



Agenda and Business Papers

Burke Shire Council Ordinary Meeting

Thursday 25 March 2021

2.00pm Parliament House, Brisbane

2.00pm	Opening of Meeting
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01. Opening of Meeting

The Mayor welcomed members and declared the meeting open at 2.00pm.

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 Graham O’Byrne; Executive Manager Engineering Shaun Jorgensen; Finance and Technology Manager Madison Marshall; Corporate Services and Governance Manager (Minutes) Brianna Harrison; Executive Assistant (Minutes)
On Leave	Dan McKinlay; Deputy CEO

02.01 LGR 2012 Section 254K – Participating in meetings by audio link or visual audio link

That Council, in accordance with section 254K of the Local Government Regulation 2012, allows the following person/s to participate in the meeting by audio link or visual audio link:

- Cr John Clarke
- Cr John Yanner
- Shaun Jorgensen, Finance and Technology Manager

03. Consideration of applications for leave of absence

None received at time of agenda preparation.

04. Confirmation of minutes of previous meeting(s)

04.01 Ordinary Meeting Thursday 25 February 2021

That the Minutes of the Ordinary Meeting of Council held on Thursday 25 February 2021 as presented be confirmed by Council.



210225 Unconfirmed
Minutes.docx

05. Condolences

None received at time of agenda preparation.

06. Declaration of Interests

07. Registers of Interests

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

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. Engineering Services Reports

09.01 Engineering and Services Monthly Report 09.02 Capex Projects Report
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Engineering Services Reports

09.01 Engineering and Services Monthly Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Graham O'Byrne
DATE REPORT PREPARED:	18 March 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 Operational Plan 2020-21

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 February 2021. 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)

- Staff Shortage ongoing – need to address staff shortage prior to dry (tourist season);
- Cleaning of facilities shared between other work units while fill the vacant cleaner role (cfwd).
- Machinery Training undertaken by Workshop - Re-skilling and upskilling on numerous machines and personnel

2.2 Roads

- Met with DTMR representative to review critical elements of Wills Development Rd that require remediation. Resulted in Council being given the contract for works.
- Continuing with RMPC contract planning;
- Works and Services crew - Wet season reporting and signage, multiple road closures through-out the Shire, with all efforts being made to provide up to date reporting;
- Finalizing planning for dry-season works

2.3 Plant and Fleet

- Commenced assessment of rates for hire compared with purchase and BSC labor;
- Progressing with procurement of white fleet – demand is high. Looking for end of May delivery;
- Procurement of new Zero Turn Mower. Delivery date Mid May

2.4 Water & Sewerage

Burketown

- Clear Water storage tank project leaks repaired and fully commissioned;

- Insurance claim for flooding of water tank construction currently being assessed;

Gregory

- Paul Slater is still being trained and overseen until competent – within the next two months.
- Met with Bidungu Rep (Natalie King) about water issues in the community

Sewerage Treatment Plant

- STP Blivet due to be fixed by early March. Has led to non-compliance of outflow
- Sewer pump wells operating okay without any major issues with 3844 kl pumped to the STP from town for the month;

Airports

- Raising of the transformer pits continuing weather dependent
- Maintenance / Mowing of the runway and apron ongoing between wet periods; ongoing due to wet
- REX training for key individuals continuing. Ongoing
- Planning in place to schedule “teams” to share duties across all council resources

2.5 Waste

- Design and scope for new landfill cell in Burketown commenced with tender planned for construction by end of March 2021. Location picked and test hole confirmation on location
- Looking at scrap metal collection for both Gregory and Burketown ongoing investigation of options. cfwd

3. OFFICER’S RECOMMENDATION

That Council receives and notes the Engineering and Services report.

ATTACHMENTS



Attachment 01
(Feb21).docx

1. Background Detail to End of February 2021 - Engineering and Services Report

Engineering Services Reports

09.02 Capex Projects Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Graham O’Byrne
DATE REPORT PREPARED:	19 March 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PURPOSE

This report provides an update of the overall Capital Expenditure (Capex) Program for 2020/21. The report properly summarises the status to end of the reporting month. The progress of grant and funding submissions is also provided.

2. SUMMARY

The delivery of the Capex program is currently forecast at being \$8,317,845, the same as last month. This is \$66,634 over the adopted budget of \$8,251,211. All of the additional amount is being funded by external grants.

There has been \$412,338 of Emergent Projects for the Year To Date (YTD), no variation from last month, of which \$366,000 have been funded by external grants.

Currently, regarding council’s own source revenue, the Capex Program is forecast at being \$168,147 in surplus compared with Budget.

