



# Agenda and Business Papers

## Burke Shire Council Ordinary Meeting

### Friday 09 December 2022

### 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea

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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 Shannon Moren; Community and Communications Manager Shaun Jorgensen; Finance and Technology Manager Brianna Harrison; Executive Assistant

### 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

## 03. Prayer

Led by Cr Camp

## 04. Consideration of applications for leave of absence

None received at time of agenda preparation.

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

### 05.01 Ordinary Meeting Thursday 17 November 2022

That the Minutes of the Ordinary Meeting of Council held on Thursday 17 November 2022 as presented be confirmed by Council.



221117

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

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|---|
| <ul style="list-style-type: none"><li>10.01 Works and Services Monthly Update Report</li><li>10.02 Capex Projects Monthly Update Report</li><li>10.03 Burketown Speed Limit Reduction</li><li>10.04 Illegal Dumping Regulatory Controls - Delegated Authority to Chief Executive Officer</li><li>10.05 Asset Management Strategy and Policy</li></ul> |
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## 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:	2 December 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 November 2022. The Attachment to this report provides detail on routine reporting matters and general information.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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 progressing for a re-advertisement
- Wet Season preparations under way
- Cyclone clean up scheduled for early Dec

##### 2.2 Roads

- DRFA Doomadgee East commenced
- Ongoing patching works on local roads progressing
- Wet Season flood marker checks and updating

##### 2.3 Workshop

- Stand by generator maintenance being finalised prior to wet season
- Grader – repairs being finalised in order trade in
- Fleet procurement program commenced with purchase of 9 replacement vehicles underway. RFQ out to suppliers.
- 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 in '23 NY

### Burketown Water

- SCADA upgrade scoping now finalised for all stages
- Planning for de-silting of lagoons for 2022 underway. Collaboration with QWRAP members for regional procurement – with decision to proceed made 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.
- WTP Filters has a valve control issue. Dave Dillon QEE was on site 28-11-22 to investigate. Replaced the control card and had a look at the WIFI connection as he could not remotely access the control panel to see plant operations.

### Sewerage Treatment Plant

- Currently investigating the cause of pH failures on the monthly Sewerage Samples. MBS Water is conducting the investigation. 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 have completed an audit of the batteries. Report being assessed
- 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
- Extra Training with Paul needed ASAP. Will put a SOP and program together for Paul Slater before the wet season shutdown period.

## 2.5 Airports

- Relocation of the boundary fence to be undertaken with Remote Airport Upgrade Program funding. Final RFQ is being issued.
- Airport checks and Maintenance ongoing.
- Investigation of drainage at Gregory commenced with solution being established
- Gregory Airport had a burn off done but did not burn well due to rain that night.
- Burketown Airport needs Runway lighting replaced due to Lightning strike and extra Surge Protectors need to be installed.
- Emergency generator has an issue with the Control Panel due to lightning strike.
- Fuel depot changeover control panel needs to be replaced due to lightning strike. Possible Insurance Claim.

## 2.6 Waste

- Ongoing sorting at Burketown, with Gregory to be managed Late 2022
- Commenced signing installation for new Landfill
- Waste Strategy first actions being implemented – organic waste reuse via compost bins. Community based survey drafted for review
- Discussions with Department of Environment and Science conducted to clarify timelines and compliance requirements for cap and closure. Scoping for consultants tendering being finalized. 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. Further meeting scheduled with APrince consultants in December in Cairns

## 3. OFFICER'S RECOMMENDATION

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

## ATTACHMENTS

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



Attachment 01  
(Dec22)-Final.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:	2 December 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.

The reporting and Project Management transition across to SurePact is approximately 90% complete.

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

#### 3. PROPOSAL

(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. Arrived</li><li>Review of fleet management schedule underway. <a href="#">Option of leasing considered – not financially beneficial</a></li><li><a href="#">9 new white fleet RFQ issued to suppliers</a></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><i>New signage installation nearing completion. Public notice to be issued once complete</i></li> </ul>

Project	Description	Update/activity for reporting month
SCADA upgrade works	QWRAP regional review of SCADA.  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. Tendering proceeding without Cloncurry. Scope to include all stages with new funding secured (BoR 6)</li> <li>Site inspection with contractors being conducted 6<sup>th</sup> Dec</li> <li>RFT documentation to be issued 2<sup>nd</sup> December</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> <li>Contract awarded to Marwill with works underway. Airport completed with STP imminent</li> </ul>

Project	Description	Update/activity for reporting month
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 – structural concerns with piles has been addressed. Slight remediation required and corrosion protection.</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. Price received was excessive. Re-visiting scope segregation to assist in getting the price down</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 January 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 & Well being 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 conducted with Councillors 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. Proposed reduction of speed limit to 30 km/h</a> Meeting with TMR now planned for Dec to enable finalisation of design</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><a href="#">Joint workshop held in Doomadgee 02/11 with GHD</a></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>Best option for progressing agreed by stakeholders (incl Savannah Air).</li> <li>Documents to be issued for RFQ in Dec</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 highlights – Successful Submission)

