



Agenda and Business Papers

Burke Shire Council Ordinary Meeting

Thursday 15 October 2020

9.00am Gregory Hall

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

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01. Opening of Meeting

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

02. Record of Attendance

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

02.01 LGR 2012 Section 276 – Attendance by teleconferencing

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

- Philip Keirle, Executive Manager Strategic Projects (EMSP)
- Graham O’Byrne, Executive Manager Engineering
- Shaun Jorgensen; Senior Accountant

03. Prayer

Led by Cr Yanner

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 17 September 2020

That the Minutes of the Ordinary Meeting of Council held on Thursday 17 September 2020 as presented be confirmed by Council.



200917 Unconfirmed
Minutes.docx

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

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

08.01 Notices of Motion

None received at time of agenda preparation.

08.02 Petitions

None received at time of agenda preparation.

09. Works, Services and Finance Reports

<p>09.01.01 Engineering and Services Monthly Report 09.01.02 Aerodrome Lighting Upgrade Feasibility 09.02.01 Finance Monthly Update Report 09.03.01 Strategic Projects Reports 09.03.02 Sport and Recreation Strategy</p>

Works and Services Reports

09.01.01 Engineering and Services Monthly Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	08 October 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 Operational Plan 2019-20

1. PURPOSE

This report is for information of Council and outlines the works carried out by the Engineering and Services Department for the month of 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 General Works (including Parks, Gardens and Cemetery)

- Rodeo Grounds Shade and stables nearing completion
- Gregory –tourist numbers remain at elevated level resulting in increased service requirements i.e. toilet maintenance and dump ezy pump outs
- Comprehensive review of public area sprinkler systems under way

2.2 Roads

- Floraville Rd Culvert Replacement – Culverts placed. Practical Completion to be issued October after final inspections;
- RMPC (TMR Contract) - Formation grading under way on Camoweal Rd.
- Maintenance Grade completed on 12km section between Lawn Hill station T/O to Adel’s Grove, Lawn hill Riversleigh Rd., Doomadgee West and Nugburra
- Culvert Condition Assessments for whole of network commenced. 6 culverts found to be in a critical condition requiring immediate action. Backfilling with concrete undertaken with long term (replacement) solution being explored pending funding. 5 Culverts have been filled and signing erected around the remaining Culvert reducing speed

2.3 Plant and Fleet

- Review of fleet asset management strategy being undertaken with CT Management Group (c’fwd).

2.4 Water & Sewerage

- Raw Water “Non-potable” advice notices issued with signage made available for collection from Council offices;
- Ongoing challenges with SCADA – to be rectified in forthcoming upgrades;
- Sewage treatment plant at Practical Completion – recommencement of environmental testing to be commenced next quarter (c’fwd).
- Gregory - Water quality specifications and raw water quality data sent to package plant supplier to obtain initial feedback re cost and practicalities
- Commenced Expression of Interest process for consultancy (3 + 1 years). Anticipate recommendation to go to November Council meeting
- SWIM data completed and submitted to DNRME

2.5 Airports

- Tree lopping for Gregory and Burketown completed
- Commenced action to have second gate entrance installed at Burketown

2.6 Waste

- Gregory – Rubbish collection increase due to tourist has continued.
- Gregory dump – current discussion with DES to confirm compliant location prior to investing any money in fencing etc (cfwd)
- Looking at scrap metal collection for both Gregory and Burketown

3. OFFICER’S RECOMMENDATION

That Council receives and notes Engineering and Services report.

ATTACHMENTS



Attachment 01
(Oct20) - Final.docx

1. Background Detail to End of September 2020 - Engineering and Services Report

Works and Services Reports

09.01.02 Aerodrome Lighting Upgrade Feasibility

DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Graham O’Byrne; Executive Manager Engineering
PREPARED BY:	Wendy van der Wolf; Procurement and Contracts Coordinator Graham O’Byrne; Executive Manager Engineering
DATE REPORT PREPARED:	09/10/2020
LINK TO COUNCIL PLAN/S:	Corporate Plan

1. EXECUTIVE SUMMARY

The purpose of this report is to present the options and feasibility (cost benefit) of upgrading the Burketown and Gregory Aerodromes lighting.

The **Burketown Aerodrome** existing lighting system is incandescent with the general cabling in good condition (Airside Services inspection 8 August 2020). Lighting is relatively cheap to purchase and run although it has a short life span and higher replacement turnover when compared with LED lights.

The key issue with the current incandescent system is that the lights and fittings are manufactured by one supplier in Europe and it appears the fittings are no longer being manufactured. The existing system can only continue until the parts in the market are exhausted.

Incandescent lighting is old technology and uses 30% more power than LED lamps.

It is recommended that the lighting at Burketown is replaced as soon as possible with LED technology. If replaced immediately an approximate saving of \$55,045 per annum would be achieved, or \$440,428 over the remaining life of the existing incandescent system.

The **Gregory Aerodrome** has undergone a detailed inspection (Aerodrome Design July 2020) with a lighting audit carried out 2 October 2020 concluding that 13 lights are to be replaced with a new product, which includes the battery. This new option will provide a saving of \$242 per light.

2. BACKGROUND

Burketown Aerodrome

The Burke Shire Council (BSC) historical asset register reports that major airport lighting installations took place in 1997 (\$42,866.37), 2009 (\$47,952) and 2017 (\$20,846.93) - \$111,665.30 total.

Airside Services has recently completed an inspection of the Burketown Aerodrome lighting and reports that it is in a good condition and with a physical age of ~12 years. It has aged ahead of it's actual years due to being run continuously for an extended period of time in the absence of a working PALC (Replaced July 2020).

Further life expectancy is limited and it appears the light fittings are no longer supported by the suppliers and are difficult to get hold of. Additionally, incandescent lamps are supplied from a single supplier in Europe and have a long lead time (up to 12 weeks).

The industry norm for life expectancy of airport lighting systems is 20 years.

Airside Services reports that the electrical system and cabling in good condition and is serviceable which is detailed in its report.

Gregory Aerodrome

Gregory Aerodrome lighting configuration currently comprises fully solar and battery lit lights with a number of lamps and batteries being inoperative.

The airstrip is mainly used at night by the Royal Flying Doctor Service whose guidelines state that its minimum requirement is lights every 100m however every 60m is preferred.

To achieve these requirements 13 lights are being replaced. BSC has historically purchased AV70 lights with separate batteries.

An alternative product has been found (Flash Technology A650) which is more efficient and cost effective as it is supplied with battery providing further cost savings. It is intended to replace the inoperative lights with this alternative.

NOTE: It is noted that an inventory of spares is being compiled, with budget allowance in the 20/21 financial year.

