



Agenda and Business Papers

Burke Shire Council Ordinary Meeting

Thursday 22 July 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 Cr Tonya Murray; Deputy Mayor Cr John Clarke Cr John Yanner Cr Rosita Wade
Officers	Dan McKinlay; Chief Executive Officer Graham O’Byrne; Executive Manager Engineering Shaun Jorgensen; Finance and Technology Manager 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:

- Shaun Jorgensen, Finance and Technology Manager

03. Prayer

Led by Cr Yanner

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 24 June 2021

That the Minutes of the Ordinary Meeting of Council held on Thursday 24 June 2021 as presented be confirmed by Council.



210624 Unconfirmed
Minutes.docx

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
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Engineering Services Reports

10.01 Engineering and Services Monthly Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Graham O'Byrne
DATE REPORT PREPARED:	16 July 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 June 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.

- New Project Engineer starting first week July (now commenced and settling in well)

2.1 **General Works (including Parks, Gardens and Cemetery)**

- New cleaner commenced in June which has had a significant positive impact
- Gregory continuation of skip bin and dump-ezy servicing due to increase in tourism numbers
- PYMO Drainage and vehicle access at gates complete early June.
- Wharf maintenance- De silt Boat ramp ongoing

2.2 **Roads**

- Culvert replacement project (site 3 Floraville Rd) completed
- Trugannini Rd repairs have been approved by QRA
- RMPC works well underway

2.3 **Plant and Fleet**

- Major repairs scheduled for repairs to fuel system unit 583 Loader
- Progressing with procurement of white fleet – demand is high. Looking for delivery late in calendar year; cfwd
- Procurement of new Zero Turn Mower. Delivery date Mid July (delayed due to supplier lead time)
- Progressed with arranging tender of white fleet to locals with a reserve price set at the trade-in-value obtained from dealership

2.4 **Water & Sewerage**

Burketown**Water**

- WTP upgrade project commenced and due for completion in October '21
- Chemical Dosing upgrade works commenced with procurement of chemical storage bunds
- SCADA upgrade review undertaken (as part of QWRAP) and due for finalisation in July
- Waiting to hear from insurer re claim for water leak during Clear Water Storage project (cfwd)
- Works being carried out by BSC crew in preparation for WTP upgrade
- Planning for de-silting of lagoons for 21/22 FY underway

Sewerage Treatment Plant

- Non-compliances addressed with Department of Environment & Science with them being satisfied with the mitigation/remedies being introduced

Gregory

- SCADA issues continue to be an issue. Detailed discussions with Austek to put a temporary solution in place prior to the major SCADA upgrade.

2.5 Airports

- Lighting replacement and line marking to be carried out under RAUP Rd 8 funding

2.6 Waste


- Construction of new landfill cell in Burketown to commence mid-July. Involves relocation and sorting of existing waste piles (with majority by BSC crews) – refer to Attachment 2 for the revised layout
- Contra for removal of remaining tyres has completed with a small amount remaining. Plans in place to remove these
- Waste Strategy is progressing with presentation to Council planned for future meeting

3. OFFICER'S RECOMMENDATION

That Council receives and notes the Engineering and Services report.

ATTACHMENTS

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


Attachment 01
(June21) - Final.docx

2. Bkt Dump - re-configuration


Bkt Dump -
re-configuration.pdf

Engineering Services Reports

10.02 Capex Projects Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Graham O'Byrne
DATE REPORT PREPARED:	16 July 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 \$8,562,264 for this Financial Year (FY). This is \$311,053 over the adopted budget of \$8,251,211. Of this additional amount approximately \$35,000 is not funded by external grants within the 20/21 FY.

There has been \$611,029 of Emergent Projects for the FY end, \$44,722 over the amount reported in May '21. This amount is comprised of \$27,538 of retention monies held over from the major Sewer Treatment Plant Upgrade in 20/21. Of the Emergent Projects the majority will be predominantly delivered within the 2021-2022 FY.

Currently, regarding council's own source revenue, the Capex Program is forecast at being approximately \$316,239 in surplus compared with Budget, with final end of year reconciliations under way. The main reason for this surplus is the extension of time required for a number of projects (mainly due to COVID related lead times) which has led to a carry-over of the project budgets into next FY.