Funding program	Description	Update/activity for reporting month
TMR Principal Cycle Network	Cycle Way along Beames St & Musgrave St \$125k from BSC possibly required (possibly use the BBRF). This could be linked with a Town Precinct Enhancement project ie. focused on Beames St as entrance to Burketown. Possible total budget \$2m for overall enhancement (refer below)	<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. Plan update completed</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> <li>• Advice from Commonwealth that the program has been withdrawn</li> </ul>

## 6. OFFICER'S RECOMMENDATION

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

## ATTACHMENTS

NIL



## Engineering Services Reports

### 10.03 Burketown Speed Limit Reduction

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DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Graham O’Byrne
DATE REPORT PREPARED:	2 December 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan  Operational Plan  Budget

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#### 1. PURPOSE

This report seeks endorsement for the reduction of speed limit in the centre of Burketown from 60 to 30 km per hour as designated on the attached plan.

#### 2. SUMMARY

As a part of the design for the Beames St and Musgrave St upgrades, incorporating cycleways, consideration was given to the treatments required by the Department of Transport and Main Roads (TMR) for the cycleway crossings. Traffic count data was gathered to enable informed recommendations to be put forward to Council.

A number of options were explored including:

- Incorporating raised crossings in Beames and Musgrave Streets, which would act as speed humps
- Reduction of the speed limits from 60 to 30 km per hour

Either of the options considered would produce the desired safety control of traffic through the areas concerned.

#### 3. PROPOSAL

It is proposed that the best option, from a management and maintenance perspective, is the reduction of speed limits.

Refer to the below plan which illustrates the extent of the areas for which the speed limit reduction would apply.

On the approaches to each of the speed limited zones the roadway will be painted with line marking to alert traffic of the approaching altered traffic control.



4.      FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications associated with the recommendation within this report. The construction component will be included within the overall Beames and Musgrave Streets upgrade project.

5.      CONSULTATION

In preparing the content of this Report, consultation has been undertaken with:

- Councillors
- Burke State school

6.      OFFICER'S RECOMMENDATION

That the speed limit be reduced from 60 to 30 km per hour when the Beames and Musgrave St Upgrade and Cycleway project is constructed:

1. On Beames St between Sloman St and Marshall Lane, and
2. On Musgrave St between Burke St and Beames St.

## Engineering Services Reports

### 10.04 Illegal Dumping Regulatory Controls - Delegated Authority to Chief Executive Officer

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DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Sarath Jayasekara
DATE REPORT PREPARED:	2 December 2022

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#### 1. PURPOSE

The Council received funds from the Local Government Illegal Dumping Partnerships Program 2B grant, and the Council need to have the delegated power of the Waste Reduction and Recycling Act 2011 (WRR Act 2011) to the Chief Executive pursuant to section 263(1) (b) and section 183 of the WRR Act 2011. This report proposes the delegation of this authority to the CEO.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Grant Program aims to collaboratively address the challenges caused by illegal dumping across the Shire. The Program will fund additional dedicated on-ground resources to investigate and respond to illegal dumping incidents. It will increase council capabilities through targeted training and support programs, boost intelligence and Data reporting on illegal dumping activities, and establish a platform for collaboration with the neighbouring Council – Doomadgee Aboriginal Shire Council.

#### 3. PROPOSAL

With the introduction of the WRR Act 2011, the Queensland government removed the devolved waste and littering offences from the Environmental Protection Act 1994 and positioned them in the Act, making it optional for local government to enforce littering provisions.

The WRR Act 2011 identifies four different types of litter offences, which a suitable Officer is authorised to enforce:

1. General littering and littering from a vehicle (including boats);
2. Dangerous littering;
3. Illegal dumping – more than 200 litres and less than 2500 litres; and
4. Illegal dumping – more than 2500 litres.

Under this Act, it is an offence for a person to unlawfully deposit waste with a volume greater than 200 litres (the size of an average wheelie bin in volume) – this is known as illegal dumping.

Authorised officers are able to issue on-the-spot fines for general and dangerous littering offences. Compliance notices may be issued for illegal dumping offences and involve the collection, transportation, storage, treatment or disposal of the waste to ensure the environmental impact is minimised.

If a person fails to comply with an authorised officer's direction to remove waste, they will face a penalty of up to \$33,000.00

It is not a statutory requirement for Burke Shire Council to take up delegations of the WRR Act 2011. However, it would be prudent for Council to accept the delegations to meet community expectations and to assist in reducing the occurrence of littering and illegal dumping. If Council elects to undertake the delegations, the Department of Environmental Science will assist with the information and investigation by providing Council with cameras as required.

The Delegated authority will be in accordance with the WRR Act 2011.

4.      LINK TO CORPORATE PLAN

GOAL – SUSTAINABLE ENVIRONMENT

Council acts, directly or through facilitation or advocacy, to promote positive environmental outcomes that strike a balance between built and natural forms for the benefit of current and future generations.

5.      POLICY & LEGAL IMPLICATIONS

Acceptance of the delegations would not affect current policy

6.      FINANCIAL AND RESOURCE IMPLICATIONS

Acceptance of the delegations is a condition of the grant agreement, and the Council's contribution is \$14,000.00. Council needs to appoint an Enforcement Officer responding to waste and littering offences when they were prescribed under the Environmental Protection Act 1994.