3. PROPOSAL

OPTIONS

Burketown Aerodrome

- Option 1. Maintain existing lights for 8 years (max) then replace with LED:
- a. Current incandescent lamp and fitting is dated, has single source of supply worldwide (Europe) and poses a risk of supply disruption as the fittings appear to be no longer supported by the supplier (Safegate).
 - b. Incandescent lamp life is 1000hrs ~10 month life*However are subject to breakages due to low quality in some batches.
 - c. Lamp replacement has decreased substantially since installation of new PALC (~2 lamps per week prior to PALC installation)
 - d. Current light fittings may be becoming obsolete although ARO has some in store.
 - e. Current cabling and electrical wiring is sound.
 - f. Recommend airport specialist electrician for servicing faults to improve maintenance (local electrician using domestic materials (cable insulation).
 - g. Winsock lighting is noncompliant and will need replacement for increased luminosity
 - h. Apron lighting wattage is noncompliant and needs to be increased – New LED lights 300w x 2
 - i. Lighting cable pits:
 - i. Apron cable needs to be brought to the surface - out of the pit and placed in a turret above ground to prevent moisture entering the cable joins.
 - ii. Pits for runway lighting need to be replaced due to poor installation (sunken now covered with vegetation) and UV damage

Option 2. Replace All Light with LED with a new life span of 20 years:

- j. LED lighting is the latest technology
- k. 20-25 year life span of lighting installation
- l. Reduced operating costs:
 - i. Electricity ~66% of existing use
 - ii. Lamp replacement only if damaged
 - iii. Labour & Maintenance significant reduction (replacement lamps, shortages etc)
- m. LED Lamps life span 25,000 hours (~22 years of life)*
- n. LED technology is environmentally sustainable
- o. Existing cabling is in good condition and can support the LED system.

**Based on 3 hours of use per day*

Gregory Aerodrome

Option 1. Continuation of replacing inoperative solar lights with AV70

Option 2. Gradual replacement of inoperative solar lights with A650

4. FINANCIAL

Burketown Aerodrome

Cost	8 year Incandescent	8 year LED
Electricity \$1291.36 p/Qtr	\$41,324	\$24,794 (60%)
Maintenance Repairs Replacements (Est. of maintenance due to historical data not available)	\$706,496	\$282,598 (40%)
Whole of Life	\$747,820	\$307,392
	Variance	\$440,428

The cost of LED installation is approximately \$200,000 (including contingency, miscellaneous cabling and pit upgrades).

Replacing the lights with LED immediately would save approximately \$55,054 per annum and \$440,428 over the remaining 8 year life of the incandescent lights.

Gregory Aerodrome

Lighting Price Comparison

Company	Light	Cost per light	Number of lights	Total
Airport Lighting	AV70	\$687.50	48	\$33,000
	AV70 Battery	\$126..50	48	\$6,072
Total		\$814.00	Total	\$39,072
Orion Solar	Flash Technology A650 inc battery	\$572.00	48	\$27,456
Variance		\$242.00	Variance	\$11,616

A saving of \$11,616 would be achieved with total replacement with the alternative.

There is no money in this year's budget for any total replacements. Funding opportunities are being sought achieve the change-over.

5. RISK

Risk Type	Possible Consequence	Mitigation
Safety	<ul style="list-style-type: none"> Current high voltage system could cause injury with exposed wiring, faulty fittings 	<ul style="list-style-type: none"> Regular servicing by qualified Airport maintenance personnel
Environmental	<ul style="list-style-type: none"> Current incandescent lighting is old technology with 33% more power consumption than LED 	<ul style="list-style-type: none"> Replace old technology with environmentally sustainable LED technology
Assets	<ul style="list-style-type: none"> The current lighting system has a remaining life expectancy of ~8 years* with ongoing maintenance 	<ul style="list-style-type: none"> Installation of a new LED system with a life of over 20 years
Compliance	<ul style="list-style-type: none"> Compliance with applicable laws, industry codes, standards etc. 	<ul style="list-style-type: none"> Scheduled maintenance works will bring the aerodrome up to CASA standards however LED technology will update the lighting facility and future proof it.
Financial	<ul style="list-style-type: none"> The current system requires a lot of maintenance delivered both by Council and external contractors. 	<ul style="list-style-type: none"> These costs will be greatly reduced with a low maintenance LED lighting system
Reputation	<ul style="list-style-type: none"> Public perception and opinion. 	<ul style="list-style-type: none"> LED lighting is common place and its low environmental impact well known. it would reflect well on Council publicly and corporately if it were utilizing environmentally sustainable products to upgrade its facilities.

Risk Type	Possible Consequence	Mitigation
Operations	<ul style="list-style-type: none"> The current lighting system incurs more electricity, labour and creditor charges. 	<ul style="list-style-type: none"> An LED system required little to no maintenance.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Sections 12 and 13 – responsibilities of councillors and employees	<p>Section 12 charges councillors with ensuring the local government achieves its corporate plan.</p> <p>Section 13 charges council employees with carrying out their duties in a way that ensures the local government achieves its corporate plan.</p>
<i>Civil Aviation Safety Act 1988</i>	CASA Part 139 (Aerodromes) Manual of Standards 2019	Chapter 9 Visual Aids Provided by Aerodrome Lighting

7. CRITICAL DATES & IMPLICATIONS

N/A

8. CONSULTATION

This report has been compiled using information supplied by Airside Services PTY LTD and references its heavy inspection report, August 2020.

9. CONCLUSION

Burketown

The existing Airport lighting in Burketown is in good condition and serviceable however the dated technology of the lamps and fittings has a remaining life of ~8 years and continues to require ongoing servicing. The ability to source the lamps and fitting will become increasingly difficult as the supply chain moves away from this technology towards a more universal LED lighting.

Immediate replacement of lights with LED technology would save approximately \$440,428 over 8 years.

Gregory

Replacement of lights with the alternative would realise a saving of \$242 per light (a total of \$11,616)

10. OFFICER'S RECOMMENDATION

1. Council endorses the installation of LED lighting in Burketown as soon as practicable;
2. Council endorses LED solar light replacement at Gregory as soon as practicable pending available funding

ATTACHMENTS

1. Burketown Aerodrome Heavy Inspection Report August 2020



2. Gregory Airside Services Investigation July 2020



Finance Reports

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Shaun Jorgensen; Senior Accountant
DATE REPORT PREPARED:	8 October 2020
LINK TO COUNCIL PLAN/S:	Operational Plan 2020-21 Council Budget 2020-21

1. PURPOSE OF REPORT

This report has been constructed to provide a snapshot of the progress of council's operations (financial) against budget targets as adopted by budget on the 30 September 2020. The below report will focus on provided information to key decision makers in regards to key metrics, trends and actuals for the month ended September 2020.

2. SUMMARY

As a review of council's performance over the month of September 2020; we noted that cash is down by \$704k, this is expected based on the ending budget position for cash during the year. It was also noted that comparative to the budget, that council operations are inline with the expected budgeted spend for September 20 (total expenditure against budget as at 30 September 2020 was 26%). As it stands, council operations are slightly over budget by 0.5%. This will be addressed as part of the November 20 budget review.

