTMR Road Maintenance Performance Contract (RMPC) works remain on track to be 100% delivered. Final claim to be sent mid June for works forecast up to 30 June
- DTMR RMPC finalised and accepted for 2020/21
- 2018 NDRRA works planned to be completed by 30 June 2020
- Review undertaken with TMR confirming BSC's desired cycleways. State govt currently reviewing all council's proposals

- Review of Registered Roads being undertaken together with Council’s responsibilities regarding maintenance. Campbell’s property off Escott Rd is a part of this review as well as Morella.

2.4 Plant and Fleet

- Breakdowns have highlighted the need to ensure maintenance regime is up to date. A replacement Mechanic is critical;
- Breakdowns have been minimal for May. Any routine and preventative maintenance work is completed in the workshop between rosters, with Nowlands providing support.

2.5 Water & Sewage

- Water quality testing still being carried out by Carpentaria Shire until Rex airlines are back in service;
- Various issues with Supervisory Control And Data Acquisition (SCADA) being addressed with comprehensive rework proposed in 2020/21 budget;
- Sewer treatment plant at Practical Completion – recommencement of testing to be a priority;
- Significant works being undertaken regarding calibration and servicing of plant and equipment;
- Community education required regards non-flushable items such as “wet-wipes” which is causing premature pump failures (cfwd);

2.6 Airports

- Meeting held with internal stakeholders in order to provide a coordinated way forward regarding management of the airport lighting.
- PAL system now installed along with AFRU and NOTAM updated;
- Whole of Life cost analysis underway for lighting options to Gregory and Burketown;
- CASA safety findings closed out.

2.7 Waste Management

- Tyre stockpile to be removed from June 2020. Notices sent out to encourage residents to bring their tyres to Gregory and Burketown tips in advance of this.

3. OFFICER’S RECOMMENDATION

That Council receives and notes Engineering and Services report.

ATTACHMENTS

1. Background Detail to May 2020 Engineering and Services Report



Engineering and Services attachment.

Engineering and Services Reports

09.01.02 Road Maintenance and Property Access

DEPARTMENT:	Works & Services
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	9 June 2020
LINK TO COUNCIL PLAN/S:	Budget 2020-21

1. PURPOSE

To review Council's current policy and practices in relation to the maintenance of property access to pastoral properties.

To review and update Council's Road Register.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Road Register & Property access

Prior to formally adopting a Road Register, Council reviewed the level of service it would provide in relation to the maintenance of property access to rural properties in April/May 2013.

This report focused on Council's responsibilities on the following roads:

16 May 2013

09.02 Shire Roads – Private Access

That Council will only maintain property access roads from the Council controlled road to the property boundary as detailed below:

Bowthorn Road – GPS co-ordinates at boundary X229314.032069461, Y 7996702.53546587

- Distance 52.3km

Mellish Park Road – GPS co-ordinates at boundary X 309063.805920412; Y 791478.5502455

- Distance 5kms

Morella Road – GPS co-ordinates at boundary X 351973.645913229; Y 7903362.99445958:

- Distance 25kms

Punjaub Road – GPS co-ordinates at boundary X 31893.09182933; Y 7991148.9358838:

- Distance 2.5kms

* coordinates in UTM

2016 and 2017 reviews

Since 2013, the only substantive change to existing property access arrangements came in 2016 following the completion of a whole-of-network Road Asset Condition Assessment by George

Bourne & Associates. This review revised the length of Morella Road from ~25km to 14.852km, a change which was adopted into Council's Road Register and Asset Register. The reason for doing so is unclear.

In March 2017, following the dedication of roads pursuant to the Burketown Land Exchange ILUA, further changes to the Road Register were adopted by Council. This included incorporation of new access roads to the Campbell's properties off Escott Road.

Please refer to **Attachment 1** for the current status of Council's Road Register and property access maintenance responsibilities.

3. PROPOSAL

That Council considers the following changes to the Road Register:

- Increase the length of Morella Road from 15.339km to ~25km.
 - o Rationale:
 - Equity: in the absence of maintaining the additional ~10km, Morella would remain the only property where access is not maintained to/beyond the property boundary.
 - Only access: Morella Road is the only entry/access to Morella Station
 - Costs associated with bringing the additional length onto the Road Register: given the current funding climate, there are opportunities to complete significant maintenance activities on this additional ~10km section.
- Confirm inclusion of new Escott roads onto Road Register:
 - o Rationale:
 - Certainty: these roads currently feature on Council's Road Register maps, but are not listed in Council's Road Network Policy.

See **Attachment 1** for comparative mapping of rural property access.

4. FINANCIAL & RESOURCE IMPLICATIONS

See **Attachment 1** for financial and resource implications for extending road length and levels of service for rural property access roads.

5. RISK

The risks associated with extending the length of road on Council's road register are predominantly financial. The risks of not doing so are predominantly stakeholder based.

Risk Type	What could happen	Possible consequence
Stakeholders	<ul style="list-style-type: none"> ▪ Road Register remains the same; ▪ If Road Register is extended, Council may set a precedent for additional claims to extend the length of maintained roads on the Register. 	<ul style="list-style-type: none"> ▪ Disaffected stakeholder with/without cause ▪ Requirement to maintain new Escott Roads

Risk Type	What could happen	Possible consequence
Assets	<ul style="list-style-type: none"> ▪ If Road Register is extended, Council will have more assets to manage at a cost that exceeds any additional funding received via the FAGs (Road Component) 	<ul style="list-style-type: none"> ▪ Reduction in Council's asset sustainability ratio ▪ Reduction in Council's financial sustainability ratio
Financial	<ul style="list-style-type: none"> ▪ Changes to sustainability, revenue, grants, expenditure. 	<ul style="list-style-type: none"> ▪ Increased DRFA on Morella ▪ Increased annual maintenance on Morella ▪ Upfront cost to bring Morella up to a higher standard ▪ Increase in FAGS (roads)

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Section 60 Control of roads	<p>(1) A local government has control of all roads in its local government area.</p> <p>(2) This control includes being able to—</p> <p>(a) survey and resurvey roads; and</p> <p>(b) construct, maintain and improve roads; and</p> <p>(c) approve the naming and numbering of private roads; and</p> <p>(d) name and number other roads; and</p> <p>(e) make a local law to regulate the use of roads</p>
<i>Local Government Act 2009</i>	Section 74 Roads map and register	<p>(1) A local government must prepare and keep up-to-date—</p> <p>(a) a map of every road, including private roads, in its local government area; and (b) a register of the roads that shows—</p> <p>(i) the category of every road; and</p> <p>(ii) the level of every road that has a fixed level; and</p> <p>(iii) other particulars prescribed under a regulation.</p> <p>(2) The register of roads may also show other particulars that the local government considers appropriate.</p> <p>(3) The public may inspect the map and register at the local government's public office.</p>

7. CRITICAL DATES & IMPLICATIONS

Critical dates associated with this paper include:

- Operational Plan & Budget adoption 2020-21

- Allocation of Road and Community Infrastructure grant
- Council mobilisation to Morella in 2nd week of July to complete DRFA 2019 work

8. CONSULTATION

Internal: EMT

External: Council has been in regular correspondence with Morella Station and Campbell's over the last few months in relation to their respective access roads.

9. CONCLUSION

It is appropriate that Council reviews its Road Register on an annual basis to ensure certainty in a variety of key operational areas.

10. OFFICER'S RECOMMENDATION

1. That Council notes the contents of the report;
2. That Council updates the Road Register as outlined in "A3 – Burke Shire Council Road Register – road categorisation and lengths".

ATTACHMENTS

1. Burke Shire Property Access – past, present, future



A1 - Burke Shire
Property Access - pa:

2. Burke Shire Council Road Register – mapping



A2 - Road Register
Map - March 2017.pd

3. Burke Shire Council Road Register – road categorisation and lengths



A3 - Road Register -
Categorisation and L

4. ENG-POL-002 Road Network Policy



A4 - ENG-POL-002
Road Network Policy.

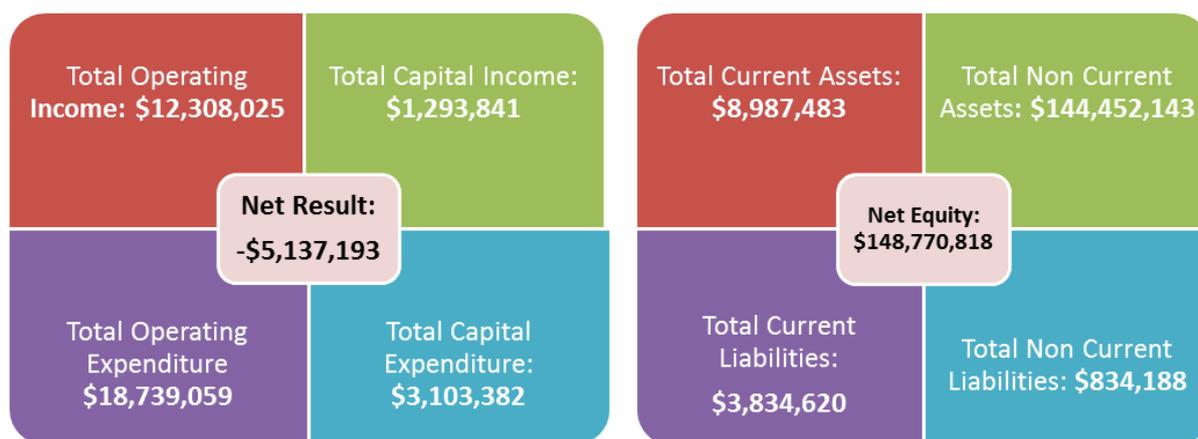
Finance Reports

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Dan Mckinlay; Deputy Chief executive Officer
PREPARED BY:	Shaun Jorgensen; Acting senior Accountant
DATE REPORT PREPARED:	11 May 2020
LINK TO COUNCIL PLAN/S:	Operational Plan Budget

1. FINANCIAL SUMMARY (SNAPSHOT)

This monthly report illustrates the financial performance and position of Burke Shire Council compared to its adopted budget.