3. PROJECTS

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"> Final draft of Business Case reviewed by Officers and to be presented to Councillors early march
Coastal Hazard Adaptations Strategy – phases 3-8	Complete phases 3-8 of Burke’s Coastal Hazard Adaptation Strategy.	<ul style="list-style-type: none"> Contract finalized and executed for Phases 6-8; Council presentation planned for early March; Planning for April 14 – 16 visit by Alluvium

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	<ul style="list-style-type: none"> 177.5t end of life tyres recycled to date. <ul style="list-style-type: none"> Approximately 160t of tyres remaining to be cleared; Council has submitted a request for additional funding through the Regional Recycling Transport Assistance Package (RRTAP). Waiting on confirmation on additional funding Conversation with DES regards funding extension. Department still waiting on outcome (have just received (March) confirmation of the funding extension)
PYMO General Upgrade & Misc concrete works	<ul style="list-style-type: none"> Tank replacements Concrete paths and vehicle access 	<ul style="list-style-type: none"> Tanks replaced. Funded via LRCL. Concrete works funded through DRFA Flexible Funding Rd 2
PYMO change rooms	Renovation of change room facilities at the Phillip Yanner Memorial Oval.	Project scoped and priced with works to commence February/March
PYMO Drainage	Re-work and fix existing drainage from oval and adjacent areas	<ul style="list-style-type: none"> Temporary protection placed for Wet Season Design being finalized for permanent fix
LH National Park Road	Upgrade to general road, sealing works and placement of 5 culverts to assist drainage	Construction to be completed April 2021 – delay due to Wet Season
Clear Water Storage Tank (1ML)	<ul style="list-style-type: none"> Additional water storage at Burketown WTP 	<ul style="list-style-type: none"> Project completed with defects being attended to Handover and Practical Completion to be in February 21. This is now to be in March due to rectification of minor leaks

Project	Description	Update/activity for reporting month
WTP Upgrade	<ul style="list-style-type: none"> Upgrade of chemical dosing Provision of water testing facility Replacement of shed and additional concrete working areas 	<ul style="list-style-type: none"> Design and tender documentation underway Works to be completed June 21
Gregory Show Grounds - Jockey Change Rooms	<ul style="list-style-type: none"> Upgrade the Jockey change rooms at the Gregory Showgrounds. 	<ul style="list-style-type: none"> Project scoped and being costed (DRFA Flexible Funding Round 2). Works to be commenced in February 2021 Contract executed and works commenced
Fleet	<ul style="list-style-type: none"> Replacement of fleet (white fleet) 	<ul style="list-style-type: none"> Mayor's vehicle replaced Commenced procurement of 6 replacement vehicles (with trade-ins) Commenced process to auction 3 older vehicles
STP Irrigation	<ul style="list-style-type: none"> Irrigation of adjacent land to comply with Environmental license 	<ul style="list-style-type: none"> Scoping and design underway To be completed by June 21
Burketown Depot	<ul style="list-style-type: none"> Remediation of pavement and some miscellaneous works 	<ul style="list-style-type: none"> Design being finalized Anticipate completion of works by May 21
Culvert Replacement (multiple roads)	<ul style="list-style-type: none"> Replacement of failed culverts 	<ul style="list-style-type: none"> On-site investigation and design being finalized Replacement of first culvert planned by June 21

4. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Doomadgee East Road	Pavement improvement, re-contouring and sealing	Completed in December 20

5. GRANTS & FUNDING SUBMISSIONS

Funding program	Description	Update/activity for reporting month
Gregory Landfill fencing	Fence off main section of landfill site at Gregory	Project submitted and waiting approval
Regional Recycling Transport Assistance Package	Transportation costs of recyclable waste (tyres)	Opportunity to access additional funding lodged with the Department to remove remaining tyres. Funding extension being assessed by department (approval for funding has been received in March)
Remote Airport Upgrade Program Round 8	Lighting upgrade/replacement	Funding application submitted for \$150,000, awaiting approval
Water Source Inflow upgrade - Greg	Improve inflow monitoring, change locality of pumps for water intake and improve infrastructure resilience. Decrease Opex	Initial investigation undertaken with project submission by end of Mar 21
SCADA upgrade works	Possibly frees up W4Q3 & W4QCOVID money. Also can make use of the full regional review to be undertaken through QWRAP (which has been agreed to by other 2 councils) - means that project doesn't have to be rushed through for June '21 finish. Was always going to be pushed to achieve the outcomes for the available W4Q budget. Significant Opex saving - circa \$50,000 pa	Engagement of QWRAP facilitator and consultant to undertake review being finalized. Review to commence in Mar 21 with major project submission by end of Mar 21 Scoping undertaken
Gregory WTP changeover to "remote" plant	Improve resilience and reliability of plant operation with a focus on making it a "remote" plant that doesn't require daily attention. Circa \$40k pa Opex saving	Initial scoping commenced with project submission by end of Mar 21
Disaster and Recovery Generators Management Review/Training	Generator for communications and generator at airport fuel dispense.	Project submission by end of March 21
Flood Cameras	Replacement and upgrade of existing cameras	Project submission by end of Mar 21