7.      CONSULTATION

Director of Engineering and funding agent – Department of Environment and Science

The WRR Act 2011 - Legal Implications

8.      OFFICER'S RECOMMENDATION

1. It is recommended that pursuant to section 263 (1) (b) of the Waste Reduction and Recycling Act 2011, Council resolves to delegate the exercise of all powers contained in the Waste Reduction and Recycling Act 2011 to the Chief Executive Officer. These powers must be exercised subject to any limitation contained in the Instrument of Delegation.

ATTACHMENTS

1. Letter from Minister



CTS 16047-22 -  
Burke Shire Council

2. Grant Agreement



PP2B08 - Burke  
Shire Council Grant

## Engineering Services Reports

### 10.05 Asset Management Strategy and Policy

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DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Graham O’Byrne, Director of Engineering
PREPARED BY:	Sarath Jayasekara, Senior Project Engineer
DATE REPORT PREPARED:	28 November 2022
LINK TO COUNCIL PLAN/S:	Goal-Asset Sustainability  1. Council develops, implements and maintains an effective and compliant asset management framework.  Council manages, maintains, renews and upgrades assets in line with relevant plans, policies, strategies, budgets and in line with relevant program requirements (including maintenance of appropriate accreditations)

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#### 1. PURPOSE

To present an update of Council’s Asset management Strategy and Policy for consideration and endorsement.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In accordance with the Local Government Regulations 2012 section 168, Council is required to prepare and adopt a strategy and a policy about asset management (an Asset Management Strategy and an Asset Management Policy), and review this Strategy and Policy annually.

#### 3. PROPOSAL

The current Asset Management Strategy and an Asset Management Policy has been reviewed by the External Consultant and Engineering Department. The Policy has also been worked shopped with Council.

Key proposed changes are as follows.

Asset Management Strategy

Reviewed in context of revised and expanded AMPs, and Corporate Plan 2019-24  
FINANCIAL & RESOURCE IMPLICATIONS

Asset Management Policy

Changed to reflect 2019-24 Corporate Plan with the addition of “appropriate levels of service”

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications associated with this report. Ongoing improvements to the Asset management Strategy and Policy will enhance the long term financial planning and asset sustainability.

5.      POLICY & LEGAL IMPLICATIONS

Instrument	Reference
<i>Local Government Act 2009</i>	Sections 167 Preparation of long-term asset management plan Section 168 Long-term asset management plan contents

6.      CONSULTATION

with Council's CEO, Management Team, in part In preparing the content of this Report, consultation has been undertaken in regards to the Policy icular the Contract and Procurement Coordinator and the Finance and Technology Manager.

7.      OFFICER'S RECOMMENDATION

1. That the attached updated Asset Management Strategy and Policy be endorsed.

ATTACHMENTS

1. Asset Management Strategy



Asset Management  
Strategy.docx

2. Asset Management Policy



Asset Management  
Policy.docx

## 11. Chief Executive Officer Reports

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| <ul style="list-style-type: none"><li>11.01 Chief Executive Officer Report</li><li>11.02 Financial Services Monthly Update Report</li><li>11.03 Adoption of Council Meeting Dates for 2023</li></ul> |
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## 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:	30 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 November 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.

Meeting Queensland Audit Office representatives with Mayor

Project Management Training

Workshop Health & Wellbeing Strategy

Workshop Water Strategy update

Waayni land handover by State Govt.

Meeting Australia Day 2023

NQROC Zoom meeting

Local Laws Officer Interview

Discussions October Budget Review

Finalise 2021/2022 Annual Report

Internal Grants meeting

Finalise Emergency Action Guide with Madi.

**Unsung hero**

Through my weekly communication I have a 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 we are 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 fiber between Burke to Gregory and Burke to Doomadgee. This will be a large scale project for the region if greenlit and Telstra has engaged GWI to assist in the grant writing for this moving forwards to give council the best chance possible of securing funding.

**People, Performance and Culture**

EBA

- Amendment to Schedule 1 under review by the QIRC
- Relevant Policies and affected documents in the process of being reviewed

Policies

- Pending approval

Positions advertised:

- Local Laws Officer

- Senior Engineer

New employees

- None

Terminated Employees

- Chelsea Smith
- Christopher Moren

Training and Professional Development

- Mental Health First Aid
- Psychological Health and Safety Masterclass
- Stores and Inventory Management
- Employment Relations Conference
- First Aid
- Cyber Security Fundamentals
- Effective negotiation and dispute resolution

Performance Appraisals

- Performance appraisals have been distributed for completion.

#### **Economic Development / Community Projects**

Grants

- Several grant applications have been submitted and awaiting outcomes:
  - 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. Awaiting Outcome
  - SES Support Grant – application submitted. Aim of the grant is to connect power from the Gregory Depot to the SES shed and clinic. Funding requested \$32,300.00, approximately \$13,000.00 in kind.
  - Australia Day Grant – successful
- Albert River Bridge Lights installed. Final acquittal to be processed.
- Council Website now updated with community grants. To be updated monthly.
- Burketown Cenotaph refurbishment contractor finalised. Work to be completed shortly.

