



# Agenda and Business Papers Burke Shire Council Ordinary Meeting Thursday 22 April 2021 9.00am Council Chambers

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

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## 01. Opening of Meeting

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

## 02. Record of Attendance

|          |  |
|----------|--|
| Members  | Cr Ernie Camp; Mayor – Chair<br>Cr Tonya Murray; Deputy Mayor<br>Cr John Clarke<br>Cr John Yanner<br>Cr Rosita Wade  |
| Officers | Clare Keenan; Chief Executive Officer<br>Dan McKinlay; Deputy CEO<br>Graham O’Byrne; Executive Manager Engineering<br>Shaun Jorgensen; Finance and Technology Manager<br>Madison Marshall; Corporate Services and Governance Manager (Minutes) |

### 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:

- Graham O’Byrne, Executive Manager Engineering
- Shaun Jorgensen, Finance and Technology Manager

## 03. Prayer

Led by Cr Murray

## 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 25 March 2021 and Special Meeting Thursday 8 April 2021

That the Minutes of the Ordinary Meeting of Council held on Thursday 25 March 2021 and the Special Meeting of Council held on Thursday 8 April 2021 as presented be confirmed by Council.



210325 Unconfirmed Minutes.docx



210408 Unconfirmed Minutes - Special Mee

## 06. Condolences

None received at time of agenda preparation.

## 07. Declaration of Interests

## 08. Registers of Interests

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

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

### 09.01 Notices of Motion

None received at time of agenda preparation.

### 09.02 Petitions

None received at time of agenda preparation.

## 10. Engineering Services Reports

10.01 Engineering and Services Monthly Report

10.02 Capex Projects Report

10.03 2021-24 Works for Queensland Funding Programs – List of Projects

## Engineering Services Reports

### 10.01 Engineering and Services Monthly Report

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|                         |   |
|-------------------------|---|
| DEPARTMENT:             | Engineering and Services                          |
| RESPONSIBLE OFFICER:    | Graham O'Byrne                                    |
| PREPARED BY:            | Graham O'Byrne                                    |
| DATE REPORT PREPARED:   | 15 April 2021                                     |
| LINK TO COUNCIL PLAN/S: | Corporate Plan 2019-24   Operational Plan 2020-21 |

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#### 1. PURPOSE

This report is for information of Council and outlines the works carried out by the Engineering and Services Department for the month of March 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)

- 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
- Staff shortage remains a challenge – resources spread across airports and civil
- Gregory re-start of skip bin and dump-ezy servicing due to increase in tourism numbers

##### 2.2 Roads

- Erscon carrying out QRA inspection for 20/21 Flood damage
- 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 ongoing
- Finalised planning for dry-season works , resource management plan being consolidated
- Temporary repair on Beacon gully piles carried pout - In the list of replacement culverts
- Preliminary works commenced on culvert replacement projects

##### 2.3 Plant and Fleet

- Commenced assessment of rates for hire compared with purchase and BSC labour; decision made to engage wet hire grader and Semi water cart, Dry hire Multi tyre roller;
- 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**

- Water usage increased significantly due to ramp up of sprinkler usage
- Planning for de-silting of lagoons underway

### **Gregory**

- Identification of an electrical issue with No1 generator to be fixed by QEnergy in April
- Water usage increase with ramped up use of sprinklers

### **Sewerage Treatment Plant**

- STP Blivet be fixed. Investigating possible issue with algae which is still resulting in high reads of Total Suspended Solids

## 2.5 Airports

- Bird strike on 5 March. All passengers were transported to town for over 2 hours wait.
- REX training for key individuals continuing
- Planning in place to schedule “teams” to share duties across all council resources (cfwd)

## 2.6 Waste

- Design and scope for new landfill cell in Burketown commenced with tender planned for construction by end of June 2021. Involves relocation of existing waste piles
- 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

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



Attachment 01  
(Mar21).docx

## Engineering Services Reports

### 10.02 Capex Projects Report

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|                         |  |
|-------------------------|--|
| DEPARTMENT:             | Engineering and Infrastructure Services    |
| RESPONSIBLE OFFICER:    | Graham O’Byrne                             |
| DATE REPORT PREPARED:   | 15 April 2021                              |
| LINK TO COUNCIL PLAN/S: | Corporate Plan   Operational Plan   Budget |

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#### 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 \$8,347,845, an increase of \$30,000 from last month. This is \$96,634 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 \$138,147 in surplus compared with Budget.

#### 3. PROJECTS

(new activity/progress for the month’s end is shown in *blue italics*)

| 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"> <li><i>Business Case finalized and grant fully acquitted</i></li> </ul>   |
| Coastal Hazard Adaptations Strategy – phases 3-8 | Complete phases 3-8 of Burke’s Coastal Hazard Adaptation Strategy.                | <ul style="list-style-type: none"> <li>Contract finalized and executed for Phases 6-8;</li> <li><i>Council presentation conducted 10 March on status of Phase 7;</i></li> <li>Planning for <i>April 12-14</i> visit by Alluvium with stakeholder engagement</li> </ul> |