Note that moving into the October 20 month we do expect some adjustments stemming from the 2020FY audit carry forward balances. Also noted that we will be capitalising a number of Work In Progress projects in the later end of the October month.

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

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

3. OVERALL OPERATING SUMMARY (ACTUAL VS BUDGET)

The below summary shows a brief snapshot of how council is tracking in the current year against the budget for the year as adopted by council on the 30 September 2020.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	2,746,282	12,940,159	21%
Operating Expenses	(2)	4,499,144	20,715,000	22%
Operating Result (Profit/Loss)	-	1,752,862	- 7,774,841	23%
Capital Revenue	(3)	561,500	6,639,613	8%
Net Result	-	1,191,362	- 1,135,228	105%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	7,154,496	5,422,354
Other Current Assets	(5)	1,553,450	1,533,626
Non Current Assets	(6)	152,311,643	147,698,724
Total Assets		161,019,589	154,654,704
Liabilities (Current)	(7)	2,553,006	3,540,000
Liabilities (Non Current)	(8)	980,775	860,000
Total Liabilities		3,533,781	4,400,000
Net Community Assets		157,485,808	150,254,704

Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-64%	-18%
² Working Capital Ratio	Greater than 1:1	3	3
³ Net Financial Liabilities Ratio	Less than 60%	-224%	-296%

Notes:

Operating revenues - noted that council recognised 220k from the QRA for the 18/19 flood event along with another 45k for the 19/20 flood event for the month. Another 240k was billed to and received from DTMR for RMPC works during September 2020 as well.

Operating Expenses - noted that costs appear to be tracking on schedule with expectations for the month as noted above. In relation to employee benefits costs against the budget, we have currently expended 1.26mil against a budget of 5.31mil for the year. This is an actual spend of 23.75% against an expected 25% per the budget, we are currently tracking on progress against the budget target for the year.

Capital Revenue - funding was received during the month for works for QLD projects current in progress by council to the value of 998k of funding, unfortunately due to the change of contract recognition criteria under AASB15; we have been required to adjust this figure down to 499k in the 20/21FY as the difference related to works completed in the 19/20FY. As a result of the June audit, some open adjustments are expected (notably to bring forward the amount of 1.2mil for the ROSI funding, these items will be further addressed in the November 20 budget review and finance report).

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

Definitions

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

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

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

4. STATEMENT OF CASH FLOWS

The below statement shows a comparison between the cashflow of September 2019 in the previous year v September 2020 actuals v the budgeted estimated cashflow for 30 June 2021.

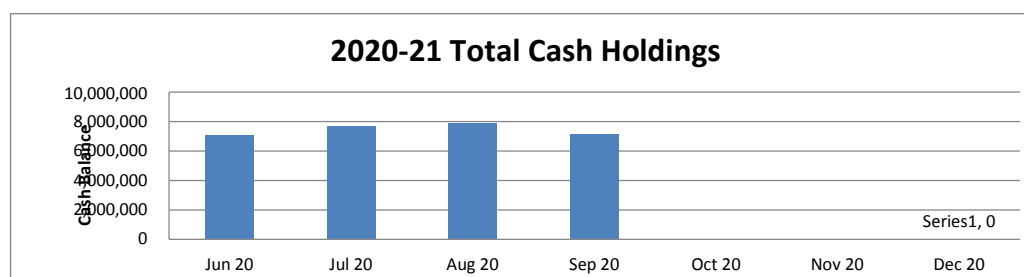
For the month ended 30 September 2020

	Note Ref	30 September 2019 \$	30 September 2020 \$	2020-21 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	333,308	2,848,502	4,026,118	71%
Payments to suppliers and employees	(2)	(5,142,290)	(2,964,399)	(13,198,366)	22%
		(4,808,982)	(115,897)	(9,172,248)	1%
Rental Income	(3)	49,116	56,113	230,000	24%
Interest Received	(4)	38,893	17,121	120,000	14%
Operating Grants and Contributions	(5)	805,040	846,091	8,305,000	10%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		(3,915,934)	803,427	(517,248)	-155%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(761,818)	(1,264,035)	(7,754,000)	16%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	-	0%
Capital Grants and Subsidies	(7)	790,269	561,500	6,640,000	8%
Net cash inflow (outflow) from investing activities		28,451	(702,535)	(1,114,000)	63%
Cash flows from financing activities:					
Proceeds from Borrowings		-	-	-	0%
Repayment of Borrowings		-	-	-	0%
Net cash inflow (outflow) from financing activities		-	-	-	0%
Net increase (decrease) in cash held	(8)	(3,887,483)	100,892	(1,631,248)	-6%
Cash at beginning of reporting period		9,595,818	7,053,604	7,053,604	100%
Cash at end of reporting period	(8)	5,708,335	7,154,496	5,422,355	132%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.73%	17,121	6,379,153
Westpac General Fund	-	-	775,060
Cash Floats	-	-	283
Total			7,154,496

Cash and Cash Equivalents Movement Comparison Chart



Notes to the Statement of Cashflow:

- (1) **Receipts from customers** - as noted in our expectation from last month, councils receipts from customers has increased in kind with the raising of rates levies etc for Aug 2020. Noted our cashflow are up based on grants being receipted in FY2020 but have been required to be

recognised as part of 30 June 2020 as a contract asset relating to that year. This will show a disconnect between accounting revenue (asset balance movements) and grants cashflow based on the changes to AASB15 and 1058 for 30 June. We will resolve for these amounts as part of the November budget review along with the November 2020 finance report once the 30 June 2020 audit has been closed out.

- (2) Payments to suppliers and employees** - due to new accounting treatments for contract assets and contracts as well as movements in the accounts payable GL, as part of the standard cashflow mapping in PCS, this has distorted our payments to suppliers and employees for the month; pending some further reversing adjustments to be posted in October. True cash expenditure equated to 3.3mil at the end of Sep 20; this equates to a total cash spend of 25.01% ytd against the budgeted target of 25% for 30 Sep 20. This means council spending is on track for the month from a cashflow perspective with a slight overspend of 0.01%.
- (3) Rental Income** - rental income is consistent with this time last year comparably and is on track against budget
- (4) Interest Received** - interest has declined comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate council has been provided by the QTC (0.77%). This is up from 0.73% in August.
- (5) Operating Grants and Contributions** - noted that council recognised 220k from the QRA for the 18/19 flood event along with another 45k for the 19/20 flood event for the month.
- (6) Payments for Property, Plant and Equipment** - the 1.028 mil related to the August 20 payment to Durrack for the Floraville Culvert works carried out.
- (7) Capital Grants and Subsidies** - No significant movement have been noted for capital grants, please note that due to Contract Asset accounting undertaken for 30 June; there will be a further review of this item in the cashflow for the November budget review subject to adjustment.
- (8) Net Cash Movement** - council's cash holdings were down 704k, to a total balance of 7.154mil in the bank/QTC. This is in line and tracking against budget appropriately at this stage with no cause for alarm for September 2020.

