



# Agenda and Business Papers

## Burke Shire Council Ordinary Meeting

### Thursday 17 November 2022

### 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; Director of Engineering                     |
|          | Clinton Murray; Works Manager                               |
|          | Chelsea Nelson; People, Performance and Culture Manager     |
|          | Kimberly Chan; Economic Development Manager                 |
|          | Madison Marshall; Corporate Services and Governance Manager |
|          | Shannon Moren; Community and Communications Manager         |
|          | Shaun Jorgensen; Finance and Technology Manager             |
|          | Brianna Harrison; Administration Officer (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, Director of Engineering
- Chelsea Nelson, People, Performance and Culture Manager
- Shaun Jorgensen, Finance and Technology Manager

## 03. Prayer

Led by Cr Wade

## 04. Consideration of applications for leave of absence

None received at time of agenda preparation.

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

### 05.01 Ordinary Meeting Tuesday 25 October 2022

That the Minutes of the Ordinary Meeting of Council held on Tuesday 25 October 2022 as presented be confirmed by Council.



221025  
Unconfirmed Minutes

## 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 Works and Services Monthly Update Report |
| 10.02 Capex Projects Monthly Update Report     |

## Engineering Services Reports

### 10.01 Works and Services Monthly Update Report

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|                         |                           |
|-------------------------|---------------------------|
| DEPARTMENT:             | Engineering and Services] |
| RESPONSIBLE OFFICER:    | Graham O’Byrne            |
| PREPARED BY:            | Graham O’Byrne            |
| DATE REPORT PREPARED:   | 10 November 2022          |
| LINK TO COUNCIL PLAN/S: | Corporate Plan 2019-24    |

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#### 1. PURPOSE

This report is for information and outlines the works carried out by the Engineering and Services Department for the month of October 2022. 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 Business (including Parks, Gardens and Cemetery)

- General town Maintenance Ongoing
- Recruitment for Senior Engineer commenced – interviews being scheduled

##### 2.2 Roads

- RMPC Re-seal preparation completed
- Ongoing patching works on local roads progressing

##### 2.3 Workshop

- Stand by generator maintenance being finalised prior to wet season
- Grader – repairs being finalised in order trade in
- New Grader arrived
- Fleet procurement program commenced with purchase of 9 replacement vehicles underway
- Ongoing fleet servicing and maintenance prioritization progressing well

##### 2.4 Water & Sewerage

- SOPs workshopped and being finalised – have engaged MBS Water (Mark Samblebe) to drive this forward- ongoing (cfwd)
- Beau Ah Wing has expressed a desire to move away from the utilities unit and join the roads unit. This water unit position is about to be advertised – transition to occur with recruitment of replacement.(Cfwd)

#### Burketown Water

- SCADA upgrade scoping now being finalised for all stages due to increase in funding
- Planning for de-silting of lagoons for 2022 underway. Collaboration with QWRAP members for regional procurement – with decision to proceed or not at November meeting in Kowanyama
- Water meter replacements (damaged ones) finalised. Meter replacement program now to be aligned with Smart Water Meter installations with funding now received.

#### Sewerage Treatment Plant

- Currently investigating the cause of pH failures on the monthly Sewerage Samples. This will continue until we can identify the cause and treat accordingly. Ongoing with further testing to be undertaken with MBS water and Cairns Laboratory Services. Aiming for full report to the department further to 3 months of data collection - have now completed 6 fortnightly tests. Algaecide has arrived with following testing - 2 without Algaecide Treatment and 1 with the treatment. Ongoing.
- We have implemented a testing regime for pH (3 times per week). On hold due to damaged probe and are waiting on the supplier to send the new probe. Was due to be dispatched early August but haven't received yet. MBS water is chasing the whereabouts of equipment. (cfwd)

#### Gregory

- Q Energy conducted an audit of the batteries – waiting on report
- Planning for Raw water pump well upgrade completed and scope included in overall SCADA upgrade works. Raw water pump well cleaning (de-silting) to be carried out. Ongoing
- Raw Water and Potable Meters planning to be replaced – align with Smart Water Meter roll-out

#### 2.5 Airports

- Relocation of the boundary fence to be undertaken with Remote Airport Upgrade Program funding – further discussions with stakeholders have resulted in adjustment of original proposal.
- Airport checks and Maintenance ongoing.
- Investigation of drainage at Gregory commenced with solution being established

#### 2.6 Waste

- Ongoing sorting at Burketown, with Gregory to be managed Late 2022
- Waste Strategy first actions being implemented – organic waste reuse via compost bins. Community based survey drafted for review
- Burketown Land fill Cell construction completed and commissioned
- Discussions with Department of Environment and Science conducted to clarify timelines and compliance requirements for cap and closure. Scoping for consultants tendering being finalised. Relocation of Burketown landfill and transfer station to be considered in conjunction with Regional Waste Plan being progressed by DES
- Joint meeting with Doomadgee and Burke, DES and DLGIP and consultants conducting the Regional Waste Strategy held in Cairns

### 3. OFFICER'S RECOMMENDATION

1. That Council receives and notes the Engineering and Services report.

## ATTACHMENTS

1. Background Detail to End of October 2022 - Engineering and Services Report



Attachment 01  
(Nov22).docx



## Engineering Services Reports

### 10.02 Capex Projects Monthly Update Report

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|                         |  |
|-------------------------|--|
| DEPARTMENT:             | Engineering and Infrastructure Services  |
| RESPONSIBLE OFFICER:    | Graham O’Byrne                           |
| DATE REPORT PREPARED:   | 10 November 2022                         |
| 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 2022/23. The report summarises the status to end of the reporting month.

The progress of grant and funding submissions is also provided.

#### 2. SUMMARY

The council endorsed Capex program budget for 2022/23 financial year is \$12,961,241. The current program now sits at around \$14m on the back of recent grant funding successes. Project resourcing has been addressed to ensure successful delivery of the program.

Currently the capex costs are anticipated to be all within the budgeted amounts.

#### 3. PROJECTS

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

| Project | Description  | Update/activity for reporting month  |
|---------|--|--|
| Fleet   | <ul style="list-style-type: none"> <li>Replacement of fleet</li> </ul> | <ul style="list-style-type: none"> <li>Grader purchase confirmed through Caterpillar – delivery in new FY. <a href="#">Arrived</a></li> <li>Alternative option for rubbish truck being sourced from Flinders Shire ex-fleet. Inspected and have decided not to purchase. Burke’s truck is now operating satisfactorily with the revised maintenance being provided.</li> <li>Review of fleet management schedule underway with options for white fleet leasing being explored</li> </ul> |

| Project                              | Description  | Update/activity for reporting month   |
|--------------------------------------|--|---|
| Culvert Replacement (multiple roads) | <ul style="list-style-type: none"> <li>Replacement of failed culverts</li> </ul>                               | <ul style="list-style-type: none"> <li>Sites on Floraville Rd 35, 10 construction contract awarded and works commenced – scheduled completion November '22</li> <li>Trugannini Rd culvert replacement – meetings with DAF. Negotiations continuing regards design solution. Have submitted for replacement of essentially like for like</li> <li>Trug culvert fish study completed. Meeting held in October to discuss results with stakeholders. Compromise position being recommended</li> </ul>  |
| Burketown Landfill Cell              | <ul style="list-style-type: none"> <li>New landfill cell</li> <li>Stage 1 of a 3 stage 10 year plan</li> </ul> | <ul style="list-style-type: none"> <li>Contract awarded</li> <li>Construction commenced. Contractor demobilized and works suspended due to Cultural Heritage related issues. Current variation costs at circa \$40,000</li> <li>Re-configuration of waste stockpiles completed</li> <li>Completion date December '21 (W4Q 19-21 project). Extension of Time approval received until June 2022. <b>Department has indicated that no further extensions will be given. Note that recent (March) permission to proceed given by CLCAC. Re-mobilisation underway</b></li> <li>Construction completed, final testing of clay completed and commissioned</li> <li>New signage for total site to be installed</li> </ul> |

| Project   | Description   | Update/activity for reporting month  |
|---|---|--|
| SCADA upgrade works   | QWRAP regional review of SCADA.<br><br>Further to this BSC scope to be finalized and tendered   | <ul style="list-style-type: none"> <li>Regional review under QWRAP report finalized and under review by participating councils</li> <li>Final investigation carried out on-site by GHD with final scoping workshop conducted end of January. Tender release delayed with intent to jointly procure with Cloncurry. Meetings in August to align scope and procurement. Cloncurry currently finalizing their scope. <a href="#">Tendering proceeding without Cloncurry. Scope to include all stages with new funding secured (BoR 6)</a></li> <li>Site inspection to be conducted with contractors once procurement methodology finalised</li> <li>Scope has been split into 2 stages (St1 \$750k &amp; St2 \$250k) due to budget constraints. Stage 2 to be undertaken under further grant program</li> </ul> |
| Water Source Inflow upgrade – Greg & Burketown              | Improve inflow monitoring, change locality of pumps for water intake and improve infrastructure resilience. Decrease Opex   | <ul style="list-style-type: none"> <li>This project directly related to SCADA scoping with similar timelines</li> <li>Scope development has been finalised in conjunction with above. Tenders in October</li> </ul>  |
| Gregory WTP upgrade   | 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 | <ul style="list-style-type: none"> <li>Scope development has been finalised for Stage 1 as per above</li> </ul>  |
| Disaster and Recovery Generators Management Review/Training | Generator for communications and generator at airport fuel dispense.  | <ul style="list-style-type: none"> <li>Sizing and specifications for generators underway</li> <li>Includes tapping into existing power provisions at airport &amp; new generator for the STP</li> </ul>  |

| Project                         | Description   | Update/activity for reporting month   |
|---------------------------------|---|---|
|                                 |   | <ul style="list-style-type: none"> <li>Contract awarded to Marwill with works underway. Airport completed with STP imminent</li> </ul>  |
| Gregory River Pedestrian Bridge | Create a pedestrian bridge on top of the old bridge       | <ul style="list-style-type: none"> <li>Risk analysis complete with preliminary costings</li> <li>Workshop/briefing to Council held at October meeting. Resolved to progress with re-instatement of original bridge purpose/categorisation, with “Authorised vehicle access only”</li> <li>Have been unable to secure drawings/design to ease process for re-certification – GHD will be re-designing the bridge for compliance</li> <li>Structural report received – identified structural concerns with piles. Further inspection planned for November.</li> </ul> |
| Sewerage Network Assessment     | Investigate network and implement a rectification program | <ul style="list-style-type: none"> <li>GHD proposal and scoping agreed</li> <li>Issued notice to community advising access to properties during a specific site visit timeframe by GHD</li> <li>GHD on-site inspections conducted with report/recommendations received and reviewed</li> <li>Works scoped and RFQ issued. Have included scope for replacement of WTP manhole</li> </ul>   |
| Asset Management Strategy       | Review and re-write of the AMS and AMPs                   | <ul style="list-style-type: none"> <li>Scoping completed</li> <li>RFT issued through Vendor Panel</li> <li>Workshop with Councillors conducted.</li> <li>Review of draft AMPs undertaken</li> <li>Condition rating underway together with re-classification of asset classes</li> </ul>   |