| 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"> <li>177.5t end of life tyres recycled to date.</li> <li>Approximately 160t of tyres remaining to be cleared;</li> <li>Council has submitted a request for additional funding through the Regional Recycling Transport Assistance Package (RRTAP). Waiting on confirmation on additional funding</li> <li><i>Funding extension received to enable remaining tyres to be removed from Burketown and Gregory. An additional \$60,000 is required from Council's own revenue (Opex) which will be achieved by postponing the Asset Management Review until July 2021</i></li> </ul> |
| PYMO General Upgrade & Misc concrete works | <ul style="list-style-type: none"> <li>Tank replacements</li> <li>Concrete paths and vehicle access</li> </ul>   | <ul style="list-style-type: none"> <li>Tanks replaced. Funded via LRCI.</li> <li>Concrete works funded through DRFA Flexible Funding Rd 2</li> <li><i>Works to commence in May 21</i></li> </ul>   |
| PYMO change rooms                          | Renovation of change room facilities at the Phillip Yanner Memorial Oval.  | <i>Works completed and being inspected in April for Practical Completion to be given</i>   |
| PYMO Drainage/ <i>Erosion control</i>      | Re-work and fix existing drainage from oval and adjacent areas   | <ul style="list-style-type: none"> <li>Temporary protection placed for Wet Season</li> <li>Design being finalized for permanent fix <i>with works planned for May/June 21 by BSC own crews</i></li> </ul>  |
| 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  |
| WTP Upgrade                                | <ul style="list-style-type: none"> <li>Upgrade of chemical dosing</li> <li>Provision of water testing facility</li> <li>Replacement of shed and additional concrete working areas</li> </ul> | <ul style="list-style-type: none"> <li>Design and tender documentation <i>completed</i></li> <li><i>Tenders to be finalised by end of April 21</i></li> <li><i>Works to be completed September 21 – extension of time with W4Q COVID &amp; 19-21 with increased lead time for some items due to COVID</i></li> </ul>   |



| Project                                    | Description  | Update/activity for reporting month   |
|--|--|---|
| Gregory Show Grounds - Jockey Change Rooms | <ul style="list-style-type: none"> <li>Upgrade the Jockey change rooms at the Gregory Showgrounds.</li> </ul>      | <ul style="list-style-type: none"> <li>Project scoped and being costed (DRFA Flexible Funding Round 2).</li> <li>Works to be commenced in February 2021</li> <li><i>Works underway and to be completed (sufficient for practical usage) by mid-late April 21</i></li> </ul> |
| Fleet                                      | <ul style="list-style-type: none"> <li>Replacement of fleet (white fleet)</li> </ul>                               | <ul style="list-style-type: none"> <li>Mayor's vehicle replaced</li> <li>Commenced procurement of 6 replacement vehicles (with trade-ins)</li> <li><i>Commenced process to auction 3 older vehicles – waiting on trade-in values for benchmarking purposes</i></li> </ul>   |
| STP Irrigation                             | <ul style="list-style-type: none"> <li>Irrigation of adjacent land to comply with Environmental license</li> </ul> | <ul style="list-style-type: none"> <li><i>Design completed and tenders closing in April 21</i></li> <li>To be completed by June 21</li> </ul>   |
| Burketown Depot                            | <ul style="list-style-type: none"> <li>Remediation of pavement and some miscellaneous works</li> </ul>             | <ul style="list-style-type: none"> <li>Design being finalized</li> <li>Anticipate completion of works by <i>June 21</i></li> </ul>  |
| Culvert Replacement (multiple roads)       | <ul style="list-style-type: none"> <li>Replacement of failed culverts</li> </ul>                                   | <ul style="list-style-type: none"> <li>On-site investigation and design being finalized</li> <li>Replacement of first culvert planned by June 21</li> </ul>   |

#### 4. RECENTLY COMPLETED PROJECTS

| Project                               | Description  | Update/activity for reporting month  |
|---------------------------------------|--|--|
| Doomadgee East Road                   | Pavement improvement, re-contouring and sealing  | Completed in December 20   |
| <i>Clear Water Storage Tank (1ML)</i> | <ul style="list-style-type: none"> <li><i>Additional water storage at Burketown WTP</i></li> </ul> | <ul style="list-style-type: none"> <li><i>Project completed with defects being attended to</i></li> <li><i>Handover and Practical Completion achieved in March 21</i></li> </ul> |

## 5. GRANTS &amp; FUNDING SUBMISSIONS

| Funding program   | Description  | Update/activity for reporting month  |
|---|--|--|
| Regional Recycling Transport Assistance Package             | Transportation costs of recyclable waste (tyres)   | <a href="#">Funding extension received for \$143,000</a>   |
| Remote Airport Upgrade Program Round 8                      | Lighting upgrade/replacement   | Funding application submitted for \$150,000, awaiting approval   |
| Water Source Inflow upgrade – Greg & Burketown              | Improve inflow monitoring, change locality of pumps for water intake and improve infrastructure resilience. Decrease Opex  | Initial investigation undertaken with <a href="#">project submitted under NQ Recovery and Resilience Grants program</a>  |
| 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.<br><br>Review to commence in Mar 21 with <a href="#">project submitted under NQ Recovery and Resilience Grants program</a> |
| 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 <a href="#">submitted under NQ Recovery and Resilience Grants program</a>   |
| Disaster and Recovery Generators Management Review/Training | Generator for communications and generator at airport fuel dispense.   | Project <a href="#">submitted under NQ Recovery and Resilience Grants program</a>  |
| Flood Cameras   | Replacement and upgrade of existing cameras  | Project <a href="#">submitted under NQ Recovery and Resilience Grants program</a>  |

| 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 <i>submitted under TMR Principal Cycle Network program</i>  |
| 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   | <i>Project submission rejected by BBRF5 – currently in discussions with Dept Infrastructure to have submission accepted</i> |
| 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   | <i>Project submission rejected by BBRF5 – currently in discussions with Dept Infrastructure to have submission accepted</i> |

#### 6. OFFICER'S RECOMMENDATION

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

#### ATTACHMENTS

Nil

## Engineering Services Reports

### 10.03 2021-24 Works for Queensland Funding Programs – List of Projects

DEPARTMENT: Engineering & Services

RESPONSIBLE OFFICER: Graham O'Byrne

PREPARED BY: Graham O'Byrne

DATE REPORT PREPARED: 15 April 2021

LINK TO COUNCIL PLAN/S:

#### 1. EXECUTIVE SUMMARY

This report confirms the prioritised List of Projects (LoP) that have been submitted to the Department of State Development, Infrastructure, Local Government and Planning (the Department) for the 2021-24 Works for Queensland funding program:

- Intelligent Water Network (including Smart Water Meters)
- Sewerage network upgrade
- Gregory River pedestrian bridge
- Burketown Wharf recreational grounds
- Burketown boat washdown bay

#### 2. BACKGROUND

The Department has requested that Council submit its LoP for the recently released grant program, 2021-24 Works for Queensland. The program is a non-competitive, allocation based program with \$1.11m allocated to Burke Shire Council out of a total of \$200m across 65 councils. Each council is required to submit a LoP providing details of the projects which it proposes to deliver using its approved program funding.