3. PROJECTS

(new activity/progress for the month's end is shown in [blue](#))

Project	Description	Update/activity for reporting month
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; Final Draft report published on council's website in June for public comment

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. ▪ Approximately 160t of tyres remaining to be cleared; ▪ 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 ▪ Nearly all tyres were removed under the contract. Left over tyres were those that were essentially buried under ground level
LH National Park Road	Upgrade to general road, sealing works and placement of 5 culverts to assist drainage	Construction of culverts completed
WTP Upgrade	<ul style="list-style-type: none"> ▪ Upgrade of chemical dosing ▪ Provision of water testing facility (new lab) ▪ Replacement of shed and additional concrete working areas 	<ul style="list-style-type: none"> ▪ Design and tender documentation completed ▪ Works to be completed October 21 – extension of time with W4Q COVID & 19-21 with increased lead time for some items due to COVID ▪ Possession of site given and works underway with completion by October '21 ▪ Chemical Dosing Project is a separate project to be funded under W4Q 21-24 (replacing the Smart Water Meter/Intelligent Water Network project) ▪ Chemical Dosing project underway with contract awarded
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"> ▪ Minor defects/changes to be carried by end of June 21 ▪ Shade structure and rails to be erected by end of June '21 ▪ Works completed

Project	Description	Update/activity for reporting month
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) Auction of vehicles scheduled for July 21 – with process underway
STP Irrigation	<ul style="list-style-type: none"> Irrigation of adjacent land to comply with Environmental license 	<ul style="list-style-type: none"> Contract awarded to Tim Wilson To be completed by September 21
Culvert Replacement (multiple roads)	<ul style="list-style-type: none"> Replacement of failed culverts 	<ul style="list-style-type: none"> On-site investigations and designs being finalised Replacement of first culvert completed
Burketown Landfill Cell	<ul style="list-style-type: none"> New landfill cell Stage 1 of a 3 stage 10 year plan 	<ul style="list-style-type: none"> Contract awarded Re-configuration of waste stockpiles underway (BSC resources) Completion date September '21 (W4Q 19-21 project)
Regional Recycling Transport Assistance Package	Transportation costs of recyclable waste (tyres)	<ul style="list-style-type: none"> Tyre removal extent completed under contract
Remote Airport Upgrade Program Round 8	Lighting upgrade/replacement	<ul style="list-style-type: none"> Procurement of lights commenced
SCADA upgrade works	<p>QWRAP regional review of SCADA.</p> <p>Further to this BSC scope to be finalized and tendered</p>	<ul style="list-style-type: none"> Regional review under QWRAP commenced with report being finalized by end of July '21
Culvert Replacement – Floraville Rd	Replacement of failed culverts (sites 2A & 2B)	<ul style="list-style-type: none"> QRA funding approval obtained and designs underway

4. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Burketown Depot	<ul style="list-style-type: none"> Remediation of pavement and some miscellaneous works 	<ul style="list-style-type: none"> Contract awarded to Tim Wilson Works completed
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 LRCI. Concrete works funded through DRFA Flexible Funding Rd 2 Works completed in June
PYMO Drainage/Erosion control	Re-work and fix existing drainage from oval and adjacent areas	<ul style="list-style-type: none"> Temporary protection placed for Wet Season Works completed in June
PYMO change rooms	Renovation of change room facilities at the Phillip Yanner Memorial Oval.	<ul style="list-style-type: none"> Practical Completion given

5. GRANTS & FUNDING SUBMISSIONS

Funding program	Description	Update/activity for reporting month
Water Source Inflow upgrade – Greg & Burketown	Improve inflow monitoring, change locality of pumps for water intake and improve infrastructure resilience. Decrease Opex	Funding approval obtained
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	Funding approval obtained
Disaster and Recovery Generators Management Review/Training	Generator for communications and generator at airport fuel dispense.	Funding approval obtained
Flood Cameras	Replacement and upgrade of existing cameras	Funding approval obtained

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 submitted under TMR Principal Cycle Network program (funding approval since obtained – July '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	Project submission rejected by BBRF5 – currently in discussions with Dept Infrastructure to have submission accepted
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 rejected by BBRF5 – currently in discussions with Dept Infrastructure to have submission accepted

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

11. Chief Executive Officer Reports

<p>11.01 Chief Executive Officer Report 11.02 Finance Monthly Update Report 11.03 Burke Shire Special Holiday 2022</p>
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Chief Executive Officer Reports

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	16 July 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 CEO for the month of June 2021.