| Project                                    | Description   | Update/activity for reporting month   |
|--|---|---|
|  |   | <ul style="list-style-type: none"> <li>Workshop to be planned with Council in November to overview final Levels of Service</li> </ul>   |
| Raw Water Pipeline                         | Investigate and implement requirements for roll-out of the Raw Water Supply Agreement | <ul style="list-style-type: none"> <li>Scoping complete</li> <li>RFT being prepared</li> </ul>  |
| Health & Wellbeing Precinct Masterplanning | Masterplanning including community/stakeholder consultation with concept design       | <ul style="list-style-type: none"> <li>Tenders assessed in negotiations with 2 consultants. Request for quotation for full design and documentation as Phase 2 of their engagement – responses due August</li> <li>Consultant appointment (GHD) endorsed by Council in September meeting</li> <li>First workshop planned with Councillors conducted week of 31/10 with site selection agreed</li> <li>Finalisation of Masterplan / concept underway</li> </ul>  |
| Beames St Upgrade and Cycleway             | Beames St enhancement in conjunction with new cycleway/footpaths                      | <ul style="list-style-type: none"> <li>Finalised briefing for detailed design and documentation</li> <li>Endorsement of Erscon consultant engagement at February Council Meeting</li> <li>Requirement for the BBRF round 6 grant submission</li> <li>Workshop conducted in March with consultants - kick start project design</li> <li>Meeting/workshop with DTMR conducted in March to review compliance requirements for Cycleway. Feedback received from DTMR – now incorporating into prelim design</li> <li>Stakeholder workshop conducted April 22 in Bkt</li> <li>Final concept design option completed and discussed at June</li> </ul> |

| Project                         | Description   | Update/activity for reporting month   |
|---------------------------------|---|---|
|                                 |   | <p>council Ordinary Meeting. Council agreed to proceed with final concept</p> <ul style="list-style-type: none"> <li>Final concept/prelim design submitted to TMR in July for approval. Response received and assessed. Minor amendments required. <a href="#">Traffic count data now collected to verify some data and design decisions to TMR. Meeting with TMR now planned for Nov to enable finalisation of design</a></li> <li>Meetings with key stakeholders conducted in August</li> </ul> |
| Water Reticulation Valves       | Install new valves to better manage water reticulation isolation points                 | <ul style="list-style-type: none"> <li>Hydraulic assessment undertaken</li> <li>Valves locations finalised and RFQ issued</li> </ul>  |
| Wharf Recreational Grounds      | Construction of new recreational facilities at the Burketown wharf                      | <ul style="list-style-type: none"> <li>Appointed Guymer Bailey architects for design</li> <li>Detailed briefing meeting conducted</li> <li>Stakeholder workshop conducted April 22 in Bkt</li> <li>Cultural Heritage discussions progressed and permission to build on the land agreed. Needs to be formalized prior to proceeding with construction. Design finalisation underway</li> </ul>   |
| Archie Ck Crossing (PACP Grant) | Upgrade of road across Archie Ck including culverts and road elevation and re-alignment | <ul style="list-style-type: none"> <li>Funding Agreement executed</li> <li>Design works progressing</li> </ul>  |
| Water Security Strategy         | Joint strategy with Doomadgee   | <ul style="list-style-type: none"> <li>Final discussions with Doomadgee have aligned scope</li> <li>GHD appointment endorsed by Council in September</li> <li>Kick-off meeting conducted</li> <li>Joint workshop to be held in Doomadgee 02/11 with GHD</li> </ul>  |

| Project                            | Description   | Update/activity for reporting month  |
|------------------------------------|---|--|
| Burketown Aerodrome Erosion Remedy | Investigation and design works approved through QRRRF | <ul style="list-style-type: none"> <li>Engagement of consultant (Erscon) finalised</li> </ul>  |
| Burketown Airport Rd Upgrade       | Investigation and design works approved through QRRRF | <ul style="list-style-type: none"> <li>Engagement of consultant (Erscon) finalised</li> </ul>  |
| RAUP 9                             | Remote Airports grant program                         | <ul style="list-style-type: none"> <li>Upgrade of fencing documentation being completed</li> <li>Discussions with Ken Booth have resolved interruption of his access around the perimeter</li> <li>Stakeholder meeting with Savannah Air proposed for November to discuss best option for progressing</li> </ul> |

## 4. RECENTLY COMPLETED PROJECTS

| Project                  | Description  | Update/activity for reporting month   |
|--------------------------|--|---|
| Floraville Rd Culverts   | Replacement of culverts Sites 2, 6 & 11  | Completed   |
| STP Access Rd Upgrade    | Upgrade of road and sealing to provide weather proof access                            | <ul style="list-style-type: none"> <li>Stage 1 completed</li> <li>Stage 2 completed</li> </ul>                        |
| Gregory Landfill Fencing | Fence around main boundaries to adjacent properties to help prevent wind blown rubbish | <ul style="list-style-type: none"> <li>Survey undertaken</li> <li>Fence ordered and construction completed</li> </ul> |

## 5. GRANTS &amp; FUNDING SUBMISSIONS (Yellow highlighted – Successful Submission)

| Funding program             | Description   | Update/activity for reporting month   |
|-----------------------------|---|---|
| TMR Principal Cycle Network | Cycle Way along Beames St & Musgrave St<br>\$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) | <ul style="list-style-type: none"> <li>• <i>Funding Agreement received for the design (\$150k). Received formal funding agreement from DTMR</i></li> <li>• <i>Discussions now underway to secure the \$1m in funding that has been earmarked for the project</i></li> <li>• Extension of PCN for Burke has been discussed with TMR and has in principal support. <a href="#">Plan update completed</a></li> </ul>   |
| BoR 6                       | Building Our Regions round 6 is open and due 22 <sup>nd</sup> November 2021   | <ul style="list-style-type: none"> <li>• Council agreed to put forward the following projects – Smart Water Meters &amp; Intelligent Water Network, Gregory Water Treatment Plant (Stage 2) &amp; Water Security Strategy: Advice received in October of success</li> <li>• Second stream submission for Water Security Strategy, in conjunction with Doomadgee was submitted by 22 December</li> <li>• Submission accepted for the construction projects above, and progressed through the EOI phase. Detailed submissions now being prepared – due 17 May</li> <li>• Water Security Strategy has been successful (announced in June)</li> </ul> |
| BBRF 6                      | Building Better Regions Rd 6 – due 10 February 2022   | <ul style="list-style-type: none"> <li>• Submitted Beames St Upgrade and Cycleway with co-contribution of \$1m from TMR (cycleway) and \$250,000 of BSC revenue spread over 2 financial years (to be included future year's budget)</li> </ul>  |



|  |  |  |
|--|--|--|
|  |  | <ul style="list-style-type: none"><li>• <a href="#">Advice from Commonwealth that the program has been withdrawn</a></li></ul> |
|--|--|--|

6. OFFICER'S RECOMMENDATION

1. That Council notes the Capex Projects Report for end of October 2022.

## 11. Chief Executive Officer Reports

- 11.01 Chief Executive Officer Report
- 11.02 Financial Services Monthly Update Report
- 11.03 Accommodation Policy
- 11.04 Audit Committee Meeting Minutes August 2022
- 11.05 Queensland Audit Office 2022 Financial Statements and Audit Reports
- 11.06 Queensland Audit Office Roads to Recovery Annual Report 2022
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- 11.10 Annual Report for the year ended 30 June 2022
- 11.11 Budget Review for the 4 months to the end of 31 October 2022

## Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

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|                         |  |
|-------------------------|--|
| DEPARTMENT:             | Office of the Chief Executive Officer  |
| RESPONSIBLE OFFICER:    | Dan McKinlay; CEO  |
| PREPARED BY:            | Dan McKinlay; CEO  |
| DATE REPORT PREPARED:   | 07 November 2022   |
| 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 CEO for the month of October 2022.

#### 2. UPDATES

##### General - CEO

Records management continues to be a focus with planning for destruction runs in line with legislation.

Renewal of Memorandum of Understanding's for Gregory Downs Jockey Club has commenced.  
Review of Licence Agreement between Burke Shire Council and Gangalidda and Garawa Services Pty Ltd is well advanced re Visitor Information Centre.

The Housing Strategy implementation is progressing. Three houses now sold. Four further applications have been submitted to Westpac. Two further applications being worked on.

Discussions SES Support Grant.

Discussions Procurement Policy Review.

Discussions Old Town Hall Demolition.

1080 Poison Review discussions.

GSD Zoom Management meeting.

Performance appraisals progressed, most now finalised.

Waste Regional Plan discussion in Cairns with Department.

LGAQ Conference in Cairns with Mayor Ernie and Cr Clarke.

Attended Cairns Office Opening 36 Aplin Street Cairns.

Gregory ILUA discussions Cairns.

GSD AGM and Speaker Forum in Cairns.

### Unsung hero

Through my weekly communication I have an unsung hero section. The second staff member put forward was Daryl Whitney.

Shannon Moren said “He has done an awesome job over at the Durlga with the cleaning, even sanded back and revarnished the handrails and stairs without being asked. He is always willing to assist with anything, thinks outside the box, makes improvements where he can and always does a wonderful job without a fuss! Very much flies under the radar but his efforts are greatly appreciated”.

Well done Daryl.

### Financial Services and Information Technology

Major focus in October 2022 for Financial Services was as follows:

- QAO sign off of R2R Annual Report – reference amount for 2022 of \$253k own-sourced road spend has been met with Department which secures forward year funding for R2R;
- QAO sign off of external audit for 2022 (no qualification to audit opinion, no control deficiencies, completed by 31 Oct Deadline)
- BAS for Sept 2022 completed;
- Audit committee has been convened and Council is actively looking for a new chairman; and
- The QTC long term financial forecast has been provided to the QTC.