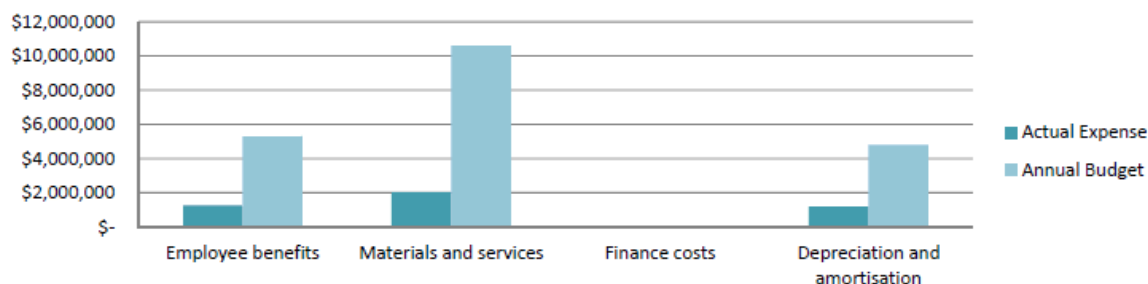
5. STATEMENT OF INCOME AND EXPENDITURE

The below statement shows a comparison between the income and expense statement of August 2019 in the previous year v August 2020 actuals v the budgeted income and expenditure for 30 June 2021.

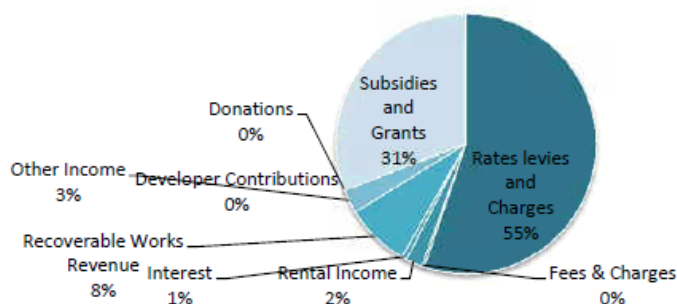
For the month ended 30 September 2020

	Note Ref	30 September 2019 \$	30 September 2019 \$	2020-21 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,560,061	1,516,379	3,038,000	50%
Fees & Charges	(1)	15,838	8,636	85,500	10%
Rental Income	(2)	49,116	56,113	230,000	24%
Interest	(3)	38,893	17,121	120,000	14%
Recoverable Works Revenue	(4)	4,108	219,937	1,060,500	21%
Other Income	(5)	25,515	82,005	101,000	81%
Donations		-	-	-	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	805,040	846,091	8,305,159	10%
Total Recurrent Revenue		938,510	2,746,282	12,940,159	21%
Capital Revenue					
Sale of non-current assets		-	-	-	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	-	561,500	6,639,613	8%
Total Capital Revenue		-	561,500	6,639,613	8%
TOTAL INCOME		938,510	3,307,782	19,579,772	17%
Recurrent Expenses					
Employee benefits	(8)	1,321,934	1,261,159	5,310,000	24%
Materials and services	(9)	2,406,161	2,037,672	10,603,000	19%
Finance costs	(10)	3,046	2,713	12,000	23%
Depreciation and amortisation	(11)	1,199,606	1,197,600	4,790,000	25%
TOTAL RECURRENT EXPENSES		4,930,747	4,499,144	20,715,000	22%
NET RESULT		3,992,237	1,191,362	1,135,228	105%

Expenditure Actual v Budget



Actual Revenue % Split YTD



Notes to the Statement of Income and Expenditure:

- (1) **Fees & Charges** - fees and charges is on track with the budget for the month.

- (2) **Rental Income** - rental income is consistent with this time last year comparably and is on track against budget expectations.
- (3) **Interest** - interest has declined comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate council has been provided by the QTC (0.77%). This is down from 0.73% in August.
- (4) **Recoverable Works Revenue** - is on track year to date; RMPC works were billed to DTMR during Sept 20.
- (5) **Other Income** - is up based on billings to external organisations for work completed on their behalf as well as the payment of previously doubtful debt back to council.
- (6) **Subsidies and Grants (operating)** - noted that council recognised 220k from the QRA for the 18/19 flood event along with another 45k for the 19/20 flood event for the month.
- (7) **Subsidies and Grants (capital)** - No significant movement have been noted for capital grants, please note that due to Contract Asset accounting undertaken for 30 June; there will be a further review of this item in the cashflow for the November budget review subject to adjustment.
- (8) **Employee benefits** - for employee benefits costs against the budget, we have currently expended 1.26mil against a budget of 5.31mil for the year. This is an actual spend of 23.75% against an expected 25% per the budget, we are currently tracking on progress against the budget target for the year.
- (9) **Materials and services** - Costs are on track against budget for the month, no exceptions to note.
- (10) **Finance costs** - minimal costs have been incurred in September for materials and services; we do not expect significant changes in the trend on this expenditure as this consists of such items including bank fees etc.
- (11) **Depreciation and amortisation** - is inline with the expected depreciation spend; finance is currently in the process of finalising 30 June financial statements and assets accounting; as such this amount will potentially change once further adjustments have been made.

6. BURKE SHIRE COUNCIL FINANCIAL PERFORMANCE

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

It is expected that movements should be no more than 8.5% month on month (100% divided by 12 months).
Benchmark for September 2020 25.50%

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

Organisational Services					Comments
31 August 2019	31 August 2020	2020-21 Annual Budget	YTD Progress		
\$	\$	\$	%		
Recurrent Expenses					
Corporate Governance Costs	113,293	182,024	897,900	20%	Within budget expectation for the month (25.5% movt).
Administration Costs	532,830	876,797	2,934,783	30%	Higher than expected for the month. This is due to rates write-off processed for rates debtors now classified as Non-profit (exempting them from general rates).
Recoverable Works Expenses	50,193	214,042	745,000	29%	Slightly higher than expected; flagged for monitoring. Consistent with last month.
Engineering Services	2,095,979	1,937,811	6,710,508	29%	Within budget expectation for the month (25.5% movt).
Utility Services Costs	188,468	155,709	843,900	18%	Within budget expectation for the month (25.5% movt).
Net Plant Operating Costs	- 349,925	- 414,041	- 1,076,199	38%	Month on month we have only noted a 7% movement compared to August 2020. As such, no exception to note for the September 20 month.
Planning and Environmental Expenses	15,214	14,630	181,580	8%	Within budget expectation for the month (25.5% movt).
Community Services Costs	480,617	331,857	1,230,300	27%	Slightly higher than expected; flagged for monitoring. Consistent with last month.
Finance Costs	3,046	2,713	12,000	23%	Within budget expectation for the month (25.5% movt).
Depreciation	1,199,606	1,197,600	4,790,000	25%	Within budget expectation for the month (25.5% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (25.5% movt).
TOTAL RECURRENT EXPENSES	4,329,321	4,499,142	17,269,772	26%	Slightly over budget by 0.5%; we will address this as part of the November 20 budget review.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 30 September 2020