The LoP and associated budgets as discussed by Council in a workshop on 8<sup>th</sup> April 2021 is as follows:

| Project   | Description   | Budget    |       |           | Timing<br>(completion) |
|---|---|-----------|-------|-----------|------------------------|
|   |   | W4Q 21-24 | Other | Total     |                        |
| Intelligent Water Network<br>(including Smart Water Meters) | Provision of "fit-for-purpose" and "fit-for-place" in-line monitoring for the water network of key metrics such as flow and pressure. Installation of monitoring points, associated data compilation and analysis functionality. Installation of pressure control management. Installation of Smart Metering to enable remote | \$500,000 | \$0   | \$500,000 | 23/12/2023             |

|                                      |   |             |           |             |            |
|--------------------------------------|---|-------------|-----------|-------------|------------|
|                                      | monitoring in near-real-time.   |             |           |             |            |
| Sewerage network upgrade             | Review and remediate/upgrade of the Shire's sewerage network including pipework, manholes and pumpstations.   | \$80,000    | \$20,000  | \$100,000   | 30/11/2022 |
| Gregory River pedestrian bridge      | Replace and upgrade walkway across Gregory River at the Gregory camping grounds. Existing deck needs replacing due to deterioration. Includes installation of handrails and signage to address safety concerns. | \$100,000   | \$0       | \$100,000   | 30/11/2022 |
| Burketown Wharf recreational grounds | Construct new facilities for users of the wharf precinct. Facilities to include items such as a barbeque area and seating.  | \$250,000   | \$50,000  | \$300,000   | 31/05/2022 |
| Burketown boat washdown bay          | Construct new washdown facility for boats. Incorporate concrete washbay with appropriate environmental management of waste water.   | \$180,000   | \$70,000  | \$250,000   | 30/04/2022 |
| Totals                               |   | \$1,110,000 | \$140,000 | \$1,250,000 |            |

It is noted that the above budgets are initial estimates only, with the final scoping to align with the available funding plus contribution from “others”. The projects will be progressed in accordance with Council’s Procurement Policy.

### 3. FINANCIAL & RESOURCE IMPLICATIONS

The total budget for the five projects is \$1.25m with \$140,000 being contributed by Council. Council’s contribution will either be from own revenue or from other funding sources. All contributions from Council’s own revenue will be included in future years’ budgets, and contained within current sustainability targets.

### 4. RISK

| Risk                        | Description   | Risk Mitigation  |
|-----------------------------|---|--|
| <b>Eligibility Criteria</b> | <ul style="list-style-type: none"> <li>Submitted projects don’t meet the eligibility criteria</li> </ul>              | <ul style="list-style-type: none"> <li>Discussions with the Department prior to submission to ensure eligibility</li> </ul>            |
| <b>Budget</b>               | <ul style="list-style-type: none"> <li>Project budget is underestimated</li> <li>Financial year exceedance</li> </ul> | <ul style="list-style-type: none"> <li>Carry out cost assessments with appropriate contingencies prior to project execution</li> </ul> |

|                         |   |   |
|-------------------------|---|---|
|                         |   | <ul style="list-style-type: none"><li>• Ensure projects are staged where necessary to align with council's financial year budgets</li></ul> |
| <b>Scope Definition</b> | <ul style="list-style-type: none"><li>• Scope is not well defined</li></ul> | <ul style="list-style-type: none"><li>• The broad scoping at this stage needs to be aligned with available budget</li></ul>                 |

#### 5. POLICY & LEGAL IMPLICATIONS

Council is required to meet all relevant local government procurement requirements as outlined in the Local Government Act 2009, Local Government Regulation 2012 and in Council's Procurement Policy.

#### 6. OFFICERS RECOMMENDATION

That Council endorses the nominated List of Projects for the 2021-24 Works for Queensland funding program as:

- a. Intelligent Water Network (including Smart Water Meters)
- b. Sewerage network upgrade
- c. Gregory River pedestrian bridge
- d. Burketown Wharf recreational grounds
- e. Burketown boat washdown bay

#### ATTACHMENTS

Nil

## 11. Office of the Deputy Chief Executive Officer

11.01 Finance Monthly Update Report

11.02 Deputy Chief Executive Officer Update

## Financial Services Reports

### 11.01 Finance Monthly Update Report

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|                         |   |
|-------------------------|---|
| DEPARTMENT:             | Office of the Deputy Chief Executive Officer      |
| RESPONSIBLE OFFICER:    | Dan McKinlay; Deputy CEO                          |
| PREPARED BY:            | Shaun Jorgensen; Finance and Technology Manager   |
| DATE REPORT PREPARED:   | 12 April 2021                                     |
| LINK TO COUNCIL PLAN/S: | Operational Plan 2020-21   Council Budget 2020-21 |

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#### 1. PURPOSE

This report has been constructed to provide a snapshot of the progress of council's operations (financial) against budget targets as at 31 March 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 March 2021.

#### 2. SUMMARY

As a review of council's performance over the month of March 2021; we noted that cash is up by \$3.14mil, management and finance will closely monitor this balance to ensure it continues to move towards the expected balance by 30 June 2021. It was also noted that comparative to the budget, council operations were slightly over budget for March 2021 (total P&L expenditure against budget as at 31 March 2021 was 77.85%). This is a slight overspend of 2.85% year to date due to cost phasing.