Funding program	Description	Update/activity for reporting month
Cycle Way along Beames St	\$125k from BSC possibly required (possibly use the BBRF). This could be linked with a Town Precinct Enhancement project ie. focused on Beames St as entrance to Burketown. Possible total budget \$2m for overall enhancement (refer below)	Project submission by end of Mar 21
Beames St Enhancement (Town Center Precinct Enhancement)	Upgrade Beames St (and possibly Musgrave) as the main entrance(s) into Burke. Could possibly also use this to be the 50/50 contribution to the Cycle Way above	major project submission by Mar 21
Burketown Recreation/Health & Wellbeing Precinct	Gym in conjunction with pool (aquatic facility including waterpark). Whole precinct could be part of joint venture with Education Dept	Project submission by March 21

6. OFFICER'S RECOMMENDATION

That Council notes the Capex Projects Report for end of January 2021.

ATTACHMENTS

Nil

10. Office of the Deputy Chief Executive Officer

10.01 Finance Monthly Update Report

10.02 Deputy CEO Update

10.03 Whispir SMS Push Message Service Implementation – Business Case

Financial Services Reports

10.01 Finance Monthly Update Report

DEPARTMENT:	Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance Manager
DATE REPORT PREPARED:	11 March 2021
LINK TO COUNCIL PLAN/S:	Operational Plan 2020-21 Council Budget 2020-21

1. PURPOSE

This report has been constructed to provide a snapshot of the progress of council's operations (financial) against budget targets as at 28 February 2021 as adopted by the council budget. The below report will focus on providing information to key decision makers in regards to key metrics, trends and actuals for the month ended February 2021.

2. SUMMARY

A review of council's performance over the month of February 2021; noted that cash is up by \$2.77mil. Management and finance is closely monitoring this balance to ensure it increases to the projected balance by 30 June 2021. It was also noted that comparative to the budget, council operations were slightly over budget for February 2021 (total P&L expenditure against budget as at 28 February 2021 was 70.23%). This is a slight overspend of 3.57% year to date due to cost phasing.






Council notes that there are some distortive costs such as 6 month internal council property rates flowing into materials and services costs for the year to date which finance are aiming to disaggregate in future reports, to create more transparency of the impact of these costs against budgets. Additionally cost phasing also places some distortive impacts against the actuals v budgeted expenditure for Engineering services;. Council is looking to remedy this in the 2021/22 budget variance reporting cycle.

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

- Overall Operating Summary (Actual v Budget)
- Statement of Cash Flows
- Statement of Income and Expenditure
- Organizational Services Performance
- Statement of Financial Position
- Exercise of Delegations
- Officer's Recommendations

3. OVERALL OPERATING SUMMARY (ACTUAL V BUDGET)

The below summary shows a brief snapshot of how council is tracking in the current year against the budget for the year as adopted by council on the 28 February 2021.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	6,299,553	13,683,159	 46%
Operating Expenses	(2)	12,766,681	18,177,973	 70%
Operating Result (Profit/Loss)	-	6,467,128	- 4,494,814	 144%
Capital Revenue	(3)	3,085,256	7,417,914	 42%
Net Result	-	3,381,872	2,923,100	 -116%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	6,394,763	5,464,272
Other Current Assets	(5)	2,960,473	1,533,626
Non Current Assets	(6)	153,417,988	148,269,906
Total Assets		162,773,224	155,267,804
Liabilities (Current)	(7)	6,482,226	3,540,000
Liabilities (Non Current)	(8)	995,699	860,000
Total Liabilities		7,477,925	4,400,000
Net Community Assets		155,295,299	150,867,804

Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-103%	-156%
² Working Capital Ratio	Greater than 1:1	1	2
³ Net Financial Liabilities Ratio	Less than 60%	-46%	-43%

Notes:

- Operating revenues - Council received approximately \$3 mil in 19/20 DFRA funding for the month of February 2021 (currently recognised as unearned revenue until adjustment). The quarterly instalment of the financial assistance grant was also received along with the February 2021 Rates levy being issued during the month. These factors have lead to a positive increase in council operating revenue year to date.
- 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, Council has currently expended 3.02mil against a budget of 5.54mil for the year. This is an actual spend of 55% against an expected 67% per the budget, Council is currently tracking on progress against the budget target for the year.
- Capital Revenue - Council recorded an increase of capital funding for the month; this was mainly in relation to \$396,035 received for TIDS funding during February 2021.

