



# Agenda and Business Papers Burke Shire Council Ordinary Meeting Thursday 23 July 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<br>Cr Tonya Murray; Deputy Mayor<br>Cr John Clarke<br>Cr John Yanner<br>Cr Rosita Wade                                                                                                                    |
| Officers | Clare Keenan; Chief Executive Officer<br>Dan McKinlay; Deputy CEO<br>Philip Keirle; Executive Manager Strategic Projects<br>Graham O’Byrne; Acting Executive Manager of Engineering<br>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 Wade

## 04. Consideration of applications for leave of absence

None received at time of agenda preparation.

## 05. Confirmation of minutes of previous meeting(s)

### 05.01 Ordinary Meeting 18 June 2020 and Special Meeting 25 June 2020

That the Minutes of the Ordinary Meeting of Council held on Thursday 18 June 2020 and the Special Meeting of Council held on Thursday 25 June 2020 as presented be confirmed by Council.

## 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

|                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------|
| 09.01.01 Engineering and Services<br>09.02.01 Finance Monthly Update Report<br>09.03.01 Strategic Projects Reports |
|--------------------------------------------------------------------------------------------------------------------|

## Works and Services Reports

### 09.01.01 Engineering and Services

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|                         |                                                   |
|-------------------------|---------------------------------------------------|
| DEPARTMENT:             | Engineering and Services                          |
| RESPONSIBLE OFFICER:    | Graham O'Byrne                                    |
| PREPARED BY:            | Graham O'Byrne                                    |
| DATE REPORT PREPARED:   | 12 July 2020                                      |
| LINK TO COUNCIL PLAN/S: | Corporate Plan 2019-24   Operational Plan 2019-20 |

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#### 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 June 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

- First Aid kit audit and Restocking Completed
- Safety Shower and eye wash station audit and upgrade completed.
- SDS folder update all areas completed
- Risk Assessments for all Chemicals completed
- No incidents for June 2020
- 9 Safety Actions/ Hazards were closed out in June.

##### 2.2 Staff

- Mechanic/Workshop Manager appointed Dwayne Middleton .

##### 2.3 Roads

- Floraville Rd Culvert Replacement – Contractor mobilised on site. Base slabs to be constructed in July. Remains on track for completion by October 2020
- DTMR Road Maintenance Performance Contract (RMPC) works 100% delivered. Final claim submitted
- DTMR RMPC being scheduled for 2020/21
- Review undertaken with TMR confirming BSC's desired cycle ways. State govt currently reviewing all council's proposals
- 2018 NDRRA Completed
- DRFA 19 works recommenced-Morella Road works under way.

- Lawn hill sight distance completion by the 9/7/2020
- Review of Registered Roads undertaken together with Council's responsibilities regarding maintenance. Wash out repairs done at Morella

#### 2.4 Plant and Fleet

- Maintenance scheduling being reviewed;
- Review of fleet replacement strategy underway for inclusion in 20/21 budget.

#### 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

- Inspection/audit (independent) of lighting, etc planned for July;
- Whole of Life cost analysis underway for lighting options to Gregory and Burketown. To be presented to Council in August;

#### 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. Removal commenced at Gregory

### 3. OFFICER'S RECOMMENDATION

That Council receives and notes Engineering and Services report.

#### ATTACHMENTS

1. Background detail to Engineering and Services Report



Works and Services  
report attachment.doc

## Finance Reports

### 09.02.01 Finance Monthly Update Report

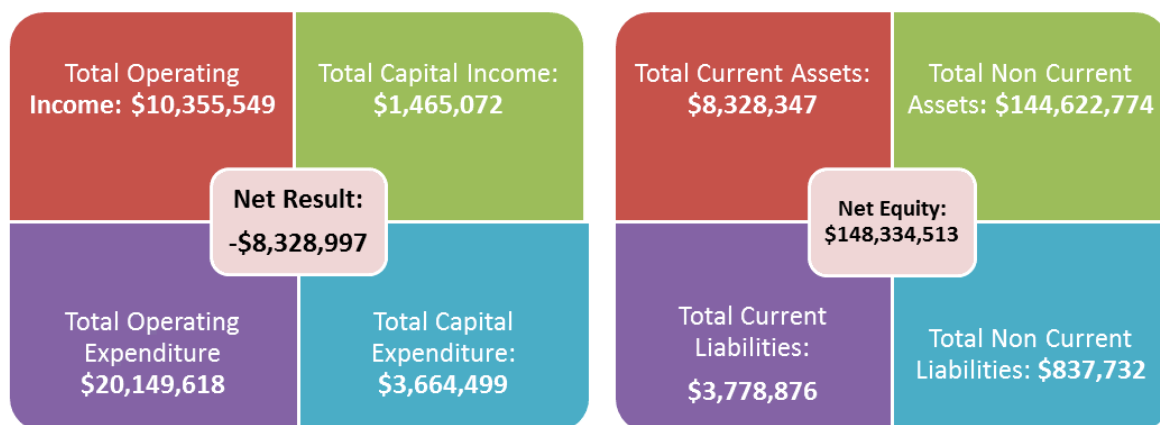
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|                         |                                              |
|-------------------------|----------------------------------------------|
| DEPARTMENT:             | Finance                                      |
| RESPONSIBLE OFFICER:    | Dan McKinlay; Deputy Chief executive Officer |
| PREPARED BY:            | Shaun Jorgensen; Acting senior Accountant    |
| DATE REPORT PREPARED:   | 21 July 2020                                 |
| LINK TO COUNCIL PLAN/S: | Operational Plan   Budget                    |

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#### 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                     | 10,355,549          | 17,466,000             |
| Operating Expenses                    | 20,149,618          | 20,724,000             |
| <b>Operating Result (Profit/Loss)</b> | <b>- 9,794,069</b>  | <b>- 3,258,000</b>     |
| Capital Revenue                       | 1,465,072           | 4,560,000              |
| <b>Net Result</b>                     | <b>- 8,328,997</b>  | <b>1,302,000</b>       |

| Assets & Liabilities        | Year To Date Actual | Annual Budget (Target) |
|-----------------------------|---------------------|------------------------|
| Cash & Cash Equivalents     | 7,053,604           | 9,085,367              |
| Other Current Assets        | 1,274,743           | 1,193,784              |
| Non Current Assets          | 144,622,774         | 147,217,006            |
| <b>Total Assets</b>         | <b>152,951,121</b>  | <b>157,496,157</b>     |
| Liabilities (Current)       | 3,778,876           | 1,172,224              |
| Liabilities (Non Current)   | 837,732             | 691,323                |
| <b>Total Liabilities</b>    | <b>4,616,608</b>    | <b>1,863,547</b>       |
| <b>Net Community Assets</b> | <b>148,334,513</b>  | <b>155,632,610</b>     |

The 12th month of the financial year (100% elapsed) is presented in the financial reports with operational expenditure to date at 98% of full year revised budget and operational income at 60% of full year revised budget.

#### Financial performance (operating results)

Year to date operating revenues sat at \$10.3 against an annual forecast of \$17.4m while operating expenditure sat at \$20.1 against an annual budget of \$20.7m, consequently council's operating position at month end was an \$8.3m deficit against (excluding capital income and capital expenditure). Timing of operating grants and subsidies income has had an impact on this figure.