Overall Financial Performance	Year To Date Actual	Annual Budget (Target)
Operating Revenue	12,308,025	17,466,000
Operating Expenses	18,739,059	20,724,000
Operating Result (Profit/Loss)	- 6,431,034	- 3,258,000
Capital Revenue	1,293,841	4,560,000
Net Result	- 5,137,193	1,302,000

Assets & Liabilities	Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	7,936,312	9,085,367
Other Current Assets	1,051,171	1,193,784
Non Current Assets	144,452,143	147,217,006
Total Assets	153,439,626	157,496,157
Liabilities (Current)	3,834,620	1,172,224
Liabilities (Non Current)	834,188	691,323
Total Liabilities	4,668,808	1,863,547
Net Community Assets	148,770,818	155,632,610

The 11th month of the financial year (91.66% elapsed) is presented in the financial reports with operational expenditure to date at 90% of full year revised budget and operational income at 70% of full year revised budget.

Financial performance (operating results)

Year to date operating revenues sat at \$12.3m against an annual forecast of \$17.4m while operating expenditure sat at \$18.7m against an annual budget of \$20m, consequently council's operating position at month end was a \$6.43m deficit against a forecast annual operating deficit of \$3.25m (excluding capital income and capital expenditure). Timing of operating grants and subsidies income has had an impact on this figure.

Capital revenue (capital projects)

Capital revenues (revenues relating to the construction, renewal, replacement or purchase of assets) sat at \$1.29m against a revised annual forecast of \$4.56m. This indicates council is currently tracking behind on acquitting capital income or said income is subject to the changes to revenue recognition per AASB 15 and 1058 in 2019/20 requiring council to record revenue on the completion of contractual milestones for projects on not on cash receipt.

Cash and cash equivalents

Cash balances increased to \$7.9m from \$6.3m the previous month. While the cash flow forecast reflects a closing cash balance of \$9m(revised budget) at financial year end, the actual closing cash balance is likely to be partially affected by factors outside of councils control, mainly relating to the impact of the corona virus. It is noted that the estimated Cash balances at 30th June 2020, based on original budget was \$7.749 million. Note the increase in cash is a result of the early receipt of the 20/21 Financial Assistance Grants from the department; considering this, the adjusted cash balance for May 20 is \$6.25m; based on this relative financial year cashflow is down in May 20 compared to April 20. Timing of grants and subsidies for both operating and capital income has had an impact on this figure.

Liabilities

Fluctuations in current liabilities are expected in the short term depending on the volumes and timing of payables. There are no significant movements anticipated in respect of non current and current liabilities at year end however the closing balance is also likely to be influenced by the impact of the corona virus.

Sustainability outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Year To Date Actual
Operating Surplus Ratio (%)	Between 0% and 10%	-52%
Working Capital Ratio	Greater than 1:1	2
Net Financial Liabilities Ratio	Less than 60%	-42%

Sustainability ratios are a reasonable measure of council's financial performance and financial position.

The working capital ratio: measures council's ability to offset short term obligations with current assets. Council's year to date working capital ratio reduced to 2:1 from the previous month at the end of the May 20 reporting month. The reason for this erosion is due to the recognition of the 2020/21 financial assistance grants being recorded as unearned revenue (\$1.65m); while council has received the physical cash, it is unable to report this revenue until 1 July 20 in according to the AASB accounting standards.

The net financial liabilities ratio: measures council's ability to increase borrowings where necessary; council has no borrowings to date as reflected in the consistently high year to date

percentage versus a benchmark target of less than 60%. The year to date actual result remains positively above the annual budget forecast.

The operating surplus ratio: measures council's ability to cover operational costs through operational revenues; councils operating surplus ratio remains outside the benchmark range of between 0%-10% indicating limited capacity to cover operational expenditures through operating revenue. Currently council is expecting to report a deficit for 30 June which will be inline with the 2019/20 budget.

2. STATEMENT OF COMPREHENSIVE INCOME

STATEMENT OF INCOME AND EXPENDITURE							
Annual analysis					Pro rata analysis		
	2019-20 Year To Date Actual	2019-20 Annual Budget	Variance to Annual Budget	Actual Percentage of Full Year Budget	2019-20 Year to Date Actual	2019-20 Pro Rata Forecast	Variance to Pro Rata Forecast
Recurrent Revenue							
Rates levies and Charges	3,008,111	3,012,000 -	3,889	100%	3,008,111	2,761,000	247,111
Fees & Charges	74,096	84,000 -	9,904	88%	74,096	77,000 -	9,904
Rental Income	192,013	230,000 -	37,987	83%	192,013	210,833 -	37,987
Interest	119,160	135,000 -	15,840	88%	119,160	123,750 -	15,840
Recoverable Works Revenue	358,769	1,055,000 -	696,231	34%	358,769	967,083 -	696,231
Other Income	96,310	112,000 -	15,690	86%	96,310	102,667 -	15,690
Donations	-	13,000 -	13,000	0%	-	11,917 -	13,000
Developer Contributions	-	-	-		-	-	-
Subsidies and Grants	8,459,566	12,825,000 -	4,365,434	66%	8,459,566		
Total Recurrent Revenue	12,308,025	17,466,000 -	5,157,975	70%	22,623,975 -	27,781,950	50,405,925
Capital Revenue							
Sale of non-current assets	-	-	-		-	-	-
Contributions	-	-	-		-	-	-
Subsidies and Grants	1,293,841	4,560,000 -	3,266,159	28%	1,293,841	4,180,000 -	2,886,159
Total Capital Revenue	1,293,841	4,560,000 -	3,266,159	28%	1,293,841	4,180,000 -	2,886,159
TOTAL INCOME	13,601,866	22,026,000 -	8,424,134	62%	23,917,816 -	23,601,950	47,519,766
Recurrent Expenses							
Employee benefits	- 5,252,784 -	5,310,000	57,216	99%	- 5,252,784 -	4,867,500 -	385,284
Materials and services	- 9,027,410 -	10,603,000	1,575,590	85%	- 9,027,410 -	9,719,417	692,007
Finance costs	- 75,206 -	15,000 -	60,206	501%	- 75,206 -	13,750 -	61,456
Depreciation and amortisation	- 4,383,659 -	4,796,000	412,341	91%	- 4,383,659 -	4,396,333	12,674
TOTAL RECURRENT EXPENSES	- 18,739,059 -	20,724,000	1,984,941	90%	- 18,739,059 -	18,997,000	257,941
NET RESULT	- 5,137,193	1,302,000 -	6,439,193	-395%	5,178,757 -	42,598,950	47,777,707

The statement of comprehensive income shows total income (operating and capital) and total expenditure by type i.e. total expenditure is classified as;

Employee benefits - includes wages and other employee entitlements such as superannuation, paid annual leave, paid public holiday and paid sick leave.

Materials and services - includes costs of goods and services.

Finance costs - includes bank fees and charges and expenditure relating to bad debts.

Depreciation - costs relating to the reduction in value of assets overtime, depreciation represents how much of an assets value has been used up over time.

3. OPERATING STATEMENT

OVERALL OPERATING STATEMENT							
	Last year (2018-19) YTD Actual	2019-20 Year To Date Actual	2019-20 Annual Budget	Actual to Annual Budget Variance	Actual Percentage of Full Year Budget	Percentage of Year Lapsed	
Recurrent Revenue							
Rates levies and Charges	2,822,357	3,061,930	3,066,000	- 4,070	100%	92%	
Less Discounts, Rebates & Remissions	- 57,475	(53,819)	(54,000)	181	100%	92%	
Net Rates levies & Charges	2,764,882	3,061,930	3,066,000	- 4,070	100%	92%	
Fees & Charges	88,136	74,096	84,000	- 9,904	88%	92%	
Rental Income	207,317	192,013	230,000	- 37,987	83%	92%	
Interest	189,133	119,160	135,000	- 15,840	88%	92%	
Recoverable Works Revenue	613,173	358,769	1,055,000	- 696,231	34%	92%	
Other Income	430,860	96,310	112,000	- 15,690	86%	92%	
	1,528,619	840,348	1,616,000	- 775,652	52%	92%	
Donations	-	-	13,000	- 13,000	0%	92%	
Developer Contributions	-	-	-	-	-	-	
Subsidies and Grants	7,378,753	8,459,566	12,825,000	- 4,365,434	66%	92%	
	7,378,753	8,459,566	12,838,000	- 4,378,434	66%	92%	
TOTAL RECURRENT REVENUE	11,672,254	12,361,844	17,520,000	- 5,158,156	71%	92%	
Recurrent Expenses							
Corporate Governance Costs	575,755	771,895	871,000	99,105	89%	92%	
Administration Costs	1,628,349	3,155,439	3,494,000	338,561	90%	92%	
Recoverable Works Expenses	790,428	485,980	952,000	466,020	51%	92%	
Engineering Services	4,272,294	8,361,574	8,599,000	237,426	97%	92%	
Utility Services Costs	573,559	737,069	790,000	52,931	93%	92%	
Net Plant Operating Costs	700,755	681,466	724,000	- 42,534	94%	92%	
Planning and Environmental Expenses	65,674	175,141	230,000	54,859	76%	92%	
Community Services Costs	1,135,983	1,274,561	1,784,000	509,439	71%	92%	
Finance Costs	10,545	75,206	15,000	- 60,206	501%	92%	
Depreciation	4,333,402	4,383,659	4,796,000	412,341	91%	92%	
Other Expenses	-	-	-	-	-	-	
TOTAL RECURRENT EXPENSES	14,086,744	18,739,058	20,807,000	2,067,942	90%	92%	
NET OPERATING RESULT	- 2,414,490	- 6,377,214	- 3,287,000	- 3,090,214	194%	92%	