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

Definitions

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

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

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

4. STATEMENT OF CASHFLOWS

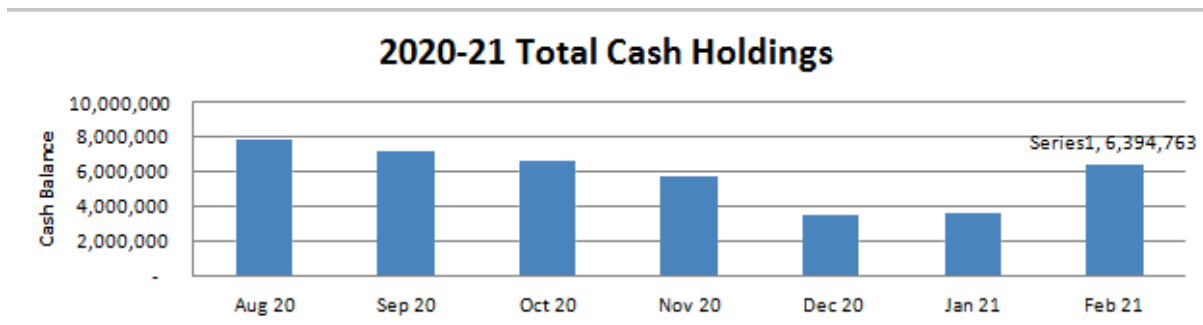
The Below statement shows a comparison between the cash flow of February 2020 in the previous year v February 2021 actuals v the budgeted estimated cash flow for 30 June 2021.

	Note Ref	29 February 2020 \$	28 February 2021 \$	2020-21 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	2,971,687	3,320,222	3,989,742	83%
Payments to suppliers and employees	(2)	(11,592,965)	(5,422,480)	(14,117,962)	38%
		(8,621,279)	(2,102,258)	(10,128,220)	21%
Rental Income	(3)	135,581	147,673	230,000	64%
Interest Received	(4)	97,795	55,932	120,000	47%
Operating Grants and Contributions	(5)	5,878,288	2,431,612	9,135,159	27%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		(2,509,615)	532,960	(643,061)	-83%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(2,650,856)	(4,277,058)	(8,364,183)	51%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	-	0%
Capital Grants and Subsidies	(7)	1,617,841	3,085,256	7,417,914	42%
Net cash inflow (outflow) from investing activities		(1,033,015)	(1,191,801)	(946,269)	126%
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)	(3,542,630)	(658,841)	(1,589,330)	41%
Cash at beginning of reporting period		9,595,818	7,053,604	7,053,602	100%
Cash at end of reporting period	(8)	6,053,188	6,394,763	5,464,272	117%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	63%	55,932	5,433,392
Westpac General Fund	-	-	961,087
Cash Floats	-	-	283
Total			6,394,763

Cash and Cash Equivalents Movement Comparison Chart



Notes to the Statement of Cash flows:

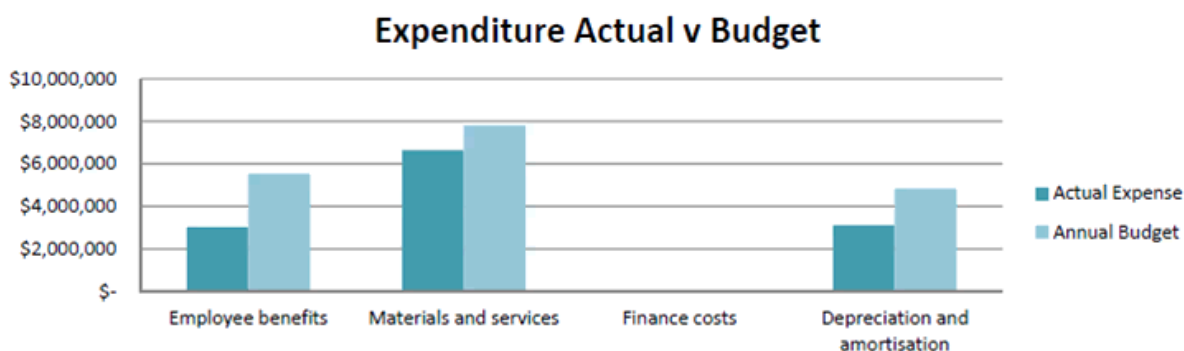
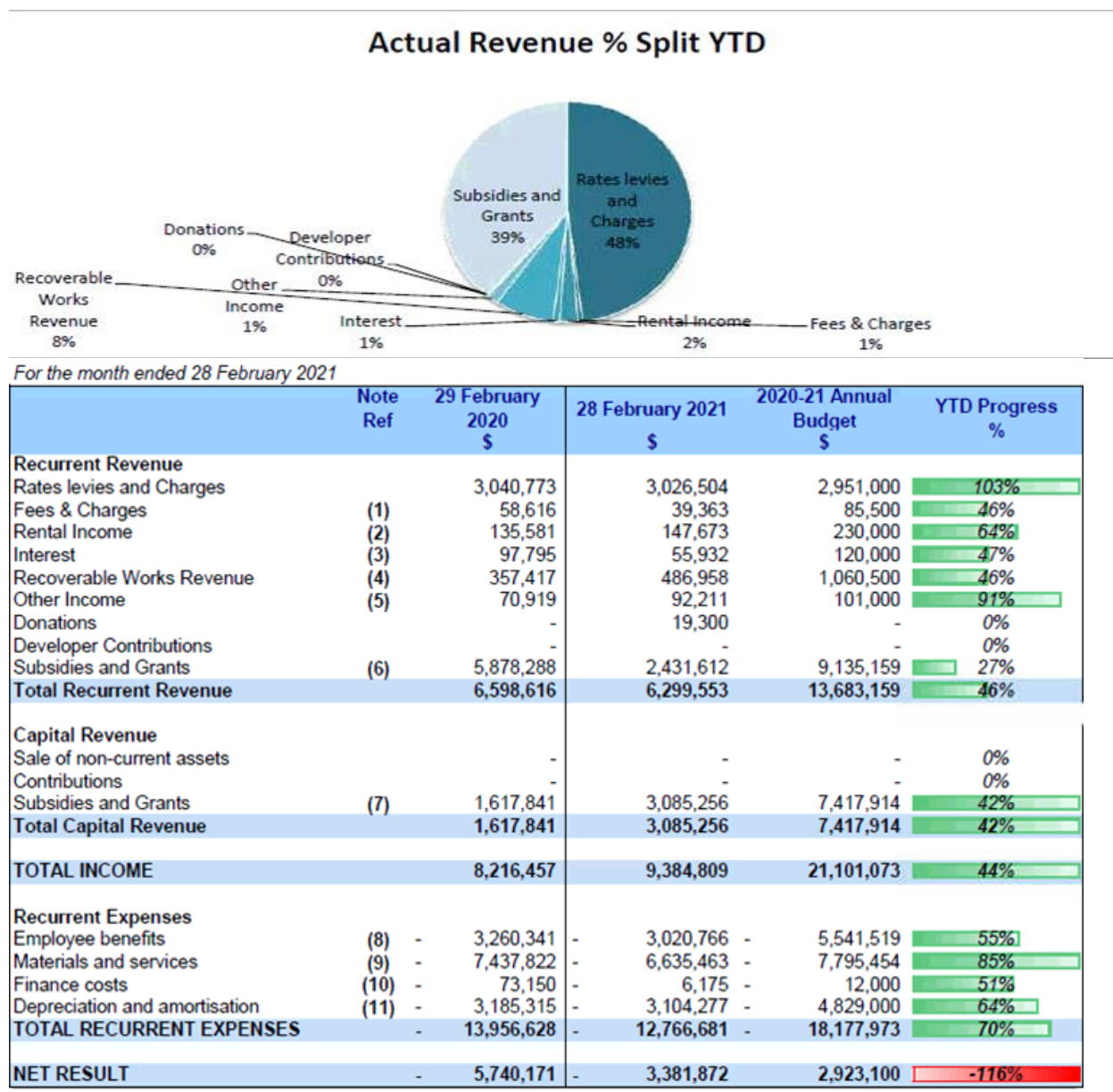
- **Receipts from customers** - represents cash inflows from revenue stream such as rates; it also shows the movement between current asset balances. Due to council's requirement to account for contract assets going forwards, this cash flow line will show some distortion between accounting (accruals) revenue (asset balance movements) and actual cash flows based on the changes to AASB15 and 1058 for 30 June. We will continue to assess this month and make note of any significant findings to be advised to council if they should arise. Noted that receipts are

higher comparably to February 2020 in the previous year; this was due to the periodic payments of the financial assistances grants for 20/21 as opposed to being paid in one lump sum as was the case in previous years. This will also be due to incoming rate payments at the end of the month from February 2021 levy being issued to rate payers.

- **Payments to suppliers and employees** - due to new accounting treatments for contract assets and contract as well as movements in the accounts payable GL as part of the standard cash flow mapping in PCS for liability movements, this has distorted Councils payments to suppliers and employees for the month. True cash expenditure equated to \$9.6mil at the end of February 2021; this equates to a total cash spend of 68.44% year to date against the budgeted target of 66.67% for 28 February 2021. This 1.77% overspend is mostly due to cost phasing (i.e. DRFA working being completed before the flood season where road works will slow down for approx. 3 months).
- **Rental Income** - rental income is consistent with this time last year comparably and is on track against budget expectations.
- **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 provided by the QTC (0.63%). This is down from 0.67% in January 2021.
- **Operating Grants and Contributions** - council received a quarterly payment of the financial assistance grant in February 2021; 303k general component and 52.6k roads component.
- **Payments for Property, Plant and Equipment** - minimal movements in capital project outflows identified for the month (prior month: \$4,274,488).
- **Capital Grants and Subsidies** - council recorded an increase of capital funding for the month; this was mainly in relation to \$396,035 received for TIDS funding during February 2021.
- **Net Cash Movement** - council's cash holdings were up \$2.77mil, to a total balance of \$6.39mil in the bank/QTC. While not shown specifically above; an amount for close to \$3 mil was also recognized as unearned revenue for the 19/20 DRFA program as the 30% upfront payment to council to fund ongoing flood damage works.