Note that as it is end of financial year as at 30 June; we expect accruals adjustments to change this result and as such, this report represents only an interim accounting of the operating position of Burke Shire Council and not the final operating result that will be shown in the annual audited financial statements.

#### Capital revenue (capital projects)

Capital revenues (revenues relating to the construction, renewal, replacement or purchase of assets) sat at \$1.46m 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 \$7.05m from \$7.9m the previous month. While the cash flow forecast reflects a closing cash balance of \$6.705m (final revised budget – not shown above due to PCS budget setup timing) 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 30<sup>th</sup> June 2020, based on original budget was \$7.749 million. 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% | -95%                |
| Working Capital Ratio                                          | Greater than 1:1   | 2                   |
| Net Financial Liabilities Ratio                                | Less than 60%      | -44%                |

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 stayed at 2:1 compared to the previous month at the end of the June 20 reporting month.

**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 |
| <b>Recurrent Revenue</b>            |                             |                       |                           |                                       |                             |                           |                               |
| Rates levies and Charges            | 3,007,884                   | 3,012,000             | - 4,116                   | 100%                                  | 3,007,884                   | 3,012,000                 | - 4,116                       |
| Fees & Charges                      | 77,237                      | 84,000                | - 6,763                   | 92%                                   | 77,237                      | 84,000                    | - 6,763                       |
| Rental Income                       | 209,891                     | 230,000               | - 20,109                  | 91%                                   | 209,891                     | 230,000                   | - 20,109                      |
| Interest                            | 123,783                     | 135,000               | - 11,217                  | 92%                                   | 123,783                     | 135,000                   | - 11,217                      |
| Recoverable Works Revenue           | 1,071,615                   | 1,055,000             | 16,615                    | 102%                                  | 1,071,615                   | 1,055,000                 | 16,615                        |
| Other Income                        | 105,254                     | 112,000               | - 6,746                   | 94%                                   | 105,254                     | 112,000                   | - 6,746                       |
| Donations                           | -                           | 13,000                | - 13,000                  | 0%                                    | -                           | 13,000                    | - 13,000                      |
| Developer Contributions             | -                           | -                     | -                         | -                                     | -                           | -                         | -                             |
| Subsidies and Grants                | 8,515,385                   | 12,825,000            | - 4,309,615               | 66%                                   | 8,515,385                   |                           |                               |
| <b>Total Recurrent Revenue</b>      | <b>13,111,049</b>           | <b>17,466,000</b>     | <b>- 4,354,951</b>        | <b>75%</b>                            | <b>21,820,951</b>           | <b>- 26,175,902</b>       | <b>47,996,853</b>             |
| <b>Capital Revenue</b>              |                             |                       |                           |                                       |                             |                           |                               |
| Sale of non-current assets          | -                           | -                     | -                         | -                                     | -                           | -                         | -                             |
| Contributions                       | -                           | -                     | -                         | -                                     | -                           | -                         | -                             |
| Subsidies and Grants                | 1,465,072                   | 4,560,000             | - 3,094,928               | 32%                                   | 1,465,072                   | 4,560,000                 | - 3,094,928                   |
| <b>Total Capital Revenue</b>        | <b>1,465,072</b>            | <b>4,560,000</b>      | <b>- 3,094,928</b>        | <b>32%</b>                            | <b>1,465,072</b>            | <b>4,560,000</b>          | <b>- 3,094,928</b>            |
| <b>TOTAL INCOME</b>                 | <b>14,576,121</b>           | <b>22,026,000</b>     | <b>- 7,449,879</b>        | <b>66%</b>                            | <b>23,286,023</b>           | <b>- 21,615,902</b>       | <b>44,901,925</b>             |
| <b>Recurrent Expenses</b>           |                             |                       |                           |                                       |                             |                           |                               |
| Employee benefits                   | - 5,661,264                 | - 5,310,000           | - 351,264                 | 107%                                  | - 5,661,264                 | - 5,310,000               | - 351,264                     |
| Materials and services              | - 9,638,068                 | - 10,603,000          | 964,932                   | 91%                                   | - 9,638,068                 | - 10,603,000              | 964,932                       |
| Finance costs                       | - 76,141                    | - 15,000              | - 61,141                  | 508%                                  | - 76,141                    | - 15,000                  | - 61,141                      |
| Depreciation and amortisation       | - 4,774,145                 | - 4,796,000           | 21,855                    | 100%                                  | - 4,774,145                 | - 4,796,000               | 21,855                        |
| <b>TOTAL RECURRENT EXPENSES</b>     | <b>- 20,149,618</b>         | <b>- 20,724,000</b>   | <b>574,382</b>            | <b>97%</b>                            | <b>- 20,149,618</b>         | <b>- 20,724,000</b>       | <b>574,382</b>                |
| <b>NET RESULT</b>                   | <b>- 5,573,497</b>          | <b>1,302,000</b>      | <b>- 6,875,497</b>        | <b>-428%</b>                          | <b>3,136,405</b>            | <b>- 42,339,902</b>       | <b>45,476,307</b>             |