2. UPDATES

General -CEO

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 is progressing. Two houses sold in June and one further contract in place

Various 2021/2022 budget sessions with Council.

Discussion with Peak Services in relation to providing assistance in identifying available grants.

Attended GSD Management Meeting.

Attended DDMG meeting and Mt Isa District-Human Resources meeting.

Meeting with Mayor in relation to Aqawatch.

Financial Services and Information Technology.

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

- NCA annual indexation Audit feedback – provided to audit for 30 June 2021;
- Position papers audit feedback - provided to audit for 30 June 2021;
- Proforma (Shell) Financial statements feedback from audit - updates in progress;
- Completion of Internal audit (HR/IR) – Private works;
- PCS Accounting System Annual Rollover – completed with no issues;
- Commencement of the 21/22 budget process – TBC 15 July 2021;

- Multiple workshops sessions hosted with councilors around budget estimates and assumptions;
- QFES State Fire Levy for 30 June 2021; and
- Finalisations of Insurances for 21/22 (ISR and Fleet moved to LGM Assets from T&G).

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

- Website upgrade continuing to progress – Proposal received from LGAQ for further works;
- All new phones now deployed;
- New ICT equipment received for upgrade testing (Surface Pro's);
 - Encountered new matters for ICT to troubleshoot relating to domain server environment configurations and local/non-local hardware.
- Testing of Telstra Vehicle Tracker commenced – still to be commenced.

People, Performance and Culture

Internal HR/IR Audit finalised

Positions advertised

- Casual Machine Operator / Labourer

HR Policies

- Reclassification Policy – new policy

New Hires

- Maria Slater – Parks and Gardens Cleaner

Training

- Plumbing Apprenticeship Enrolment
- Confined Space Training
- Working at Heights Training
- Rehabilitation and Return to Work training
- HR, MC, MR Licenses
- Minute Takers Workshop

Housing

- Daryl Whitney has moved into a Council property
- Maria Slater has moved into a Council property

Economic and Community Projects

Economic Development

- The contract with Economy ID has been finalised which will provide accurate and up-to-date economic data for Burke Shire. This will be particularly useful for grant applications but will also applicable to other work areas. Training will be organised shortly so we can provide training to further Council staff to use the tool.
- Contact with State Development has been made to ask for their support in developing our Economic Development Strategy. They are on board to assist Burke Shire Council particularly with community consultation and the identification of projects however, due to resourcing issues; they will be unavailable to assist us until later in the year.

Community Projects

- The passport project has experienced minor delays due to shipping delays. Stock will be counted and distributed in the coming weeks.
- Funding from State Development for interpretive signage has been identified. A submission will be made once a decision has been made on which signs the Council would like.

Gulf Savannah Development

- Mayor Camp and I attended the MITEZ Meeting in Mount Isa on the 28th and 29th of June on behalf of GSD. It was an insightful event and worthwhile event to attend and was a fantastic opportunity to network.
- Both the Gulf Academy Project and Protected Cropping Projects have been completed and acquitted.
- Work is continuing with the Protected Cropping Project including the revision of the feasibility study to determine viability and the submission of an Economic Diversification Grant.

Tourism

- The Tourist Information Centre recorded a staggering 936 visitors in June which is almost double tourist numbers from 2018. The number of tourists visiting also follows an increasing day by day trend in June, suggesting that numbers should increase into July.