Major focus in October 2022 for Technology Services was as follows:

- MS365 azure solution is being scoped and we are applying for funding with the IDF and LGAQ to support a migration to a fully cloud-based networking solution to promote network resilience;
- Re-scoped the MIG firewall software currently in place over network and engaging in security upgrades via Telstra as the existing firewall infrastructure will be taken offline in Feb 2023;
- Replacement MFP printers for Burketown Depot and Administration now ordered and enroute to council is now completed; we are focusing on repairs to Gregory depot equipment moving forwards;
- Investigation of upgrade to InfoXpert/Magic Suite Software’s for records management; and
- Engaged Rob Winter-cook from Telstra to begin scoping an application for the next round of RCP funding and Federal Telco funding to build fibre between Burke to Gregory and Burke to Doomadgee. This will be a large- scale project for the region if greenlight and Telstra has engaged GWI to assist in the grant writing for this moving forward to give council the best chance possible of securing funding.

### People, Performance and Culture

EBA

- Amendment to Schedule 1 submitted
- Relevant Policies and affected documents in the process of being reviewed

Policies

- COVID-19 Workplace Response Policy reviewed

Positions advertised:

- Local Laws Officer
- Senior Engineer

New employees

- Judith Lossin – Casual Finance Officer

Training and Professional Development

- High Risk Forklift License
- High Risk Elevated Work Platform License
- Skid Steer tickets
- Backhoe tickets
- Website training
- Team Building
- Diploma Project Management enrolment

Performance Appraisals

- Performance appraisals have been distributed for completion.

Economic Development / Community Projects

Grants

- Several grant applications have been submitted and awaiting outcomes:
  - Resource Community Infrastructure Fund – new town entry signage application – Unsuccessful. Re-evaluating future applications.
  - Move it NQ – Gregory sports program – Successful \$7k. This will allow after school sports activities for two hours every fortnight facilitated by Council. Funding for equipment is being sought through CCBF – some sports equipment has been donated from Townsville.
  - GCBF – application currently underway to fund more gym equipment at Burketown Gym, CCTV at Burketown, and sports equipment for Gregory and Burketown.
- Round 9 Remote Airstrip Upgrade Program – Successful
- Albert River Bridge Lights installed. Final acquittal to be processed.
- Continuing to update Council's website with more up-to-date information regarding community grants.
- Burketown Cenotaph refurbishment contractor finalised. Work to be completed shortly.

Events

- Senior's Day – 17th November
- Remembrance Day 11th November
- Australia Day nominations released.

### Small Business

- Drafting a business investment prospectus document to entice people to come to the shire and start a business
- Small business networking event schedule for the Tuesday 22nd November at 12pm. There will also be a contractor's briefing in the afternoon.
- Scoping the possibility of having an Economic Development Strategy Working Group in partnership with Businesses or a Burke Shire Chamber of Commerce. Gulf Savannah Development
- The 2021 Project for GSD is currently being finalised which will involve a tourism audit and project investment pipeline that will guide future projects for the various shires in the Gulf. Final review with Steering Committee has been scheduled.
- Attended GSD AGM in Cairns. Tourism
- Tourism Brochure continue to be distributed around the shire and outside the shire. Will utilise the Business Networking Event to discuss this.
- Continuing to work with creative design industries on Burke Shire rebranding

### Economic Development

- Scoping of trial digital hub underway
- Currently working on Burke Shire Economic Development Plan which is due to be completed in early 2023. Consultants will be in town over the 16th – 18th November. Additional Face-to-face consultation may also occur after this if required.

### Other

- Scheduled to attend the NWQ Economic Diversification Strategy update in Mount Isa on the 24th November.

### Community and Communications

#### Events

#### Upcoming Community Events:

NIL

#### Upcoming Council Events:

|                  |                                      |
|------------------|--------------------------------------|
| November 11      | Remembrance Day                      |
| November 17      | Seniors Lunch with Councillors       |
| November 17      | RACQ Get Ready                       |
| December 1 (TBC) | Launch of Savannah Art Trail Project |
| December 9       | Staff Christmas Party                |
| December 9       | Community Christmas BBQ              |
| December 10      | Gregory Community Christmas BBQ      |
| January 16–21    | Super Powered on Tour Art Workshop   |

### Other

- Youth Units – Ergon has inspected site. Contractor to be engaged (Wilson's Contracting) to dig trench and Ergon will install with assistance from Marwill. Hoping to have this completed by the end of November.
- Demolish Old Town Hall – Wilson's Contracting selected. Work to be completed in stages. Meeting will be held with contractor to form works schedule. Also investigating option to remove trees prior to works commencing.

#### Facilities Management

- Audit has been completed on outstanding housing maintenance. RFQ's have been submitted and review to be conducted to select contractor.
- Housing inspections to take place in February 2022 – schedule to be put in place for inspections to occur twice a year.

#### Others

- Local Laws Officer has been selected and offer made. Awaiting response from candidate

#### Corporate Services and Governance

##### Governance

- Reviewing administration procedures.
- Working closely with Dan to develop an Emergency Action Guide
- Working on an SES grant application to supply power to the SES facilities in Gregory

##### Durlga

- We had 2 external bookings and few internal bookings for October.
- Improvements continuing to be made for processes, equipment and stock in facility.

##### Records

- Recordkeeping is continuing as per usual.
- Destruction runs and digitisation disposals being completed.
- Meeting held with CorpMem to discuss Early Source Destructions, as a solution to clear space in the archive room.

##### Library

- First 5 Forever and Library Resource Grant received. Working with Jade to plan a First 5 Forever for early 2023.

##### Rex

- Working with Rex to get some new Rex signage.
- Received paperwork for a Remote Rex Audit – currently working through this.
- ASIC renewals due and being worked through.
- Rex duties continuing as per roster.

##### Training

- Completed Food Safety Supervisor course.
- Website training was conducted on 11-12 October

#### Events

- Young Ambassador Program - preparation underway for the Young Ambassador Program. Brianna is running this.
- Get Ready Event – in preparation for a Get Ready Event on 17 November. Emergency Management information session and Evacuation Packs for the Community.

#### 3. OFFICER'S RECOMMENDATION

1. That the contents of the Chief Executive Officer's Report for October 2022 be noted and received.
2. That Director of Engineering Graham O'Byrne be appointed as Acting CEO from Monday 21 November 2022 to Friday 2nd December 2022.
3. That a Sub Committee made up of Mayor Ernie Camp and Deputy Mayor Tonya Murray undertake the Chief Executive Officers Annual Performance Appraisal.

#### ATTACHMENTS

NIL



## Financial Services Reports

### 11.02 Financial Services Monthly Update Report

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|                         |   |
|-------------------------|---|
| DEPARTMENT:             | Office of the Chief Executive Officer             |
| RESPONSIBLE OFFICER:    | Dan McKinlay; Chief Executive Officer             |
| PREPARED BY:            | 10 November 2022                                  |
| DATE REPORT PREPARED:   | 10 November 2022                                  |
| LINK TO COUNCIL PLAN/S: | Operational Plan 2022-23   Council Budget 2022-23 |

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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 at 30 June 2023 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 October 2022.

#### 2. SUMMARY

As a review of council's performance over the month of October 2022; Council notes that cash was up by \$574k for the month. As this is the fourth month of operations within the 2022/2023 budget, overall movements were minimal and are anticipated to increase in the following months in line with budgeted expectations. Year to date, council operations are on track with the original council budget.

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 30 June 2023.

| Overall Financial Performance         | Note | Year To Date Actual | Annual Budget<br>(Target) | YTD Progress<br>% |
|---------------------------------------|------|---------------------|---------------------------|-------------------|
| Operating Revenue                     | (1)  | 2,917,883           | 14,681,600                | 20%               |
| Operating Expenses                    | (2)  | 5,642,060           | 20,055,687                | 28%               |
| <b>Operating Result (Profit/Loss)</b> | -    | <b>2,724,177</b>    | <b>5,374,087</b>          | <b>51%</b>        |
| Capital Revenue                       | (3)  | 80,884              | 9,569,005                 | 1%                |
| <b>Net Result</b>                     | -    | <b>2,643,293</b>    | <b>4,194,918</b>          | <b>-63%</b>       |

| Assets & Liabilities        |     | Year To Date Actual | Annual Budget<br>(Target) |
|-----------------------------|-----|---------------------|---------------------------|
| Cash & Cash Equivalents     | (4) | 11,044,112          | 7,034,163                 |
| Other Current Assets        | (5) | 3,628,783           | 1,402,000                 |
| Non Current Assets          | (6) | 164,129,947         | 160,444,717               |
| <b>Total Assets</b>         |     | <b>178,802,842</b>  | <b>168,880,880</b>        |
| Liabilities (Current)       | (7) | 9,614,180           | 3,540,000                 |
| Liabilities (Non Current)   | (8) | 837,754             | 1,210,000                 |
| <b>Total Liabilities</b>    |     | <b>10,451,934</b>   | <b>4,750,000</b>          |
| <b>Net Community Assets</b> |     | <b>168,350,908</b>  | <b>164,130,880</b>        |

## Sustainability outlook

| Financial Sustainability Ratios and Measures of Sustainability | Target             | Current Month<br>YTD | Prior Month |
|--|--------------------|----------------------|-------------|
| <sup>1</sup> Operating Surplus Ratio (%)                       | Between 0% and 10% | -93%                 | -51%        |
| <sup>2</sup> Working Capital Ratio                             | Greater than 1:1   | 1.5                  | 1.8         |
| <sup>3</sup> Net Financial Liabilities Ratio                   | Less than 60%      | -173%                | -238%       |

## Notes:

- (1) Operating revenues - Noted that operating revenues encountered minimal increases during October 2022 (approximately \$200k).
- (2) Operating Expenses - Noted that costs appear to be consistent with budgeted expectations for the month. In relation to employee benefits costs against the budget, we have currently expended \$1.555mil against a budget of \$6.174mil for the year; this is an actual spend of 25.18% by 31 October 2022.
- (3) Capital Revenue - Minimal amount recognised to capital grants for the month of October 2022. At this stage Finance will be reviewing contract liabilities amounts held as restricted funds for November 2022 to update this figure against WIP project works completed to date.
- (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 October 2021 in the previous year v October 2022 actuals v the budgeted estimated cashflow for 30 June 2023.