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)<br>YTD Actual | 2019-20 Year To<br>Date Actual | 2019-20 Annual<br>Budget | Actual to Annual<br>Budget Variance | Actual Percentage<br>of Full Year Budget | Percentage of Year<br>Lapsed |
| <b>Recurrent Revenue</b>              |                                   |                                |                          |                                     |                                          |                              |
| Rates levies and Charges              | 2,822,357                         | 3,061,683                      | 3,066,000 -              | 4,317                               | 100%                                     | 100%                         |
| Less Discounts, Rebates & Remissions  | - 57,475                          | - 53,799                       | - 54,000                 | 201                                 | 100%                                     | 100%                         |
| <b>Net Rates levies &amp; Charges</b> | <b>2,764,882</b>                  | <b>3,007,884</b>               | <b>3,012,000 -</b>       | <b>4,116</b>                        | <b>100%</b>                              | <b>100%</b>                  |
| Fees & Charges                        | 88,136                            | 77,237                         | 84,000 -                 | 6,763                               | 92%                                      | 100%                         |
| Rental Income                         | 207,317                           | 209,891                        | 230,000 -                | 20,109                              | 91%                                      | 100%                         |
| Interest                              | 189,133                           | 123,783                        | 135,000 -                | 11,217                              | 92%                                      | 100%                         |
| Recoverable Works Revenue             | 613,173                           | 1,071,615                      | 1,055,000                | 16,615                              | 102%                                     | 100%                         |
| Other Income                          | 430,860                           | 105,254                        | 112,000 -                | 6,746                               | 94%                                      | 100%                         |
|                                       | <b>1,528,619</b>                  | <b>1,587,780</b>               | <b>1,616,000 -</b>       | <b>28,220</b>                       | <b>98%</b>                               | <b>100%</b>                  |
| Donations                             | -                                 | -                              | 13,000 -                 | 13,000                              | 0%                                       | 100%                         |
| Developer Contributions               | -                                 | -                              | -                        | -                                   |                                          |                              |
| Subsidies and Grants                  | 7,378,753                         | 8,515,385                      | 12,825,000 -             | 4,309,615                           | 66%                                      | 100%                         |
|                                       | <b>7,378,753</b>                  | <b>8,515,385</b>               | <b>12,838,000 -</b>      | <b>4,322,615</b>                    | <b>66%</b>                               | <b>100%</b>                  |
| <b>TOTAL RECURRENT REVENUE</b>        | <b>11,672,254</b>                 | <b>13,111,049</b>              | <b>17,466,000 -</b>      | <b>4,354,951</b>                    | <b>75%</b>                               | <b>100%</b>                  |
| <b>Recurrent Expenses</b>             |                                   |                                |                          |                                     |                                          |                              |
| Corporate Governance Costs            | 575,755                           | 846,067                        | 871,000                  | 24,933                              | 97%                                      | 100%                         |
| Administration Costs                  | 1,628,349                         | 3,378,213                      | 3,494,000                | 115,787                             | 97%                                      | 100%                         |
| Recoverable Works Expenses            | 790,428                           | 538,192                        | 952,000                  | 413,808                             | 57%                                      | 100%                         |
| Engineering Services                  | 4,272,294                         | 8,904,163                      | 8,599,000 -              | 305,163                             | 104%                                     | 100%                         |
| Utility Services Costs                | 573,559                           | 814,613                        | 790,000 -                | 24,613                              | 103%                                     | 100%                         |
| Net Plant Operating Costs             | 700,755 -                         | 715,241 -                      | 724,000 -                | 8,759                               | 99%                                      | 100%                         |
| Planning and Environmental Expenses   | 65,674                            | 175,141                        | 230,000                  | 54,859                              | 76%                                      | 100%                         |
| Community Services Costs              | 1,135,983                         | 1,358,185                      | 1,784,000                | 425,815                             | 76%                                      | 100%                         |
| Finance Costs                         | 10,545                            | 76,141                         | 15,000 -                 | 61,141                              | 508%                                     | 100%                         |
| Depreciation                          | 4,333,402                         | 4,774,145                      | 4,796,000                | 21,855                              | 100%                                     | 100%                         |
| Other Expenses                        | -                                 | -                              | -                        | -                                   |                                          |                              |
| <b>TOTAL RECURRENT EXPENSES</b>       | <b>14,086,744</b>                 | <b>20,149,619</b>              | <b>20,807,000</b>        | <b>657,381</b>                      | <b>97%</b>                               | <b>100%</b>                  |
| <b>NET OPERATING RESULT</b>           | <b>- 2,414,490 -</b>              | <b>7,038,570 -</b>             | <b>3,341,000 -</b>       | <b>3,697,570</b>                    | <b>211%</b>                              | <b>100%</b>                  |

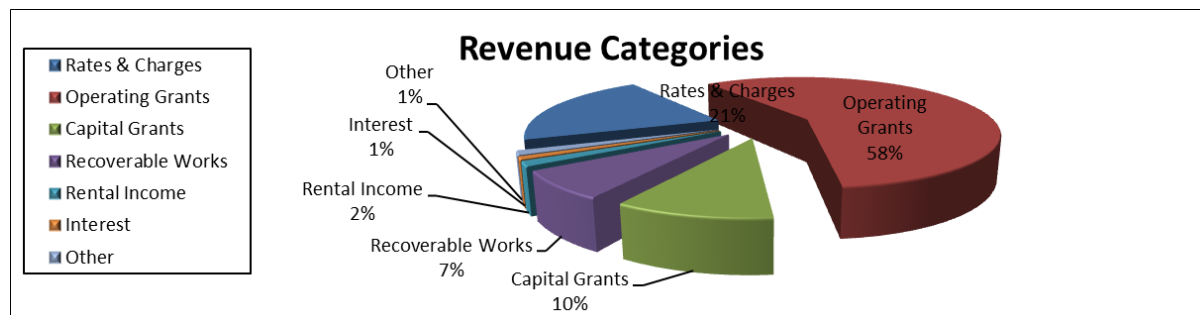
*\*\*The overall operating statement shows council operating income and operating expenditure by program or service. This report includes flood damage revenues and flood damage related expenditure. The normalised operating statement below excludes flood damage revenue and expenditure and presents a more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