Community and Communications

Events

Upcoming Community Events:

- NIL

Upcoming Council Events:

- Order of The Outback Ball/ Morning Glory Festival
- Tidy Yards Competition

Other

- Looking into purchase of banners & marquees with BSC branding & potential involvement from local businesses to promote. Quotes have been sourced and banners to be ordered. Still in consultation re: banners.
- Currently our VIC is not a registered Visitor Information Centre with Tourism & Events Queensland. Looking into potential benefits of becoming a member and if we meet suitability requirements.
- Finalising procedure & package to assist families with funeral arrangements
- Auction of items on the block behind Depot is schedule for date to be selected in August.
- Auction of cars set to go ahead and this will be released to the public in the coming week.
- Re-alignment of fences & removal of sheds to commence at the Youth Units towards the end of July. The purpose of this is so that each property has an independent water & electricity source.
- Farhana Ahmed has commenced as the new Community Development & Administration Officer so we should start to see some movement in this space very soon.

Facilities Management

- Hazard Inspections are delayed pending sourcing a provider to undertake the inspections.

- Looking into MOU's for Shared Facilities – Dan has started on this
- Major clean required for Nijinda Durlga & Main Administration Office – quotes are currently being sourced
- Upgrade required at the Gregory Public Toilets. Quotes to be sourced
- Maintenance coming up – Depot (P&G Shed & Admin Building), SES Shed and Nijinda Durlga
- Housing Inspections are coming around again soon and a time for this will be scheduled in the very near future.

Local Laws

- It has been identified that we have an issue with cats in the pensioner units. Whether they have owners or are feral is yet to be determined however they are residing at a residence that is only intermittently occupied and a notice has been sent to the tenant.

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

- We have finalized Food Business Licenses for FY 2021/22. 8 registered and 2 outstanding. Investigation and possible inspection is required into whether one is operating a commercial kitchen. Trying to get an EHO to perform inspections has proven to be difficult and we are currently working with Peak Services in Cairns to have a contractor onsite some time in August.
- 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.
- Submission was successful for the 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.

Project proposal to be drafted for this event.

Corporate Services and Governance:

Governance

- Continuing to work through the policy reviews.

Durlga

- Five external bookings and a few internal bookings for June 2021.
- Maintenance works and major clean will be scheduled for late July at this stage
- Safety inspection was completed with WHS.

Library

- Looking at purchasing some new furniture and resources for the library through funding we have received from State Library.
- Some of the First Five Forever resources have been received. The funding this year has been used to purchase resources for the library and Burketown playgroup. Once all resources have arrived will arrange a day to present to the playgroup.
- Safety Inspection was completed with WHS.

Records

- Recordkeeping is continuing as per usual.
- CorpMem are continuing to work through the filing in the Cairns office.
- Destruction runs have commenced. One run has already been completed with one being worked on and two approved for the process.

Training

- Jennifer Kumsing, Sasha Hookey and Shakiah Douglas are still working through their Cert III in Business Administration.

3. OFFICER'S RECOMMENDATION

That the contents of the Chief Executive Officer's Report for June 2021 be noted and received.

ATTACHMENTS

1) Workplace Health and Safety



WHS Report June
2021.pdf

Financial Services Reports

11.02 Finance Monthly Update Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	16 June 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 at 30 June 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 June 2021. Note that as this is the final reporting month of the financial year, these figures may be subject to further changes as part of the end of financial year reporting process.

2. SUMMARY

As a review of council's performance over the month of June 2021; we noted that cash was up by \$1.432mil. It was also noted that comparative to the budget, council operational expenditure was slightly under budget for June 2021 by 0.38%. We note that this figure may be subject to further changes pending year end adjustments between the council balance sheet and profit and loss statement; it should be noted that at this stage these adjustments will take the form of non-cash accounting adjustments as required by the relevant accounting standards and audit.

As an overall, council at a preliminary assessment, has managed to spend within it's budget for the year resulting in a positive cash closing position as noted in the following report. Council should note that the current cash holdings it has at 30 June does have a level of commitment to projects and capital works carrying over to the new financial year.