	30 September 2020 \$	2020-21 Annual Budget \$
Current Assets		
Cash and cash equivalents	7,154,496	5,422,354
Trade and other receivables	960,205	340,539
Inventories	249,376	300,000
Other financial assets	343,869	893,087
Non-current assets classified as held for sale	-	-
Total current assets	8,707,946	6,955,980
Non-current Assets		
Receivables	-	-
Property, plant and equipment	224,432,620	216,883,699
Accumulated Depreciation	- 72,120,977	- 69,184,975
Intangible assets	-	-
Total non-current assets	152,311,643	147,698,724
TOTAL ASSETS	161,019,589	154,654,704
Current Liabilities		
Trade and other payables	2,427,159	3,400,000
Borrowings	-	-
Provisions	125,847	140,000
Other	-	-
Total current liabilities	2,553,006	3,540,000
Non-current Liabilities		
Trade and other payables	139,515	-
Interest bearing liabilities	-	-
Provisions	841,260	860,000
Other	-	-
Total non-current liabilities	980,775	860,000
TOTAL LIABILITIES	3,533,781	4,400,000
NET COMMUNITY ASSETS	157,485,808	150,254,704
Community Equity		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	93,485,877	86,418,456
Retained surplus/(deficiency)	24,470,042	24,306,359
Other reserves	-	-
TOTAL COMMUNITY EQUITY	157,485,808	150,254,704

8. 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 DCEO. The following delegations were exercised.

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

9. OFFICER’S RECOMMENDATION

That the financial report for the 30 September 2020 be received and noted.

ATTACHMENTS

Nil

Strategic Projects Reports

09.03.01 Strategic Projects Reports

DEPARTMENT:	Works and Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	6 October 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PROJECTS

Project	Description	Update/activity for reporting month
Waste tyre removal and recycling	Council has secured funding to remove waste tyre stockpiles from Burketown and Gregory	<p>186.8t end of life tyres recycled to date.</p> <ul style="list-style-type: none"> ▪ 1st collection (Gregory) completed 16-17 June 2020: <ul style="list-style-type: none"> ○ 50.14t removed (6 trailers) ▪ 2nd collection (Burketown) completed 15-16 July 2020. <ul style="list-style-type: none"> ○ 58.46t removed (6 trailers) ▪ 3rd collection (Burketown) completed 11-13 August 2020: <ul style="list-style-type: none"> ○ 59.64t removed (6 trailers) ▪ 4th collection (Burketown) completed 3 and 7 September 2020: <ul style="list-style-type: none"> ○ 18.6t removed (2 trailers) ▪ Approximately 160t of tyres remaining to be cleared; ▪ Council has submitted a request for additional funding through the Regional Recycling Transport Assistance Package (RRTAP)
Burketown Rodeo Grounds Shade Structures	Installation of shade structures and horse stables at the Burketown Rodeo Grounds	<ul style="list-style-type: none"> ▪ Major structural works completed by end of September 2020. ▪ Practical Completion achieved early October 2020.

Project	Description	Update/activity for reporting month
Burketown Mineral Baths	Completion of concept, business case and project plan for Burketown Mineral Baths	<ul style="list-style-type: none"> ▪ Consultancy to deliver this phase of the project selected (GHD); ▪ Site visit completed on Tuesday 15 September 2020; ▪ Additional funding secured for this project from Gangalidda Garawa Services.
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> ▪ Session with Councillors and Waanyi representatives held on 30 July 2020. ▪ Revised draft scope forwarded to relevant parties on 5 August 2020 ▪ Discussions with adjacent landowners in relation to dedication of part of Gregory River as a Reserve.
Coastal Hazard Adaptations Strategy – phases 3-8	Complete phases 3-8 of Burke's Coastal Hazard Adaptation Strategy.	<ul style="list-style-type: none"> ▪ Monthly reporting submitted to LGAQ. ▪ QCoast Council Zoom sessions attended. ▪ Phase 4 report completed and project updates circulated; ▪ GIS data on infrastructure forwarded for incorporation into Council's mapping; ▪ Phase 5 report submitted for review; ▪ Draft and final funding application for phases 6-8 submitted to LGAQ and DES.
Burke ICT Project	Full review of Council's ICT requirements with a view to implementation of progressive improvements	<ul style="list-style-type: none"> ▪ All ICT contract timeframes and commitments reviewed; ▪ Review of 4G comms capabilities in Gregory completed; ▪ TV/Radio comms visit arranged with N-Com and enhanced monitoring capabilities identified; ▪ Transition to Office 365 (E3) upgrade priced; ▪ Transition to single GWIP/Business IP access for all locations priced;

Project	Description	Update/activity for reporting month
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial (Utilities) developments	<ul style="list-style-type: none"> ▪ Arrange session with Councillors to provide full update.
STP Upgrade	Installation of additional 220m of security fencing (1,800mm high + 3-strand barb wire).	<ul style="list-style-type: none"> ▪ RFQ released to ROPS (Trades & Services) panel members; ▪ Contract awarded to Tim Wilson Carpentry; ▪ Practical completion scheduled for 30 October 2020.

2. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Gregory Showgrounds: Judge's Tower	Upgrade to Judge's Tower at Gregory Showgrounds	<ul style="list-style-type: none"> ▪ Final building inspection completed; ▪ Minor defects repaired; ▪ Building classification certificate received; ▪ Acquittal under way with DRFA Flexible Funding Round 2
Gregory Bar & Kitchen	Design, construction and fit-out of Bar & Kitchen at the Gregory Showgrounds.	<ul style="list-style-type: none"> ▪ Mobile ice/drink troughs delivered; ▪ Final Building Classification received;
IT Coverage – 4G small cell at Hells Gate	Installation of 4G small cell at Hells Gates	<ul style="list-style-type: none"> ▪ Installation completed.
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"> ▪ iTERRA Satellite operational.
Phillip Yanner Memorial Oval Upgrade	Oval upgrade to establish playing surface capable of hosting regional events.	<ul style="list-style-type: none"> ▪ All final acquittal documentation submitted.