## 4. NORMALISED OPERATING STATEMENT

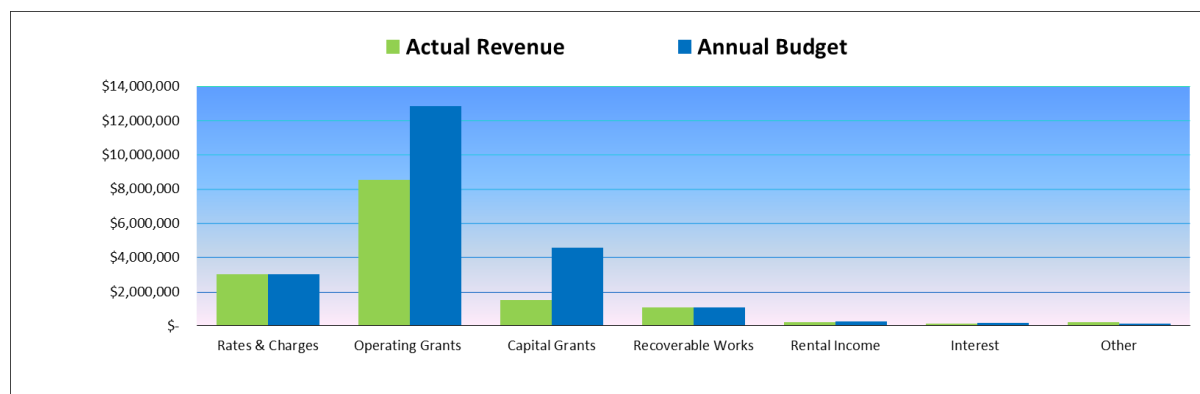
| NORMALISED OPERATING STATEMENT                               |                                   |                                |                          |                                            |                                          |                              |  |
|--------------------------------------------------------------|-----------------------------------|--------------------------------|--------------------------|--------------------------------------------|------------------------------------------|------------------------------|--|
|                                                              | (Last year) 2018-19<br>YTD Actual | 2019-20 Year To<br>Date Actual | 2019-20 Annual<br>Budget | YTD Actual to<br>Annual Budget<br>Variance | Actual Percentage<br>of Full Year Budget | Percentage of Year<br>Lapsed |  |
| <b>Recurrent Revenue</b>                                     |                                   |                                |                          |                                            |                                          |                              |  |
| Rates levies and Charges                                     | 2,822,357                         | 3,061,683                      | 3,066,000                | - 4,317                                    | 100%                                     | 100%                         |  |
| Less Discounts, Rebates & Remissions                         | - 57,475                          | - 53,799                       | - 54,000                 | 201                                        | 100%                                     | 100%                         |  |
|                                                              | <b>2,764,882</b>                  | <b>3,007,884</b>               | <b>3,012,000</b>         | <b>- 4,116</b>                             | <b>100%</b>                              | <b>100%</b>                  |  |
| Fees & Charges                                               | 88,136                            | 77,237                         | 84,000                   | - 6,763                                    | 92%                                      | 100%                         |  |
| Rental Income                                                | 207,317                           | 209,891                        | 230,000                  | - 20,109                                   | 91%                                      | 100%                         |  |
| Interest                                                     | 189,133                           | 123,783                        | 135,000                  | - 11,217                                   | 92%                                      | 100%                         |  |
| Recoverable Works Revenue                                    | 613,173                           | 1,071,615                      | 1,055,000                | 16,615                                     | 102%                                     | 100%                         |  |
| Other Income                                                 | 430,860                           | 105,254                        | 112,000                  | - 6,746                                    | 94%                                      | 100%                         |  |
|                                                              | <b>1,528,619</b>                  | <b>1,587,780</b>               | <b>1,616,000</b>         | <b>- 28,220</b>                            | <b>98%</b>                               | <b>100%</b>                  |  |
| Donations                                                    | -                                 | -                              | 13,000                   | - 13,000                                   | 0%                                       | 100%                         |  |
| Developer Contributions                                      | -                                 | -                              | -                        | -                                          |                                          |                              |  |
| Subsidies and Grants (Excl flood damage revenue)             | 2,404,236                         | 1,791,049                      | 8,131,305                | - 6,340,256                                | 22%                                      | 100%                         |  |
|                                                              | <b>2,404,236</b>                  | <b>1,791,049</b>               | <b>8,144,305</b>         | <b>- 6,353,256</b>                         | <b>22%</b>                               | <b>100%</b>                  |  |
| <b>TOTAL RECURRENT REVENUE (EXCL FLOOD DAMAGE REVENUE)</b>   |                                   |                                |                          |                                            |                                          |                              |  |
|                                                              | <b>6,697,737</b>                  | <b>6,386,713</b>               | <b>12,772,305</b>        | <b>- 6,385,592</b>                         | <b>50%</b>                               | <b>100%</b>                  |  |
| <b>Recurrent Expenses</b>                                    |                                   |                                |                          |                                            |                                          |                              |  |
| Corporate Governance Costs                                   | 575,755                           | 846,067                        | 871,000                  | 24,933                                     | 97%                                      | 100%                         |  |
| Administration Costs                                         | 1,628,349                         | 3,378,213                      | 3,494,000                | 115,787                                    | 97%                                      | 100%                         |  |
| Recoverable Works Expenses                                   | 790,428                           | 538,192                        | 952,000                  | 413,808                                    | 57%                                      | 100%                         |  |
| Engineering Services (Excl flood damage expenses)            | - 644,374                         | 2,099,652                      | 5,632,910                | 3,533,257                                  | 37%                                      | 100%                         |  |
| Utility Services Costs                                       | 573,559                           | 814,613                        | 790,000                  | - 24,613                                   | 103%                                     | 100%                         |  |
| Net Plant Operating Costs                                    | 700,755                           | 715,241                        | 724,000                  | - 8,759                                    | 99%                                      | 100%                         |  |
| Planning and Environmental Expenses                          | 65,674                            | 175,141                        | 230,000                  | 54,859                                     | 76%                                      | 100%                         |  |
| Community Services Costs                                     | 1,135,983                         | 1,358,185                      | 1,784,000                | 425,815                                    | 76%                                      | 100%                         |  |
| Finance Costs                                                | 10,545                            | 76,141                         | 15,000                   | - 61,141                                   | 508%                                     | 100%                         |  |
| Depreciation                                                 | 4,333,402                         | 4,774,145                      | 4,796,000                | 21,855                                     | 100%                                     | 100%                         |  |
| Other Expenses                                               | -                                 | -                              | -                        | -                                          |                                          |                              |  |
| <b>TOTAL RECURRENT EXPENSES (EXCL FLOOD DAMAGE EXPENSES)</b> |                                   |                                |                          |                                            |                                          |                              |  |
|                                                              | <b>9,170,076</b>                  | <b>13,345,108</b>              | <b>17,840,910</b>        | <b>4,495,801</b>                           | <b>75%</b>                               | <b>100%</b>                  |  |
| <b>NET RESULT</b>                                            |                                   |                                |                          |                                            |                                          |                              |  |
|                                                              | <b>- 2,472,339</b>                | <b>- 6,958,396</b>             | <b>- 5,068,605</b>       | <b>- 1,889,791</b>                         | <b>137%</b>                              | <b>100%</b>                  |  |

## 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.



| Project /Milestone Based Revenue Stream Analysis |                     |                    |                    |                                                                 |      |
|--------------------------------------------------|---------------------|--------------------|--------------------|-----------------------------------------------------------------|------|
| Income Stream                                    | Year To Date Actual | Milestone Forecast | Milestone Variance | Key Financial Performance Indicator/Comment                     | Risk |
| TIDS                                             | 417,000             | 348,269            | - 68,731           | 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            | -                  | Received June 20.                                               | 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                                             | 1,037,660           | 1,017,000          | 20,660             | Claim for 171k lodged to DMTR for the 10/6/2020.                | Low  |
| Get Playing Places and Spaces Grant              | 115,500             | 115,500            | -                  | Works expected to be completed by 30 June.                      | Low  |
|                                                  |                     |                    |                    | 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             | 5,661,264           | 5,310,000                  | - 351,264                     | Due to budget not reflecting change in org. structure and the associated wages. To be amended for 30 June. |
| Materials and services        | 9,638,068           | 10,603,000                 | 964,932                       | M/S expenditure lower than expected                                                                        |
| Finance costs                 | 76,141              | 15,000                     | - 61,141                      | Due to increase in doubtful debt prov. in March 20                                                         |
| Depreciation and amortisation | 4,774,145           | 4,796,000                  | 21,855                        | Slightly above pro rata estimates                                                                          |
| <b>Total</b>                  | <b>20,149,619</b>   | <b>20,724,000</b>          | <b>574,381</b>                | 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. Please note the above balance indicates an overspend against budget, however this over spend was factored into the 30 June budget amendment for 2020; due to timing the above budget within PCS has not yet been updated.

**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. This will change however based on the comprehensive valuation data yet to be uploaded to the asset register for 30 June.

**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           |
| <b>Current Assets</b>                          |                    |                    |                    |
| Cash and cash equivalents                      | 9,595,818          | 7,053,604          | 9,085,367          |
| Trade and other receivables                    | 1,012,126          | 532,284            | 729,220            |
| Inventories                                    | 230,813            | 249,372            | 230,813            |
| Other financial assets                         | 307,845            | 493,087            | 233,751            |
| Non-current assets classified as held for sale | -                  | -                  | -                  |
| <b>Total current assets</b>                    | <b>11,146,602</b>  | <b>8,328,347</b>   | <b>10,279,151</b>  |
| <b>Non-current Assets</b>                      |                    |                    |                    |
| Receivables                                    | -                  | -                  | -                  |
| Property, plant and equipment                  | 209,710,488        | 213,807,753        | 216,549,152        |
| Accumulated Depreciation                       | - 64,410,834       | - 69,184,979       | - 69,332,146       |
| Intangible assets                              | -                  | -                  | -                  |
| <b>Total non-current assets</b>                | <b>145,299,654</b> | <b>144,622,774</b> | <b>147,217,006</b> |
| <b>TOTAL ASSETS</b>                            | <b>156,446,256</b> | <b>152,951,121</b> | <b>157,496,157</b> |
| <b>Current Liabilities</b>                     |                    |                    |                    |
| Trade and other payables                       | 1,441,271          | 3,642,883          | 1,103,921          |
| Borrowings                                     | -                  | -                  | -                  |
| Provisions                                     | 142,848            | 135,993            | 68,303             |
| Other                                          | -                  | -                  | -                  |
| <b>Total current liabilities</b>               | <b>1,584,119</b>   | <b>3,778,876</b>   | <b>1,172,224</b>   |
| <b>Non-current Liabilities</b>                 |                    |                    |                    |
| Trade and other payables                       | -                  | -                  | -                  |
| Interest bearing liabilities                   | -                  | -                  | -                  |
| Provisions                                     | 686,323            | 837,732            | 691,323            |
| Other                                          | -                  | -                  | -                  |
| <b>Total non-current liabilities</b>           | <b>686,323</b>     | <b>837,732</b>     | <b>691,323</b>     |
| <b>TOTAL LIABILITIES</b>                       | <b>2,270,442</b>   | <b>4,616,608</b>   | <b>1,863,547</b>   |
| <b>NET COMMUNITY ASSETS</b>                    | <b>154,175,813</b> | <b>148,334,513</b> | <b>155,632,610</b> |
| <b>Community Equity</b>                        |                    |                    |                    |
| 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         | 22,386,167         | 29,684,265         |
| Other reserves                                 | -                  | -                  | -                  |
| <b>TOTAL COMMUNITY EQUITY</b>                  | <b>154,175,813</b> | <b>148,334,512</b> | <b>155,632,610</b> |