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

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

3. OVERALL OPERATING SUMMARY (ACTUAL VS BUDGET)

The below summary shows a brief snapshot of how council is tracking in the current year against the budget for the year as adopted by council on the 30 June 2021.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	13,206,997	13,983,159	94%
Operating Expenses	(2)	18,408,515	18,477,973	100%
Operating Result (Profit/Loss)	-	5,201,518 -	4,494,814	116%
Capital Revenue	(3)	4,921,471	7,417,914	66%
Net Result	-	280,047	2,923,100	-10%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	10,530,239	5,464,272
Other Current Assets	(5)	2,006,877	1,533,626
Non Current Assets	(6)	153,263,431	148,269,906
Total Assets		165,800,547	155,267,804
Liabilities (Current)	(7)	6,430,119	3,540,000
Liabilities (Non Current)	(8)	973,304	860,000
Total Liabilities		7,403,423	4,400,000
Net Community Assets		158,397,124	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%	-39%	-129%
² Working Capital Ratio	Greater than 1:1	2	1
³ Net Financial Liabilities Ratio	Less than 60%	-46%	-24%

1

Notes:

- (1) **Operating revenues** - Upon consultation with project management, we established that \$4.09mil of revenue was redeemable for DRFA works completed year to date by June 2021 (pending June adjustments).

For the month of June a soft adjustment based on the above estimate has been flowed into the finance report to council to show what the expected impact of the above adjustments will have on the final position of council as at 30 June 2021. Council finance will be expecting some further movements in this balance until accounts are fully locked in mid-August 2021.

- (2) **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 \$4.357mil against a budget of \$5.541mil for the year. This is an actual spend of 78.64% against an expected 100% 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 June compared to original budget expectations.

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

Also note that this amount takes into account end of financial leave provision movement accounting adjustments of \$402k for RDO and Annual leave provisions.

- (3) **Capital Revenue** - For similar reasons relating to operating revenue, capital revenue's will increase in-kind with the amounts captured for DRFA betterment in unearned revenue (approx. \$600k) pending June 21 adjustments. It is also note that while not all revenues were received in 2021, these amounts will now be expected to be received throughout the 2021-22 financial year and form the basis for budgeted capex carry over assumptions.

(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.

4. STATEMENT OF CASH FLOWS

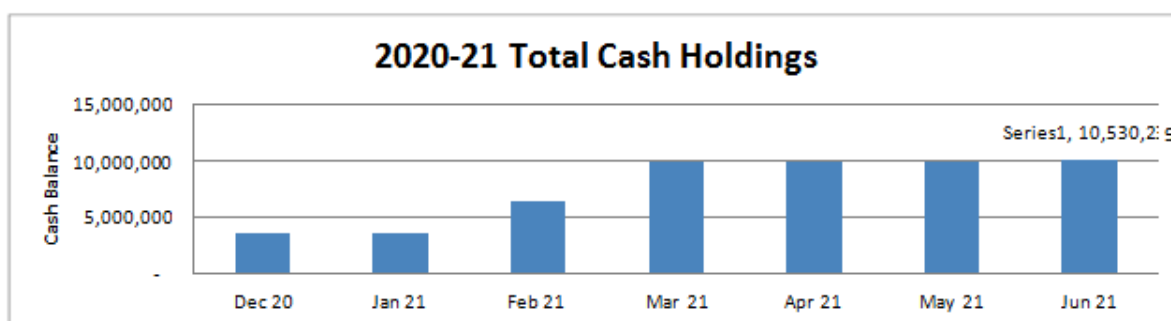
The below statement shows a comparison between the cash flow of June 2020 in the previous year v June 2021 actuals v the budgeted estimated cash flow for 30 June 2021.

For the month ended 30 June 2021

	Note Ref	30 June 2020 \$	30 June 2021 \$	2020-21 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	4,946,784	4,711,652	3,989,742	118%
Payments to suppliers and employees	(2)	(17,109,362)	(12,624,056)	(14,168,278)	89%
		(12,162,578)	(7,912,404)	(10,178,536)	78%
Rental Income	(3)	209,891	217,968	230,000	95%
Interest Received	(4)	123,783	80,641	120,000	67%
Operating Grants and Contributions	(5)	10,726,103	12,005,189	9,185,475	131%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		(1,102,800)	4,391,394	(643,061)	-683%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(4,289,271)	(5,836,230)	(8,364,183)	70%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	-	0%
Capital Grants and Subsidies	(7)	2,849,857	4,921,471	7,417,914	66%
Net cash inflow (outflow) from investing activities		(1,439,414)	(914,759)	(946,269)	97%
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)	(2,542,214)	3,476,635	(1,589,330)	-219%
Cash at beginning of reporting period		9,595,818	7,053,604	7,053,602	100%
Cash at end of reporting period	(8)	7,053,604	10,530,239	5,464,272	193%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.51%	80,641	9,494,898
Westpac General Fund	-	-	1,035,058
Cash Floats	-	-	283
Total			10,530,239