3. GRANTS & FUNDING SUBMISSIONS

Funding program	Description	Update/activity for reporting month
All	Transition to Surepact	Council is in the process of transitioning its grants register and reporting into Surepact.
Works 4 Queensland Covid	\$1.1m in funding to deliver water, wastewater, buildings and facilities improvement and upgrade projects	Monthly reporting initiated; Variation to be lodged in October 2020;
Works 4 Queensland 2019-21	\$1.12m in funding to deliver a suite of maintenance and minor upgrade projects across waste, water, building and facilities	Monthly reporting up to date; Variation No. 2 lodged to reallocate savings in Buildings & Facilities to Waste-focused projects;
DRFA Flexible Funding R2	Gregory Showgrounds – Jockey Change Room replacement; Phillip Yanner Memorial Oval: change room restoration and concrete works	Application successful; Project plans submitted on 30 Sep 2020; All projects to be delivered by 30 June 2021.
DRFA Flexible Funding R1	Gregory Showgrounds Upgrades; Burketown Showgrounds Upgrades;	Final acquittal completed for Gregory Showgrounds Upgrades. Final acquittal being prepared for Burketown Showgrounds Upgrades.
DRFA Betterment	Transport betterment projects: <ul style="list-style-type: none"> Upgrade to LH National Park Road 	Application successful. Tender awarded at the September 2020 Council meeting.
Regional Recycling Transport Assistance Package	Transportation costs of recyclable waste (tyres)	Application successful. Opportunity to access additional funding lodged with the Department.
Coastal Hazard Adaptation Strategy	Completion of phases 6-8 of the Coastal Hazard Adaptation Strategy	Application for funding to complete CHAS phases 6-8 submitted on 21 September 2020.

4. REGISTER 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"> Panel of Suppliers appointed
Trades & Services	ROPS for provision of wide-range of trades and services: 1 st Term: Aug 2019 – Aug 2020 Utilised to date for building, electrical, plumbing, building certification services.	<ul style="list-style-type: none"> Panel refreshed for a further 12 months; Looking at opportunities to open existing categories and to create new categories as part of the ROPS re-fresh for 2020-21.

5. CURRENT/ RECENT TENDERS

Tender	Description	Opened	Closes	Awarded
5606-3000-1	Gregory to Lawn Hill Road – 2020 DRFA	8 Aug 20	31 Aug 20	17 Aug 20
0280-4053-2	Burketown WTP Clear Water Storage 1ML Tank	18 Jul 20	17 Aug 20	17 Sep 20
0280-4065-1	Doomadgee East Road Pavement, Sealing & Culvert Works	11 Jul 20	3 Aug 20	20 Aug 20
0280-4034-1	Burketown Mineral Baths – Concept Design, Business Case and Project Plan	14 Jul 20	4 Aug 20	14 Aug 20
2020-02	Burke Shire – Register of Pre-qualified Suppliers – Plant Hire (Wet & Dry)	6 Jul 20	31 Jul 20	Sep 2020
19-46	DRFA Betterment – upgrade pavement + 2 coat seal on Lawn Hill National Park Road: under development	20 Jun 20	13 Jul 20	20 Aug 20

6. PROJECTS UNDER DEVELOPMENT

Project	Description
STP Irrigation	Initial project scoping underway for STP irrigation system and receiving environment monitoring program. Project confirmed as part of Covid-19 W4Q.
Sewer Treatment network	Initial project scoping completed for Inflow and Infiltration (smoke test) assessment of the Burketown sewer network. Project delayed due to budgetary constraints.
Waste Management	<ul style="list-style-type: none"> Recycling: recycling of 3t stockpile of Council batteries completed; Recycling: Shire-wide battery recycling initiative in development; Recycling: removal of scrap metal stockpile drafted and ready for release in October 2020.
Waste management	Initial project scoping underway for a landfill cell.
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 at the Phillip Yanner Memorial Oval. Project scoped. Contract award scheduled for October 2020.

7. GULF SAVANNAH DEVELOPMENT PROJECTS

RAB PROJECTS 2019-2020

Project	Description	Update for reporting month
Remote Area Board: <ul style="list-style-type: none"> Farm Stay Tourism Blueprint 	Provision of full “how to” guide to set-up different kinds of farm stay businesses. RFQ released, submissions received, evaluated and recommendations made.	Milestone 1 achieved. Consultancy engaged to deliver project. Project extension requested and approved. First draft completed. Survey documents released by Burke, Croydon, Carpentaria, Gulf Cattleman’s Association

Project	Description	Update for reporting month
BBRF Community Investment Stream: <ul style="list-style-type: none"> Regional Branding Strategy 	Complete Regional Branding Strategy: literature review, regional audit, supply chain logistics, legal and financial dimensions, marketing and commercial, roll-out strategy.	Milestone 1 & 2 achieved. Project extension requested and approved.
Doomadgee 4G Feasibility Study	Feasibility Study to define solution to ongoing issue with 4G services in Doomadgee.	Project completed and forwarded to RDA for assistance with advocacy.

RAB PROJECTS 2020-21

Project	Description	Update for reporting month
Protected Food Cropping in the Gulf Savannah	Multi-site options analysis / technology analysis in relation to the local production of fresh fruit, vegetables and herbs in the Gulf.	Contract signed with GHD/Graeme Smith Consulting to deliver contract
Tourism in the Gulf Savannah – 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 with State Development.
Gulf Academy – Business Case	Viability analysis into establishing an accredited training facility in the Gulf.	Procurement documentation for consultancy services to be released in September 2020.

8. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

ATTACHMENTS

Nil

Strategic Projects Reports

09.03.02 Sport and Recreation Strategy

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Clare Keenan;
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	6 October 2020 2020
LINK TO COUNCIL PLAN/S:	BSC Sport and Recreation Strategy 2019-24

1. PURPOSE

To provide a quarterly update on the implementation of the Burke Shire Sport and Recreation Strategy 2019-24.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the Sport and Recreation Strategy 2019-24 at the July Council meeting.

11.04 Burke Shire Sport and Recreation Strategy

1. That Council note the contents of the report; and
2. That Council adopts the Sport and Recreation Strategy 2019-24.

Moved: Cr Poole

Seconded: Cr Clarke

190718.19 5/0

3. PROPOSAL

That Council notes the contents of this report.

4. FINANCIAL & RESOURCE IMPLICATIONS

The majority of items listed for delivery in the Sport and Recreation Strategy 2019-20 financial year were fully funded through external grants. These included:

- Upgrade to the Phillip Yanner Memorial Oval
- Upgrade to the Gregory Showgrounds:
 - o Spectator Facility
 - o Bar & Kitchen
 - o Judge's Tower

Funding for 2020-21 projects and initiatives are largely funded by external grants:

- Upgrade to the Gregory Showgrounds:
 - o Replacement of Jockey Change Rooms
- Upgrade to the Phillip Yanner Memorial Oval:
 - o Drainage works
 - o Concrete resiliency works

However, there are a number of high-priority projects and initiatives scheduled for delivery in 2020-21 that do not have a budget allocation. These include:

- Swimming pool/water park: progress the concept design for a new swimming pool and associated facilities;
- Burketown Gym: progress the concept/design component for this project;
- Burketown Recreation Precinct: progress the concept/design for a recreational precinct on the School Oval.

5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

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

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

Periodic consultation is taking place between Council and:

- Club and Association representatives:
 - o Ongoing engagement with Gregory club representatives in relation to Gregory Showgrounds projects
 - o Ongoing engagement with the Burketown Rodeo and Sporting Association in relation to infrastructure and facility management at the Burketown Showgrounds.
- Department of Housing & Public Works (Sport and Recreation).

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report.