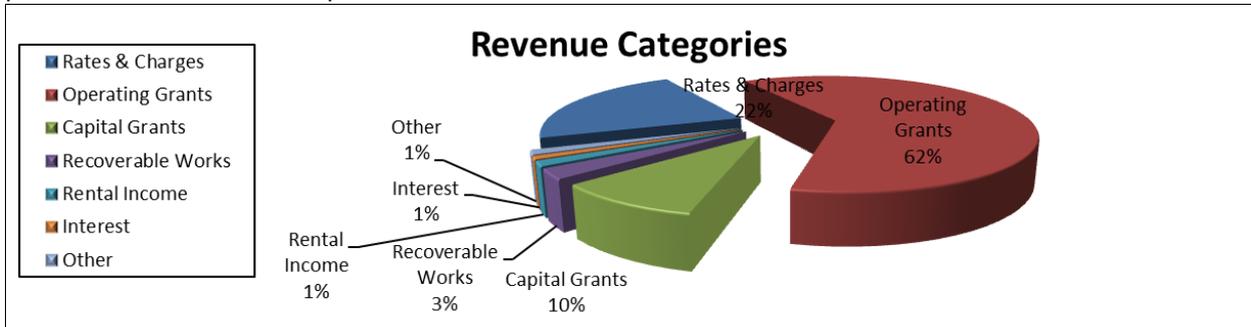
***The overall operating statement shows council operating income and operating expenditure by program or service. This report includes flood damage revenues and flood damage related expenditure. The normalised operating statement below excludes flood damage revenue and expenditure and presents a more realistic perspective of council's financial performance.*

4. NORMALISED OPERATING STATEMENT

	(Last year) 2018-19 YTD Actual	2019-20 Year To Date Actual	2019-20 Annual Budget	YTD Actual to Annual Budget Variance	Actual Percentage of Full Year Budget	Percentage of Year Lapsed
Recurrent Revenue						
Rates levies and Charges	2,822,357	3,061,930	3,066,000	- 4,070	100%	92%
Less Discounts, Rebates & Remissions	- 57,475	(53,819)	(54,000)	181	100%	92%
	2,764,882	3,061,930	3,066,000	- 4,070	100%	92%
Fees & Charges	88,136	74,096	84,000	- 9,904	88%	92%
Rental Income	207,317	192,013	230,000	- 37,987	83%	92%
Interest	189,133	119,160	135,000	- 15,840	88%	92%
Recoverable Works Revenue	613,173	358,769	1,055,000	- 696,231	34%	92%
Other Income	430,860	96,310	112,000	- 15,690	86%	92%
	1,528,619	840,348	1,616,000	- 775,652	52%	92%
Donations	-	-	13,000	- 13,000	0%	92%
Developer Contributions	-	-	-	-	-	-
Subsidies and Grants (Excl flood damage revenue)	2,404,236	1,791,049	8,131,305	- 6,340,256	22%	92%
	2,404,236	1,791,049	8,144,305	- 6,353,256	22%	92%
TOTAL RECURRENT REVENUE (EXCL FLOOD DAMAGE REVENUE)	6,697,737	5,693,327	12,826,305	- 7,132,978	44%	92%
Recurrent Expenses						
Corporate Governance Costs	575,755	771,895	871,000	99,105	89%	92%
Administration Costs	1,628,349	3,155,439	3,494,000	338,561	90%	92%
Recoverable Works Expenses	790,428	485,980	952,000	466,020	51%	92%
Engineering Services (Excl flood damage expenses)	- 644,374	1,985,271	5,632,910	3,647,639	35%	92%
Utility Services Costs	573,559	737,069	790,000	52,931	93%	92%
Net Plant Operating Costs	700,755	- 681,466	- 724,000	42,534	94%	92%
Planning and Environmental Expenses	65,674	175,141	230,000	54,859	76%	92%
Community Services Costs	1,135,983	1,274,561	1,784,000	509,439	71%	92%
Finance Costs	10,545	75,206	15,000	- 60,206	501%	92%
Depreciation	4,333,402	4,383,659	4,796,000	412,341	91%	92%
Other Expenses	-	-	-	-	-	-
TOTAL RECURRENT EXPENSES (EXCL FLOOD DAMAGE EXPENSES)	9,170,076	12,362,755	17,840,910	5,478,155	69%	92%
NET RESULT	- 2,472,339	- 6,669,428	- 5,014,605	- 1,654,823	133%	92%

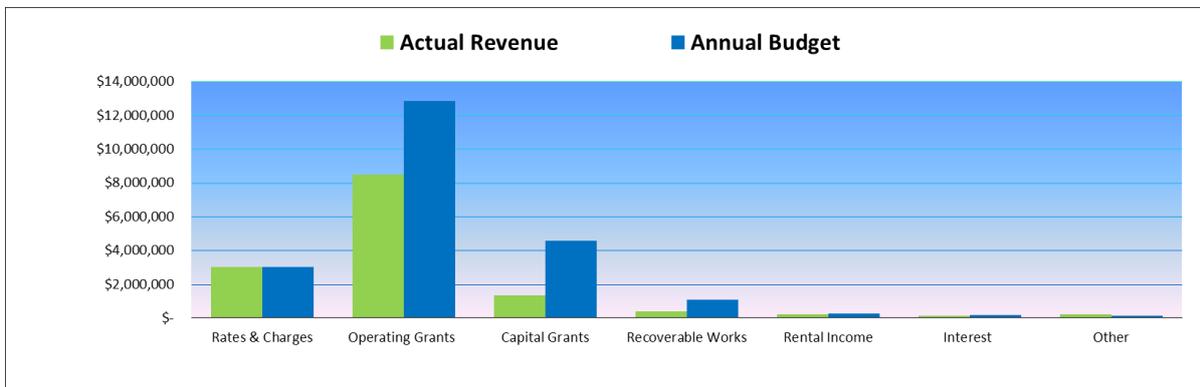
5. REVENUE ANALYSIS

Revenue streams have been classified and measured against seasonal forecasts and project milestone based indicators to negate the distortions related a simplified actual to pro rata comparison as this is not always the best basis of measurement of financial performance. A combination of the various techniques presents a better perspective on council’s financial performance and financial position.



Seasonal Revenue Variance Analysis					
Income Stream	Year To Date Actual	Seasonal Forecast	Seasonal Variance	Key Financial Performance Indicator/Comment	Risk
Financial Assistance Grant (General Purpose & Road Maintenance Grants)	1,556,800	1,167,599	389,202	On track with quarterly payment schedule. Noted 20/21 instalments receipted in June for \$1,657,501.	Nil
General Rates	2,355,096	2,359,000	- 3,904	Revenue on track with seasonal forecast.	Nil
Waste Management Charges	108,309	109,000	- 691	Revenue on track with seasonal forecast.	Nil
Sewerage Service Charges	163,741	164,000	- 259	Revenue on track with seasonal forecast.	Nil
Water Service Charges	434,783	434,000	783	Revenue on track with seasonal forecast.	Nil

Project /Milestone Based Revenue Stream Analysis					
Income Stream	Year To Date Actual	Milestone Forecast	Milestone Variance	Key Financial Performance Indicator/Comment	Risk
TIDS	348,269	348,269	0	Milestone on target, revenue on track with forecast.	Nil
ATSI TIDS	-	298,000	- 298,000	Pending completion of works	Low
Roads to Recovery (R2R)	-	305,000	- 305,000	Works not yet completed; recorded as unearned but cash received 28 May 2020.	Low
MIPP Grant	41,000	41,000	-	Milestone on target	Nil
Works for Queensland Funding	118,000	678,000	- 560,000	Work in progress, funding to be received on lodgement of claims	Low
Sewerage Upgrade Project Grant	665,020	665,020	0	Milestone on target, revenue on track with forecast.	Nil
RMPC	325,397	1,017,000	- 691,603	Claim for 171k lodged to DMTR for the 10/6/2020.	Low
Get Playing Places and Spaces Grant	115,500	115,500	-	Milestone on target	Nil



6. EXPENDITURE ANALYSIS

The table below is an extract from the income statement, the table highlights operating expenditure by type compared against pro rata estimates.