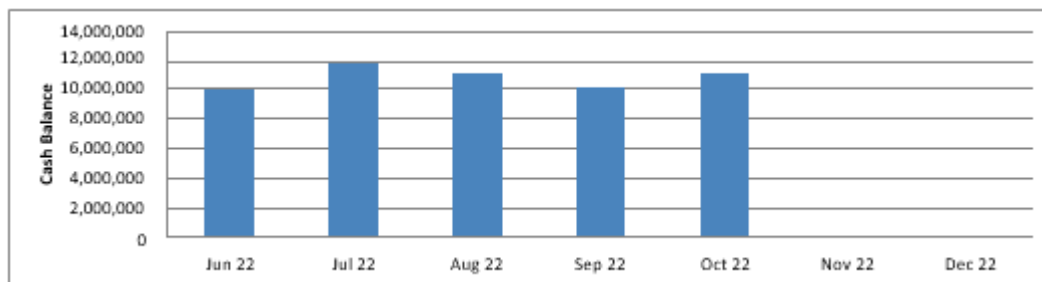
For the month ended 31 October 2022

|  | Note Ref | 31 October 2021 \$ | 31 October 2022 \$ | 2022-23 Annual Budget \$ | YTD Progress % |
|--|----------|--------------------|--------------------|--------------------------|----------------|
| <b>Cash flows from operating activities:</b>               |          |                    |                    |                          |                |
| Receipts from customers                                    | (1)      | 2,707,438          | 2,842,074          | 5,329,182                | 53%            |
| Payments to suppliers and employees                        | (2)      | (7,145,136)        | (5,369,030)        | (15,704,774)             | 34%            |
|  |          | <b>(4,437,698)</b> | <b>(2,526,957)</b> | <b>(10,375,592)</b>      | <b>24%</b>     |
| Rental Income  | (3)      | 64,726             | 77,159             | 200,000                  | 39%            |
| Interest Received  | (4)      | 22,793             | 98,746             | 71,000                   | 136%           |
| Operating Grants and Contributions                         | (5)      | 478,991            | 4,911,662          | 9,884,100                | 50%            |
| Finance Costs  |          | (4,274)            | -                  | -                        | 0%             |
| <b>Net cash inflow (outflow) from operating activities</b> |          | <b>(3,875,462)</b> | <b>2,558,610</b>   | <b>10,155,100</b>        | <b>25%</b>     |
| <b>Cash flows from investing activities:</b>               |          |                    |                    |                          |                |
| Payments for Property, Plant and Equipment                 | (6)      | (937,419)          | (1,742,273)        | (12,961,240)             | 13%            |
| Net movement on loans and advances                         |          | -                  | -                  | -                        | 0%             |
| Proceeds from Sale of Property, Plant and Equipment        |          | 121,126            | -                  | 40,000                   | 0%             |
| Capital Grants and Subsidies                               | (7)      | 653,795            | 80,884             | 9,529,005                | 1%             |
| <b>Net cash inflow (outflow) from investing activities</b> |          | <b>(162,497)</b>   | <b>(1,661,389)</b> | <b>(3,392,235)</b>       | <b>49%</b>     |
| <b>Cash flows from financing activities:</b>               |          |                    |                    |                          |                |
| Proceeds from Borrowings                                   |          | -                  | -                  | 500,000                  | 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>                | (8)      | <b>(4,037,956)</b> | <b>897,221</b>     | <b>(3,112,727)</b>       | <b>-29%</b>    |
| Cash at beginning of reporting period                      |          | 10,530,239         | 10,146,891         | 10,146,891               | 100%           |
| <b>Cash at end of reporting period</b>                     | (8)      | <b>6,492,280</b>   | <b>11,044,112</b>  | <b>7,034,163</b>         | <b>157%</b>    |

## Cash and Cash Equivalents Summary

| Cash & Cash Equivalents      | Effective Interest Rate | YTD Interest Earnings | Cash Balance      |
|------------------------------|-------------------------|-----------------------|-------------------|
| QTC Cash Fund                | 3.52%                   | 98,746                | 9,783,755         |
| Westpac General Fund - Trust | -                       | -                     | 1,260,074         |
| Cash Floats                  | -                       | -                     | 283               |
| <b>Total</b>                 |                         |                       | <b>11,044,112</b> |

## Cash and Cash Equivalents Movement Comparison Chart



## Cash and Cash Equivalents - Restricted Cash (IAS 7)

|                                |                   |  |
|--------------------------------|-------------------|--|
| <b>Total Cash on hand</b>      | <b>11,044,112</b> |  |
| Restricted Cash - DRFA Revenue | 8,169,818         | Includes \$2.892 mil receipted for DRFA 21/22 in July 2022. Pending Oct22 reconciliation by Finance. |
| Unrestricted Cash              | 2,874,294         |  |

**Notes to the Statement of Cashflows:**

- (1) Receipts from customers - minimal receipts were recorded for October 2022 at this stage.
- (2) Payments to suppliers and employees - Council notes approximately \$2.29mil of the payments noted from cash related to accruals dating back to 30 June 2022. This is relatively consistent with the effect of cash movements v accruals accounting after 30 June. This distortion will unfortunately carry through the year in the 2022/2023 cash movements at this stage. The remaining movement shows the monthly cost of payments to suppliers which is within budgeted expectation.
- (3) Rental Income - Rental income is on track with budget; council does not that an increase in rental income will come into effect for November 2022.
- (4) Interest Received - Interest has increased significantly 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 (3.52%). This is up from 2.32% in September 2022.  
  
A budget amended will be raised with council for the October 2022 QTR budget review to increase revenues in line with the expected increase in interest revenue for the year.
- (5) Operating Grants and Contributions - A majority of operating grant funds received throughout the month were for DRFA project works/claims with the QRA for Flood Damage.
- (6) Payments for Property, Plant and Equipment - A number of contractor invoices were processed in July 2022/August2022 dating back to 30 June 2022. While these costs have been accrued back in the income statement to last year, the cash was dispersed in 2022/2023 and as such represents payments back in the current financial year at the end of September 2022. The movement month on month represents expenditure incurred for the completion of capital project works during October 2022 to the value of approximately \$550k.
- (7) Capital Grants and Subsidies - Minimal amount recognised to capital grants for the month of October 2022. At this stage Finance will be completing a review in November 2022 of contract liabilities which will show a more accurate depiction of capital revenue in the next monthly reporting period.
- (8) Net Cash Movement - Council's cash holdings up \$574k by the end of October 2022.

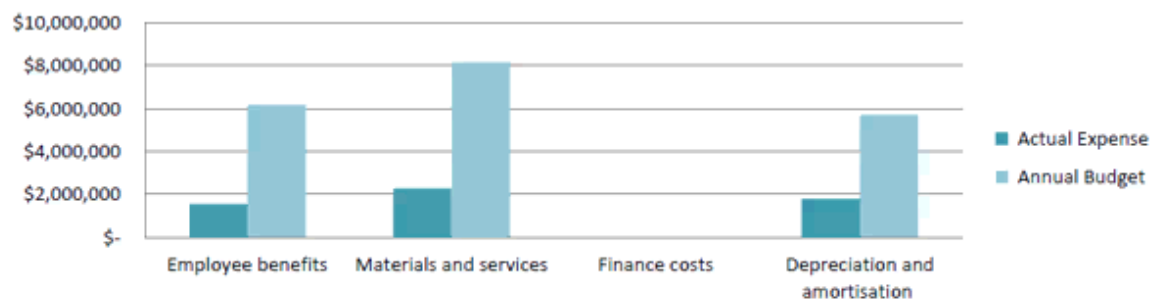
## 5. STATEMENT OF INCOME AND EXPENDITURE

The below statement shows a comparison between the income and expense statement of October 2021 in the previous year v October 2022 actuals v the budgeted income and expenditure for 30 June 2023.

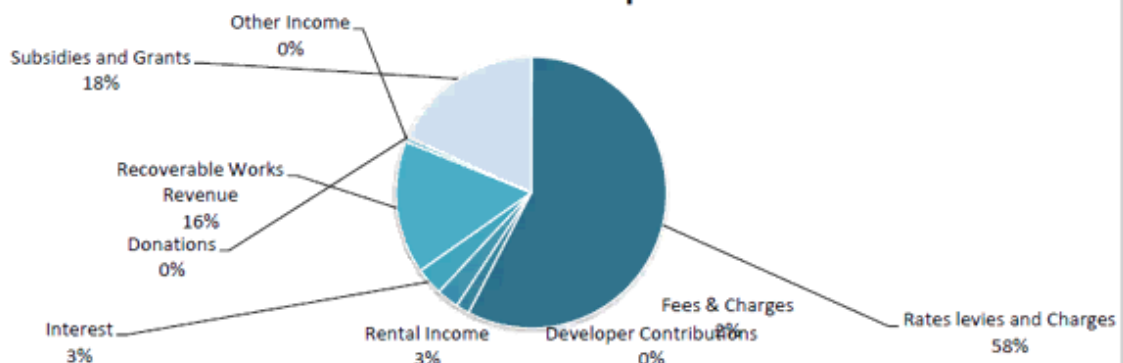
*For the month ended 31 October 2022*

|                                 | Note Ref | 31 October 2021<br>\$ | 31 October 2022<br>\$ | 2022-23 Annual Budget<br>\$ | YTD Progress % |
|---------------------------------|----------|-----------------------|-----------------------|-----------------------------|----------------|
| <b>Recurrent Revenue</b>        |          |                       |                       |                             |                |
| Rates levies and Charges        |          | 1,583,289             | 1,682,995             | 3,231,000                   | 52%            |
| Fees & Charges                  | (1)      | 26,821                | 47,452                | 123,600                     | 38%            |
| Rental Income                   | (2)      | 64,726                | 77,159                | 200,000                     | 39%            |
| Interest                        | (3)      | 22,793                | 96,746                | 71,000                      | 136%           |
| Recoverable Works Revenue       | (4)      | 43,367                | 462,754               | 1,113,000                   | 42%            |
| Other Income                    | (5)      | 1,763                 | 16,984                | 53,900                      | 32%            |
| Donations                       | (12)     | -                     | 100                   | 5,000                       | 2%             |
| Developer Contributions         |          | -                     | -                     | -                           | 0%             |
| Subsidies and Grants            | (6)      | 478,991               | 533,693               | 9,884,100                   | 5%             |
| <b>Total Recurrent Revenue</b>  |          | <b>2,221,750</b>      | <b>2,917,883</b>      | <b>14,681,600</b>           | <b>20%</b>     |
| <b>Capital Revenue</b>          |          |                       |                       |                             |                |
| Sale of non-current assets      | (13)     | -                     | -                     | 40,000                      | 0%             |
| Contributions                   |          | -                     | -                     | -                           | 0%             |
| Subsidies and Grants            | (7)      | 653,795               | 80,884                | 9,529,005                   | 1%             |
| <b>Total Capital Revenue</b>    |          | <b>653,795</b>        | <b>80,884</b>         | <b>9,569,005</b>            | <b>1%</b>      |
| <b>TOTAL INCOME</b>             |          | <b>2,875,545</b>      | <b>2,998,767</b>      | <b>24,250,605</b>           | <b>12%</b>     |
| <b>Recurrent Expenses</b>       |          |                       |                       |                             |                |
| Employee benefits               | (8)      | 1,590,191             | 1,555,101             | 6,174,741                   | 25%            |
| Materials and services          | (9)      | 3,087,846             | 2,283,903             | 8,146,946                   | 28%            |
| Finance costs                   | (10)     | 4,274                 | 5,706                 | 12,000                      | 48%            |
| Depreciation and amortisation   | (11)     | 1,614,946             | 1,797,350             | 5,722,000                   | 31%            |
| <b>TOTAL RECURRENT EXPENSES</b> |          | <b>6,297,257</b>      | <b>5,642,060</b>      | <b>20,055,687</b>           | <b>28%</b>     |
| <b>NET RESULT</b>               |          | <b>- 3,421,712</b>    | <b>- 2,643,293</b>    | <b>4,194,918</b>            | <b>-63%</b>    |

## Expenditure Actual v Budget



## Actual Revenue % Split YTD



Notes to the Statement of Income and Expenditure:

- (1) Fees & Charges - This amount is on track with budget.
- (2) Rental Income - Rental income is on track against budget.
- (3) Interest - Interest has increased significantly 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 (3.52%). This is up from 2.32% in September 2022.