## 8. CASH AND INVESTMENT ACCOUNTS SUMMARY

| Cash & Cash Equivalents | Effective Interest Rate | YTD Interest Earnings | Cash Balance        |
|-------------------------|-------------------------|-----------------------|---------------------|
| QTC Cash Fund           | 0.88%                   | 95,819                | \$ 6,597,566        |
| Westpac General Fund    | 0%                      | -                     | \$ 455,755          |
| Cash Floats             | 0%                      | -                     | \$ 283              |
| <b>Total</b>            |                         |                       | <b>\$ 7,053,604</b> |

## 9. 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 increased from \$87.6K to \$201.3k from the previous reporting month. Month end results indicate that approximately \$72K of total outstanding debt (\$201.3k) has been assessed as high risk based on customer and debt analysis.

| 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          |
| High Risk of default                                | 6,370            |               |             |                   | \$ 6,370          |
| Low Risk of default                                 |                  |               |             | 642               | \$ 642            |
| 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                                 |                  |               |             | 96,250            | \$ 96,250         |
| Low Risk of default                                 | 49               |               |             |                   | \$ 49             |
| Low Risk of default                                 |                  |               |             | 16,500            | \$ 16,500         |
| Low Risk of default                                 | 184              |               |             |                   | \$ 184            |
| Low Risk of default                                 | 64               |               |             |                   | \$ 64             |
| Low Risk of default                                 |                  |               |             |                   | \$ -              |
| <b>Total</b>                                        | <b>\$ 87,539</b> | <b>\$ 383</b> | <b>\$ -</b> | <b>\$ 113,392</b> | <b>\$ 201,314</b> |
| <b>Default risk percentage of total outstanding</b> | <b>36%</b>       |               |             |                   |                   |
| <b>Projected Bad Debts write of in \$ Terms</b>     | <b>\$ 72,947</b> |               |             |                   |                   |

## 10. 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<br>ARREARS | 181-365 DAYS<br>ARREARS | 31-180 DAYS<br>ARREARS | 1-30 DAYS<br>ARREARS | Total Outstanding |
| GENERAL RATES                  | \$ 86,102            | \$ 15,868               | \$ 79,724              | \$ -                 | \$ 181,694        |
| SEWERAGE CHARGES               | \$ 2,554             | \$ 643                  | \$ 10,035              | \$ -                 | \$ 13,232         |
| GARBAGE CHARGES                | \$ 2,784             | \$ 888                  | \$ 4,344               | \$ -                 | \$ 8,016          |
| WATER ACCESS CHARGES           | \$ 52,803            | \$ 10,938               | \$ 22,344              | \$ -                 | \$ 86,085         |
| WATER - EXCESS CONSUMPTION     | \$ 42,144            | \$ 10,907               | \$ -                   | \$ -                 | \$ 53,051         |
| STATE GOVT EMERGENCY SVCE LEVY | \$ 2,374             | \$ 1,125                | \$ 3,652               | \$ -                 | \$ 7,151          |
| <b>TOTAL</b>                   | <b>\$ 188,761</b>    | <b>\$ 40,368</b>        | <b>\$ 120,099</b>      | <b>\$ -</b>          | <b>\$ 349,228</b> |

| 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.



## 11. STATEMENT OF CASH FLOWS

| STATEMENT OF CASH FLOWS                                |   |              |                 |
|--------------------------------------------------------|---|--------------|-----------------|
|                                                        |   | Year To Date | Annual Forecast |
|                                                        |   | Actual       | Budgeted        |
| Cash flows from operating activities                   |   |              |                 |
| Receipts from customers                                |   | 4,749,323    | 4,576,094       |
| Payments to suppliers & employees                      | - | 13,941,169   | - 16,080,545    |
|                                                        | - | 9,191,846    | - 11,504,451    |
| Interest received                                      |   | 123,783      | 135,000         |
| Rental income                                          |   | 209,891      | 230,000         |
| Non capital grants and subsidies                       |   | 8,515,385    | 12,825,000      |
| Net cash inflow (outflow) from operating activities    | - | 342,788      | 1,685,549       |
| Cash flows from investing activities                   |   |              |                 |
| Payments for property plant & equipment                | - | 3,664,499    | - 6,987,000     |
| Proceeds from sale of property plant & equipment       |   | -            | 231,000         |
| Capital grants, subsidies, contributions and donations |   | 1,465,072    | 4,560,000       |
| Net cash inflow (outflows) from investing activities   | - | 2,199,427    | - 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              | - | 2,542,214    | - 510,451       |
| Cash at beginning of the reporting period              |   | 9,595,818    | 9,595,818       |
| Cash at end of the reporting period                    |   | 7,053,604    | 9,085,367       |

## 12. 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                             |

## 13. OFFICER'S RECOMMENDATION

That Council notes the contents of the Finance Monthly Report.

## ATTACHMENTS

Nil

## Strategic Projects Reports

### 09.03.01 Strategic Projects Reports

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|                         |                                            |
|-------------------------|--------------------------------------------|
| DEPARTMENT:             | Works and Services; Corporate Services     |
| RESPONSIBLE OFFICER:    | Philip Keirle; EMSP                        |
| DATE REPORT PREPARED:   | 20 July 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"> <li>DRFA monsoonal trough process moving through final acquittal</li> <li>Monthly reporting requirements for W4Q 2019-21 met;</li> <li>50% expenditure milestone reached for W4Q2019-21.</li> </ul> |
| 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"> <li>GPPS R07 monthly report submitted for June 2020 and final acquittal submitted.</li> <li>Field survey and goal post installation completed.</li> </ul>                                           |
| Gregory Showgrounds Bar/Kitchen              | Design, construction and fit-out of Bar & Kitchen at the Gregory Showgrounds. | <ul style="list-style-type: none"> <li>Final building inspection completed.</li> <li>Acquittals underway with relevant funding agencies.</li> </ul>                                                                                    |
| Gregory Showgrounds: Judge's Tower           | Relocate and upgrade Judge's Tower                                            | <ul style="list-style-type: none"> <li>Final building inspection completed.</li> <li>Acquittals under way with Racing Queensland and DRFA Flexible Funding Round 2</li> </ul>                                                          |