5. STATEMENT OF INCOME AND EXPENDITURE

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



Notes to the Statement of Income and Expenditure:

- **Fees & Charges** - fees and charges is on track with the budget for the month.
- **Rental Income** - rental income is consistent with this time last year comparably and is on track against budget expectations.
- **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 provided by the QTC (0.63%). This is down from 0.67% in January 2021
- **Recoverable Works Revenue** - is on track year to date, RMPC works will pick up again once the wet season has concluded
- **Other Income** - is up based on billings to external organization for work completed on their behalf as well as the payment of previously doubtful debt back to council
- **Subsidies and Grants (operating)** - council received a quarterly payment of the financial assistance grant in February 2021; 303k general component and 52.6k roads component. \$3mil has also been received for DRFA 19/20; however this is pending adjustment from the council unearned revenue liability balance
- **Subsidies and Grants (capital)** - council recorded an increase of capital funding for the month; this was mainly in relation to \$396,035 received for TIDS funding during February 2021.
- **Employee benefits** - employee benefits costs against the budget, Council has currently expended 3.02mil against a budget of 5.54mil for the year. This is an actual spend of 55% against an expected 67% per the budget, Council is currently tracking on progress against the budget target for the year.
- **Materials and services** - Costs are higher than budgeted, however this is due to the simplified nature of budget pro-rata estimating. While Council has adjusted for DRFA works until 30 June based on estimated from ERSCON; due to council rating in February 21 we are required to raise the final 6 months of internal council property rates up to 30 June 2021. As such this distorts the overall tracking of actual costs against budget. Council will continue to monitor budgets movements to ensure we track appropriately up to 30 June. Please refer to page 7 for the disaggregated breakdown of council costs for further details.
- **Finance costs** - minimal costs have been incurred in February 2021 for finance costs; we do not expect significant changes in the trend on this expenditure as this consists of such as bank fees etc.
- **Depreciation and amortization** - is inline with the expected depreciation spend

6. BURKE SHIRE COUNCIL FINANCIAL EXPENDITURE

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

It is expected that movements should be no more than 8.33% month on month (100% divided by 12 months).
Benchmark for February 2021 67%

% 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
	29 February 2020 \$	28 February 2021 \$	2020-21 Annual Budget \$	YTD Progress %	
Recurrent Expenses					
Corporate Governance Costs	397,248	515,003	897,900	57%	Within budget expectation for the month (68% movt).
Administration Costs	1,262,581	2,091,232	2,934,783	71%	Slightly higher than expected; management will monitor this.
Recoverable Works Expenses	296,112	372,436	745,000	50%	Within budget expectation for the month (68% movt).
Engineering Services	6,074,072	6,027,882	7,479,508	81%	Higher than expected; from a detailed review of the costs; the area of which is tracking behind is in relation to WH&S oncost recoveries. We will investigate this further ahead of the next end of month for March 21. We have also identified that the Gregory Caretaker contract has not been factored into the budget; this will be added to the next budget review for the year as well.
Utility Services Costs	536,977	476,511	913,900	52%	Within budget expectation for the month (68% movt).
Net Plant Operating Costs	- 471,779	- 619,426	- 1,076,199	58%	Within budget expectation for the month (68% movt).
Planning and Environmental Expenses	130,505	34,875	181,580	19%	Within budget expectation for the month (68% movt).
Community Services Costs	1,043,535	757,716	1,260,501	60%	Within budget expectation for the month (68% movt).
Finance Costs	73,150	6,175	12,000	51%	Within budget expectation for the month (68% movt).
Depreciation	3,185,315	3,104,277	4,829,000	64%	Within budget expectation for the month (68% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (68% movt).
TOTAL RECURRENT EXPENSES	12,527,716	12,766,681	18,177,973	70.23%	Slightly over budget v estimated spend YTD (2%), this is primarily due to some minor areas that need to be further considered in the next budget review by management and council.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 28 February 2021

	28 February 2021	2020-21 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	6,394,763	5,464,272
Trade and other receivables	2,446,239	340,539
Inventories	290,739	300,000
Other financial assets	223,495	893,087
Non-current assets classified as held for sale	-	-
Total current assets	9,355,236	6,997,898
Non-current Assets		
Receivables	-	-
Property, plant and equipment	227,445,642	217,493,881
Accumulated Depreciation	- 74,027,654 -	69,223,975
Intangible assets	-	-
Total non-current assets	153,417,988	148,269,906
TOTAL ASSETS	162,773,224	155,267,804
Current Liabilities		
Trade and other payables	6,356,379	3,400,000
Borrowings	-	-
Provisions	125,847	140,000
Other	-	-
Total current liabilities	6,482,226	3,540,000
Non-current Liabilities		
Trade and other payables	139,515	-
Interest bearing liabilities	-	-
Provisions	856,184	860,000
Other	-	-
Total non-current liabilities	995,699	860,000
TOTAL LIABILITIES	7,477,925	4,400,000
NET COMMUNITY ASSETS	155,295,299	150,867,804
Community Equity		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	93,485,877	86,418,456
Retained surplus/(deficiency)	22,279,533	24,919,459
Other reserves	-	-
TOTAL COMMUNITY EQUITY	155,295,299	150,867,804

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. OFFICERS RECOMMENDATION

That the financial report for the 28 February 2021 be received and noted.