A budget amended will be raised with council for the October 2022 QTR budget review to increase revenues in line with the expected increase in interest revenue for the year.

- (4) Recoverable Works Revenue - Approximately \$120k in RMPC works revenue was recorded during October.
- (5) Other Income - Minimal movement for the month.
- (6) Subsidies and Grants (operating) - Minimal movement for the month.
- (7) Subsidies and Grants (capital) - Minimal amount recognised to capital grants for the month of October 2022. At this stage Finance will be completing a review in November 2022 of contract liabilities which will show a more accurate depiction of capital revenue in the next monthly reporting period.
- (8) Employee benefits - Employee benefits costs against the budget, we have currently expended \$1.555mil against a budget of \$6.174mil for the year; this is an actual spend of 25.18% by 31 October 2022.
- (9) Materials and services - Refer to the cost disaggregation in the operating statement.
- (10) Finance costs - Are scalable higher because bank interest significantly increased above expectation. We will review this later in the year should this trend continue to merit a budget review.
- (11) Depreciation and amortisation - Is in line with the expected depreciation spend by 31 October 2022.
- (12) Donations Revenue - Nil movements noted for 31 October 2022.
- (13) Sale of non-current assets - Nil movements noted for 31 October 2022. We do note that there have been some sales of land during the month however we are unable to process in PCS until external audit certified the 30 June 2022 asset register. This accounting of the movements will be processed for November 2022 at this stage.

## 6. BURKE SHIRE COUNCIL FINANCIAL PERFORMANCE

It is expected that movements should be no more than 8.33% month on month (100% divided by 12 months).  
Benchmark for October 2022 33.32%

% 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 October 2021<br>\$ | 31 October 2022<br>\$ | 2022-23 Annual<br>Budget<br>\$ | YTD Progress<br>% |   |
| <b>Recurrent Expenses</b>           |                       |                       |                                |                   |   |
| Corporate Governance Costs          | 272,405               | 249,353               | 891,700                        | 28%               | Within budget expectation for the month (33.32% movt).  |
| Administration Costs                | 990,445               | 1,000,458             | 3,399,324                      | 29%               | Within budget expectation for the month (33.32% movt).  |
| Recoverable Works Expenses          | 384,429               | 526,783               | 936,000                        | 56%               | Noted that RMPC Works have been completed to date and billed as denoted by \$443k in RMPC revenue being reported for October 2022. Further claims will be issued and billed to TMR during November 2022.                            |
| Engineering Services                | 2,913,054             | 1,607,925             | 7,560,903                      | 21%               | Within budget expectation for the month (33.32% movt).  |
| Utility Services Costs              | 286,709               | 311,888               | 908,000                        | 34%               | Marginally above budget expectation for the month (33.32% movt).  |
| Net Plant Operating Costs           | - 635,673             | - 316,440             | - 909,000                      | 35%               | Marginally above budget expectation for the month (33.32% movt).  |
| Planning and Environmental Expenses | 27,581                | 6,987                 | 245,000                        | 3%                | Within budget expectation for the month (33.32% movt).  |
| Community Services Costs            | 439,087               | 452,069               | 1,289,760                      | 35%               | Marginally above budget expectation for the month (33.32% movt).  |
| Finance Costs                       | 4,274                 | 5,706                 | 12,000                         | 48%               | Are scalable higher because bank interest significantly increased above expectation. We will review this later in the year should this trend continue to merit a budget review.   |
| Depreciation                        | 1,614,946             | 1,797,350             | 5,722,000                      | 31%               | Within budget expectation for the month (33.32% movt).  |
| Other Expenses                      | -                     | -                     | -                              | 0%                | Within budget expectation for the month (33.32% movt).  |
| <b>TOTAL RECURRENT EXPENSES</b>     | <b>6,297,257</b>      | <b>5,642,959</b>      | <b>20,055,687</b>              | <b>28%</b>        | Within budget expectation for the month (33.32% movt).  |
| <b>Capitalised Wages</b>            | <b>-</b>              | <b>4,503</b>          | <b>194,000</b>                 | <b>2%</b>         | We anticipate this balance to increase as the year progressed at this stage. Engineering and Finance are working to fully overhaul project management and reporting through Surepack from 1 January which will assist this balance. |

## 7. STATEMENT OF FINANCIAL POSITION

*For the month ended 31 October 2022*

|  | 31 October 2022    | 2022-23 Annual Budget |
|--|--------------------|-----------------------|
|  | \$                 | \$                    |
| <b>Current Assets</b>                          |                    |                       |
| Cash and cash equivalents                      | 11,044,112         | 7,034,163             |
| Trade and other receivables                    | 2,815,148          | 1,000,000             |
| Inventories                                    | 259,650            | 300,000               |
| Other financial assets                         | 553,985            | 102,000               |
| Non-current assets classified as held for sale | -                  | -                     |
| <b>Total current assets</b>                    | <b>14,672,895</b>  | <b>8,436,163</b>      |
| <b>Non-current Assets</b>                      |                    |                       |
| Receivables                                    | -                  | -                     |
| Property, plant and equipment                  | 248,370,415        | 246,065,140           |
| Accumulated Depreciation                       | - 84,240,468 -     | 85,620,423            |
| Intangible assets                              | -                  | -                     |
| <b>Total non-current assets</b>                | <b>164,129,947</b> | <b>160,444,717</b>    |
| <b>TOTAL ASSETS</b>                            | <b>178,802,842</b> | <b>168,880,880</b>    |
| <b>Current Liabilities</b>                     |                    |                       |
| Trade and other payables                       | 9,480,589          | 3,400,000             |
| Borrowings                                     | -                  | -                     |
| Provisions                                     | 133,591            | 140,000               |
| Other  | -                  | -                     |
| <b>Total current liabilities</b>               | <b>9,614,180</b>   | <b>3,540,000</b>      |
| <b>Non-current Liabilities</b>                 |                    |                       |
| Trade and other payables                       | 110,820            | -                     |
| Interest bearing liabilities                   | -                  | -                     |
| Provisions                                     | 726,934            | 710,000               |
| Other  | -                  | 500,000               |
| <b>Total non-current liabilities</b>           | <b>837,754</b>     | <b>1,210,000</b>      |
| <b>TOTAL LIABILITIES</b>                       | <b>10,451,934</b>  | <b>4,750,000</b>      |
| <b>NET COMMUNITY ASSETS</b>                    | <b>168,350,908</b> | <b>164,130,880</b>    |
| <b>Community Equity</b>                        |                    |                       |
| Shire capital                                  | 39,529,889         | 49,058,894            |
| Asset revaluation reserve                      | 103,316,184        | 93,485,877            |
| Retained surplus/(deficiency)                  | 25,504,834         | 21,586,109            |
| Other reserves                                 | -                  | -                     |
| <b>TOTAL COMMUNITY EQUITY</b>                  | <b>168,350,908</b> | <b>164,130,880</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. The following delegations were exercised.

| Debt Write off (Amount written off) | Payment arrangement and repayment term | <del>Authorising</del> officer (CEO) |
|-------------------------------------|--|--------------------------------------|
| Nil                                 | <del>Nil</del>                         | <del>Nil</del>                       |

Debt Write off requested > \$5,000

Nil

9. OFFICER'S RECOMMENDATION

1. That the financial report for the 31 October 2022 be received and noted.

## Chief Executive Officer Reports

### 11.03 Accommodation Policy

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|                         |  |
|-------------------------|--|
| DEPARTMENT:             | Office of the CEO  |
| RESPONSIBLE OFFICER:    | Chief Executive Officer  |
| PREPARED BY:            | Chelsea Nelson: People: Performance and Culture Manager  |
| DATE REPORT PREPARED:   | 08 November 2022   |
| LINK TO COUNCIL PLAN/S: | Goal-Healthy, Inclusive, Sustainable Communities- Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire |

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#### 1. PURPOSE

To approve Council's updated Accommodation Policy.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council manages numerous residential properties in Gregory and Burketown. These range from one bedroom units to three-bedroom houses. This Policy provides a framework for the allocation and management of those residential properties in accordance with Council's strategic and operational requirements and the Residential Tenancies Authority (RTA).

#### 3. PROPOSAL

There are minor changes to the Policy including the annual update of Rental Charges. Main changes are as follows:

- Updated rental rates in line with the Council rates increase (2.6%)
- Removal of clauses around staff transferring furniture between properties / taking ownership thereof.
- Amendment to clause around responsibility of fence line maintenance.
- Additional clause relating to noise and parking restrictions at 172 Musgrave Street units.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council receives market rental from its properties that are rented to staff and contractors apart from some Executive staff where free rental forms part of a salary remuneration package. Significant operating holding costs are incurred on Council housing properties including repairs and maintenance and depreciation.

5. RISK

| Risk Type              | What could happen   | Possible consequence   |
|------------------------|---|--|
| Cost impact to Council | <ul style="list-style-type: none"> <li>Expenditure incurred exceeds rental income</li> </ul>                      | <ul style="list-style-type: none"> <li>Budget impact</li> </ul>          |
| Inadequate maintenance | <ul style="list-style-type: none"> <li>Deterioration of housing assets resulting in major maintenance.</li> </ul> | <ul style="list-style-type: none"> <li>Cost impact to Council</li> </ul> |

6. POLICY & LEGAL IMPLICATIONS

| Instrument   | <i>Policies /Procedures</i>                             |
|--|---|
| The Residential Tenancies and Rooming Accommodation Regulation 2020. | <p>Council Code of Conduct</p> <p>Tenancy Agreement</p> |

7. CRITICAL DATES & IMPLICATIONS

Reviewed Policy will apply when policy adopted.