Analysis of Costs by Type				
Cost	Year To Date Actual	Forecasted Pro Rata Budget	Variance to Pro Rata Forecast	Exception
Employee benefits	5,252,784	4,901,538	- 351,246	Due to budget not reflecting change in org. structure and the associated wages. To be amended for 30 June.
Materials and services	9,027,410	9,719,417	692,007	M/S expenditure lower than expected
Finance costs	75,206	13,750	- 61,456	Due to increase in doubtful debt prov. in March 20
Depreciation and amortisation	4,383,659	4,396,333	12,674	Slightly above pro rata estimates
Total	18,739,058	18,997,000	257,942	Slightly above pro rata estimates

Employee benefits; Employee benefits include all labour related expenses including wages, allowances, salaries and on-costs such as superannuation, leave entitlements, training and fringe benefits tax. Employee benefits are not within the budget pro-rata as the amended budget as it currently is structured does not factor in a number of changes in roles and salaries within council. This will need to be considered as part of the final amendments to the 2019/2020 budget.

Finance costs; Finance costs consist of bank charges and bad debts written off – finance costs no within annual budget estimates due to the recognition of an additional doubtful debt against the provision in March 20.

Depreciation and finance costs; Depreciation costs are within annual estimates and on track with pro rata forecast.

Materials and services; Materials and services include all products and services required to deliver community services and projects. Materials and services are within the pro rata forecast and within the annual forecast, following the review and amendment of the annual budget there are no significant exceptions to report.

7. STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION			
	Opening Balance	Year To Date	Annual Forecast
	As at 1 July 2019	Actual	Budgeted
Current Assets			
Cash and cash equivalents	9,595,818	7,936,312	9,085,367
Trade and other receivables	1,012,126	593,904	729,220
Inventories	230,813	271,756	230,813
Other financial assets	307,845	185,511	233,751
Non-current assets classified as held for sale	-	-	-
Total current assets	11,146,602	8,987,483	10,279,151
Non-current Assets			
Receivables	-	-	-
Property, plant and equipment	209,710,488	213,246,635	216,549,152
Accumulated Depreciation	- 64,410,834	- 68,794,492	- 69,332,146
Intangible assets	-	-	-
Total non-current assets	145,299,654	144,452,143	147,217,006
TOTAL ASSETS	156,446,256	153,439,626	157,496,157
Current Liabilities			
Trade and other payables	1,441,271	3,698,627	1,103,921
Borrowings	-	-	-
Provisions	142,848	135,993	68,303
Other	-	-	-
Total current liabilities	1,584,119	3,834,620	1,172,224
Non-current Liabilities			
Trade and other payables	-	-	-
Interest bearing liabilities	-	-	-
Provisions	686,323	834,188	691,323
Other	-	-	-
Total non-current liabilities	686,323	834,188	691,323
TOTAL LIABILITIES	2,270,442	4,668,808	1,863,547
NET COMMUNITY ASSETS	154,175,813	148,770,818	155,632,610
Community Equity			
Shire capital	39,529,889	39,529,889	39,529,889
Asset revaluation reserve	86,418,456	86,418,456	86,418,456
Retained surplus/(deficiency)	28,227,468	22,822,474	29,684,265
Other reserves	-	-	-
TOTAL COMMUNITY EQUITY	154,175,813	148,770,819	155,632,610

Cash and investment accounts summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.88%	91,196	\$ 5,444,479
Westpac General Fund	0%	-	\$ 2,491,575
Cash Floats	0%	-	\$ 258
Total			\$ 7,936,312

Outstanding receivables

The tables below provide a breakdown of the amounts owed to Council in respect of services that have been provided to the community/customers.

Ageing of general debts analysis

Outstanding general debts decreased from \$88.6K to \$87.6K from the previous reporting month. Month end results indicate that approximately \$72K of total outstanding debt (\$87.6k) has been assessed as high risk based on customer and debt analysis. The total number of high risk debtors as a percentage of the total number of outstanding debtors equates to 80%.

Collectability Analysis	90 Days & Over	60 Days	30 Days	Current	Total
Low Risk of default	523				\$ 523
Low Risk of default	54				\$ 54
Low Risk of default	1,179				\$ 1,179
Low Risk of default	343				\$ 343
High Risk of default	6,370				\$ 6,370
Low Risk of default	1,649				\$ 1,649
High Risk of default	65,761				\$ 65,761
Low Risk of default	1,980				\$ 1,980
Low Risk of default	6,782				\$ 6,782
Low Risk of default	\$ 1,851				\$ 1,851
Low Risk of default		1,925			\$ 1,925
Low Risk of default			383		\$ 383
High Risk of default	816				\$ 816
Low Risk of default	49				\$ 49
Low Risk of default				1,487	\$ 1,487
Low Risk of default	184				\$ 184
Low Risk of default	64				\$ 64
Low Risk of default					\$ -
Total	\$ 87,606	\$ 1,925	\$ 383	\$ 1,487	\$ 91,401
Default risk percentage of total outstanding	80%				
Projected Bad Debts write of in \$ Terms	\$ 72,947				

Outstanding rates, levies and charges

Council commenced debt recovery actions relating to general rates and utility charges in May 2019.

OUTSTANDING LEVIES & CHARGES					
LEVY/CHARGE	366+ DAYS ARREARS	181-365 DAYS ARREARS	31-180 DAYS ARREARS	1-30 DAYS ARREARS	Total Outstanding
GENERAL RATES	\$ 84,103	\$ 19,936	\$ 419,029	\$ -	\$ 523,068
SEWERAGE CHARGES	\$ 2,506	\$ 630	\$ 10,098	\$ -	\$ 13,234
GARBAGE CHARGES	\$ 2,730	\$ 1,776	\$ 4,423	\$ -	\$ 8,929
WATER ACCESS CHARGES	\$ 51,893	\$ 13,077	\$ 23,649	\$ -	\$ 88,620
WATER - EXCESS CONSUMPTION	\$ 42,144	\$ 13,336	\$ -	\$ -	\$ 55,479
STATE GOVT EMERGENCY SVCE LEVY	\$ 2,329	\$ 1,108	\$ 3,768	\$ -	\$ 7,206
TOTAL	\$ 185,706	\$ 49,864	\$ 460,967	\$ -	\$ 696,536

Debt Collection Actions to Date			
Action	Details	Date	Comments
First Reminder letters issued	43 letters issued	2/10/2019	
Second reminder letters issued	22 letters issued	31/10/2019	
Referral to debt collection agency	32 assessments	21/05/2019	
Judgement entered	4 debtors	11/11/2019	Total legal fees incurred by council \$6,847
Legal fees billed to debtor	4 debtors	28/02/2020	Total legal fees billed to debtors \$6,847

Liabilities

There are nil significant exceptions to report in relation to council liabilities.

8. STATEMENT OF CASH FLOWS

STATEMENT OF CASH FLOWS		
	Year To Date	Annual Forecast
	Actual	Budgeted
Cash flows from operating activities		
Receipts from customers	4,270,575	4,576,094
Payments to suppliers & employees	- 12,891,279 -	16,080,545
	- 8,620,704 -	11,504,451
Interest received	119,160	135,000
Rental income	192,013	230,000
Non capital grants and subsidies	8,459,566	12,825,000
Net cash inflow (outflow) from operating activities	150,034	1,685,549
Cash flows from investing activities		
Payments for property plant & equipment	- 3,103,382 -	6,987,000
Proceeds from sale of property plant & equipment	-	231,000
Capital grants, subsidies, contributions and donations	1,293,841	4,560,000
Net cash inflow (outflows) from investing activities	- 1,809,541 -	2,196,000
Cash flows from financing activities		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
Depreciation	-	-
Net cash inflow (outflow) from financing activities	-	-
Net cash increase (decrease) in cash held	- 1,659,506 -	510,451
Cash at beginning of the reporting period	9,595,818	9,595,818
Cash at end of the reporting period	7,936,312	9,085,367

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 and Executive Manager Finance. The following delegations were exercised.

1. Debt Write off (Amount written off)	Payment arrangement and repayment term	Authorising officer (FM or CEO)
Nil	Nil	N/A

10. OFFICER'S RECOMMENDATION

That Council notes the contents of the Finance Monthly Report.

ATTACHMENTS

Nil

Finance Reports

09.02.02 Audit Risk Committee Minutes

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy Chief Executive Officer
DATE REPORT PREPARED:	13 June 2020
LINK TO COUNCIL PLAN/S:	Operational Plan - Governance

1. PURPOSE

To present approved minutes of the Audit Risk Committee (ARC) from the meeting held on 11th October 2019.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Audit Risk Committee is a committee of the Burke Shire Council and is directly responsible to the Council.

3. PROPOSAL

That Council notes the minutes of the Audit Risk committee meeting held on the 11th October 2019.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications associated with this report.

5. RISK

Nil

6. POLICY & LEGAL IMPLICATIONS

Compliance with the Audit Committee Charter FIN –POL-010.

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

Audit Committee Chair

9. CONCLUSION

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

It is noted that the minutes from the meeting held on the 26th February 2020 are still unconfirmed by the Audit Risk Committee meeting and will be presented to Council once confirmed.

10. OFFICER'S RECOMMENDATION

That Council receive, accept and acknowledge the Minutes from the Audit Risk Committee Meeting held on 11th October 2019.