### Small Business

- Drafting a business investment prospectus document to entice people to come to the shire and start a business

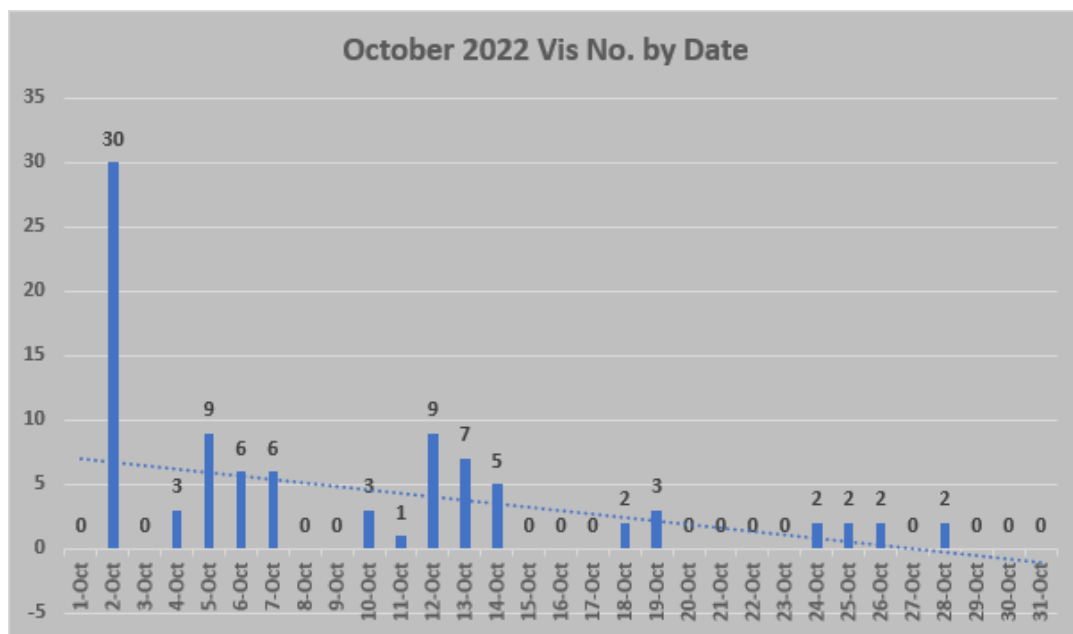
Completed the Small Business networking, grants workshop and contractor briefing. Attendance was low. Will be looking to review event and talk to businesses to seek interest in running similar events in the future/needs of businesses. Scoping the possibility of having an Economic Development Strategy 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.

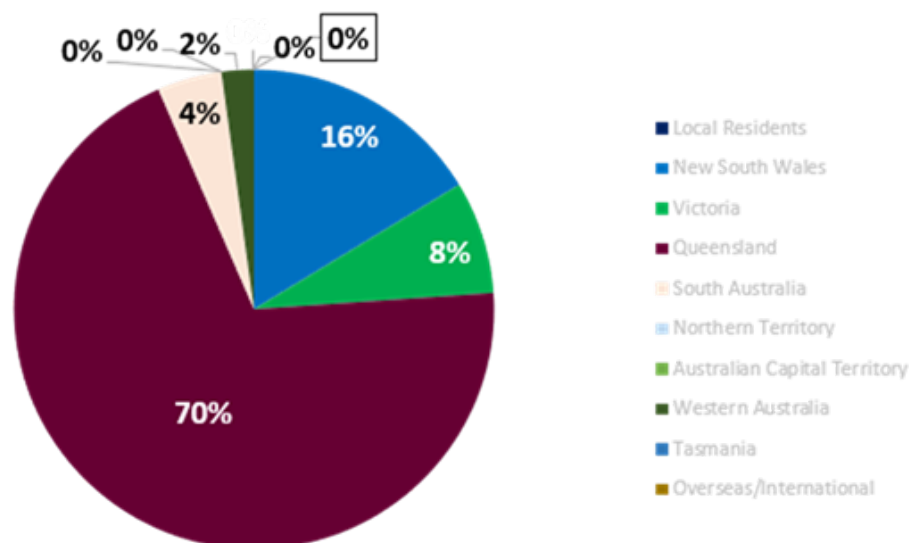
Attended GSD AGM in Cairns.

### Tourism

- Currently planning the next season's tourism budget and advertising schedule. Will be liaising with businesses to scope what people would like to see.
- Tourism Branding Complete – release ongoing
- Signage audit underway. Due to apply for funding for signage ongoing.
- Planning for the passport project to be reviewed.
- New software to track tourism data is set to be accessible to Council from State Development Funding – updates to come.
- Tourism Data



### Visitors by Region of Origin October 2022



The Burketown Information Centre will be closed from Thursday 22<sup>nd</sup> December to Wednesday 4<sup>th</sup> of January for the shutdown period. Outside of this shutdown period the Information Centre will be open intermittently – dependant on staff leave and preparation duties for the 2023 season. The Information Centre is scheduled to be operating fully at the beginning of April.

#### 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. Graham and Megan from State Development visited Gregory and Burketown to complete community consultations. Gregory turnout was excellent; however, Burketown was a little disappointing. Online surveys and further face-to-face consultation (on request) will continue.