8. CONSULTATION

CEO

People, Performance and Culture Manager

Manager Community and Communications.

9. CONCLUSION

There are minor changes to the Policy including the annual update of Rental Charges.

10. OFFICER'S RECOMMENDATION

1. That Council approves the updated General Policy-Accommodation Policy.

ATTACHMENTS

1. General Policy-Accommodation Policy-Tracked Changes copy



General Policy -  
Accommodation Pol

2. General Policy -Accommodation -Clean Skin copy.



General Policy -  
Accommodation - CI

## Chief Executive Officer Reports

### 11.04 Audit Committee Meeting Minutes August 2022

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|                         |  |
|-------------------------|--|
| DEPARTMENT:             | Office of the Chief Executive Officer  |
| RESPONSIBLE OFFICER:    | Daniel McKinlay; Chief Executive Officer   |
| PREPARED BY:            | Shaun Jorgensen; Finance and Technology Manager  |
| DATE REPORT PREPARED:   | 2 November 2022  |
| LINK TO COUNCIL PLAN/S: | Corporate Plan. Good Governance - external, internal audit and Audit Committee requirements are satisfied. |

---

#### 1. PURPOSE

The purpose of this report is to recommend the adoption of the Burke Shire Council Audit Committee meeting minutes for August 2022.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Section 211 of the Local government Regulations 2012 states that the audit committee of a local government must—

(1)(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.

The committee convened on the 11 August 2022 to facilitate council's audit committee function as outlined by the Local Government Regulation 2012 to discuss the status of external audit, internal audit, review council policy compliance, obtain an update from the council CEO of recent council developments and consider the internal self review of the audit committee function for Burke Shire Council. These minutes were approved at the Audit Committee meeting on the 31th October 2021.

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

That council must ensure compliance with the Local Government Regulation 2012. There are no financial or resource implications associated with this report.

#### 4. RISK

| Risk Type | What could happen  | Possible consequence  |
|-----------|--|---|
| Financial | <ul style="list-style-type: none"><li>The audit committee does not meet.</li></ul> | <ul style="list-style-type: none"><li>There is no oversight of internal and external audit functions of council by key representatives to ensure the transparency and review of such functions.</li></ul> |

5. POLICY & LEGAL IMPLICATIONS

| Instrument                        | Reference   | Details  |
|-----------------------------------|-------------|--|
| Local Government Regulation 2012. | Section 211 | <p>(1) The audit committee of a local government must—</p> <p>(a) meet at least twice each financial year; and</p> <p>(b) review each of the following matters—</p> <p>(i) the internal audit plan for the internal audit for the current financial year;</p> <p>(ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;</p> <p>(iii) a draft of the local government’s financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;</p> <p>(iv) the auditor-general’s audit report and auditor-general’s observation report about the local government’s financial statements for the preceding financial year; and</p> <p>(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee’s recommendations about the matters.</p> |
| Audit Committee Charter           |             | These minutes must comply with the Audit Committee Charter.  |

6. CRITICAL DATES & IMPLICATIONS

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

7. CONSULTATION

Brendan Macrae (Chairman Audit Committee).

Mayor.

Chief Executive Officer.

Finance and Technology Manager.

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

1. That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 11 August 2022.

ATTACHMENTS

1. Audit Committee Agenda 11 August 2022



Audit Committee  
Agenda 11 August 2

## Chief Executive Officer Reports

### 11.05 Queensland Audit Office 2022 Financial Statements and Audit Reports

|                         |   |
|-------------------------|---|
| 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:   | 2 November 2022   |
| LINK TO COUNCIL PLAN/S: | Corporate Plan. Good Governance- external, internal audit and Audit Committee requirements are satisfied. |

#### 1. PURPOSE

The purpose of this report is to present the 2022 Financial Statements, 2022 Final Management Letter, 2022 Representation Letter and 2022 Audit Closing Management Report to council as reviewed and certified by the Queensland Audit Office.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

The attached reports provide details of audit matters and other information related to the audited financial statements 2022. Management notes that whilst some matters remain in-progress for resolution by management for 30 June 2022, Burke Shire Council has maintained an unmodified opinion upon its control environment and finances for the 2021-2022 financial year.

Management also notes that the financial statements and management representations were reviewed by the Audit Committee and signed on the 31 October 2022.

As corroborated by both external audit and the audit committee, Burke Shire Council is starting to move in line with the average Queensland council sustainability benchmarks for the Net Financial Liabilities and the Operating Surplus Ratio. This is a positive shift in the performance of the organisation and reflects council's major focus on improving its financial sustainability

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

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

#### 4. RISK

| Risk Type | What could happen   | Possible consequence  |
|-----------|---|---|
| Financial | <ul style="list-style-type: none"> <li>Inadequate internal financial controls.</li> </ul> | <ul style="list-style-type: none"> <li>Financial implications and Organisation inefficiencies.</li> </ul> |

5. POLICY & LEGAL IMPLICATIONS

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

6. CRITICAL DATES & IMPLICATIONS

The Queensland Audit Office 2022 Closing Management Report 2022 and associated audit deliverables 2022 are presented at the next ordinary/special meeting of Council after it is received.

7. CONSULTATION

Audit Committee  
CEO

Management

External Auditors

8. CONCLUSION

In accordance with section 213 of the Local Government Regulation 2012, the 2022 Financial Statements, 2022 Final Management Letter, 2022 Representation Letter and 2022 Audit Closing Management Report are now presented to Council.

9. OFFICER'S RECOMMENDATION

1. THAT the Queensland Audit Office 2022 Financial Statements, 2022 Final Management Letter 2022 Representation Letter and 2022 Audit Closing Management Report are now presented to Council to be received.



ATTACHMENTS

1. 2021-2022 Financial Statements;



2022 Burke Shire  
Council Financial St.

2. 2021-2022 Final Management Letter;



BSC Final  
Management Letter.

3. 2021-2022 Representation Letter; and



BSC - Management  
Representation Lett

4. 2021-2022 Audit Closing Management Report.



BSC Closing  
Report.pdf

## Chief Executive Officer Reports

### 11.06 Queensland Audit Office Roads to Recovery Annual Report 2022

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|                         |   |
|-------------------------|---|
| 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:   | 2 November 2022   |
| LINK TO COUNCIL PLAN/S: | Corporate Plan. Good Governance- external, internal audit and Audit Committee requirements are satisfied. |

---

#### 1. PURPOSE

The purpose of this report is to present the 2022 Roads to Recovery Annual Report and 2022 Representation Letter to council as reviewed and certified by the Queensland Audit Office.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under section 6.2(vi)(b) of the Roads to Recovery 2019 funding terms and conditions, council must provide a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:

- i. the Chief Executive Officer's financial statement is based on proper accounts and records; and
- ii. the Chief Executive Officer's financial statement is in agreement with the accounts and records; and
- iii. the expenditure referred to in subparagraph (a)(iv) has been on the construction and/or maintenance of roads; and
- iv. the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the funding recipient's own source expenditure is based on, and in agreement with, proper accounts and records.

The attached reports provide details of audit matters and other information related to the audited Roads to Recovery Annual Report 2022. Burke Shire Council has maintained an unmodified opinion upon its administration of the Roads to Recovery Program of funding for the 2022 financial year.

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

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

4. RISK

| Risk Type | What could happen   | Possible consequence   |
|-----------|---|--|
| Financial | <ul style="list-style-type: none"> <li>Inadequate management of grant funds.</li> </ul> | <ul style="list-style-type: none"> <li>Council would be required to pay these funds back to department.</li> </ul> |

5. POLICY & LEGAL IMPLICATIONS

| Instrument   | Reference          | Details  |
|--|--------------------|--|
| Roads to Recovery 2019 Terms and Conditions of Funding | Section 6.2(vi)(b) | <p>Council must provide a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:</p> <ul style="list-style-type: none"> <li>(i) the Chief Executive Officer's financial statement is based on proper accounts and records; and</li> <li>(ii) the Chief Executive Officer's financial statement is in agreement with the accounts and records; and</li> <li>(iii) the expenditure referred to in subparagraph (a)(iv) has been on the construction and/or maintenance of roads; and</li> <li>(iv) the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the funding recipient's own source expenditure is based on, and in agreement with, proper accounts and records.</li> </ul> |

6. CRITICAL DATES & IMPLICATIONS

The audited Roads to Recovery Annual Report 2022 is presented and noted by council.

7. CONSULTATION

External Auditors

8. CONCLUSION

The audited Roads to Recovery Annual Report 2022 and 2022 Representation Letter are now presented to Council.

9. OFFICER'S RECOMMENDATION

1. THAT the audited Roads to Recovery Annual Report 2022 and 2022 Representation Letter are now presented to Council to be received.

ATTACHMENTS

1. 2021-2022 R2R Annual report; and



2022 Burke Shire  
Council Roads Repo

2. 2021-2022 R2R Representation Letter.



BSC - Management  
RepresentationMan

## Chief Executive Officer Reports

### 11.07 Strategic Risk Register

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|                         |   |
|-------------------------|---|
| DEPARTMENT:             | Office of the Chief Executive Officer   |
| RESPONSIBLE OFFICER:    | Dan McKinlay; Chief Executive Officer   |
| PREPARED BY:            | Dan McKinlay; Chief Executive Officer   |
| DATE REPORT PREPARED:   | 08 November 2022  |
| LINK TO COUNCIL PLAN/S: | Corporate Plan 2019-2024-Goal-Good governance. Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk) |

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#### 1. PURPOSE

To adopt Councils Strategic Risk Register.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

Councils Risk Management Framework adopted by Council in October 2020 identified the following risk categories:

- Assets
- Financial Sustainability
- Emergency and Disaster
- Environment
- Governance and Compliance
- ICT
- Public Health
- Reputation and Service Delivery
- Workforce

- Workplace and Public Safety

### 3. PROPOSAL

Senior Management have brain stormed each risk category to determine risks identified, previous progress and current progress towards mitigating risk.