ATTACHMENTS

1. Audit Risk Committee minutes held on the 11th October 2019



October 2019
Minutes.pdf

Strategic Projects Reports

09.03.01 Strategic Projects Reports

DEPARTMENT:	Works & Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	8 June 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PROJECTS

Project	Description	Update/activity for reporting month
DRFA Monsoonal Trough Projects	Suite of projects being delivered under the W4Q2019-21 and DRFA \$1m bucket	<ul style="list-style-type: none"> ▪ Quarterly reporting requirements for DRFA ex gratia payment completed; ▪ Monthly reporting requirements for W4Q 2019-21 met; ▪ Variation Request submitted for W4Q 2019-21 projects. Awaiting Ministerial approval. ▪ Separate report attached.
Works 4 Queensland Projects 2019-21 Projects		
Phillip Yanner Memorial Oval Upgrade	Oval upgrade to establish playing surface capable of hosting regional events.	<ul style="list-style-type: none"> ▪ GPPS R07 monthly report submitted for May 2020. ▪ Final elements to complete: field survey and line-marking, goal post installation, installation of signage.
Gregory Showgrounds Bar/Kitchen	Design, construction and fit-out of Bar & Kitchen at the Gregory Showgrounds.	<ul style="list-style-type: none"> ▪ Project 99% completed. Awaiting final gas fitting of appliances to enable final inspection and certification.
Gregory Showgrounds: Judge's Tower	Relocate and upgrade Judge's Tower	<ul style="list-style-type: none"> ▪ Work commenced on 9 June 2020 and scheduled to complete on 13 June 2020.

Project	Description	Update/activity for reporting month
Waste tyre removal and recycling	Council has secured funding to remove waste tyre stockpiles from	<ul style="list-style-type: none"> ▪ Contract for collection, transportation and recycling of waste tyres awarded; ▪ First collections in Gregory scheduled for 16-17 June 2020; ▪ Next round of collections in Burketown scheduled for 14-15 July 2020. ▪ Final collections scheduled for 11-12 August 2020.
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> ▪ Draft ILUA & State Land Transfer Agreement forwarded to Waanyi for review in November 2019. ▪ Separate report attached to June Council meeting.
IT Coverage – 4G small cell at Hells Gate	Installation of 4G small cell at Hells Gates	<ul style="list-style-type: none"> ▪ Contract with Telstra to deliver project signed & Deed of Access signed with Hells Gate. ▪ Scheduled for installation 29 June 2020.
Coastal Hazard Adaptations Strategy – phases 3-5	Complete phases 3-5 of Burke’s Coastal Hazard Adaptation Strategy.	<ul style="list-style-type: none"> ▪ Project start-up meeting held on 29 April 2020. ▪ On-ground survey work completed in early June 2020;
Burke ICT Project	Full review of Council’s ICT requirements with a view to progressive implementation of improvements	<ul style="list-style-type: none"> ▪ Burke ICT Strategy progressing through 1st draft stage; ▪ Review of ICT budget; ▪ iTERRA installed ▪ Durlga video/teleconference reconnected

Project	Description	Update/activity for reporting month
Waste Reduction & Recycling Plan	Local Governments are required to adopt and update Waste Reduction and Recycling Plans.	<ul style="list-style-type: none"> ▪ Reviewing opportunities to reduce putrescible waste at the Burketown landfill; ▪ Review of historical waste management budgets and 2020-21 waste management budget.
Asset Management Plans	Council is required to update Asset Management Plans for key assets on an annual basis	<ul style="list-style-type: none"> ▪ Will be progressed pending receipt of final asset valuations.
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial (Utilities) developments.	<ul style="list-style-type: none"> ▪ Reconfiguration of Lot and Operational Works process commissioned and commenced.

2. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
iTERRA Satellite	Installation of iTerra satellite in Burketown to provide a backup internet system in the event of the failure of the fibre connection.	<ul style="list-style-type: none"> ▪ Will be incorporated into final DRFA acquittal
Burketown Flood Risk Management Study	Provide guidance re: planning and development in/around Burketown.	<ul style="list-style-type: none"> ▪ Final project acquittal process underway with QRA. Document to be uploaded to website.
Planning Scheme	Development and adoption of Planning Scheme	<ul style="list-style-type: none"> ▪ Adopted by Council at the January 2020 Council meeting. ▪ Commencement date of 7 February 2020

3. CURRENT FUNDING SUBMISSIONS

Funding program	Description	Update/activity for reporting month
DRFA Flexible Funding R2	Gregory Showgrounds – Jockey Change Room replacement	Application submitted
DRFA Flexible Funding R2	Phillip Yanner Memorial Oval: change room restoration and concrete works	Application submitted
DRFA Betterment	Transport betterment projects: <ul style="list-style-type: none"> Upgrade to LH National Park Road 	Funding application successful. RFT documentation being prepared.
Regional Recycling Transport Assistance Package	Transportation costs of recyclable waste (tyres)	Funding application successful. Working through final requirements for signing of Deed of Agreement.

4. REGISTERS OF PRE-QUALIFIED SUPPLIERS

Register	Description	Comment
Plant Hire (Wet & Dry)	Council to exercise final extension clause to assist in navigating the caretaker period in the lead up to the RFT documentation currently under review in preparation for post-election release.	<ul style="list-style-type: none"> RFT, contract documentation and Responses Schedules reviewed; Information package for local suppliers reviewed;
Trades & Services	ROPS for provision of wide-range of trades and services: 1 st Term: Aug 2019 – Aug 2020 Utilised to date for building, electrical, plumbing, building certification services.	<ul style="list-style-type: none"> Established on Vendor Panel on 30 Aug 2019. Looking at opportunities to extend categories in the following areas: traffic management, biosecurity and pest management.

5. CURRENT/RECENT TENDERS

Tender	Description	Opened	Closes	Awarded
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Tender	Description	Opened	Closes	Awarded
2020-11	Concrete Works Package 1	17 Mar 2020	30 Mar 2020	21 May 2020
	DRFA Betterment – upgrade pavement + 2 coat seal on Lawn Hill National Park Road: under development			

6. PROJECTS UNDER DEVELOPMENT

Project	Description
Elevated transfer station at BKT Landfill	Preliminary designs and costings completed.
Burketown WTP Shed Replacement	Options analysis completed.
Burketown Water Storage Project	Detailed design in progress.
Burke Shire SCADA	Project scope under development to improve Burke's SCADA arrangements
Mineral Baths	RFQ documentation for completion of design to be released in June 2020.
STP Irrigation	Initial project scoping underway for STP irrigation system and receiving environment monitoring program.
Sewer Treatment network	Initial project scoping completed for Inflow and Infiltration (smoke test) assessment of the Burketown sewer network.
Waste Management	Initial options analysis completed in relation to suite of measures to reduce waste and increase compliance at the Burketown landfill.
Waste Management	Tender documentation for removal/recycling of scrap metal drafted.
Gregory Show Grounds Jockey Change Rooms	Replace the Jockey change rooms at the Gregory Showgrounds. Project scoped and costed and submitted for funding to DRFA Flexible Funding Round 2.
PYMO change rooms	Renovation of change room facilities. Project scoped and costed and submitted for funding to DRFA Flexible Funding Round 2.

7. GULF SAVANNAH DEVELOPMENT PROJECTS

RAB PROJECTS 2019-2020

Project	Description	Update for reporting month
Remote Area Board: <ul style="list-style-type: none"> ▪ Farm Stay Tourism Blueprint 	Provision of full “how to” guide to set-up different kinds of farm stay businesses. RFQ released, submissions received, evaluated and recommendations made.	Milestone 1 achieved. Consultancy engaged to deliver project. Project extension requested and approved.
BBRF Community Investment Stream: <ul style="list-style-type: none"> ▪ Regional Branding Strategy 	Complete Regional Branding Strategy: literature review, regional audit, supply chain logistics, legal and financial dimensions, marketing and commercial, roll-out strategy.	Milestone 1 & 2 achieved. Project extension requested and approved.
Doomadgee 4G Feasibility Study	Feasibility Study to define solution to ongoing issue with 4G services in Doomadgee.	Project completed and forwarded to RDA for assistance with advocacy.

RAB PROJECTS 2020-21

Project	Description	Update for reporting month
Local Fresh Food Production	Multi-site options analysis / technology analysis in relation to the local production of fresh fruit, vegetables and herbs in the Gulf.	Project proposal submitted. Under review by DSDMIP.
Indigenous Tourism Products – from retail to wholesale	Explore opportunities and assist businesses to take tourism products from retail (point of sale) into wholesale distribution channels.	Project proposal submitted. Under review by DSDMIP.
Gulf Academy	Viability analysis into establishing an accredited training facility in the Gulf.	Project proposal submitted. Under review by DSDMIP.

8. OFFICER’S RECOMMENDATION

That Council receives the Strategic Projects Report.

ATTACHMENTS

Nil

10. Closed Session Reports

10.01 Closed Session Report - Funded Projects Update

10.02 Gregory Economic Development ILUA

11. Chief Executive Officer Reports

- 11.01 Chief Executive Officer Report
- 11.02 Register of Pre-qualified Suppliers
- 11.03 Operational Plan 2019-2020 Quarterly Reports covering December 2019 and March 2020 Quarters
- 11.04 Councillor Remuneration 2020/21
- 11.05 Superannuation for Councillors
- 11.06 Reimbursement of Expenses and Provision of Facilities for Councillors Policy

Chief Executive Officer Reports

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan, Chief Executive Officer
DATE REPORT PREPARED:	15 June 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan – Administration. Outcome 2.2 Professional administrative interaction with all stakeholders

1. PURPOSE

To provide Council with an update of matters of relevance to Council.