#### Other

- Australia Day nominations released.
- Savannah Way Art Trail event postponed. Finalisation of artwork ongoing.
- Looking at sourcing support from State Development team for the development of an investment prospectus. Attended the NWQ Economic Diversification Strategy update in Mount Isa on the 24<sup>th</sup> November.

### **Community and Communications**

#### Events

#### Upcoming Community Events:

NIL

**Upcoming Council Events:**

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 – Agreement signed. Works to be completed 23<sup>rd</sup> January – 31<sup>st</sup> January 2023
- Demolish Old Town Hall – As discussed in November meeting, hall will not be dismantled until next year after the wet season. Wilson's Contracting are completing inspection to put measures in place to ensure building is stable and secure over the wet.

**Facilities Management**

- RFQ's being finalized and work has commenced on Council properties
- 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 & Depot Administration positions to be advertised in the new year.

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

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

**Durlga**

- We had 9 external bookings and few internal bookings for November.

**Records**

- Recordkeeping is continuing as per usual.

**Library**

- First 5 Forever and Library plans being made for activities for early 2023.

**Rex**

- Working with Rex to get some new Rex signage.
- Completed a Remote Rex Audit.
- ASIC renewals due and being worked through.
- Rex duties continuing as per roster.

**Events**

- Young Ambassador Program – packs have been organised and will be presented to the Burketown State School graduates on 30 November. School of the Air graduates will receive their packs once final items arrive. Special thanks to Brianna for her hard work in sorting this.
- Get Ready Event took place on 17 November. Very minimal attendees, but afternoon was enjoyed by those who did attend. Still sorting the Emergency Packs.

3.      OFFICER'S RECOMMENDATION

1.    That the contents of the Chief Executive Officer's Report for November 2022 be noted and received.

ATTACHMENTS

1.    Workplace Health and Safety Report for November



WHS Report  
November 2022.pdf

## Financial Services Reports

### 11.02 Financial Services Monthly Update Report

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DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	2 December 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 November 2022.

#### 2. SUMMARY

As a review of council's performance over the month of November 2022; Council notes that cash was down by

\$1.97mil for the month; this is primarily due to contractor payments falling due ahead of the Christmas shutdown period. As this is the fifth 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 amended 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 Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	3,985,110	14,640,850	27%
Operating Expenses	(2)	6,971,840	19,621,687	36%
<b>Operating Result (Profit/Loss)</b>	-	<b>2,986,730</b>	<b>4,980,837</b>	<b>60%</b>
Capital Revenue	(3)	1,377,611	9,569,005	14%
<b>Net Result</b>	-	<b>1,609,119</b>	<b>4,588,168</b>	<b>-35%</b>

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	9,064,938	7,427,413
Other Current Assets	(5)	3,484,725	1,402,000
Non Current Assets	(6)	164,851,804	160,444,717
<b>Total Assets</b>		<b>177,401,467</b>	<b>169,274,130</b>
Liabilities (Current)	(7)	7,007,112	3,540,000
Liabilities (Non Current)	(8)	841,535	1,210,000
<b>Total Liabilities</b>		<b>7,848,647</b>	<b>4,750,000</b>
<b>Net Community Assets</b>		<b>169,552,820</b>	<b>164,524,130</b>

## Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
<sup>1</sup> Operating Surplus Ratio (%)	Between 0% and 10%	-75%	-93%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	1.8	1.5
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-139%	-173%

## Notes:

- (1) Operating revenues - Noted that operating revenues increased during November 2022 (approximately \$1mil). This is due to a combination of unearned revenue amounts for DRFA 20/21 being recognised for works completed YTD along with the second instalment payment of the FA Grant for the year.
- (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 \$1.819mil against a budget of \$6.174mil for the year; this is an actual spend of 29.46% by 30 November 2022.
- (3) Capital Revenue - During the month of November 2022; amounts for QRRRF (\$246k) and NFMIP (\$909k) were recognised. We do note there is a \$76k timing error presented due to finance journal posting which has been corrected for the December 2022 report to council due to be presented in January 2023.
- (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 CASHFLOWS

The below statement shows a comparison between the cashflow of November 2021 in the previous year v November 2022 actuals v the budgeted estimated cashflow for 30 June 2023.