Summary of each risk category in the table below identifies Control Likelihood, Level of Control, Consequence Level and total risk rating.

| Summary of Risks Identified |                                 |                    |                  |                   |                   |
|-----------------------------|---------------------------------|--------------------|------------------|-------------------|-------------------|
| Risk                        | Details                         | Control Likelihood | Level of Control | Consequence Level | Total Risk Rating |
| 1                           | Assets                          | Possible-3         | Marginal         | High-4            | High-7            |
| 2                           | Financial Sustainability        | Possible-3         | Satisfactory     | High-4            | High-7            |
| 3                           | Emergency and Disaster          | Almost Certain-5   | Satisfactory     | Extreme 5         | Extreme-10        |
| 4                           | Environment                     | Likely-4           | Weak             | High-4            | High -8           |
| 5                           | Governance and Compliance       | Possible- 3        | Good             | High-4            | High-7            |
| 6                           | ICT                             | Likely-4           | Satisfactory     | Extreme-5         | Extreme-9         |
| 7                           | Public Health                   | Likely-4           | Marginal         | Extreme-5         | Extreme-9         |
| 8                           | Reputation and Service Delivery | Likely-4           | Satisfactory     | High 4            | High-8            |
| 9                           | Workforce                       | Possible-3         | Good             | High-4            | High-7            |
| 10                          | Workplace and Public Safety     | Likely-4           | Good             | Extreme 5         | Extreme-9         |

### 4. FINANCIAL & RESOURCE IMPLICATIONS

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

### 5. RISK

Refer detailed Strategic Risk Register.

### 6. POLICY & LEGAL IMPLICATIONS

| Instrument                                 | <i>Council Policies</i>              |
|--|--------------------------------------|
| Local Government Act 2009                  |                                      |
| Local Government Regulation 2012           | Enterprise Risk Management Policy    |
| ISO 31000:2018-Risk Management -Guidelines | Enterprise Risk Management Framework |

### 7. CRITICAL DATES & IMPLICATIONS

The progress on the Strategic Risk Register will be reviewed by Council and Management half yearly.

8. CONSULTATION

Management Group

9. CONCLUSION

Strategic risks are:

- identified and assessed;
- Treatment options are prioritised and implemented;
- Actions are assigned; and
- Performance is monitored and reviewed.

The Strategic Risk Register It is not designed solely to eliminate risk, but rather to manage the risks involved in all Council activities, to maximise opportunities and minimise risk.

10. OFFICER'S RECOMMENDATION

1. That the Strategic Risk Register be adopted.

ATTACHMENTS

1. Strategic Risk Register



Burke Shire Council  
Strategic Risk Regist

## Chief Executive Officer Reports

### 11.08 Operational Plan 2022-2023 – September 2022 Quarter Review

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|                         |   |
|-------------------------|---|
| DEPARTMENT:             | Office of the Chief Executive Officer   |
| RESPONSIBLE OFFICER:    | Dan McKinlay; Chief Executive Officer   |
| PREPARED BY:            | Dan McKinlay; Chief Executive Officer   |
| DATE REPORT PREPARED:   | 09 November 2022  |
| LINK TO COUNCIL PLAN/S: | Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (Governance, finance, risk) |

---

#### 1. PURPOSE

To provide Council with an outline of progress made through the September 2022 Quarter towards the achievement of Council's 2022/2023 Operational Plan.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

Attached is the update for the September 2022 quarter review of progress against Council's 2022/2023 Operational Plan for Council consideration

#### 3. PROPOSAL

That Council receives and notes the contents of the September 2022 quarter review report of progress towards implementation of the 2022/2023 Operational Plan.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

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



## 5. RISK

| Risk Type                           | What could happen  | Possible consequence   |
|-------------------------------------|--|--|
| Strategic and operational alignment | <ul style="list-style-type: none"> <li>Non-alignment between Corporate Plan, Operational Plan and Budget.</li> </ul> | <ul style="list-style-type: none"> <li>Ineffective, inefficient and non-compliant operations.</li> </ul> |
| Compliance                          | <ul style="list-style-type: none"> <li>Content requirements of Operational Plan 2022-23 not met</li> </ul>           | <ul style="list-style-type: none"> <li>Compliance</li> </ul>   |

## 6. POLICY &amp; LEGAL IMPLICATIONS

| Instrument                       | Reference                                | Details   |
|----------------------------------|--|---|
| <b>Local Government Act 2009</b> | Section 104 Financial management systems | <p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually</p>  |
| Local Government Regulation 2012 | Division 4 Annual Operational Plan       | <p>Section 174 Preparation and adoption of the annual operational plan</p> <p>(1) A local government must prepare and adopt an annual operational plan for each financial year.</p> <p>(2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.</p> <p>(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.</p> <p>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</p> <p>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</p> |

| Instrument                       | Reference                          | Details  |
|----------------------------------|------------------------------------|--|
| Local Government Regulation 2012 | Division 4 Annual operational plan | <p>Section 175 Annual operational plan contents</p> <p>(1) The annual operational plan for a local government must—</p> <ul style="list-style-type: none"> <li>a. be consistent with its annual budget; and</li> <li>b. state how the local government will— <ul style="list-style-type: none"> <li>i. progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and</li> <li>ii. manage operational risks</li> </ul> </li> </ul> |

#### 7. CRITICAL DATES & IMPLICATIONS

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

#### 8. CONSULTATION

All Management Group have contributed to the compilation of this report.

#### 9. CONCLUSION

This report highlights Council's implementation of the 2022/2023 Operational Plan actions/projects for the September 2022 quarter of the 2022/2023 Financial Year.

#### 10. OFFICER'S RECOMMENDATION

1. That Council receives and notes the contents of this report and attachments regarding Council's progress towards the implementation of the 2022/2023 Operational Plan for the September 2022 quarter.

#### ATTACHMENTS

1. Burke Shire Council Operational Plan 2022\2023-Progress report for the September 2022 Quarter.

  
 2022-2023  
 Operational Plan - C

## Chief Executive Officer Reports

### 11.09 Sport and Recreation Strategy 2019-2024 - Update September 2022 Quarter

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|                         |   |
|-------------------------|---|
| DEPARTMENT:             | [Office of the Chief Executive Officer    |
| RESPONSIBLE OFFICER:    | Dan McKinlay; Chief Executive Officer     |
| PREPARED BY:            | Dan McKinlay; Chief Executive Officer     |
| DATE REPORT PREPARED:   | 09 November2022                           |
| LINK TO COUNCIL PLAN/S: | BSC Sport and Recreation Strategy 2019-24 |

---

#### 1. PURPOSE

To provide the September 2022 Quarter update on the implementation of the Burke Shire Council Sport and Recreation Strategy 2019-24.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required to do a Quarterly update on the Sports and Recreation Strategy that was adopted by Council in July 2019.

The strategy provides Council and the community with a direction on Council's approach to supporting and promoting sport and recreation in the Burke Shire.

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

The majority of items listed for delivery in the Sport and Recreation Strategy have been fully funded through external grants. These included:

- Upgrade to the Phillip Yanner Memorial Oval
- Upgrade to the Gregory Showgrounds:
  - o Spectator Facility
  - o Bar & Kitchen
  - o Judge's Tower
  - o Jockeys Room
- Upgrade to the Gregory Showgrounds:
  - o Replacement of Jockey Change Rooms
- Upgrade to the Phillip Yanner Memorial Oval:
  - o Drainage works
  - o Concrete resiliency works

- Health & Wellbeing Precinct Masterplanning. This includes Water Park, Swimming Pool, Gym and Mineral Baths. Grant funding has been reviewed for Masterplanning including community/stakeholder consultation with concept design. GHD have been appointed and workshops commenced in November 2022.

#### 4. RISK

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

#### 5. POLICY & LEGAL IMPLICATIONS

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

#### 6. CRITICAL DATES & IMPLICATIONS

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

#### 7. CONSULTATION

Periodic consultation is taking place between Council and:

- Club and Association representatives:
  - o Ongoing engagement with Gregory club representatives in relation to Gregory Showgrounds projects

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

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

1. That Council note and receive the Sport and Recreation Strategy 2019-24 update for the September 2022 Quarter.

ATTACHMENTS

1. Sport and Recreation Strategy –Quarterly update-September 2022 Quarter.



Copy of Sport and  
Recreation Strategy

## Chief Executive Officer Reports

### 11.10 Annual Report for the year ended 30 June 2022

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|                         |   |
|-------------------------|---|
| DEPARTMENT:             | Office of the Chief Executive Officer           |
| RESPONSIBLE OFFICER:    | Dan McKinlay; CEO                               |
| PREPARED BY:            | Shaun Jorgensen; Finance and Technology Manager |
| DATE REPORT PREPARED:   | 3 November 2022                                 |
| LINK TO COUNCIL PLAN/S: | Operational Plan – Good Governance              |

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#### 1. PURPOSE

To adopt Burke Shire Council's Annual Report year ended 30 June 2022.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under Chapter 5 Part 3 Division 3 Section 182 of the Local Government Regulation 2012, Council is required to adopt the Annual Report for each financial year.

The annual report for the financial year has been prepared for consideration in accordance with the relevant legislative provisions. The report documents Council's financial performance and operational progress for the financial year, presents reports from the Mayor and CEO, and includes background information about Burke Shire and its councillors.

#### 3. PROPOSAL

That Council adopts the 2021-2022 Annual Report.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The CEO and Finance and Technology Manager have briefed Council on the key financial ratios and broader financial statements for the 2021-2022 financial year.

The Audit Committee also reviewed the financial statements and ratios.

#### 5. RISK

Not applicable concerning acceptance of this Report.

## 6. POLICY &amp; LEGAL IMPLICATIONS

| Instrument  | Reference  | Details   |
|---|--|---|
| Corporate Plan 2019-2024<br><i>Operational Plan for reporting year</i>              | Corporate Planning Framework   | The annual report is a key record of Council's performance for the year against the operational plan and the budget.  |
| Local Government Regulation 2012<br>Chapter 5 Part 3<br>Division 3<br>Annual Report | <p>(1) A local government must prepare an annual report for each financial year.</p> <p>(2) The local government must adopt its annual report within 1 month after the day the auditor general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.</p> <p>(3) However, the Minister may, by notice to the local government, extend the time by which the annual report must be adopted.</p> <p>(4) The local government must publish its annual report on its website within 2 weeks of adopting the annual report.</p> | <p>Division 3 explains what an annual report for a local government must contain including particulars relating to:</p> <p>Financial statements (s183)<br/>Community financial report (s184)<br/>Particular resolutions (s185)<br/>Councillor information (s186)<br/>Administrative action complaints (s187)<br/>Overseas travel (s188)<br/>Expenditure on grants to community orgs (189)<br/>Other contents e.g.: progress towards the outcomes of the corporate and operational plans; internal audit report; registers; concessions for rates and charges; invitations to change tenders etc. (s190)</p> |
| Australian Accounting Standard ASA 720<br>'Other information'                       | Annual report finalisation and auditing standard – auditor to consider the final version of the annual report before it is tabled.   | The aim is to avoid misalignment between the annual report prepared by management and the audited financial report in order to avoid material inconsistencies that could reduce reader confidence, and affect credibility of management and auditor.  |

## 7. CRITICAL DATES &amp; IMPLICATIONS

The Annual Report must be adopted within one month after the day the Auditor General gives the Auditor-General's Audit Report about the Local Governments financial statements for the financial year. Council signed it'.