We note 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. 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

- 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 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 31 March 2021.



| Overall Financial Performance         | Note Ref | Year To Date Actual | Annual Budget (Target) | YTD Progress %  |
|---------------------------------------|----------|---------------------|------------------------|---|
| Operating Revenue                     | (1)      | 6,364,629           | 13,683,159             |  47%   |
| Operating Expenses                    | (2)      | 14,150,901          | 18,177,973             |  78%   |
| <b>Operating Result (Profit/Loss)</b> | -        | <b>7,786,272</b>    | <b>- 4,494,814</b>     |  173%  |
| Capital Revenue                       | (3)      | 3,075,883           | 7,417,914              |  41%   |
| <b>Net Result</b>                     | -        | <b>4,710,389</b>    | <b>2,923,100</b>       |  -161% |

| Assets & Liabilities        |     | Year To Date Actual | Annual Budget (Target) |
|-----------------------------|-----|---------------------|------------------------|
| Cash & Cash Equivalents     | (4) | 9,538,849           | 5,464,272              |
| Other Current Assets        | (5) | 2,066,095           | 1,533,626              |
| Non Current Assets          | (6) | 153,028,515         | 148,269,906            |
| <b>Total Assets</b>         |     | <b>164,633,459</b>  | <b>155,267,804</b>     |
| Liabilities (Current)       | (7) | 9,666,759           | 3,540,000              |
| Liabilities (Non Current)   | (8) | 999,916             | 860,000                |
| <b>Total Liabilities</b>    |     | <b>10,666,675</b>   | <b>4,400,000</b>       |
| <b>Net Community Assets</b> |     | <b>153,966,784</b>  | <b>150,867,804</b>     |

### Sustainability Outlook

| Financial Sustainability Ratios and Measures of Sustainability | Target             | Current Month YTD | Prior Month |
|--|--------------------|-------------------|-------------|
| <sup>1</sup> Operating Surplus Ratio (%)                       | Between 0% and 10% | -122%             | -156%       |
| <sup>2</sup> Working Capital Ratio                             | Greater than 1:1   | 1                 | 2           |
| <sup>3</sup> Net Financial Liabilities Ratio                   | Less than 60%      | -30%              | -43%        |

1

### Notes:

- (1) Operating revenues** - While it appears revenues have not increased for the month of March 2021, finance note that amounts relating to QRA DRFA funds were received; however due to accruals based accounting, these are currently recognised as unearned revenue. It is expected the balance of revenue to increase for April pending a full reconciliation of the balance of unearned revenue for April 2021.
- (2) Operating Expenses** - 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 \$3.57mil against a budget of \$5.54mil for the year. This is an actual spend of 64.48% against an expected 75% per the budget, Council is currently tracking on budget target for the year, however this is also a result of FTE being down for March 2021, compared to original budget expectations.
- (3) Capital Revenue** - For similar reasons relating to operating revenue, capital revenue is to be reconciled from the council unearned revenue liability for April 2021; at this stage it is expected that capital revenues will increase for April 2021 based on accruals accounting movements.
- (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

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

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

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

## 4. STATEMENT OF CASH FLOWS

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

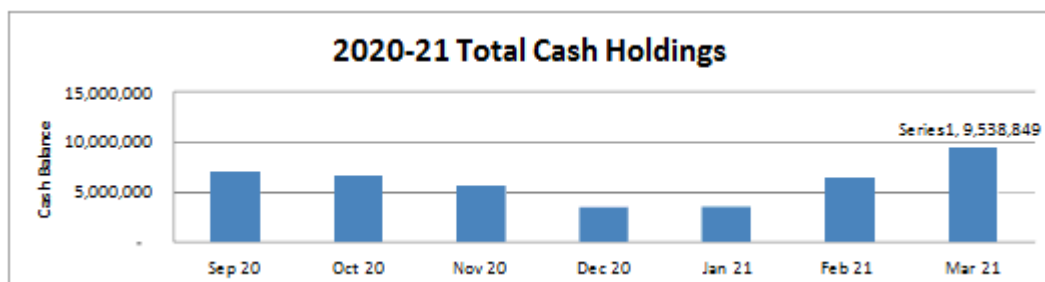
For the month ended 31 March 2021

|  | Note Ref   | 31 March 2020      | 31 March 2021      | 2020-21 Annual Budget | YTD Progress % |
|--|------------|--------------------|--------------------|-----------------------|----------------|
|  |            | \$                 | \$                 | \$                    |                |
| <b>Cash flows from operating activities:</b>               |            |                    |                    |                       |                |
| Receipts from customers                                    | (1)        | 3,835,673          | 4,225,873          | 3,989,742             | 106%           |
| Payments to suppliers and employees                        | (2)        | (13,405,549)       | (3,110,464)        | (14,117,962)          | 22%            |
|  |            | (9,569,876)        | 1,115,409          | (10,128,220)          | -11%           |
| Rental Income  | (3)        | 151,891            | 174,513            | 230,000               | 76%            |
| Interest Received  | (4)        | 110,174            | 59,833             | 120,000               | 50%            |
| Operating Grants and Contributions                         | (5)        | 6,862,685          | 2,451,206          | 9,135,159             | 27%            |
| Borrowing Costs  |            | -                  | -                  | -                     | 0%             |
| <b>Net cash inflow (outflow) from operating activities</b> |            | <b>(2,445,127)</b> | <b>3,800,961</b>   | <b>(643,061)</b>      | <b>-99%</b>    |
| <b>Cash flows from investing activities:</b>               |            |                    |                    |                       |                |
| Payments for Property, Plant and Equipment                 | (6)        | (2,754,551)        | (4,391,599)        | (8,364,183)           | 53%            |
| Net movement on loans and advances                         |            | -                  | -                  | -                     | 0%             |
| Proceeds from Sale of Property, Plant and Equipment        |            | -                  | -                  | -                     | 0%             |
| Capital Grants and Subsidies                               | (7)        | 1,735,841          | 3,075,883          | 7,417,914             | 41%            |
| <b>Net cash inflow (outflow) from investing activities</b> |            | <b>(1,018,710)</b> | <b>(1,315,716)</b> | <b>(946,269)</b>      | <b>139%</b>    |
| <b>Cash flows from financing activities:</b>               |            |                    |                    |                       |                |
| Proceeds from Borrowings                                   |            | -                  | -                  | -                     | 0%             |
| Repayment of Borrowings                                    |            | -                  | -                  | -                     | 0%             |
| <b>Net cash inflow (outflow) from financing activities</b> |            | <b>-</b>           | <b>-</b>           | <b>-</b>              | <b>0%</b>      |
| <b>Net increase (decrease) in cash held</b>                | <b>(8)</b> | <b>(3,463,837)</b> | <b>2,485,245</b>   | <b>(1,589,330)</b>    | <b>-156%</b>   |
| Cash at beginning of reporting period                      |            | 9,595,818          | 7,053,604          | 7,053,602             | 100%           |
| <b>Cash at end of reporting period</b>                     | <b>(8)</b> | <b>6,131,981</b>   | <b>9,538,849</b>   | <b>5,464,272</b>      | <b>175%</b>    |