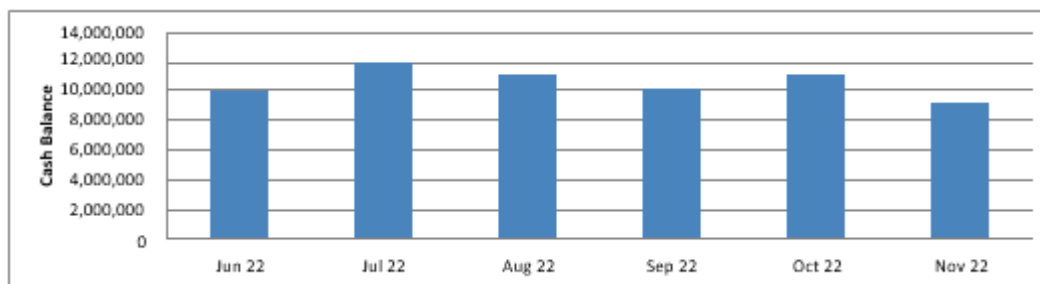
For the month ended 30 November 2022

	Note Ref	30 November 2021 \$	30 November 2022 \$	2022-23 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	4,298,946	3,054,518	5,329,182	57%
Payments to suppliers and employees	(2)	(9,968,562)	(7,007,553)	(15,270,774)	46%
		<b>(5,669,616)</b>	<b>(3,953,035)</b>	<b>(9,941,592)</b>	40%
Rental Income	(3)	78,022	96,923	200,000	48%
Interest Received	(4)	28,946	125,763	126,000	100%
Operating Grants and Contributions	(5)	991,042	4,004,239	9,788,350	41%
Finance Costs		(b,036)	-	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		<b>0</b>	<b>273,889</b>	<b>10,114,350</b>	3%
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	(1,835,504)	(2,901,192)	(12,961,240)	22%
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)	989,448	1,545,350	9,529,005	16%
<b>Net cash inflow (outflow) from investing activities</b>		<b>(724,929)</b>	<b>(1,355,842)</b>	<b>(3,392,235)</b>	40%
<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>	0%
<b>Net increase (decrease) in cash held</b>	(8)	<b>(5,301,570)</b>	<b>(1,081,953)</b>	<b>(2,719,477)</b>	40%
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>5,228,669</b>	<b>9,064,938</b>	<b>7,427,413</b>	122%

## Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	3.74%	125,763	8,811,304
Westpac General Fund - Trust	-	-	253,351
Cash Floats	-	-	283
<b>Total</b>			<b>9,064,938</b>

## Cash and Cash Equivalents Movement Comparison Chart



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

Total Cash on hand	9,064,938	
Restricted Cash - DRFA Revenue	6,329,498	Includes \$4mil approx received for DRFA flood damage works not yet billed to council
Unrestricted Cash	2,735,440	

**Notes to the Statement of Cashflows:**

- (1) Receipts from customers - Receipts are on track with budget as at 30 November 2022.
- (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 note 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 (3.74%). This is up from 3.52% in October 2022.
- (5) Operating Grants and Contributions - Grants cashflow has decrease as some amounts currently mapped to operating grant cashflows with the council cashflow for unearned revenues relate to capital. Financial performed a reconciliation during November 2022 to correct for this as evidenced in the movement between operating and capital grant cashflows.
- (6) Payments for Property, Plant and Equipment - A number of contractor invoices were processed in July 2022/August 2022 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 November 2022 to the value of approximately \$1.158mil.
- (7) Capital Grants and Subsidies - During the month of November 2022; amounts for QRRRF (\$246k) and NFMIP (\$909k) were recognised. We do note there is a \$76k timing error presented due to finance journal posting which has been corrected for the December 2022 report to council due to be presented in January 2023.
- (8) Net Cash Movement - Council's cash holdings were down \$1.97mil by the end of November 2022. This was due to the requirement of council to commence paying creditors claims ahead of the Christmas period. We expect cash outflows to slow into January 2023 and February 2023 as the wet season slows council operations down.