Cash and Cash Equivalents Movement Comparison ChartCash and Cash Equivalents – Restricted Cash (IAS 7)

Total Cash on hand	10,530,239	
Restricted Cash - DRFA Revenue	7,984,554	Unearned revenue - pending further reconciliation 30 June 2021.
Unrestricted Cash	2,545,686	

Notes to the Statement of Cashflows:

- (1) **Receipts from customers** - noted that all general revenues from rateable sources have been collected for the year to date. Finance notes that while this amount appears to be higher than expected; this is due to the mapping of accrued general debtors being included as the current asset shift into this figure. The balance of accrued general debtors relates to contract asset amounts to be adjusted for as at 30 June and comprises of a balance of \$643,980. for DRFA revenues.
- (2) **Payments to suppliers and employees** - total cash spend for the year is only 11% lower than the budget for year to date. This is in part due to staff FTE being down for the year and various savings made during the year.
- (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 (0.51%). This is down from 0.61% in May 2021.
- (5) **Operating Grants and Contributions** - due to cashflow mapping issues identified by finance; operating grants now takes into account unearned revenue movements year to date along with operating revenues. We note that while some adjustments are still pending to move betterment capital grants from unearned revenue; this balance is relatively on point with where it should be as at the end of June 2021.
- (6) **Payments for Property, Plant and Equipment** - minimal movements in capital project outflows identified for the month are in part due to a number of staff being on annual leave.
- (7) **Capital Grants and Subsidies** - capital revenues have increased month on month taking into account accounting shifts from unearned revenue through to capital revenues year to date. Finance notes that further capital grants were received during June 2021 which was anticipated as outlined in the May 2021 finance report to council.
- (8) **Net Cash Movement** - council's cash holdings were up \$1.432mil, to a total balance of \$10.530mil in the bank/QTC. It should be noted that much of this balance is committed to various liabilities (projects and payments) to be made into the 2021/22 year as outline by the above restricted cash calculation.