## Cash and Cash Equivalents Summary

| Cash & Cash Equivalents | Effective Interest Rate | YTD Interest Earnings | Cash Balance     |
|-------------------------|-------------------------|-----------------------|------------------|
| QTC Cash Fund           | 0.82%                   | 59,833                | 5,934,805        |
| Westpac General Fund    | -                       | -                     | 3,603,761        |
| Cash Floats             | -                       | -                     | 283              |
| <b>Total</b>            |                         |                       | <b>9,538,849</b> |

## Cash and Cash Equivalents Movement Comparison Chart



## Notes to the Statement of Cashflows:

- (1) **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 cashflow line will show some distortion between accounting (accruals) revenue (asset balance movements) and actual cashflows based on the changes to AASB15 and 1058 for 30 June. Council 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 March 2020 in the previous year; this due firstly 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 and secondly due to incoming rate payments at the end of the month from March levy being issued to rate payers.

- (2) **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 cashflow mapping in PCS for liability movements, this has distorted Council's payments to suppliers and employment for the month. True cash expenditure equated to \$10.53mil at the end of March 2021 and equates to a total cash spend of 74.68% ytd against the budgeted target of 75% for 31 March 2021. This 0.32% underspend 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).
- (3) **Rental Income** - rental income is consistent with this time last year comparably and is on track against budget expectations.
- (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 provided by the QTC (0.82%). This is up from 0.63% in February 2021.
- (5) **Operating Grants and Contributions** - council recorded minimal movement of operating grants for the month; this is in part due to accrual accounting adjustments that are pending in relation to the completion of DRFA works.
- (6) **Payments for Property, Plant and Equipment** - minimal movements in capital project outflows identified for the month in part due to a number of staff being on annual leave.
- (7) **Capital Grants and Subsidies** - council recorded minimal movement of capital grants for the month, this is in part due to accrual accounting adjustments that are pending in relation to the completion of capital project works in order to recognise unearned revenues.
- (8) **Net Cash Movement** - council's cash holdings were up \$3.14mil, to a total balance of \$9.53mil in the bank/QTC. While not shown specifically above; \$3 mil approx. was also recognised as unearned revenue for the DRFA program; this unearned revenue will be subject to review in April 2021 in order to recognise revenue in correlation to works completed for the year to date