2. MATTERS FOR YOUR INFORMATION

EOFY

The End of Financial Year work has been foremost for Council and I would like to thank Dan McKinlay and the Finance team for their extraordinary efforts.

Human resources

HR issues have taken up a great deal of my time and remain a priority.

Council has undertaken an executive contract review and has incorporated legal advice in drafting up-to-date contract templates.

COVID-19

With the easing of restrictions, allowing residents to travel to Mt Isa, Carpentaria and Cloncurry, I have been clarifying communicating the changes to stakeholders.

CEO movements

I shall be based in Brisbane from 22 June 2020 until 24 July. Due to this, I recommend that Dan McKinlay to be Acting CEO from the 22 June to 6 July.

3. OFFICER'S RECOMMENDATION

1. That Councillors note the contents of this report.
2. That Council agree that Dan McKinlay assumes the role of Acting Chief Executive from 22 June 2020 to 6 July 2020.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.02 Register of Pre-qualified Suppliers

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Philip Keirle; Executive Manager Strategic Projects
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	11 June 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 Operational Plan 2019-20/2020-21

1. PURPOSE

To authorise the CEO to invite suppliers to tender to be on Council's Registers of Prequalified Suppliers for the following registers:

- Plant Hire (Wet & Dry Hire)
- Trades and Services

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Establishment of ROPS – Plant Hire

Council established its first Register of Pre-qualified suppliers for Plant Hire in April 2017.

10.01 Closed Session - Register of Pre-qualified Suppliers - Plant Hire (Wet and Dry)

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(e)(h) and that the document remain confidential unless council decides otherwise by resolution; and

2. That Council note the contents of the report; and

3. That Council establishes the following Registers for Pre-qualified Suppliers of Plant (Wet Hire): 3b Contractor Items:

- Arid to Oasis Solutions Pty Ltd Auszcot Civil Australia Excavator, Skid Steer, Front End Loader, Backhoe, Drum Roller, Water Truck, Miscellaneous
- Betta Hire Pty Ltd Miscellaneous
- CM Contracting Water Truck
- Graham Bailey Earthmoving Pty Ltd Dozer, Excavator, Grader, Low Loader, Side Tippers, Drum Roller, Multi-Tyre Roller, Water Truck, Scraper, 4WD, Job Truck, Miscellaneous
- K&G Booth Pty Ltd Grader, Multi-Tyre Roller, Water Truck, Job Truck, Miscellaneous
- K&R Contracting Pty Ltd Excavator, Grader, Skid Steer, Low Loader, Front End Loader, Side Tippers, Backhoe, Drum Roller, Multi-Tyre Roller, Water Truck, 4WD, Job Truck,

Miscellaneous

- Norwest Consolidated Dozer, Excavator, Grader, Low Loader, Front End Loader, Water Truck, Scraper, 4WD, Miscellaneous
- Qcrush Pty Ltd Dozer, Excavator, Grader, Skid Steer, Low Loader, Front End Loader, Crane, Side Tippers, Drum Roller, Water Truck, Scraper, 4WD, Miscellaneous
- R.A Newby & F.M Wiles & L.D Wiles & R.G Wiles T/A Wiles Road Services Excavator, Grader, Low Loader, Side Tippers, Drum Roller, Multi-Tyre Roller, Water Truck, Job Truck
- Ray Hudson Haulage Side Tippers
- Rollers Australia Pty Ltd Grader, Drum Roller, Multi-Tyre Roller, Water Truck
- Scott Freight Company Pty Ltd Front End Loader, Side Tippers, Water Truck, Miscellaneous
- Stabilised Pavements of Australia Stabiliser, Two-Coat Seal, Miscellaneous
- Thuriba Grazing Company Grader, Side Tippers, Water Truck
- Tom Tonka Pty Ltd Dozer, Grader, Low Loader, Scraper
- True Blue Grader and Side Tipper Hire Low Loader, Front End Loader, Side Tippers

That Council establishes the following Registers for Pre-qualified Suppliers of Plant (Dry Hire): 4b Contractor Items

- 1300Meteor Rentals 4WD, Job Truck, Miscellaneous
- Arid to Oasis Solutions Pty Ltd Auszcot Civil Australia Job Truck
- Betta Hire Pty Ltd Excavator, Skid Steer, Front End Loader, Drum Roller, Multi-Tyre Roller, Job Truck, Miscellaneous
- CM Contracting Water Truck
- Coates Hire Operations Pty Ltd (Corporate) Excavator, Grader, Skid Steer, Front End Loader, Backhoe, Drum Roller, Multi-Tyre Roller, Water Truck
- Graham Bailey Earthmoving Pty Ltd Miscellaneous
- K&R Contracting Pty Ltd Side Tippers
- North Sheridan Pty Ltd t/a Tutt Bryant Hire Excavator, Grader, Skid Steer, Front End Loader, Backhoe, Drum Roller, Multi-Tyre Roller, Water Truck
- Qcrush Pty Ltd Dozer, Excavator, Grader, Skid Steer, Front End Loader, Crane, Drum Roller, Scraper, Miscellaneous
- Rollers Australia Pty Ltd Grader, Drum Roller, Multi-Tyre Roller, Water Truck, Miscellaneous
- Scott Freight Company Pty Ltd Front End Loader, Side Tippers, Water Truck, Miscellaneous
- Thuriba Grazing Company Grader, Side Tippers, Water Truck

The agreement was extended in April 2018 for a further 12 months and in April 2019 for a further 12 months. Council used its final extension clause to push the ROPS (Plant Hire) agreement out to August 2020.

3. PROPOSAL

That Council, pursuant to section 232(4) of the *Local Government Regulation 2012*, authorises the CEO to invite suppliers to tender to be on Council's Register of Pre-qualified Suppliers for Plant Hire. The proposed categories are as follows:

#	Description	#	Description
1	Dozer	10	Backhoe
2	Excavator	11	Drum Roller
3	Grader	12	Multi-Tyre Roller
4	Skid Steer	13	Water Truck
5	Low Loader	14	Scraper
6	Front End Loader	15	4WD
7	Stabiliser	16	Job Truck
8	Crane	17	Two-Coat Seal
9	Side Tippers	18	Miscellaneous

Evaluation of submissions

To make it onto a Register of Pre-qualified Suppliers, a supplier must demonstrate that they have the technical, financial and managerial capability to perform contracts on time and in accordance with agreed requirements. Council assesses these capabilities through the response schedules submitted:

- **Financial capability:**
 - o Financial details or letter from accountant
- **Technical capability:**
 - o Relevant experience and key personnel
 - o Licences/tickets/accreditations to operate
- **Managerial capability:**
 - o Completion of all paperwork, including Plant Rates
 - o Relevant experience
 - o WHS Questionnaire
 - o Insurances
 - o Maintenance records for plant
 - o Photos of plant, including registration plate and odometer

Council does not propose to establish an order of merit via the tender evaluation process, as some Council's do. This is not a requirement when establishing a Register of Prequalified Suppliers.

4. FINANCIAL & RESOURCE IMPLICATIONS

The majority of costs associated with these procurement projects will be internal administrative costs related to setting up, conducting and evaluating the tender as well as setting up suppliers in Vendor panel.

Legal advisory costs associated with the process are covered by the NWQRRTG retainer arrangement with Helix Legal.

5. RISK

Risk Type	What could happen	Possible consequence
Compliance	<ul style="list-style-type: none"> ▪ Procurement initiative not conducted in line with legislative/regulatory requirements. 	<ul style="list-style-type: none"> ▪ Invalid procurement process invalidates establishment of Registers of Pre-qualified Suppliers
Reputation	<ul style="list-style-type: none"> ▪ Failure to re-establish ROPS for Plant Hire or Trades & Professional Services 	<ul style="list-style-type: none"> ▪ Reputational damage, particularly with local suppliers
Operations	<ul style="list-style-type: none"> ▪ Failure to re-establish/renew ROPS arrangements 	<ul style="list-style-type: none"> ▪ Reduced efficiency and compliance of Council's procurement function.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012	Section 232 Exception for register of pre-qualified suppliers	<p>(1) This section applies to a medium-sized contractual arrangement or large-sized contractual arrangement for the supply of goods or services.</p> <p>(2) A local government may enter into the contract without first inviting written quotes or tenders if the contract is entered into with a supplier from a register of pre-qualified suppliers that is made in compliance with subsections (3) to (6).</p> <p>(3) A local government may establish a register of pre-qualified suppliers of particular goods or services only if—</p> <ol style="list-style-type: none"> a. the preparation and evaluation of invitations every time the goods or services are needed would be costly; or b. the capability or financial capacity of the supplier of the goods or services is critical; or c. the supply of the goods or services involves significant security considerations; or d. a precondition of an offer to contract for the