ATTACHMENTS

Nil

Office of the Deputy Chief Executive Officer

10.02 Deputy CEO Update

DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	18 March 2021
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 for the month of February 2021. The Deputy CEO responsibilities cover the following areas:

- Financial Services and Technology
- People, Performance and Culture
- Economic and Community Projects
- Community and Communications
- Corporate Services and Governance.

2. UPDATES

General -DCEO

The Budget review for the 4 months ended 31 January 2021 was adopted at the February 2021 meeting. There was also a workshop with Council concerning this.

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.

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.

Finalised the review of Delegations from Council to CEO. These were adopted at the February 2021 meeting.

The Housing Strategy implementation was progressed.

Events Calendar progressed.

Progressed various Gulf Savannah Development projects.

Joint Consultative Committee meeting held.

Health & Safety Committee meeting held.

Training-Progressed Workplace Drug and Alcohol testing course.

Financial Services and Technology

Major focus in February for Financial Services was as follows:

- Finalise the January 2021 budget review;
- Organisation of annual audit plan for 2020-21;
- Organisation of annual non-current Asset Indexation;
- Levying February 2021 rates to community;
- Finalise and lodge December 2020 BAS;
- Commence review of 2021-22 fees and charges; and
- Staff performance appraisals.

Major focus in February for Technology Services was as follows:

- Commence review of security policies for Website renewal;
- Re-negotiation of Telstra Air Contract Renewal contract;
- Discussion with key vendors over Whispir push SMS services implementation;
- Following up on Civica 365 upgrade;
- Construction of order for a full replacement of council phones;
- Organising of TV Sat Dish Repairs; and
- Initial discussions with Telstra regarding the role out of more community coverage.

These are being finalised on a timely basis.

People, Performance and Culture

Positions advertised

- Parks and Gardens – Labourer
- Trainee Finance Officer
- WHS & Training Officer

HR Policies

- Code of Conduct reviewed.
- HR procedures continue to be reviewed.

New Hires

- James Aitkens Kum-Sing – has since resigned

Training

- Machine tickets
- Skid steer
- Backhoe
- Grader
- Loader
- Excavator
- Project Management

In House training:

- Safety Champion
- Payroll: timesheets, overtime, standard hours, allowances
- Organisational Chart and Council Values
- Air conditioner maintenance

Gym

- Funding from QPS has been received and procurement of equipment has commenced

Economic and Community Projects

The Gulf Academy Project is continuing to progress with community consultations being conducted with pivotal stakeholders throughout the Gulf Region. One of the consultants is due to touch base with Council workers to discuss the plan and source input into the project on the 16th March.

The Protected Cropping Feasibility Study is also steadily progressing. Gulf Savannah Development will submit an expression of interest for the North Queensland Economic Diversification Grant for this project which closes on 19th March. The consultants working on this project are also looking at coming to Burketown to conduct further work on this project.

An AGM and marketing campaign is also currently being planned for Gulf Savannah Development that aims to increase membership and awareness of the organisation and its work throughout the Gulf Region. The AGM will likely be held in late April in Cairns.

Training

- Grant Writing Workshop in Normanton 12th March 2021
- SurePact Project Management Training 17th – 19th March 2021

Community and Communications

Events

Upcoming Community Events:

- 2-4th April - Local Fishing Competition being held by the Burketown Pub
- 1st & 2nd May – Saddles & Paddles, Gregory

Upcoming Council Events:

- 25th April 2021 - ANZAC Day (Burketown & Gregory)
- 1st May – Opening/Naming of Gregory Spectator Facility
- 8th May – Mates Day/Naming of Wharf Precinct and Opening of new Footy Field (TBD)

Local Laws

- Action has been taken in relation to overgrown allotment on Gregory Street after numerous attempts with owner to rectify issues. Quotes are being obtained for clearing, owner to cover costs and penalties will apply.
- Project to commence in relation to overgrown allotments – Shannon & Dan will be inspecting properties in Burketown/Gregory and notices to be issued to owners.

REX

- REX flights are in full operation. We are currently reviewing REX contract as it is up for renewal. Staff training is currently being conducted to train up more staff for coverage purposes.

EHO

- Letters for Food license renewals/applications have been drafted for FY2021/22. These will be sent out by 26th March 2021. Inspections of businesses will need to be performed this year as we did not complete due to Covid.
- We have had interest from Adels Grove in regards to opening a new structure at Adels Grove which will require a food license.