ATTACHMENTS

1. Sport and Recreation Strategy 2019-24



BSC - Sport and Rec
Strategy - 2019-24.d

2. Sport and Recreation Strategy – Quarterly Update – July to September 2020



A01 - Sport and
Recreation Strategy :

10. Closed Session Reports

None received at time of agenda preparation.

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

11.02 Operational Plan 2020-2021 Quarterly Report – September 2020 Quarter

Chief Executive Officer Reports

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan, Chief Executive Officer
DATE REPORT PREPARED:	09 October 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

Strategic and Policy Issues

Council is continuing to progress a zero household waste strategy, with an initial pilot of 6 in ground compost bins. The Department of Housing and Public Works is engaging us to install the composters in state housing.

I have submitted the Burke Shire Council Small Business Economic Stimulus and Resilience Plan to be tabled at the Small Business Advisory Committee meeting on 19 October in order to attract Go Local funding. I gave an interview to ABC in regarding this plan.

Housing strategy

As advised last month Council has received Ministerial approval for exemption from section 227 of the Local Government Regulations 2012, which now allows us to divest housing to staff. We are continuing to progress a second financier. Westpac will provide further details on their lending within a week.

Individual staff tenants are continuing to advance their own budgets as part of the due diligence process.

COVID-19 Recovery Strategy

Council has finalised the appointment of the Economic & Community Projects Officer – Kimberly Chan starts on 4 November.

A cameraman will be gathering footage of Burke Shire to for an award that we will be accepting remotely as will as footage that can be used to promote Burke Shire as a tourist and digital nomad destination.

The appointment of the Community Development and Administration Officer, Jamie Firth, from the 10th November will assist Burke Shire businesses and associations to apply for grants, including those related to COVID.

Meetings

I attended the NWQRRTG and North West Queensland Regional Organisation of Councils meeting with the Mayor in Cloncurry on 8 and 9 October 2020.

3. OFFICER'S RECOMMENDATION

1. That Councillors note the contents of this report.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.02 Operational Plan 2020-2021 Quarterly Report – September 2020 Quarter

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:	06 October 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

To provide Council with an outline of progress made through the September 2020 Quarter towards the achievement of Council's 2020/2021 Operational Plan.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

Attached is the update for the September 2020 quarter review of progress against Council's 2020/2021 Operational Plan for Council consideration.

3. PROPOSAL

That Council receives and notes the contents of the September 2020 quarter review report of progress towards implementation of the 2020/2021 Operational Plan.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Risk Type	What could happen	Possible consequence
Strategic and operational alignment	<ul style="list-style-type: none"> Non-alignment between Corporate Plan, Operational Plan and Budget. 	<ul style="list-style-type: none"> Ineffective, inefficient and non-compliant operations.
Compliance	<ul style="list-style-type: none"> Content requirements of Operational Plan 2020-21 not met 	<ul style="list-style-type: none"> Plan prepared with reference to regulatory requirements.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Section 104 Financial management systems	<p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually</p>
Local Government Regulation 2012	Division 4 Annual operational plan	<p>Section 174 Preparation and adoption of the annual operational plan</p> <ol style="list-style-type: none"> (1) A local government must prepare and adopt an annual operational plan for each financial year. (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. (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. (4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year. (5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan. <p>Section 175 Annual operational plan contents</p> <ol style="list-style-type: none"> (1) (1)The annual operational plan for a local government must— <ol style="list-style-type: none"> a. be consistent with its annual budget; and b. state how the local government will— <ol style="list-style-type: none"> i. progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and ii. manage operational risks

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

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

9. CONCLUSION

This report highlights Council's implementation of the 2020/2021 Operational Plan actions/projects for the first quarter of the 2020/2021 Financial Year.

10. OFFICER'S RECOMMENDATION

1. That Council receives and notes the contents of this report and attachments regarding Council's progress towards the implementation of the 2020/2021 Operational Plan for the September 2020 quarter.

ATTACHMENTS

1. Burke Shire Council Operational Plan 2020-2021-Progress report for the September 2020 quarter



Copy of Operational
Plan 2020-21 reportir

12. Corporate and Community Services

- 12.01 Deputy CEO Update
- 12.02 Audit Committee Minutes
- 12.03 Enterprise Risk Management Policy
- 12.04 Enterprise Risk Management Framework

Deputy Chief Executive Officer Reports

12.01 Deputy CEO Update

DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	07 October 2020
LINK TO COUNCIL PLAN/S:	Goal -Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

1. PURPOSE

To summarise the key actions and updates within the office of the Deputy CEO. The Deputy CEO area covers Financial Services, Human Resources, Workplace Health and Safety, Administration and Community Services.

2. UPDATES

General

Finance staff have significantly progressed the completion of the Financial Statements Year Ended 30 June 2020. The Audit Committee meeting was held on the 8th September 2020.

Policies continued to be reviewed. The Enterprise Risk Management Policy and the Enterprise Risk Management Framework are both on this agenda for adoption. A new Policy for Portable and Attractive Items is well advanced and will go to the Audit Committee in October prior to Council adoption in November.

Outstanding audit issues raised by internal/external auditors remain a priority as well as Local Law issues. Records management continues to be a focus with planning for destruction runs in line with legislation. A plan is being put in place to move records to the Depot due to the inadequacy of the current records storage area in the main admin building. .

Renewals of Memorandum of Understanding's for Gregory Downs Jockey Club, Burketown Rodeo & Sporting Assn, and a new MOU for the SES building are progressing.

The Housing Strategy implementation remains a priority. .

Financial Services

Major focus in September for Financial Services was finalisation of the draft Financial Statements year ended 30 June 2020. These are being finalised on a timely basis.

Human Resources

Positions advertised

- Administration Officer Records - filled

- Economic and Community Projects Officer – filled
- Community Development and Administration Officer – filled

HR Policies

HR Policies continue to be reviewed. The Leave Policy was the key focus in September.

New Hires

- Administration Officer Records – Brianna Harrison started on 29 September
- Economic & Community Projects Officer – Kimberly Chan starts on 4 November
- Casual Labourer – Schakarne Aitkens Kum-Sing started on 25 August
- Community Development and Administration Officer – Jamie Firth starts on 10 November

Training

- Local Government Diploma (financial focus)- final session completed
- HR (Heavy Rigid) Licence
- Animal Control training
- First Aid training completed
- Fire Warden training
- Construction Contract Administration

Workplace Health and Safety.

The Workplace Health and Safety Performance Report for the month of September 2020 is attached.

Administration, Community Services and Governance. .

Durlga Bookings

Council had 1 external booking for the month of September and have 4 external bookings (New Century, Rural Minds Workshop, and Waanyi) for the month of October 2020. There have been a number of internal bookings (Staff training/meetings and Biosecurity Meeting).

Events

No events were held in September.