Instrument	Reference	Details
		<p>goods or services is compliance with particular standards or conditions set by the local government; or</p> <p>e. the ability of local business to supply the goods or services needs to be discovered or developed.</p> <p>(4) A local government must invite suppliers to tender to be on a register of pre-qualified suppliers.</p> <p>(5) The invitation must—</p> <p>a. be made by an advertisement published in a newspaper that circulates generally in the local government area; and</p> <p>b. allow tenders to be given to the local government for at least 21 days after the advertisement is published in the newspaper.</p> <p>(6) When selecting a supplier to be a pre-qualified supplier for the register, the local government must have regard to the sound contracting principles.</p> <p>(7) A pre-qualified supplier is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.</p>
BSC Delegation Register	Council has delegated the following powers to the CEO with regard to Registers of Pre-qualified Suppliers:	<p>232(2) arrangement for the supply of goods or services with a supplier from a register of pre-qualified suppliers.</p> <p>232(3) Power to establish a register of pre-qualified suppliers of particular goods or services (by inviting tenders).</p> <p>SECTION 232(4) has not been delegated: power to invite suppliers to tender to be on a Register of Pre-qualified Suppliers.</p>

7. CRITICAL DATES & IMPLICATIONS

Register of Pre-qualified Suppliers (Plant Hire)

The aim is to have the new ROPS (Plant Hire) in place when the existing ROPS is due to conclude in August 2020. Given all documentation is in place and has been vetted by Helix Legal, this is achievable provided that the following timetable is met:

- Session with local suppliers: Between now and 7 Jul 2020.
- Tender opens (no later than): 30 Jun 2020
- Tender closes (no later than): 21 Jul 2020

- Tender evaluation concludes: 04 Aug 2020
- Council meeting report submitted: 11 Aug 2020
- Council meeting adoption: 20 Aug 2020

Please note that even if this timetable is pushed back by a month, it is unlikely to have an impact on Council's works program for 2020-21.

8. CONSULTATION

Internal: procurement, projects, EMT.

External: Helix Legal, Carpentaria Shire Council. Review of suite of ROPS (Plant Hire) documents from other Shires.

9. CONCLUSION

To date, the ROPS (Plant Hire) has had a net positive impact on Council operations and on the development of competitive local business and industry.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council authorises the CEO to invite suppliers to tender to be on Council's Register of Pre-qualified Suppliers for Plant Hire

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.03 Operational Plan 2019-2020 Quarterly Reports covering December 2019 and March 2020 Quarters.

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Dan Mckinlay Deputy Chief Executive Officer
DATE REPORT PREPARED:	5 June 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

To provide Council with an outline of progress made through the December 2019 and March 2020 quarters, towards the achievement of Council's 2019/2020 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 are the second and third quarter reviews of progress against Council's 2019/2020 Operational Plan for Council consideration.

3. PROPOSAL

That Council receives the December 2019 and March 2020 quarter review report of progress towards implementation of the 2019/2020 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 2019-20 not met 	<ul style="list-style-type: none"> ▪ Plan prepared with reference to regulatory requirements.

6. POLICY & LEGAL IMPLICATIONS

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

All Executive Managers have contributed to the compilation of this report.

9. CONCLUSION

This report highlights Council's implementation of the 2019/2020 Operational Plan actions/projects.

December 2019 and March 2020 quarters have been included together as a result of impacts of senior staff vacancies, COVID 19 issues and HR issues. This has also impacted on some of the progress towards some of the targeted actions.

10. OFFICER'S RECOMMENDATION

1. That Council receives and notes the contents of this report and attachments regarding Council's progress towards the implementation of the 2019/2020 Operational Plan for the December 2019 and March 2020 quarters.

ATTACHMENTS

1. Burke Shire Council Operational Plan 2019-20 –Progress report for the December 2019 and March 2020 quarters.



2019-20 Operational
Plan - EMT progress r

Chief Executive Officer Reports

11.04 Councillor Remuneration 2020/21

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan, Chief Executive Officer
PREPARED BY:	Dan McKinlay, Deputy Chief Executive Officer.
DATE REPORT PREPARED:	12 June 2020
LINK TO COUNCIL PLAN/S:	Burke Shire Council Budget 2020/21

1. PURPOSE

To determine Councillors Remuneration for financial year ended 30 June 2021.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council considers the Councillor Remuneration Schedule each year with a view to determining whether it will accept the Remuneration Schedule as gazetted, or elect to pay Councillors at a rate lower than that contained in the Remuneration Schedule.

On 29 November 2019, the Local Government Remuneration Commission concluded its review of remuneration for Mayors, Deputy Mayors and Councillors of Local Governments as required by Chapter 8, Part 1, Division 1 of the Local Government Regulation 2012.

A copy of the Local Government Remuneration Commission Annual Report 2019 is attached for reference. Recent Councillor Remuneration schedules as well as the Councillor Remuneration schedule applicable from 01 July 2020 are included below.

Previous, Current and Proposed Remuneration Schedules

Overview of Burke Shire Council resolved Remuneration Schedules 2016/2017 to 2019/20 (including Remuneration levels determined by the Local Government Remuneration Commission Annual Report 2019 (effective 01 July 2020)).

	2016/17*	2017/18*	2018/19*	2019/2020*	<i>From 01/07/2020 Determined by commission)</i>
Mayor	\$98,660.80	\$98,660.84	\$98,660.84	\$98,660.84	\$108,222.00
Deputy Mayor	\$56,919.56	\$56,919.56	\$56,919.56	\$56,919.56	\$62,435.00
Councillor	\$49,330.38	\$49,330.38^	\$49,330.38^	\$49,330.38^	\$54,110.00

**Council resolved to reduce Councillor Remuneration below the scheduled amounts gazetted*

^Including meeting attendance component

The following information presents the remuneration schedules as gazette, and any Council resolution resolving to pay Councillors at a rate lower than that contained in the Remuneration Schedule, from 2016/17 to 2020/20. The final section presents the remuneration increases applicable from 01/07/20.

2016/17

Remuneration Schedule as gazetted (2015 Report – to apply from 1 July 2016).

Burke Shire Council as Category 1 Council:

Office	Total Remuneration
Mayor	\$99,638
Deputy Mayor	\$57,483
Councillor	\$49,819

The Remuneration Schedule as adopted at January 2016 Council Meeting (Resolution 160121.12) was made as follows:

That Council:

- 1) *Notes that the Discipline and Remuneration Tribunal has proposed a 2% pay increase for financial year 2016-2017 in its annual review of Councillor remuneration in Queensland; and*
- 2) *Resolves, instead, to adopt a 1% pay increase for financial year 2016-2017 in line with the 1% increase awarded to Burke Shire Council employees through the Administrative Increase (awarded November 2015); and*
- 3) *Resolves to pay Councillors according to the following schedule:*

Office	Salary Component	Meeting attendance Component
Mayor	\$98,660.84	NA
Deputy Mayor	\$56,919.56	NA
Councillor	\$32,887.62	\$1370.23

(The full salary for a Councillor who attends all meetings would be \$49,330.38)

2017/18

Remuneration Schedule as gazetted (2016 Report – to apply from 1 July 2017).

Burke Shire Council as Category 1 Council:

Office	Total Remuneration
Mayor	\$101,631.00
Deputy Mayor	\$58,633.00
Councillor	\$50,815.00

Remuneration Schedule as adopted at January 2017 Council Meeting (Resolution 170119.16) was made as follows:

That Council:

- 1) *Resolves to pay Councillors less than the amount defined in the Councillor Remuneration schedule as gazetted on 8 December 2016; and*
- 2) *Resolves to pay according to the following schedule:*

Office	Salary Component	Meeting attendance component
Mayor	\$98,660.84	N/A

Deputy Mayor	\$56,919.56	N/A
Councillor	\$32,887.62	\$1370.23 – assuming 12 meetings per annum

(The full salary for a Councillor who attends all meetings would be \$49,330.38)

2018/19

Remuneration Schedule as gazetted (2017 Report – to apply from 1 July 2018).

Burke Shire Councillors, as elected members in a Category 1 Council, are entitled to a maximum of:

Office	Total Remuneration
Mayor	\$103,918.00
Deputy Mayor	\$59,952.00
Councillor	\$51,958.00

Remuneration Schedule as adopted xxxxCouncil Meeting (Resolution 170119.16) was made as follows:

That Council:

- 1) *Resolves to pay Councillors less than the amount defined in the Councillor Remuneration schedule as gazetted on 8 December 2016; and*
- 2) *Resolves to pay according to the following schedule:*

Office	Salary Component	Meeting attendance component
Mayor	\$98,660.84	N/A
Deputy Mayor	\$56,919.56	N/A
Councillor	\$32,887.62	\$1370.23 – assuming 12 meetings per annum

(The full salary for a Councillor who attends all meetings would be \$49,330.38)

2019/20

Remuneration Schedule as gazetted (2018 Report – to apply from 1 July 2019).

Burke Shire Councillors, as elected members in a Category 1 Council, are entitled to a maximum of:

Office	Total Remuneration
Mayor	\$106,100.00
Deputy Mayor	\$61,211.00
Councillor	\$53,049.00 [^]

[^]Including compulsory meeting attendance component

Remuneration Schedule as adopted at February 2019 Council Meeting (Resolution 1900226.10) was made as follows:

That Council:

- 1) *That Council notes the contents of this report; and*
- 2) *That Council adopt version 6 of HRM-POL-013 Councillor Remuneration Policy; and*
- 4) *Resolves to pay Councillors less than the amount defined in the Councillor Remuneration schedule as gazetted on 14 December 2018; and resolves to pay according to the following schedule:*

Office	Total Remuneration	Meeting attendance component
Mayor	\$98,660.84	N/A
Deputy Mayor	\$56,919.56	N/A
Councillor	\$32,887.62	\$1370.23-assuming 12 meetings per annum.