Grants and Subsidies

- Submitted an application through the Saluting their service commemorative Grants Program” for flag poles to be installed at the Gregory Cenotaph. Application also includes plants to upgrade and grounds. Currently waiting for the outcome of the application.
- We have submitted an application, Building Better Regions Funding for \$20k to contribute to the Morning Glory Festival 2021.
- Grant application is currently being drafted – Rural and Remote Council Grant Program (QLD Govt. Mental Health and Wellbeing Package – Localised Mental Health Initiatives). This grant is available to local councils in Queensland and is a one-off grant of up to \$75,000.00 (excl gst) to work with local communities to deliver tailored, local mental health measures over the period to 30 June 2023. The initiative is designed to enable Councils to:
 - Deliver program/s that enhances mental health and financial capability.
 - Deliver program/s that revitalise the local economy through the employment of economic development officers to work with the community to identify new economic opportunities.
 - Upskill individuals within the community to enhance wellbeing and increase mental health and wellbeing and suicide prevention literacy through the implementation of mental training programs.
 - Provide community outreach programs to enhance the whole of community’s wellbeing.
 - Deliver community events that bring people together and re-establish community connectedness.
- Burketown Passport Project \$125k – Consultation was held with local business owners to deliver the concept which was well received. We are now in the process of working towards milestones listed on project plan and finalising Grant Deed

Corporate Services and Governance:

Governance

- Focus on a number of Governance issues including major formatting exercise for Delegations Register.

Durlga Bookings

- Nil external bookings for February 2021. There have been quite a few internal bookings.

Library

- Library is only open for borrowing of books.

Records

- Recordkeeping is continuing as per usual.
- CorpMem are continuing to work through the filing in the Cairns office.

Training

- Jennifer Kumsing and Sasha Hookey are still working through their Cert III in Business Administration.
- The office remains closed on Tuesday afternoons to allow for training to take place.

3. OFFICER'S RECOMMENDATION

That the Contents of the Deputy CEO's Report for February 2021 be noted and received.

ATTACHMENTS

Nil

Deputy Chief Executive Officer Reports

10.03 Whispir SMS Push Message Service Implementation – Business Case

DEPARTMENT:	Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	16 March 2021
LINK TO COUNCIL PLAN/S:	Operational Plan 2020-21 Council Budget 2020-21

1. PURPOSE

The purpose of the following report to council is to recommend the procurement and implementation of the Telstra Partner Whispir as a provider of a SMS push messaging system to address community concerns of maritime safety in the Burke region.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The background in relation to the why this business case is being recommended to council is primarily due to safety and rescue operations that are currently increasing and becoming high risk between the Burke region and Sweers Island; secondarily this system will provide a new and innovative way for council to communicate with local community members and provide potential future IoT (Internet of Things) benefits to council through cross technology platform integration (i.e. smart bin notifications, plant/fleet tracking as two examples).

3. PROPOSAL

The current proposal being recommended to council is for the approval for the Finance and Technology department to procure and implement the Whispir push messaging service for Burke Shire Council with Telstra. At this current stage this was not budgeted for and as such requires council approval to proceed.

4. FINANCIAL & RESOURCE IMPLICATIONS

Based on the costing provided by Telstra and Whispir, we expect the following to be the total annual cost:

Cost breakdown	Monthly	Annual
License Charge	\$500	\$6,000
One off Step-up cost	-	\$500
Charge <u>per</u> SMS sent	\$0.063	TBA
Charge <u>per</u> Rich message sent	\$0.025	TBA

5. POLICY & LEGAL IMPLICATIONS

Instrument
Burke Shire Council Disaster Management Plan

6. CRITICAL DATES & IMPLICATIONS

Based on the advice from Telstra and Whispir; the estimated implementation time for this system will be 2 – 3 weeks for design and implementation. Upon council approval; the ICT administrator will immediately reach out to the Whispir team to certify a contract and commence scoping. Ideally council would be able to have this system up and running from between the end of April to mid-May at this stage tentatively.

7. CONSULTATION

- Council
- Telstra
- Whispir (Telstra Partner)

8. CONCLUSION

The benefits of implementing Whispir for Burke Shire Council would be far and wide from the perspective of addressing issues of maritime safety through to flood safety and community communication and surveying. From a cost perspective, management is confident it can internally fund the implementation through council own sourced revenue currently; however there are currently discussions taking place with Telstra in regards to future grants that may assist in covering the cost of this software/platform.

9. OFFICER'S RECOMMENDATION

It is recommended that council approve the Finance and Technology department to procure and implement the Whispir push messaging service.

ATTACHMENTS

1. Whispir Presentation - Burke SC March 2021



Whispir Presentation
- Burke SC March 2021

11. Closed Session Reports

No closed session reports were received at the time of agenda preparation.

12. Chief Executive Officer Reports

12.01 Chief Executive Officer Report

Chief Executive Officer Reports

12.01 Chief Executive Officer Report

Report will be emailed separately.

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. Late Business

Matters referred to Council following close of agenda. Subject to resolution of Council to accept a late report.

16. Deputations and presentation scheduled for meeting

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

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 22 April 2021.