Next events planned are:

- We have a funeral service booked for the late Maida Hookey on Saturday the 17th October. Full service to be held at cemetery due to social distancing requirements.
- NADOC week –8-15th November. Committee needs to be formed. Notification of funding awarded will not happen until mid October. Looking to hold a community event in the Morning Glory Park at this stage and involve local key stakeholders (GG, CLC, School and Kindy)
- Remembrance Day -11th November
- Staff Christmas Party – December, date to be decided
- Young Ambassador Program – Preparations underway

Local Laws

- Vet will be visiting Burketown on Wednesday 21st October. Very little interest at this stage but currently have 5 dogs booked in for castration.
- Notice issued for overgrown allotment.

REX

REX flights are in full operation. We are currently in the process of training staff to perform REX duties as we only have 2 members of the workforce that are competent. Training will be completed and assessment conducted on 20th November which will result in six staff being qualified.

Library

Library exchange recently completed so we have a new range of books. Library is currently open for borrowing of books only. Due to Covid restrictions and the fact that there is only 1 exit point we have ceased long term visits.

Records

Bianna Harrison joined the administration team to fill the Records administration role.

John VanderZandt (Corpmem) will be in Burketown for approximately 2 weeks (start of November) to complete training, review current status of records and assist with clean-up and structure moving forward.

Jamie Firth will also be joining the administration team on 10th November to fill the Community Development role.

EHO

Adels Grove on the 1st October under new ownership of Wannyi. Currently in the process of arranging new food license.

Training

Shannon Moren will be completing QTC Training – Governance and Risk, Project Management, Asset Management.

Madison Marshall will be completing LDMG Coordinator Training

All staff are now up to date with first aid and CPR certifications – training completed in September

3. OFFICER'S RECOMMENDATION

That the Contents of the Deputy CEO's Report for September 2020 be noted and received.

ATTACHMENTS

1. Workplace Health and Safety Performance Report – September 2020


WHS Report
September 2020 V1.c

Deputy Chief Executive Officer Reports

12.02 Audit Committee Minutes

DEPARTMENT:	Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	6 October 2020
LINK TO COUNCIL PLAN/S:	Operational Plan - Governance

1. PURPOSE

To present approved minutes of the Audit Risk Committee (ARC) from the meeting held on 08 September 2020.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

3. PROPOSAL

That Council notes the minutes of the Audit Risk committee meeting held on the 08 September 2020.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Nil

6. POLICY & LEGAL IMPLICATIONS

Compliance with the Audit Committee Charter FIN –POL-010

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

Audit Committee Chair

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 08 September 2020.

ATTACHMENTS



Sept 2020 Audit
Committee Minutes.docx

1. Audit Risk Committee minutes held on the 08 September 2020

Deputy Chief Executive Officer Reports

12.03 Enterprise Risk Management Policy

DEPARTMENT:	Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	07 October 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-2024-Goal-Good governance. Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)]

1. PURPOSE

To adopt Councils updated Enterprise Risk Management Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Enterprise Risk Management Policy was last reviewed in September 2019.

This policy outlines Council's commitment to the development and maintenance of an Enterprise Risk Management Framework (ERMF) at Burke Shire Council (BSC). This framework will be the basis for decisions on how best to identify, assess and manage risk throughout all of Council.

3. PROPOSAL

Burke Shire Council is committed to managing risks that may have an adverse effect on its capacity to achieve its objectives. BSC supports the implementation and maintenance of a formal integrated risk management system to mitigate these risks and take advantage of potential opportunities.

Accordingly, the risk management process is to be linked to objectives at all levels of BSC and take account of opportunities as well as threats.

Additionally, this Policy directs:

- Consistency across BSC in the methods used to assess, mitigate, monitor and communicate risk. Methodologies adopted will be consistent with the Australian/New Zealand Standard ISO 31000:2018.
- The implementation of integrated risk management practices across BSC that provide for:
 - The consideration of risk in the development of corporate, operational and project plans.
 - The improved ability to achieve strategic, operational and project objectives.
 - Employees being aware of and considering their risk management responsibilities.

4. FINANCIAL & RESOURCE IMPLICATIONS

Minimisation of risk will have a positive impact on Council's finances and help insure sustainability.

5. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009

Local Government Regulation 2012, Section 164 (1)

6. CRITICAL DATES & IMPLICATIONS

This policy is reviewed bi-annually.

7. CONSULTATION

Audit Committee

Executive Management Team

8. CONCLUSION

This policy has had a considerable rewrite to include the following:

- Definitions under 3.0
- A table of the eleven corporate risk activities
- A table of the approach to risk
- Various other amendments

9. OFFICER'S RECOMMENDATION

THAT Council resolves to adopt the attached Enterprise Risk Management Policy.

ATTACHMENTS

1. Enterprise Risk Management Policy



Policy Enterprise Risk
Management Policy.d

Deputy Chief Executive Officer Reports

12.04 Enterprise Risk Management Framework

DEPARTMENT:	Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	7 October 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-2024-Goal-Good governance. Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

To adopt Councils Enterprise Risk Management Framework.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As referred in AS/NZS ISO 31000:2018 the purpose of the risk management framework is to assist BSC in integrating risk management into organisational activities.

Council's Enterprise Risk Management Framework is an organisation wide commitment to a consistent approach to managing risks. The management of risk is not the responsibility of a particular department, team or service within Council, but a shared responsibility across the organisation. The acceptance of risk ownership is required by each staff member at every level within the organisation.

Council wishes to foster and promote a 'risk aware' but not 'risk averse' culture throughout the organisation. The purpose of the Enterprise Risk Management Framework is to assist individuals in considering risks and opportunities in a consistent manner.

3. PROPOSAL

The objective of this document is to provide an effective framework which:

- Provides consistent terminology to aid, promote and improve understanding of risk management at Council;
- Improves planning processes by enabling the key focus to remain on core business and helping to ensure continuity of service delivery;
- Reduces the likelihood of negative 'surprises' and assists with preparing for challenging and undesirable events and outcomes;
- Contributes to improved prioritisation and resource allocation by targeting resources to the highest-level risks and risks, which if treated, provide the organisation with best value; and,
- Improves accountability, responsibility, transparency and governance in relation to both decision-making and outcomes.

4. FINANCIAL & RESOURCE IMPLICATIONS

Minimisation of risk will have a positive impact on Council's finances and help insure sustainability.

5. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009.

Local Government Regulation 2012.

6. CRITICAL DATES & IMPLICATIONS

This policy is to be reviewed bi-annually.

7. CONSULTATION

Audit Committee.

Executive Management Team.

8. CONCLUSION

This document did not previously exist but is a critical document that provides a set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation. This document will inform the risk management Strategic Risk Register, Risk Assessment Template and the Risk Treatment Plan Template. These documents will be updated and reported on quarterly.

9. OFFICER'S RECOMMENDATION

That Council resolves to adopt the attached Enterprise Risk Management Framework.

ATTACHMENTS

1. Enterprise Risk Management Framework



Enterprise Risk
Management Framework

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 at the time of agenda preparation.

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 19 November 2020.