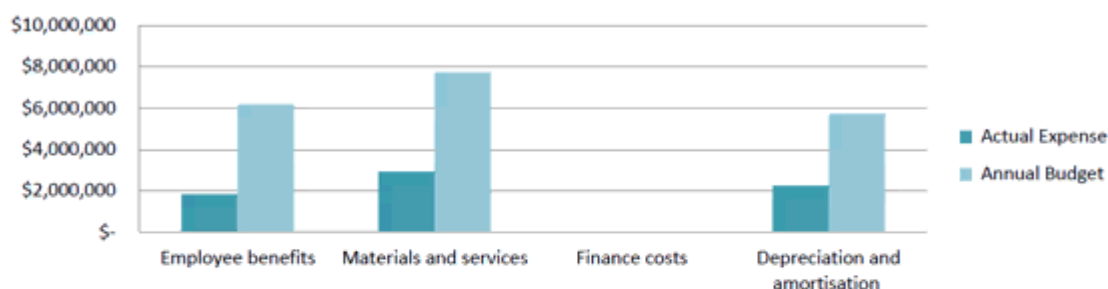
## 5. STATEMENT OF INCOME AND EXPENDITURE

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

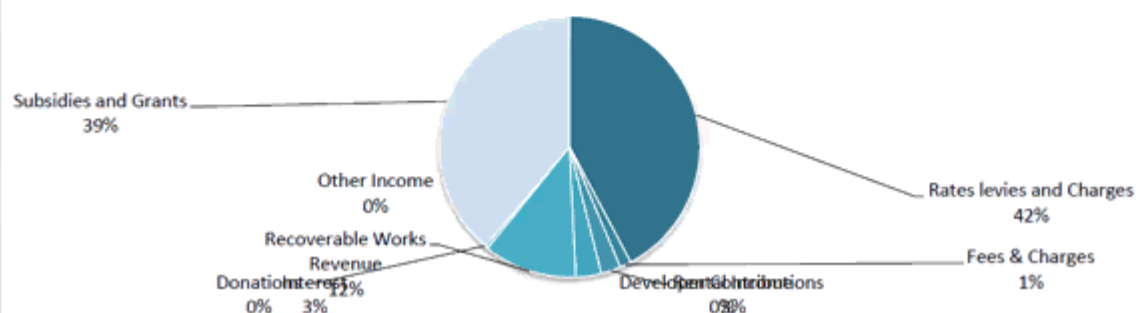
*For the month ended 30 November 2022*

	Note Ref	30 November 2021 \$	30 November 2022 \$	2022-23 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		1,586,057	1,682,949	3,231,000	52%
Fees & Charges	(1)	35,505	56,063	123,600	45%
Rental Income	(2)	78,022	96,923	200,000	48%
Interest	(3)	28,946	125,763	126,000	100%
Recoverable Works Revenue	(4)	294,515	462,754	1,113,000	42%
Other Income	(5)	1,763	17,012	53,900	32%
Donations	(12)	-	100	5,000	2%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	991,042	1,543,546	9,788,350	16%
<b>Total Recurrent Revenue</b>		<b>3,015,850</b>	<b>3,985,110</b>	<b>14,640,850</b>	<b>27%</b>
<b>Capital Revenue</b>					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	989,448	1,377,611	9,529,005	14%
<b>Total Capital Revenue</b>		<b>989,448</b>	<b>1,377,611</b>	<b>9,569,005</b>	<b>14%</b>
<b>TOTAL INCOME</b>		<b>4,005,298</b>	<b>5,362,721</b>	<b>24,209,855</b>	<b>22%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	1,913,428	1,819,014	6,174,741	29%
Materials and services	(9)	5,610,781	2,911,415	7,712,946	38%
Finance costs	(10)	5,036	6,998	12,000	58%
Depreciation and amortisation	(11)	2,009,944	2,234,413	5,722,000	39%
<b>TOTAL RECURRENT EXPENSES</b>		<b>9,539,189</b>	<b>6,971,840</b>	<b>19,621,687</b>	<b>36%</b>
<b>NET RESULT</b>		<b>- 5,533,891</b>	<b>- 1,609,119</b>	<b>4,588,168</b>	<b>-35%</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 (3.74%). This is up from 3.52% in October 2022.
- (4) Recoverable Works Revenue - No RMPC billings were carried out during November 2022; however we do expect to bill TMR further during December 2022.
- (5) Other Income - Minimal movement for the month.
- (6) Subsidies and Grants (operating) - Noted that operating grants increased during November 2022 (approximately \$1mil). This is due to a combination of unearned revenue amounts for DRFA 20/21 being recognised for works completed YTD along with the second instalment payment of the FA Grant for the year.
- (7) Subsidies and Grants (capital) - During the month of November 2022; amounts for QRRRF (\$246k) and NFMIP (\$909k) were recognised. We do note there is a \$76k timing error presented due to finance journal posting which has been corrected for the December 2022 report to council due to be presented in January 2023.
- (8) Employee benefits - Employee benefits costs against the budget, we have currently expended \$1.819mil against a budget of \$6.174mil for the year; this is an actual spend of 29.46% by 30 November 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 30 November 2022.
- (12) Donations Revenue - Nil movements noted for 30 November 2022.
- (13) Sale of non-current assets - Nil movements noted for 30 November 2022. We do note that there have been some sales of land during the month however finance was unable to process in PCS until external audit certified the 30 June 2022 asset register. This accounting of the movements will be processed for December 2022 at this sta

## 6. BURKE SHIRE COUNCIL FINANCIAL PERFORMANCE

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

It is expected that movements should be no more than 8.33% month on month (100% divided by 12 months).  
Benchmark for November 2022      41.65%

**% 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					
	31 October 2021	31 October 2022	2022-23 Annual Budget	YTD Progress %	Comments
	\$	\$	\$		
<b>Recurrent Expenses</b>					
Corporate Governance Costs	325,993	306,703	861,700	36%	Within budget expectation for the month (41.65% movt).
Administration Costs	1,226,871	1,293,829	3,469,324	37%	Within budget expectation for the month (41.65% movt).
Recoverable Works Expenses	442,145	537,180	936,000	57%	Noted that RMPC Works have been completed to date and billed as denoted by \$443k in RMPC revenue being reported for November 2022. Further claims will be issued and billed to TMR during December 2022.
Engineering Services	5,308,697	2,023,908	7,060,909	29%	Within budget expectation for the month (41.65% movt).
Utility Services Costs	339,761	347,975	908,000	38%	Within budget expectation for the month (41.65% movt).
Net Plant Operating Costs	-	695,022	329,635	36%	Within budget expectation for the month (41.65% movt).
Planning and Environmental Expenses	26,330	27,705	245,000	11%	Within budget expectation for the month (41.65% movt).
Community Services Costs	547,436	522,764	1,315,765	40%	Within budget expectation for the month (41.65% movt).
Finance Costs	5,036	6,998	12,000	58%	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 for 6 months to December 2022 review.
Depreciation	2,009,944	2,234,413	5,722,000	39%	Within budget expectation for the month (41.65% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (41.65% movt).
<b>TOTAL RECURRENT EXPENSES</b>	<b>9,539,191</b>	<b>6,971,840</b>	<b>19,621,687</b>	<b>36%</b>	Within budget expectation for the month (41.65% movt).
<b>Capitalised Wages</b>	<b>-</b>	<b>5,805</b>	<b>194,000</b>	<b>3%</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 Surepact from 1 January which will assist this balance.