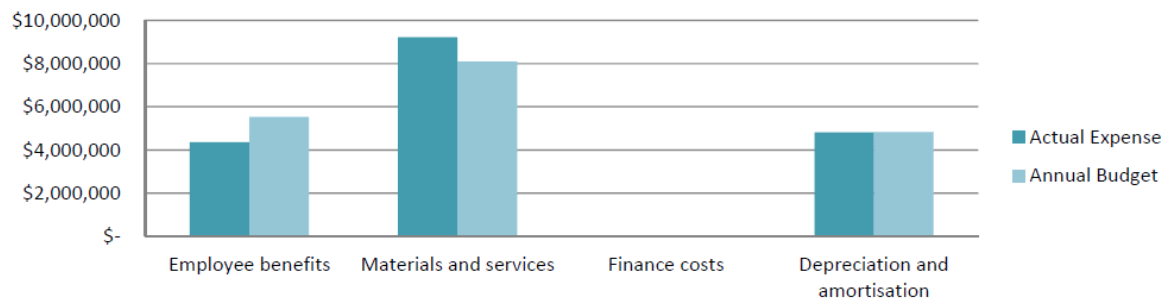
5. STATEMENT OF INCOME AND EXPENDITURE

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

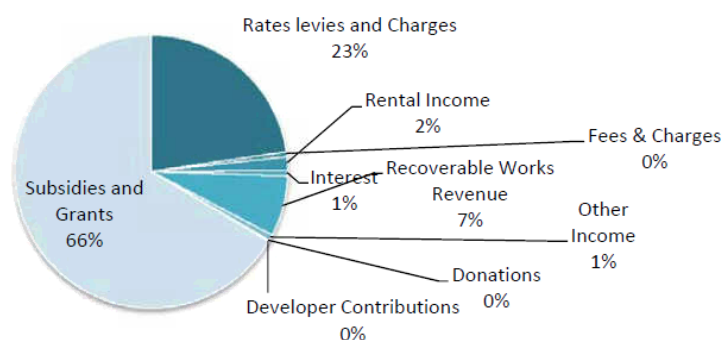
For the month ended 30 June 2021

	Note Ref	30 June 2020 \$	30 June 2021 \$	2020-21 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		3,009,887	2,997,689	2,951,000	102%
Fees & Charges	(1)	83,316	74,228	85,500	87%
Rental Income	(2)	209,891	217,968	230,000	95%
Interest	(3)	123,783	80,641	120,000	67%
Recoverable Works Revenue	(4)	1,071,615	949,305	1,060,500	90%
Other Income	(5)	105,254	94,382	101,000	93%
Donations	(12)	-	19,300	-	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	10,815,103	8,773,484	9,435,159	93%
Total Recurrent Revenue		12,408,962	13,206,997	13,983,159	94%
Capital Revenue					
Sale of non-current assets		-	-	-	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	2,849,857	4,921,471	7,417,914	66%
Total Capital Revenue		2,849,857	4,921,471	7,417,914	66%
TOTAL INCOME		15,258,819	18,128,468	21,401,073	85%
Recurrent Expenses					
Employee benefits	(8)	4,559,087	4,357,686	5,541,519	79%
Materials and services	(9)	10,716,733	9,222,180	8,095,454	114%
Finance costs	(10)	175,768	10,642	12,000	89%
Depreciation and amortisation	(11)	4,843,903	4,818,007	4,829,000	100%
TOTAL RECURRENT EXPENSES		20,295,491	18,408,515	18,477,973	100%
NET RESULT		- 5,036,672	- 280,047	2,923,100	-10%

Expenditure Actual v Budget



Actual Revenue % Split YTD



Notes to the Statement of Income and Expenditure:

- (1) **Fees & Charges** - fees and charges is slightly lower than expected for 30 June 2021.
- (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 (0.51%). This is down from 0.61% in May 2021.
- (4) **Recoverable Works Revenue** - per discussion with the technical officer; council completed all RMPC work by 30 June 2021.
- (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)** - Upon consultation with project management, we established that \$4.09mil of revenue was redeemable for DRFA works completed year to date by May 2021 (pending June adjustments). This assumption has been adjusted in the June 2021 finance report to show the impact of these adjustments to be completed as part of the financial statement preparation process which finance will carry out in the coming month for external audit and annual reporting.
- (7) **Subsidies and Grants (capital)** - capital revenues have increased month on month taking into account accounting shifts from unearned revenue through to capital revenues year to date. Finance notes that further capital grants were received during June 2021 which was anticipated as outlined in the May 2021 finance report to council.
- (8) **Employee benefits** – In relation to employee benefits costs against the budget, we have currently expended \$4.357mil against a budget of \$5.541mil for the year. This is an actual spend of 78.64% against an expected 100% 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 June compared to original budget expectations.

Also note that this amount takes into account end of financial leave provision movement accounting adjustments of \$402k for RDO and Annual leave provisions.
- (9) **Materials and services** - refer to the cost disaggregation in the operating statement.
- (10) **Finance costs** - minimal costs have been incurred in June 2021 for finance costs and costs have fallen in line with the budget for 30 June 2021.
- (11) **Depreciation and amortisation** - is inline with the expected depreciation spend by 30 June 2021.
- (12) **Donations Revenue** - council received two amounts from external parties for mineral baths capital project and for community events.