8. CONSULTATION

Mayor and Councillors

CEO

Managers

Queensland Audit Office

9. CONCLUSION

The Annual Report reflects the Corporate Plan for 2019–2024. The Annual Report is the formal reporting mechanism to the community, respective Government Agencies and other stakeholders.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That in accordance with section 182 (1) and (2) of the Local Government Regulation, Council adopts the Burke Shire Council annual report as presented for the financial year ended 30 June 2022; and
3. That the annual report so adopted will be published on Council's website within 2 weeks of this decision, in accordance with section 182 (4) of the Local Government Regulation 2012.

ATTACHMENTS

1. 2022 Burke Shire Council Annual Report



Burke Shire Council  
- Annual report 2022



## Chief Executive Officer Reports

### 11.11 Budget Review for the 4 months to the end of 31 October 2022

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|                         |  |
|-------------------------|--|
| DEPARTMENT:             | The office of the Chief Executive Officer        |
| RESPONSIBLE OFFICER:    | Dan McKinlay; Chief Executive Officer            |
| PREPARED BY:            | Shaun Jorgenson – Finance and Technology Manager |
| DATE REPORT PREPARED:   | 11 November 2022                                 |
| LINK TO COUNCIL PLAN/S: | Operational Plan/Budget                          |

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#### 1. PURPOSE

The purpose of the following budget review is to establish any significant or tentative deviations of actuals costs against the original budget set for the 2022/23 financial year and to advise of any amendments to its budget pursuant to section 170(1) of the Local Government Regulation 2012. These review items will be separated into the categories of 'Operating' and 'Capital'.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the budget for the 2022/23 financial year on the 28th of July 2022. Council's actual year to date revenue and expenditure is reviewed on a monthly basis. Any significant variances between year-to-date financial performance and budget estimates are investigated and reported. Section 170 (3) of the Local Government Regulation 2012 provides that a Local Government may by resolution amend the budget for the financial year at any time before the end of the financial year. Year to date financial performance has been assessed against original budget estimates and the follow review will outline any amendments required in accordance to the Local Government Regulation 2012.

## 3. PROPOSAL

That Council acknowledges and endorses revised changes to the 2022/23 Budget. Please note these changes per the below table:

| <b>Summary of Proposed Budget Amendments<br/>To the end of October 2022</b>               |                        |                        |                     |
|---|------------------------|------------------------|---------------------|
| <b>Proposed Amendments</b>  |                        |                        |                     |
|   | <b>Oct Movt<br/>\$</b> | <b>Oct Movt<br/>\$</b> | <b>Total<br/>\$</b> |
| <b><u>Income</u></b>  |                        |                        |                     |
| Increase in Interest return on QTC Investment Funds                                       | 55,000.00              |                        |                     |
| <b>Interest Revenue</b>   |                        | <b>55,000.00</b>       |                     |
| Increase to Finance Assistance Grant Allocation   | 404,250.00             |                        |                     |
| <b>Total Subsidies and Grants</b>   |                        | <b>404,250.00</b>      |                     |
| Decrease in Forecasted DRFA 20/21 Revenue   | - 500,000.00           |                        |                     |
| <b>Total Subsidies and Grants</b>   |                        | <b>- 500,000.00</b>    |                     |
| <b>Total Income</b>   |                        |                        | <b>- 40,750.00</b>  |
| <b><u>Expenses</u></b>  |                        |                        |                     |
| Decrease in Forecasted DRFA 20/21 Expenditure   | 500,000.00             |                        |                     |
| <b>Total Engineering Services Costs</b>   |                        | <b>500,000.00</b>      |                     |
| Increase in Community Events Budget to accounting for timing of Order of the Outback Ball | - 26,000.00            |                        |                     |
| <b>Total Community Services Costs</b>   |                        | <b>- 26,000.00</b>     |                     |
| Cairns Office Fitout (not previously budgeted for)  | - 70,000.00            |                        |                     |
| <b>Total Administration Costs</b>   |                        | <b>- 70,000.00</b>     |                     |
| Decrease GSD Membership (no membership fee for 22/23)                                     | 30,000.00              |                        |                     |
| <b>Corporate Governance Costs</b>   |                        | <b>30,000.00</b>       |                     |
| <b>Total Expenses</b>   |                        |                        | <b>434,000.00</b>   |
| <b>October 2022 Budget Proposed Amendments (Surplus)</b>                                  |                        |                        | <b>393,250.00</b>   |
| <b>Total Annual 2022 Budget Amendments (Surplus)</b>                                      |                        |                        | <b>393,250.00</b>   |

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

This recommendation requires changes to the current year budget as follows:

There was a recalculation performed over bank interest on that basis of a 3.52% effective annual interest being identified as part of the October 2022 investment interest compound rate. At a conservative estimate; Finance has estimated a \$55,000 increase to bank interest revenue by 30 June 2022 accounting for decreases to cash reserves that may be encountered during the year.

Upon the publishing of the annual Financial Assistance Grant documentation on the Department's website and per a separate letter issued to Burke Shire Council by the Department, management further identified an increase in annual operational grant funding by \$404,250. Operating grant revenues are recommended to be increased in line with this new information and across the 10-year forecast. Initially council Finance had calculated this revenue figure conservatively with an expectation an increase may occur during the year once the change to the FA grant structure was finalised by Department.

Additionally, per a reforecasting of 2020/21 Flood Damage Works conducted by Erscon, it has been determined that there is also a \$500k decrease to DRFA 20/21 flood damage funding with a complementing \$500k decrease in Flood Damage expenditure. The impact on the council annual budget is \$nil.

For Community Services costs, management noted a further \$26,000 to be included to cover the cost of the 2021/22 Order of the Outback Ball; this increase in costs was due to the timing of the event occurring just after the financial year cut-off period. This cost is an isolated one-off cost for 2022/23 and will not have an impact on the 10-year expenditure forecast.

It was also identified from the Gulf Savannah Developments AGM in October 2022 that the GSD annual membership for council will be waived for 2022/23. As such this accounts for an additional \$30,000 saving for council for 2022/23 in isolation; this membership cost has been maintained in the 10-year expenditure forecast.

The budget review has factored in a \$70,000 increase for the fit out of the Cairns office; during the initial establishment of the annual budget these expected costs were not included due to the timing of the leasing agreement signage and process of procuring the new office premise. At this stage this increase in cost is funded by the above noted increases in operational revenues for the year and is an isolated one-off cost that council will only incur in the 2022/23 year.

At this stage, management advises that there are to be no changes to the existing Capital Expenses budget; we anticipate and note this budget will be further reviewed for the December 2022 quarter review. At this stage Engineering has certified this budget is on track.

The outcome of the above noted recommended amendments to the budget is an overall increase in council savings by \$393,250.

Some areas to note for monitoring in future budget reviews include the following:

- Workshop Maintenance Expenditure; 46.73% against an expected 35.62% spend to date
- Sewerage Expenditure; 73.22% against an expected 35.62% spend to date
- Cemeteries Expenditure; 44.73% against an expected 35.62% spend to date
- CCTV operating Expenditure; 60.14% against an expected 35.62% spend to date
- Multipurpose Courts Maintenance Expenditure; 129.13% against an expected 35.62% spend to date
- Public Halls Maintenance Expenditure; 46.13% against an expected 35.62% spend to date

### **Housing maintenance**

Additional to the above cost areas noted; management notes that there are a number of critical housing repairs that will need to be assessed in the coming months and completed by 30 June 2023. It is anticipated that council will submit a review amendment once estimated costs are quantified as part of the December 2022 quarter budget review.

#### **5. POLICY & LEGAL IMPLICATIONS**

Compliance with the Local Government Act 2009 and Section 170 of the Local Government Regulation 2012.

#### **6. CRITICAL DATES & IMPLICATIONS**

Section 170 (3) of the Local Government Regulation 2012 defines Council's ability to amend its budget. The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

#### **7. CONSULTATION**

- Executive Management Team; and
- Council

#### **8. CONCLUSION**

A total surplus of \$393,250k will be reported for the year up to 31 October 2022 as a result of additional operating revenues received from the Financial Assistance Grant and Bank Interest for the year as well as savings from reductions to operating expenditures.

#### **9. OFFICER'S RECOMMENDATION**

1. THAT in accordance with section 170(3) of the Local Government Regulation 2012, council is to revise and amend the Burke Shire Council budget adopted for the financial year 2022/2023 as follows:

| <b>Summary of Proposed Budget Amendments<br/>To the end of October 2022</b>               |                        |                        |                     |
|---|------------------------|------------------------|---------------------|
| <b>Proposed Amendments</b>  |                        |                        |                     |
|   | <b>Oct Movt<br/>\$</b> | <b>Oct Movt<br/>\$</b> | <b>Total<br/>\$</b> |
| <b>Income</b>   |                        |                        |                     |
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| Interest Revenue  |                        | 55,000.00              |                     |
| Increase to Finance Assistance Grant Allocation   | 404,250.00             |                        |                     |
| Total Subsidies and Grants  |                        | 404,250.00             |                     |
| Decrease in Forecasted DRFA 20/21 Revenue   | - 500,000.00           |                        |                     |
| Total Subsidies and Grants  |                        | - 500,000.00           |                     |
| <b>Total Income</b>   |                        |                        | - 40,750.00         |
| <b>Expenses</b>   |                        |                        |                     |
| Decrease in Forecasted DRFA 20/21 Expenditure   | 500,000.00             |                        |                     |
| Total Engineering Services Costs  |                        | 500,000.00             |                     |
| Increase in Community Events Budget to accounting for timing of Order of the Outback Ball | - 26,000.00            |                        |                     |
| Total Community Services Costs  |                        | - 26,000.00            |                     |
| Cairns Office Fitout (not previously budgeted for)  | - 70,000.00            |                        |                     |
| Total Administration Costs  |                        | - 70,000.00            |                     |
| Decrease GSD Membership (no membership fee for 22/23)                                     | 30,000.00              |                        |                     |
| Corporate Governance Costs  |                        | 30,000.00              |                     |
| <b>Total Expenses</b>   |                        |                        | 434,000.00          |
| <b>October 2022 Budget Proposed Amendments (Surplus)</b>                                  |                        |                        | 393,250.00          |
| <b>Total Annual 2022 Budget Amendments (Surplus)</b>                                      |                        |                        | 393,250.00          |

## ATTACHMENTS

1. Final 2022-23 Budget and Long-Term Financial Forecast - 4 Months to 31 October 2022.



2022-23 Budget  
and Long Term Financial



Budgeted  
Statement of Income

## 12. Closed Session Reports

No closed session reports were received for the meeting.

## 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 Friday 09 December 2022