| 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"> <li>First collections in Gregory completed 16-17 June 2020;</li> <li>First collections in Burketown completed 15-16 July 2020.</li> <li>Final collections scheduled for 11-12 August 2020.</li> </ul> |
| Gregory Economic Development ILUA #2             | Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway                               | <ul style="list-style-type: none"> <li>Teleconference discussions with Waanyi on 25 June 2020.</li> </ul>                                                                                                                                |
| IT Coverage – 4G small cell at Hells Gate        | Installation of 4G small cell at Hells Gates                                                        | <ul style="list-style-type: none"> <li>Installation completed.</li> </ul>                                                                                                                                                                |
| Coastal Hazard Adaptations Strategy – phases 3-5 | Complete phases 3-5 of Burke's Coastal Hazard Adaptation Strategy.                                  | <ul style="list-style-type: none"> <li>Phase 3 report completed.</li> <li>Phase 4 commenced.</li> <li>Site visit scheduled for 1<sup>st</sup> week of August</li> </ul>                                                                  |
| Burke ICT Project                                | Full review of Council's ICT requirements with a view to progressive implementation of improvements | <ul style="list-style-type: none"> <li>Burke ICT Strategy - 1<sup>st</sup> draft underway;</li> <li>iTERRA installed</li> <li>Durlga video/teleconference reconnected</li> </ul>                                                         |
| Waste Reduction & Recycling Plan                 | Local Governments are required to adopt and update Waste Reduction and Recycling Plans.             | <ul style="list-style-type: none"> <li>Reviewing opportunities to reduce putrescible waste at the Burketown landfill;</li> </ul>                                                                                                         |
| Asset Management Plans                           | Council is required to update Asset Management Plans for key assets on an annual basis              | <ul style="list-style-type: none"> <li>To be progressed pending receipt of final asset valuations.</li> </ul>                                                                                                                            |
| BKT South & Light Industrial developments        | Progression of BKT South and BKT Light Industrial (Utilities) developments.                         | <ul style="list-style-type: none"> <li>Reconfiguration of Lot and Operational Works process commissioned and commenced.</li> </ul>                                                                                                       |

## 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"> <li>Incorporated into final DRFA acquittal</li> </ul> |

## 3. CURRENT FUNDING SUBMISSIONS

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

## 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"> <li>See below for RFT opening and closing dates</li> <li>Aim is to establish panel at the August 2020 Council meeting.</li> </ul> |

| Register          | Description                                                                                                                                                                                                  | Comment                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Trades & Services | <p>ROPS for provision of wide-range of trades and services:</p> <p>1<sup>st</sup> Term: Aug 2019 – Aug 2020</p> <p>Utilised to date for building, electrical, plumbing, building certification services.</p> | <ul style="list-style-type: none"> <li>Established on Vendor Panel on 30 Aug 2019.</li> <li>Looking at opportunities to extend categories as part of the ROPS re-fresh for 2020-21.</li> </ul> |

## 5. CURRENT/RECENT TENDERS

| Tender      | Description                                                                                         | Opened      | Closes      | Awarded |
|-------------|-----------------------------------------------------------------------------------------------------|-------------|-------------|---------|
| 0280-4053-2 | Burketown WTP Clear Water Storage 1ML Tank                                                          | 18 Jul 2020 | 17 Aug 2020 |         |
| 0280-4065-1 | Doomadgee East Road Pavement, Sealing & Culvert Works                                               | 11 Jul 2020 | 3 Aug 2020  |         |
| 0280-4034-1 | Burketown Mineral Baths – Concept Design, Business Case and Project Plan                            | 14 Jul 2020 | 4 Aug 2020  |         |
| 2020-02     | Burke Shire – Register of Pre-qualified Suppliers – Plant Hire (Wet & Dry)                          | 6 Jul 2020  | 31 Jul 2020 |         |
| 19-46       | DRFA Betterment – upgrade pavement + 2 coat seal on Lawn Hill National Park Road: under development | 20 Jun 2020 | 13 Jul 2020 |         |

## 6. PROJECTS UNDER DEVELOPMENT

| Project                                   | Description                                                                                                                                         |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Elevated transfer station at BKT Landfill | Preliminary designs and costings completed.                                                                                                         |
| Landfill cell                             | Initial project scoping underway.                                                                                                                   |
| Mineral Baths                             | RFQ documentation for completion of design, business case and project plan released.                                                                |
| STP Irrigation                            | Initial project scoping underway for STP irrigation system and receiving environment monitoring program. Project confirmed as part of Covid-19 W4Q. |

| Project                                  | Description                                                                                                                                                                       |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sewer Treatment network                  | Initial project scoping completed for Inflow and Infiltration (smoke test) assessment of the Burketown sewer network. Project confirmed as part of Covid-19 W4Q.                  |
| 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. To be released subject to confirmation of volumes available.                                                   |
| 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. Funding application successful. |
| PYMO change rooms                        | Renovation of change room facilities. Project scoped and costed and submitted for funding to DRFA Flexible Funding Round 2. Funding application successful.                       |

## 7. GULF SAVANNAH DEVELOPMENT PROJECTS

### RAB PROJECTS 2019-2020

| Project                                                                                                        | Description                                                                                                                                                                  | Update for reporting month                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Remote Area Board: <ul style="list-style-type: none"> <li>Farm Stay Tourism Blueprint</li> </ul>               | Provision of full “how to” guide to set-up different kinds of farm stay businesses.<br><br>RFQ released, submissions received, evaluated and recommendations made.           | Milestone 1 achieved.<br>Consultancy engaged to deliver project.<br><br>Project extension requested and approved.<br><br>Survey to be circulated. |
| BBRF Community Investment Stream: <ul style="list-style-type: none"> <li>Regional Branding Strategy</li> </ul> | 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.<br><br>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**

| <b>Project</b>                                         | <b>Description</b>                                                                                                                      | <b>Update for reporting month</b>   |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 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. | Deed of Financial Assistance signed |
| 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.  | Deed of Financial Assistance signed |
| Gulf Academy                                           | Viability analysis into establishing an accredited training facility in the Gulf.                                                       | Deed of Financial Assistance signed |

**8. OFFICER'S RECOMMENDATION**

That Council receives the Strategic Projects Report.

**ATTACHMENTS**

Nil

## 10. Closed Session Reports

No closed session reports were submitted for the meeting.

## 11. Chief Executive Officer Reports

- 11.01 Chief Executive Officer Report
- 11.02 2020-2021 Operational Plan
- 11.03 Budget Policy
- 11.04 2020-2021 Queensland Audit Office 2020 Interim Report
- 11.05 Queensland Audit Office 2019 Interim Management Report and 2019 letter and Final Management Report
- 11.06 Extension of Audit Committee Chairman
- 11.07 Workplace Health & Safety Policy
- 11.08 Burke Shire Special Holiday 2021



## Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

---

|                         |                                                                                                             |
|-------------------------|-------------------------------------------------------------------------------------------------------------|
| 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:   | 21 July 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

The 2020/2021 Budget has been a major focus for the Executive Management Team and the Acting Senior Accountant. Budget session has now been held with Council and final budget papers are being prepared for Councillors prior to adoption on the 30th July.