(The full salary for a Councillor who attends all meetings would be \$49,330.38)

Councillor Remuneration Policy

The Councillor Remuneration Policy was scheduled for review as part of the exercise to determine the 2020/21 Councillor remuneration. It is presented to Council for review and endorsement as part of this Council Report.

3. PROPOSAL

That Council considers whether it will reduce Councillor Remuneration below the scheduled amounts detailed in the Local Government Remuneration Commission Annual Report 2019 which are effective from 01 July 2020.

4. FINANCIAL & RESOURCE IMPLICATIONS

The financial implications in relation to this report are outlined in the below Local Government Local Government Remuneration Commission Annual Report 2019 which are effective from 01 July 2020.

The level of Councillors remuneration resolved by Council will be included in the 2020/2021 budget.

5. RISK

There are risks of public perception in increasing Councilor remuneration.

There is the risk of Council salaries significantly lagging other Councils' remuneration and requiring a very large adjustment in future years to meet the gazetted schedule.

6. POLICY & LEGAL IMPLICATIONS

As set out in section 247(2), (3), (4) and (6), of the Local Government Regulation 2012, Council is able to decide, by resolution, that the maximum amount is not payable to a Councillor. The amount of remuneration decided must not be more than the maximum amount payable to a Councillor stated.

Under section 247 (6) The Local Government Regulation 2012, the Local Government must make a resolution under subsection (2), for the remuneration payable from 1 July of a particular year, before 1 July of that year.

HRM-POL-013 – Councillor Remuneration Policy also exists to:

- a) Ensure that Councillors are paid in accordance with the determinations of the Local Government Remuneration Commission.
- b) Clarify Council's obligations to Councillors under the QLD Local Government Act 2009 (the Act) and QLD Local Government Regulation 2012 (the Regulation).

7. CRITICAL DATES & IMPLICATIONS

If Council is to adopt a remuneration schedule different to that specified in the 2019 local Government Remuneration Commission Annual report 2019, effective 01 July 2020, it must resolve to do so by 30th June 2020.

8. CONSULTATION

CEO

9. CONCLUSION

Council has the right to accept the remuneration schedule for the 2020/2021 financial year, applicable from 1 July 2020 or to reduce the remuneration of Councillors beneath those levels.

It is noted that Councillors remuneration has remained unchanged for 4 years. Currently, based on the new remuneration levels applicable from 01 July 2020, Burke Shire Councillors are currently near 9% below the new scheduled rates.

It is worth noting in the Local government Remuneration Commission Report 2019, where the Commission has decided to increase the maximum remuneration levels for Mayors and Councillors by 2 % that in making its decision the Commission also had regard to anecdotal reports and submissions received about:

- financial pressures on councils and sustainability of their communities
- recent level of impact of natural disasters
- increased requirement for community support
- councils' role in economic development and local infrastructure
- needs of resident and non-resident populations
- increasing pressure to deliver innovative solutions
- unique qualities and complexities of diverse communities
- potential impact of government reforms, such as changes to legislation arising from the Crime and Corruption Commission's report 'Operation Belcarra: A blueprint for integrity and addressing corruption risk in local Government.

We note that some Councils have chosen not to adopt the increases proposed in the schedule for 2020/2021, and have instead remained at the levels for 2019/20 due to the COVID-19 economic constraints. Adopting this schedule would go some way to addressing the widening gap between Burke Shire Council remuneration and that of other Councils.

10. OFFICER'S RECOMMENDATION

That Council:

- 1) Notes the contents of this report; and
- 2) Council adopt version 8 of HRM-POL-013 Councillor Remuneration Policy; and
- 3) Burke Shire Council resolves adopt the remuneration schedule in the Local Government Remuneration Commission Annual Report 2019 (effective 01 July 2020).

Office	Salary component	Meeting attendance component
Mayor	\$108,222	N/A
Deputy Mayor	\$62,435	N/A
Councillor	\$54,110	included

OR

- 4) Resolves to pay Councillors less than the amount defined in the Councillor Remuneration schedule as detailed in the Local Government Remuneration Commission Annual Report 2019, and resolves to pay according to the following schedule:

Office	Salary component	Meeting attendance component
Mayor	\$106,100	N/A
Deputy Mayor	\$61,211	N/A
Councillor	\$53,049	included

ATTACHMENTS

1. Local Government Remuneration Commission Annual report 2019



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muneration-commissic

2. HRM-POL-013 Councillor Remuneration Policy



HRM-POL-013
Councillor Remunerat

Chief Executive Officer Reports

11.05 Superannuation for Councillors

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy Chief Executive Officer
DATE REPORT PREPARED:	7 June 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 - Good governance

1. PURPOSE

To consider the provision of superannuation benefits for Councillors.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Section 226 of the *Local Government Act 2009 (Act)* makes provision for Council's to consider the payment of superannuation contributions for Councillors to an approved fund which complies with the provision of the Commonwealth Superannuation Act.

Additionally, this provision allows only for maximum percentage contributions which do not exceed those made for its standard permanent employees (i.e. 12%).

Councillors do have the option to pass a resolution per the *Taxation Administration Act* schedule 1, section 446-5, that Councillors are subject to PAYG withholding (essentially making them employees and therefore subject to minimum superannuation guarantee contributions being made by Council), however such a resolution needs to be unanimous and has other non-superannuation components to be considered.

Council passed a Resolution (20.140821), made on 21 August 2014:

- Council intends for Councillors who make voluntary superannuation contribution of at least 6% to receive a 12% contribution on those payments
- Council intends for those Councillors who do not make a voluntary contribution to receive the standard superannuation guarantee payment (9.5%) as at the time of adopting this Policy)

Also of note –

- The Local Government Remuneration Commission's annual report which sets Mayor/Councillor remuneration, specifically excludes superannuation as being a matter for individual Councils (the Commission is specifically restricted from including superannuation by virtue of section 244(3) of the Local Government Regulation 2012)
 - Providing superannuation is a discretionary matter for Councils, similar to setting of the Reimbursement of Expenses and Provision of Facilities for Councillors Policy which sets matters outside remuneration)
 - Participation in superannuation is discretionary for each individual Councillor

- The Act does not require the co-contribution by Councillors to receive the superannuation contribution by Council

3. PROPOSAL

Council contribute up to a maximum of 12% superannuation contribution to superannuation fund/schemes complying with the Commonwealth Superannuation legislation for elected members who wish to participate.

4. FINANCIAL & RESOURCE IMPLICATIONS

Provision has been made in the current budget for approved superannuation contributions.

5. RISK

Nil

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Section 226 of the Local government Act	<p>226(1) A local government may, for its councilors</p> <p>(a) establish and amend a superannuation scheme:</p> <p>(b) take part in a superannuation</p> <p>226 (3) However , the local government must not make contributions to the superannuation scheme</p> <p>(a) of more than the proportion of a salary that is payable by the local government for its standard permanent employees under this part:</p> <p>or</p> <p>(b) for a person who is no longer a Councilor.</p>

7. CRITICAL DATES & IMPLICATIONS

To be considered as part of Councils new budget for 2020/2021.

8. CONSULTATION

Section 226 of the Local Government Act 2009

CEO

9. CONCLUSION

Section 226 of the Act provides for Council to extend superannuation to Councillors, with resolution confirming this provision.

Council provides funding to cover the superannuation benefits with the recommendation that Councillors have the option to participate.

10. OFFICER'S RECOMMENDATION**THAT**

1. Per section 226 of the Local Government Act 2009, Council contribute up to a maximum of 12% superannuation contribution to superannuation funds/schemes complying with the Commonwealth Superannuation legislation for elected members who wish to participate.
2. Council intends for Councillors who make voluntary superannuation contribution of at least 6% to receive a 12% contribution on those payments
3. Council intends for those Councillors who do not make a voluntary contribution to receive the standard superannuation guarantee payment (9.5%) as at the time of adopting this Policy)

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.06 Reimbursement of Expenses and Provision of Facilities for Councillors Policy

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy Chief Executive Officer
DATE REPORT PREPARED:	11 June 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24-Good governance.

1. PURPOSE

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

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

A local government must adopt an expenses reimbursement policy.

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

3. PROPOSAL

The attached Reimbursement Of Expenses And Provision Of Facilities For Councillors Policy is based on the policy adopted by the previous Council and updated as required. Additional clauses have been added for Insurance and legal Assistance.

4. FINANCIAL & RESOURCE IMPLICATIONS

Provision will be made in the 2020/2021 Council budget for estimated Councillor Expenses

5. POLICY & LEGAL IMPLICATIONS

Modification of existing Policy.

6. RISK

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

7. CRITICAL DATES & IMPLICATIONS

It is appropriate for council to review this policy with a new Council in place.

8. CONSULTATION

CEO

9. CONCLUSION

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

10. OFFICER’S RECOMMENDATION

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

ATTACHMENTS

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



GOV-POL-001
Councillors Expenses

12. Corporate and Community Services

No reports were submitted at time of agenda preparation.

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. New business of an urgent nature admitted by Council

Recommendation (if required)

That Council consider the following matters as they are considered to be of an urgent nature requiring immediate consideration by Council:-

16. Deputations and presentation scheduled for meeting

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

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 16 July 2020.