## 7. STATEMENT OF FINANCIAL POSITION

*For the month ended 30 November 2022*

	30 November 2022	2022-23 Annual Budget
	\$	\$
<b>Current Assets</b>		
Cash and cash equivalents	9,064,938	7,427,413
Trade and other receivables	2,551,535	1,000,000
Inventories	319,444	300,000
Other financial assets	613,746	102,000
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>12,549,663</b>	<b>8,829,413</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	249,529,335	246,065,140
Accumulated Depreciation	- 84,677,531	85,620,423
Intangible assets	-	-
<b>Total non-current assets</b>	<b>164,851,804</b>	<b>160,444,717</b>
<b>TOTAL ASSETS</b>	<b>177,401,467</b>	<b>169,274,130</b>
<b>Current Liabilities</b>		
Trade and other payables	6,873,521	3,400,000
Borrowings	-	-
Provisions	133,591	140,000
Other	-	-
<b>Total current liabilities</b>	<b>7,007,112</b>	<b>3,540,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	110,820	-
Interest bearing liabilities	-	-
Provisions	730,715	710,000
Other	-	500,000
<b>Total non-current liabilities</b>	<b>841,535</b>	<b>1,210,000</b>
<b>TOTAL LIABILITIES</b>	<b>7,848,647</b>	<b>4,750,000</b>
<b>NET COMMUNITY ASSETS</b>	<b>169,552,820</b>	<b>164,524,130</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)	26,706,747	21,979,359
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>169,552,820</b>	<b>164,524,130</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	Authorising officer (CEO)
Nil	Nil	Nil

Debt Write off requested > \$5,000

Nil

9.      OFFICER’S RECOMMENDATION

1. That the financial report for the 30 November 2022 be received and noted.



## Chief Executive Officer Reports

### 11.03 Adoption of Council Meeting Dates for 2023

RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Madison Marshall; Corporate Services and Governance Manager
DATE REPORT PREPARED:	04 November 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

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#### 1. PURPOSE

To present and adopt proposed council meeting dates for 2023.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In 2022 Council held their Council Meetings on the fourth Thursday of each month, with the exception of the November and December meeting being held a week earlier to complete business before the shutdown period and allow time between the two meetings.

#### 3. PROPOSAL

That Council holds the ordinary meetings on the fourth Thursday of each month commencing at 9am, with the exceptions noted below for the reasons noted below.

January	Wednesday 25	Day earlier due to Australia day. Allows time for staff returning from leave
February	Thursday 23	
March	Thursday 23	
April	Thursday 27	
May	Thursday 25	
June	Thursday 22	
July	Thursday 27	
August	Thursday 24	
September	Thursday 28	
October	Thursday 19	Week Earlier to allow time between the Oct, Nov & Dec meetings.
November	Thursday 16	
December	Thursday 07	Proposed Thursday 7 <sup>th</sup> as it is likely that Council will close at 4pm Friday 15 <sup>th</sup> December 2023 for the Christmas shut-down period.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

This is budgeted for in Council's normal operations.

#### 5. POLICY & LEGAL IMPLICATIONS

<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p> <p>254B Public notice of meetings</p>	<p>254B Public notice of meetings</p> <p>(1) A local government must, at least once in each year, publish a notice of the days and times when—</p> <p>(a) its ordinary meetings will be held; and</p> <p>(b) the ordinary meetings of its standing committees will be held.</p> <p>(2) The notice mentioned in subsection (1) must be published on the local government's website, and in other ways the local government considers appropriate.</p> <p>(3) A local government must display in a conspicuous place in its public office a notice of the days and times when—</p> <p>(a) its meetings will be held; and</p> <p>(b) meetings of its committees will be held.</p> <p>(4) A local government must, as soon as practicable, notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified.</p>
<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p> <p>257 Frequency and place of meetings</p>	<p>257 Frequency and place of meetings</p> <p>(1) A local government must meet at least once in each month.</p> <p>(2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.</p> <p>(3) All meetings of a local government are to be held—</p> <p>(a) at 1 of the local government's public offices; or</p> <p>(b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.</p>

#### 6. CRITICAL DATES & IMPLICATIONS

It is timely to decide the meetings now, in order to advertise the public notice of meetings for next year as required under section 254B of the Local Government Regulation 2012.

#### 7. CONSULTATION

- CEO

8.        CONCLUSION

In addition to the proposed Council meeting dates Council is proposing to hold community shed meetings at Burketown, Gregory and Hells Gate.

9.        OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the dates below for the Ordinary Meetings of Council in 2023:-

January	Wednesday 25
February	Thursday 23
March	Thursday 23
April	Thursday 27
May	Thursday 25
June	Thursday 22
July	Thursday 27
August	Thursday 24
September	Thursday 28
October	Thursday 19
November	Thursday 16
December	Thursday 07

ATTACHMENTS

Nil

## 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 Wednesday 25 January 2023.