The CEO has been in Brisbane promoting the interests of Burke Shire in meetings with senior bureaucrats from the Department of Environment and Science, DATSIP, DNRME, DLGRMA as well as a private investor. There has also been a meeting with Steve Jones (REX), and the Productivity Commission.

Human Resources are currently also a major focus. Performance appraisals are progressing well. The new Workshop Manager has started. Employment Hero (Councils new HR Management System) is being implemented. Traffic Management Training was undertaken during the month. Staff with excess annual leave have been contacted regarding planned leave.

Attached are two reports from Council's Workplace Health and Safety Contractor, David Gornalle. I have requested that David present to Council a monthly Workplace Healthy and Safety Report and a Workplace Health and Safety Performance Report. These reports cover lost time injuries, types of injuries etc. and informs Council of progress in the WH&S area which is very important.

Policy review also remains a focus.

#### 3. OFFICER'S RECOMMENDATION

THAT Councillors note the contents of this report.

## ATTACHMENTS

1. Workplace Health and Safety Management Report



WHS Monthly Report  
June 2020.docx

2. Health and Safety Performance Report



WHS Metrics from  
Safety Champion.doc

## Chief Executive Officer Reports

### 11.02 2020-2021 Operational Plan

---

|                         |                                              |
|-------------------------|----------------------------------------------|
| 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:   | 17 July 2020                                 |
| LINK TO COUNCIL PLAN/S: | Corporate Plan.                              |

---

#### 1. PURPOSE

To adopt the Operational Plan for 2020/2021.

#### 2. BACKGROUND

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

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

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

#### 4. 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</p>                                                                                                                                                                                                                                                                                                       |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>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> <p>a. be consistent with its annual budget; and</p> <p>b. state how the local government will—</p> <p>i. progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and</p> <p>ii. manage operational risks</p> |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 5. RISK

| Risk Type                           | What could happen                                                  | Possible Consequences                                 |
|-------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------|
| Strategic and operational alignment | Non-alignment between Corporate Plan, Operational Plan and Budget. | Ineffective, inefficient and noncompliant operations. |

|            |                                                          |                                                         |
|------------|----------------------------------------------------------|---------------------------------------------------------|
| Compliance | Content requirements of Operational Plan 2020-21 not met | Plan prepared with reference to regulatory requirements |
|------------|----------------------------------------------------------|---------------------------------------------------------|

#### 6. CRITICAL DATES & IMPLICATIONS

A local government must prepare and adopt an annual operational plan for each financial year and may choose to adopt the annual operation plan at the same time as the budget. The 2020-21 Operational Plan will be presented to Council for adoption on 23 July 2020. The 2020-21 budget will be adopted on the 30 July.

#### 7. CONSULTATION

Consultation on the Operational Plan 2020-21 has been held with both the Executive Team and Councillors as part of the 2020-2021 budget considerations.

#### 8. CONCLUSION

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

#### 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the Operational Plan 2020-21 as presented.
3. That Council publishes the Operational Plan 2020-21 on Council's website.

#### ATTACHMENTS

1. Draft Operational Plan 2020-2021



2020-2021  
Operational Plan.docx

## Chief Executive Officer Reports

### 11.03 Budget 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:   | 17 July 2020                                                                                           |
| 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.

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

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

#### 4. POLICY & LEGAL IMPLICATIONS

| Instrument                 | Reference                                      | Details                                                                                                                                                 |
|----------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Local Government Act 2009. | Section 12<br>Responsibilities of councillors. | Details responsibilities of councillors, in particular;<br><br>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 2020-2021 budget process.

## 7. CONSULTATION

Councillors

Executive Management team

Acting Senior Accountant

## 8. CONCLUSION

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

## 9. OFFICER'S RECOMMENDATION

THAT the attached Budget policy be adopted.

## ATTACHMENTS

### 1. Budget Policy



FIN-POL-015 Budget Policy.docx

## Chief Executive Officer Reports

### 11.04 2020-2021 Queensland Audit Office 2020 Interim Report

---

|                         |                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------|
| 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:   | 17 July 2020                                                                                              |
| LINK TO COUNCIL PLAN/S: | Corporate Plan. Good Governance- external, internal audit and Audit Committee requirements are satisfied. |

---

#### 1. PURPOSE

The purpose of this report is to present the 2020 Interim Report completed by Council's External Auditors on the half of the Queensland Audit Office.

#### 2. BACKGROUND

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

The interim audit of Burke Shire Council for the year ended 30 June 2020 has been completed. As part of this process the audit team assess the design and implementation of internal controls and whether they are operating effectively.

The attached report provides details of audit matters and other information related to the audited financial statements. It is noted that there are no significant issues identified for the current year, but there are four that have progressed but are not yet closed out for the prior year. These will be getting full attention over the next few months to ensure that they are finalised.

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

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

#### 4. POLICY & LEGAL IMPLICATIONS

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



## 5. RISK

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

## 6. CRITICAL DATES &amp; IMPLICATIONS

The Interim audit report should be presented at the next ordinary meeting of Council after it is received.

## 7. CONSULTATION

External auditors

Acting Senior Accountant

## 8. CONCLUSION

In accordance with section 213 of the Local Government Regulation 2012, the 2020 Interim Report is now presented to Council.

## 9. OFFICER'S RECOMMENDATION

THAT the Queensland Audit Office 2020 Interim Audit Report be received.

## ATTACHMENTS

1. Queensland Audit Office-Interim Report



Burke Shire Council  
2020 Interim Manage

## Chief Executive Officer Reports

### 11.05 Queensland Audit Office 2019 Interim Management Report and 2019 letter and Final Management Report

---

|                         |                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------|
| 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:   | 20 July 2020                                                                                              |
| LINK TO COUNCIL PLAN/S: | Corporate Plan. Good Governance- external, internal audit and Audit Committee requirements are satisfied. |

---

#### 1. PURPOSE

The purpose of this report is to present the Queensland Audit Office 2019 Interim Management Report and 2019 letter and Final Management Audit report.

#### 2. BACKGROUND

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

It has come to my attention that neither of these reports (interim and final) was tabled last year which contravenes the Local government 2012 Regulations.

The attached reports provide details of audit matters and other information related to the audited financial statements 2019. Outstanding issues have been carried over to the 2020 Interim Report which is getting full attention over the next few months to ensure that they are finalised.

It is noted that the Final Audit Office letter and report for last year gives Council an unmodified audit opinion on Council's Financial Statements.

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

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

#### 4. POLICY & LEGAL IMPLICATIONS

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

## 5. RISK

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

## 6. CRITICAL DATES &amp; IMPLICATIONS

The Audit Office 2019 Interim Management Report and the 2019 Final letter and Management Report should have been presented at the next ordinary meeting of Council after it was received. This did not occur.

## 7. CONSULTATION

External Auditors

## 8. CONCLUSION

In accordance with section 213 of the Local Government Regulation 2012, the 2019 Audit Office Interim Management Report and the Final letter and Management report are now presented to Council.

## 9. OFFICER'S RECOMMENDATION

THAT the Queensland Audit Office 2019 Interim Management Report and Final letter and Management Report be received.