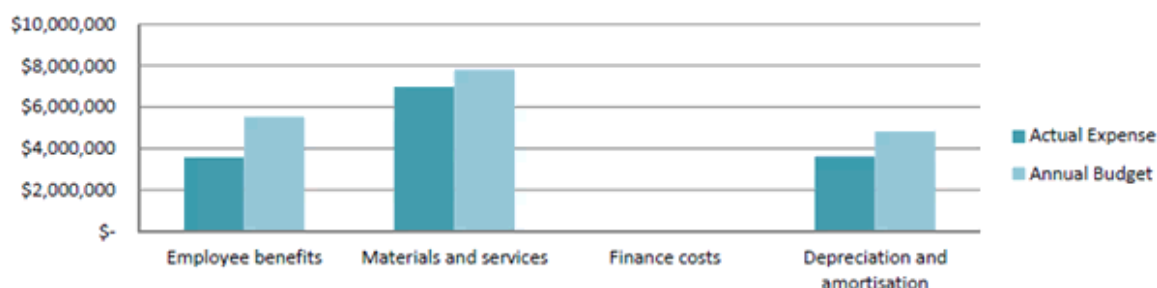
## 5. STATEMENT OF INCOME AND EXPENDITURE

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

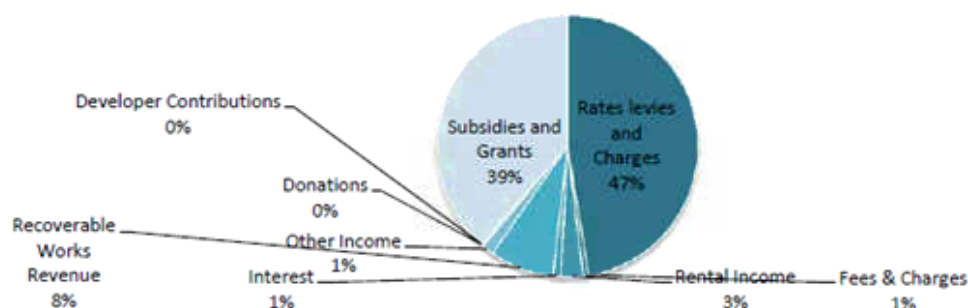
For the month ended 31 March 2021

|                                 | Note Ref | 31 March 2020<br>\$ | 31 March 2021<br>\$ | 2020-21 Annual Budget<br>\$ | YTD Progress % |
|---------------------------------|----------|---------------------|---------------------|-----------------------------|----------------|
| <b>Recurrent Revenue</b>        |          |                     |                     |                             |                |
| Rates levies and Charges        |          | 3,011,121           | 3,015,836           | 2,951,000                   | 102%           |
| Fees & Charges                  | (1)      | 67,647              | 44,772              | 85,500                      | 52%            |
| Rental Income                   | (2)      | 151,891             | 174,513             | 230,000                     | 76%            |
| Interest                        | (3)      | 110,174             | 59,833              | 120,000                     | 50%            |
| Recoverable Works Revenue       | (4)      | 357,417             | 506,958             | 1,060,500                   | 48%            |
| Other Income                    | (5)      | 70,947              | 92,211              | 101,000                     | 91%            |
| Donations                       |          | -                   | 19,300              | -                           | 0%             |
| Developer Contributions         |          | -                   | -                   | -                           | 0%             |
| Subsidies and Grants            | (6)      | 6,862,685           | 2,451,206           | 9,135,159                   | 27%            |
| <b>Total Recurrent Revenue</b>  |          | <b>7,620,761</b>    | <b>6,364,629</b>    | <b>13,683,159</b>           | <b>47%</b>     |
| <b>Capital Revenue</b>          |          |                     |                     |                             |                |
| Sale of non-current assets      |          | -                   | -                   | -                           | 0%             |
| Contributions                   |          | -                   | -                   | -                           | 0%             |
| Subsidies and Grants            | (7)      | 1,735,841           | 3,075,883           | 7,417,914                   | 41%            |
| <b>Total Capital Revenue</b>    |          | <b>1,735,841</b>    | <b>3,075,883</b>    | <b>7,417,914</b>            | <b>41%</b>     |
| <b>TOTAL INCOME</b>             |          | <b>9,356,602</b>    | <b>9,440,512</b>    | <b>21,101,073</b>           | <b>45%</b>     |
| <b>Recurrent Expenses</b>       |          |                     |                     |                             |                |
| Employee benefits               | (8)      | 3,746,676           | 3,573,424           | 5,541,519                   | 64%            |
| Materials and services          | (9)      | 8,929,993           | 6,962,217           | 7,795,454                   | 89%            |
| Finance costs                   | (10)     | 73,796              | 6,968               | 12,000                      | 58%            |
| Depreciation and amortisation   | (11)     | 3,589,144           | 3,608,292           | 4,829,000                   | 75%            |
| <b>TOTAL RECURRENT EXPENSES</b> |          | <b>16,339,609</b>   | <b>14,150,901</b>   | <b>18,177,973</b>           | <b>78%</b>     |
| <b>NET RESULT</b>               |          | <b>- 6,983,007</b>  | <b>- 4,710,389</b>  | <b>2,923,100</b>            | <b>-161%</b>   |

## Expenditure Actual v Budget



## Actual Revenue % Split YTD



## Notes to the Statement of Income and Expenditure:

(1) Fees &amp; 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 provided by the QTC (0.82%). This is up from 0.63% in February 2021.
- (4) **Recoverable Works Revenue** - is on track year to date, RMPC works will pick up again once the wet season has concluded.
- (5) **Other Income** - is up based on billings to external organisation for work completed on their behalf as well as the payment of previously doubtful debt back to council.
- (6) **Subsidies and Grants (operating)** - council recorded minimal movement of operating grants for the month; this is in part due to accrual accounting adjustments that are pending in relation to the completion of DRFA works.
- (7) **Subsidies and Grants (capital)** - council recorded minimal movement of capital grants for the month, this is in part due to accrual accounting adjustments that are pending in relation to the completion of capital project works in order to recognise unearned revenues.
- (8) **Employee benefits** - employee benefits costs against the budget. Council has currently expended \$3.57mil against a budget of \$5.54mil for the year. This is an actual spend of 64.48% against an expected 75% per the budget, Council is currently tracking on progress against the budget target for the year however this is also a result of FTE being down for March compared to original budget expectations due to the level of vacancies.
- (9) **Materials and services** - Costs are higher than budgeted, however this is due to the simplified nature of budget pro-rata estimating. While we have 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 Council tracks appropriately up to 30 June. Please refer to page 7 for the disaggregated breakdown of council costs for further details.
- (10) **Finance costs** - minimal costs have been incurred in March 2021 for finance costs; Council does not expect significant changes in the trend on this expenditure as this consists of such as bank fees etc.
- (11) **Depreciation and amortisation** - is inline with the expected depreciation spend.

## 6. BURKE SHIRE COUNCIL FINANCIAL PERFORMANCE

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

It is expected that movements should be no more than 8.33% month on month (100% divided by 12 months).  
Benchmark for March 2021 75%

**% 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 March 2020<br>\$ | 31 March 2021<br>\$ | 2020-21 Annual<br>Budget<br>\$ | YTD Progress<br>% |   |
| <b>Recurrent Expenses</b>           |                     |                     |                                |                   |   |
| Corporate Governance Costs          | 451,521             | 616,829             | 897,900                        | 69%               | Within budget expectation for the month (75% movt).   |
| Administration Costs                | 1,476,819           | 2,425,672           | 2,934,783                      | 83%               | Slightly higher than expected; management will monitor this.  |
| Recoverable Works Expenses          | 299,243             | 387,469             | 745,000                        | 52%               | Within budget expectation for the month (75% movt).   |
| Engineering Services                | 7,375,721           | 6,294,422           | 7,479,508                      | 84%               | 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              | 630,301             | 554,606             | 913,900                        | 61%               | Within budget expectation for the month (75% movt).   |
| Net Plant Operating Costs           | - 488,003 -         | 649,950 -           | 1,076,199                      | 60%               | Within budget expectation for the month (75% movt).   |
| Planning and Environmental Expenses | 149,223             | 61,714              | 181,580                        | 34%               | Within budget expectation for the month (75% movt).   |
| Community Services Costs            | 1,143,468           | 844,878             | 1,260,501                      | 67%               | Within budget expectation for the month (75% movt).   |
| Finance Costs                       | 73,796              | 6,968               | 12,000                         | 58%               | Within budget expectation for the month (75% movt).   |
| Depreciation                        | 3,589,144           | 3,608,292           | 4,829,000                      | 75%               | Within budget expectation for the month (75% movt).   |
| Other Expenses                      | -                   | -                   | -                              | 0%                | Within budget expectation for the month (75% movt).   |
| <b>TOTAL RECURRENT EXPENSES</b>     | <b>14,703,233</b>   | <b>14,150,900</b>   | <b>18,177,973</b>              | <b>77.85%</b>     | Slightly over budget v estimated spend YTD (2.85%), 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 31 March 2021*