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 June 2021 100.00%

% 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
	30 June 2020 \$	30 June 2021 \$	2020-21 Annual Budget \$	YTD Progress %	
Recurrent Expenses					
Corporate Governance Costs	602,272	886,001	897,900	99%	Within budget expectation for the month (100% movt).
Administration Costs	1,449,650	2,967,062	2,934,783	101%	Higher than expected; savings made in other areas of the budget were applied to Admin Costs
Recoverable Works Expenses	560,737	817,229	745,000	110%	Higher than expected; savings made in other areas of the budget were applied to Recoverable Works Expenses
Engineering Services	8,691,780	8,058,752	7,779,508	104%	Higher than expected; savings made in other areas of the budget were applied to Engineering Services
Utility Services Costs	870,644	715,956	913,900	78%	Within budget expectation for the month (100% movt).
Net Plant Operating Costs	- 696,268	- 963,759	- 1,076,199	90%	Within budget expectation for the month (100% movt).
Planning and Environmental Expenses	186,227	72,852	181,580	40%	Within budget expectation for the month (100% movt).
Community Services Costs	1,405,645	1,025,774	1,260,501	81%	Within budget expectation for the month (100% movt).
Finance Costs	171,572	10,642	12,000	89%	Within budget expectation for the month (100% movt).
Depreciation	4,774,145	4,818,007	4,829,000	100%	Within budget expectation for the month (100% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (100% movt).
TOTAL RECURRENT EXPENSES	18,016,404	18,408,516	18,477,973	99.62%	Within budget expectation for the month (100% movt).

7. STATEMENT OF FINANCIAL POSITION

For the month ended 30 June 2021

	30 June 2021	2020-21 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	10,530,239	5,464,272
Trade and other receivables	1,499,020	340,539
Inventories	258,005	300,000
Other financial assets	249,852	893,087
Non-current assets classified as held for sale	-	-
Total current assets	12,537,116	6,997,898
Non-current Assets		
Receivables	-	-
Property, plant and equipment	229,004,815	217,493,881
Accumulated Depreciation	- 75,741,384	- 69,223,975
Intangible assets	-	-
Total non-current assets	153,263,431	148,269,906
TOTAL ASSETS	165,800,547	155,267,804
Current Liabilities		
Trade and other payables	6,304,272	3,400,000
Borrowings	-	-
Provisions	125,847	140,000
Other	-	-
Total current liabilities	6,430,119	3,540,000
Non-current Liabilities		
Trade and other payables	139,515	-
Interest bearing liabilities	-	-
Provisions	833,789	860,000
Other	-	-
Total non-current liabilities	973,304	860,000
TOTAL LIABILITIES	7,403,423	4,400,000
NET COMMUNITY ASSETS	158,397,124	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)	25,381,359	24,919,459
Other reserves	-	-
TOTAL COMMUNITY EQUITY	158,397,124	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	Nil

Debt Write off requested > \$5,000

Nil

9. OFFICER'S RECOMMENDATION

That the financial report for the 30 June 2021 be received and noted.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.03 Burke Shire Special Holiday 2022

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; CEO
PREPARED BY:	Madison Marshall; Corporate Services and Governance Manager
DATE REPORT PREPARED:	12 July 2021
LINK TO COUNCIL PLAN/S:	N/A

1. PURPOSE

To confirm the 2022 Special Holiday date for the Burke Shire Council Local Government Area.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

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

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

2021: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2021>

3. PROPOSAL

That Council confirms the date of the Special Holiday for 2022 by resolution and authorises the CEO to complete the nomination process.

4. FINANCIAL & RESOURCE IMPLICATIONS

N/A

5. POLICY & LEGAL IMPLICATIONS

Holidays Act 1983 – Section 4 Special Holidays

- (1) Subject to subsections (2) and (3) the Minister may by notification published in the Gazette appoint a day or the forenoon or afternoon of a day to be a holiday either throughout the State or within such district as may be specified.
- (2) A holiday shall not be appointed pursuant to this section in respect of a district unless the Minister has, by a date specified by the Minister, received a notice from the local government

for the area in which the district is situated signed by the chief executive officer of that local government requesting that the holiday be appointed.

(3) The holiday appointed may be the date requested or another date as the Minister thinks fit.

6. CRITICAL DATES & IMPLICATIONS

Nominations for Show Days/Special Holidays have been request by no later than Friday 30 July 2021.

7. CONCLUSION

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

8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council nominates Tuesday 1 November 2022 as the Special Holiday date for the Burke Shire Local Government Area.

ATTACHMENTS

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



2022 Special
Holidays - request.pdf

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 at time of agenda preparation.

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. 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 for the meeting.

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 26 August 2021.