## ATTACHMENTS

1. Queensland Audit Office 2019 Interim Report and Final Letter and Management Report



Burke Shire Council -  
Interim Management



Final Management  
Letter - BSC.PDF

## Chief Executive Officer Reports

### 11.06 Extension of Audit Committee Chairman

---

|                         |                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------|
| 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:   | 20 July 2020                                                                                              |
| LINK TO COUNCIL PLAN/S: | Corporate Plan. Good Governance- external, internal audit and Audit Committee requirements are satisfied. |

---

#### 1. PURPOSE

The purpose of this report is to recommend the extension of the Audit Committee Chairman to 30 June 2021.

#### 2. BACKGROUND

Section 210 of the Local government Regulations 2012 states that the audit committee of a local government must—

(1). (a) consist of at least 3 and no more than 6 members; and

(b) include—

(i) 1, but no more than 2, councillors appointed by the local government; and

(ii) at least 1 member who has significant experience and skills in financial matters.

(2) The chief executive officer can not be a member of the audit committee but can attend meetings of the committee.

(3) The local government must appoint 1 of the members of the audit committee as chairperson.

Brendan Macrae has been Chairman since 2015. His term effectively ends with the new Council being elected but an extension can be made. A one year extension is recommended for the following reasons:

- Brendan has significant financial experience and skills as per Section 210 (1) b (ii) of the Local Government Regulations 2012. He has used these skills to very good effect as Chairman.
- There are still a number of outstanding issues arising from the Internal and External Audit Office reports that need to be finalised, of which the current Chairperson has a good understanding of.
- With a major focus in council on COVID 19 community recovery, having consistency in the Audit Committee Chairperson is seen as important over the coming year.
- The resignation of the Executive Manager Finance also justifies the retention of the experienced Chairman over the coming Financial year.

- Brendon has a very good understanding of the Council's financial systems and understands Council's sustainability issues.
- The Chairman is under Local Buy and his hourly rate is consistent with this.

### 3. FINANCIAL & RESOURCE IMPLICATIONS

Estimated audit committee fees are budgeted as part of the 2020/2021 budget.

### 4. POLICY & LEGAL IMPLICATIONS

| Instrument                        | Reference   | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Local Government Regulation 2012. | Section 210 | <p>Section 210 (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 can not 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> |

### 5. RISK

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

### 6. CRITICAL DATES & IMPLICATIONS

With a new council in place it is important to extend the Audit Committee Chairman's term for one year.

7. CONSULTATION

Brendan Macrae (Chairman Audit Committee).

Mayor

Chief Executive Officer

Acting Senior Accountant.

8. CONCLUSION

Brendan Macrae has been Chairman of the Audit Committee since 2015 and has significant financial experience and thorough knowledge of council's financial systems. For the reasons detailed in this report it is recommended that his term be extended for one further financial year, under his Local buy terms.

9. OFFICER'S Recommendation

THAT Brendan Macrae's term as Chairman of the Burke Shire Audit Committee is extended to 30 June 2021.

ATTACHMENTS

Nil

## Chief Executive Officer Reports

### 11.07 Workplace Health & Safety 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:   | 20 July 2020                                 |
| LINK TO COUNCIL PLAN/S: | Good Governance                              |

---

#### 1. PURPOSE

The purpose of this report is to readopt the Workplace Health and Safety General Policy.

#### 2. BACKGROUND

Council last reviewed this policy in 2017. This policy reiterates Council's commitment to workplace health and Safety and Council's adherence to the Work Health and Safety Act 2011 and the Work Health and safety Regulation 2011.

This Policy has been reviewed by David Gornalle, WH&S Contractor.

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

Council's commitment to Workplace Health and Safety will ensure there are less lost time injuries in the organisation.

#### 4. POLICY & LEGAL IMPLICATIONS

This is not a mandated policy required by legislation; nevertheless it represents good practice to have this policy in place.

#### 5. RISK

| Risk Type       | What could happen                                       | Possible Consequences                                |
|-----------------|---------------------------------------------------------|------------------------------------------------------|
| Human Resources | Increase in Workplace Health and Safety work accidents. | More staff accidents. Increase in Workcare premiums. |

#### 6. CRITICAL DATES & IMPLICATIONS

Nil

#### 7. CONSULTATION

David Gornalle WHS Contractor.

## 8. CONCLUSION

Burke Shire Council is committed to providing a safe and healthy working environment for our employees, contractors, volunteers and visitors. Council aims to achieve and maintain the highest safety standards in corporate planning and in the performance of our operations within all projects, work sites and workplaces.

## 9. OFFICER'S RECOMMENDATION

THAT Council adopt Workplace Health and Safety Policy version 6 attached.

## ATTACHMENTS

1. Workplace Health & Safety Policy version 6



WHS-POL-001  
Workplace Health and Safety Policy



## Chief Executive Officer Reports

### 11.08 Burke Shire Special Holiday 2021

---

|                         |                                                                 |
|-------------------------|-----------------------------------------------------------------|
| DEPARTMENT:             | Office of the Chief Executive Officer                           |
| RESPONSIBLE OFFICER:    | Clare Keenan; Chief Executive Officer                           |
| REPORT PREPARED BY:     | Madison Marshall; Team Leader Community Services and Compliance |
| DATE REPORT PREPARED:   | 17 July 2020                                                    |
| LINK TO COUNCIL PLAN/S: | N/A                                                             |

---

#### 1. PURPOSE

To confirm the 2021 Special Holiday date for the Burke Shire Council Local Government Area.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council traditionally nominates the 1<sup>st</sup> Tuesday in November as a Special Holiday in the Burke Shire Council area to coincide with Melbourne Cup Day. Consideration may be given to amending the day or adding a holiday based on the development of a signature event and/or festival in the future.

Notification of the Special Holiday and/or Bank Holiday dates for Local Governments are included in the Queensland Government Gazette and published online:

2018: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2018>

2019: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2019>

2020: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2020>

#### 3. PROPOSAL

That Council confirms the date of the Special Holiday for 2021 by resolution and authorises the CEO to complete the notification process with the State of Queensland via the online notification page:

<https://forms.business.gov.au/aba/landing.htm?formCode=QldGov4-formSH>

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

N/A

#### 5. POLICY & LEGAL IMPLICATIONS

*Holidays Act 1983* – Section 4 Special Holidays

- (1) Subject to subsections (2) and (3) the Minister may by notification published in the Gazette appoint a day or the forenoon or afternoon of a day to be a holiday either throughout the State or within such district as may be specified.

- (2) A holiday shall not be appointed pursuant to this section in respect of a district unless the Minister has, by a date specified by the Minister, received a notice from the local government for the area in which the district is situated signed by the chief executive officer of that local government requesting that the holiday be appointed.
- (3) The holiday appointed may be the date requested or another date as the Minister thinks fit.

#### 6. CRITICAL DATES & IMPLICATIONS

Nominations for Show Days/Special Holidays have been request by no later than Friday 21 August 2020.

#### 7. CONCLUSION

This report enables Council to meet its notification obligations under the *Holiday Act 1983* as these relate to the gazettal of Special Holidays for Local Government Areas in Queensland.

#### 8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council nominates Tuesday 2 November 2021 as the Special Holiday date for the Burke Shire Local Government Area.

#### ATTACHMENTS

1. Holiday Notification - Request Letter: Office of Industrial Relations to BSC



2021 Special Holiday  
notifications.pdf



Request letter  
2021.docx

## 12. Corporate and Community Services

No reports were submitted for the meeting.

## 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 for the meeting.

## 17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 20 August 2020.