|  | 31 March 2021      | 2020-21 Annual Budget |
|--|--------------------|-----------------------|
|  | \$                 | \$                    |
| <b>Current Assets</b>                          |                    |                       |
| Cash and cash equivalents                      | 9,538,849          | 5,464,272             |
| Trade and other receivables                    | 2,081,959          | 340,539               |
| Inventories                                    | 287,270            | 300,000               |
| Other financial assets                         | - 303,134          | 893,087               |
| Non-current assets classified as held for sale | -                  | -                     |
| <b>Total current assets</b>                    | <b>11,604,944</b>  | <b>6,997,898</b>      |
| <b>Non-current Assets</b>                      |                    |                       |
| Receivables                                    | -                  | -                     |
| Property, plant and equipment                  | 227,560,184        | 217,493,881           |
| Accumulated Depreciation                       | - 74,531,669       | 69,223,975            |
| Intangible assets                              | -                  | -                     |
| <b>Total non-current assets</b>                | <b>153,028,515</b> | <b>148,269,906</b>    |
| <b>TOTAL ASSETS</b>                            | <b>164,633,459</b> | <b>155,267,804</b>    |
| <b>Current Liabilities</b>                     |                    |                       |
| Trade and other payables                       | 9,540,912          | 3,400,000             |
| Borrowings                                     | -                  | -                     |
| Provisions                                     | 125,847            | 140,000               |
| Other  | -                  | -                     |
| <b>Total current liabilities</b>               | <b>9,666,759</b>   | <b>3,540,000</b>      |
| <b>Non-current Liabilities</b>                 |                    |                       |
| Trade and other payables                       | 139,515            | -                     |
| Interest bearing liabilities                   | -                  | -                     |
| Provisions                                     | 860,401            | 860,000               |
| Other  | -                  | -                     |
| <b>Total non-current liabilities</b>           | <b>999,916</b>     | <b>860,000</b>        |
| <b>TOTAL LIABILITIES</b>                       | <b>10,666,675</b>  | <b>4,400,000</b>      |
| <b>NET COMMUNITY ASSETS</b>                    | <b>153,966,784</b> | <b>150,867,804</b>    |
| <b>Community Equity</b>                        |                    |                       |
| Shire capital                                  | 39,529,889         | 39,529,889            |
| Asset revaluation reserve                      | 93,485,877         | 86,418,456            |
| Retained surplus/(deficiency)                  | 20,951,016         | 24,919,459            |
| Other reserves                                 | -                  | -                     |
| <b>TOTAL COMMUNITY EQUITY</b>                  | <b>153,966,784</b> | <b>150,867,804</b>    |

## 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                                 | <del>Nil</del>                         | N/A                               |

9. OFFICER'S RECOMMENDATION

That the financial report for the 31 March 2021 be received and noted.

ATTACHMENTS

Nil



## Deputy Chief Executive Officer Reports

### 11.02 Deputy Chief Executive Officer Update

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|                         |   |
|-------------------------|---|
| DEPARTMENT:             | Office of the Deputy Chief Executive Officer  |
| RESPONSIBLE OFFICER:    | Dan McKinlay; Deputy CEO  |
| PREPARED BY:            | Dan McKinlay; Deputy CEO  |
| DATE REPORT PREPARED:   | 14 April 2021   |
| LINK TO COUNCIL PLAN/S: | Goal – Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk) |

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#### 1. PURPOSE

To summarise the key actions and updates within the office of the Deputy CEO for the month of March 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**

Week in Cairns office

Number of Performance Appraisals finalised.

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.

The Housing Strategy implementation was progressed.

Events Calendar progressed.

Progressed various Gulf Savannah Development projects.

Training-Progressed Workplace Drug and Alcohol testing course.

Procurement Training session.

Various meetings including;

- Burketown Mineral Baths.
- CHAS Phase 7.
- Telstra initiatives.

**Financial Services and Information Technology.**

Major focus in March 2021 for Financial Services was as follows:

- Capitalisation of assets for annual indexation;
- Commencement of fees and charges review;
- On-costs review started;
- Completion of rates modelling;
- Interim audit preparation;
- Drafting of audit committee documents (charter/internal audit plan);
- RFQ process commenced for internal audit; and
- QAO audit app implementation.

Major focus in March 2021 for Technology Services was as follows:

- Review of council Microsoft exchange security due to state breach;
- Finalisation of Telstra Air Contract Renewal contract;
- Commencement of Whispir implementation;
- Website upgrade progression (security review);
- Repair of data cable to Depot;
- Organising of TV Sat Dish Repairs; and
- Organisation of meeting with the Mayor, key executives and GM of Telstra QLD.

These are being finalised on a timely basis.

**People, Performance and Culture**

Positions advertised

- Administration Officer
- WHS Administrator

HR Policies

- Flexible Working Policy and Procedure
- HR procedures continue to be reviewed.

New Hires

- No new hires in March

Training

- Code of Conduct
- Test and Tag

- Grant Writing Workshop
- SurePact Project Management Training

### **Economic and Community Projects**

The Gulf Academy Project is continuing to progress. The consultants have completed an initial strategic review of the Gulf Academy which includes what their initial proposal for the Gulf Academy will look like, how it will run, the components of the academy, key stakeholders that need to be involved and a literature review on similar models. The next step includes further consultation with the steering committee.

The Protected Cropping Feasibility Study is also steadily progressing. The draft feasibility study will be completed by the 13<sup>th</sup> April.

The Gulf Savannah Development AGM will be held in Cairns on the 29<sup>th</sup> April. Marketing collateral for the organisation and AGM will be distributed this week.

Passport project - the funding contract with the Department of Employment Small Business and Training is currently being finalised.

Burketown Tourism Statistics – For March 2021 there were a total of 25 visitors to the Burke Shire Region that also visited the tourist information centre. Of the visitors, the majority were from Queensland with the remaining small numbers from NSW and Victoria. During March total of 168 passengers booked tours that will run from May to September. The majority of enquiries during March were made during the week.

### **Community and Communications**

#### Events

##### Upcoming Community Events:

- 1<sup>st</sup> & 2<sup>nd</sup> May – Saddles & Paddles, Gregory

##### Upcoming Council Events:

- 25<sup>th</sup> April 2021 - ANZAC Day (Burketown & Gregory)
- 1st May – Opening/Naming of Gregory Spectator Facility
- 8th May – Mates Day/Naming of Wharf Precinct
- 3rd July – Order of the Outback Ball

#### Facilities Management

- All Hazard Inspections are currently up to date
- Looking into MOU's for Shared Facilities

#### 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 were originally going to be sent out by 26th March 2021 however fees are being reviewed and these will be sent out mid May. Inspections of businesses will need to be performed this year as we did not complete due to Covid.
- BSC have introduced Check In QLD App. This will be used in Council facilities and at events going forward.

**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 has been submitted for 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

**Corporate Services and Governance:****Governance**

- Focus on a number of Governance issues including major formatting exercise for Delegations Register and policy reviews.
- In Brisbane during Councillors Strategy week for Council meeting and signing of House purchase contract.

**Durlga Bookings**

- Three external bookings for March 2021. There have also 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 March 2021 be noted and received.

ATTACHMENTS

Nil

## 12. Closed Session Reports

Council will move into a closed session to discuss confidential items as defined in the Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 254 J (3) (a, b, c, d, e, f, g, h and i).

- (a) the appointment, discipline or dismissal of the chief executive officer;
- (b) industrial matters affecting employees;
- (c) the local government's budget;
- (d) rating concessions;
- (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
- (f) matters that may directly affect the health and safety of an individual or a group of individuals;
- (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
- (h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
- (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

No closed session reports were received for this meeting.

## 13. Chief Executive Officer Reports

|                                      |
|--------------------------------------|
| 13.01 Chief Executive Officer Report |
|--------------------------------------|

## Chief Executive Officer Reports

### 13.01 Chief Executive Officer Report

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|                         |  |
|-------------------------|--|
| DEPARTMENT:             | Office of the Chief Executive Officer  |
| RESPONSIBLE OFFICER:    | Clare Keenan; Chief Executive Officer  |
| DATE REPORT PREPARED:   | 13 April 2021  |
| LINK TO COUNCIL PLAN/S: | Corporate Plan – Administration. Outcome 2.2 Professional administrative interaction with all stakeholders |

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#### 1. PURPOSE

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

#### 2. MATTERS FOR YOUR INFORMATION

##### **Strategic and Policy Issues**

In early March, I attended the NWQROC meeting in Julia Creek, a particular highlight being the presentation from Telstra on the possibilities of the Internet of Things and the repurposing of 3G to 5G. Council has progressed Whispir technology and met with Telstra's Queensland General Manager to explore further uses of technology in Burke Shire.

The Mayor, Councillors Murray and Wade, attended a strategy session in Brisbane with the Executive Leadership Team. This trip also included Media Training, Dispute Resolution and Negotiation Training as well as a fantastic session by Steve Marsden at the Australian Institute of Company Directors on Local Government Finance. I would like to thank those Councillors who attended for their dedication to getting new skills that can serve our community.

##### **Housing strategy**

On the 25<sup>th</sup> of March at Burke Shire's council meeting held at Parliament House in Brisbane, the first of council's houses was divested to our Corporate Services and Governance Manager, Madison Marshall. The event was attended by Dr Chris Sarra, Director General of the Department of Aboriginal and Pacific Island Partnerships; Warwick Agnew, Director General of the Department of Small Business and Training; Minister for Communities and Housing, Leeanne Enoch, Robbie Katter MP and a representative from McCullough Robertson.

Our IT and Communications Administrator, Jordan Marshall, has had her contract prepared for her new home and we expect to have that signed in April.

Dan McKinlay continues to put significant effort into getting our staff mortgage-ready. Thanks again to WestPac and McCullough Robertson for their support of our housing divestment.

##### **COVID-19 Recovery Strategy**

The issue of a new Burke Shire Passport and a new, tourist-focussed website is underway. I met with Greg Grainger and the website designer in Brisbane. We held a meeting with our small business owners to discuss how the project could best support them and I am delighted to report that all businesses will join the initiative. We are producing the merchandise that will entice visitors to have



their passports stamped at each location. Our campaign is being developed and we will have billboards on the routes up towards Burke Shire promoting Citizenship of our Shire. I am most grateful to the Small Business Advisory Council for their support of this initiative to assist our businesses who suffered the impacts of our four month border closure.

**Workplace Health and Safety.**

The Workplace Health and Safety Performance Report for the month of March 2021 is attached.

**3. OFFICER'S RECOMMENDATION**

That Councillors note the contents of this report.

**ATTACHMENTS**

1. Workplace Health and Safety Performance Report



WHS Report March  
2021.pdf

## 14. Mayoral Report

Report to be provided to meeting.

## 15. Councillor Reports

Councillors will provide reports to the meeting.

## 16. Late Business

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

## 17. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled for the meeting.

## 18. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 27 May 2021.