



Agenda and Business Papers Burke Shire Council Ordinary Meeting Monday 25 September 2023 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 Stuart Holley; Deputy Chief Executive Officer Chris Wilson; Director of Engineering Amir Akrami; Senior Engineering 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 Denise Holley; Administration Assistant (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:

- Cr Murray
- Amir Akrami, Senior Engineering Manager
- Chelsea Nelson, People, Performance and Culture Manager
- Shannon Moren, Community and Communications Manager
- Shaun Jorgensen, Finance and Technology Manager

03. Prayer

Led by Cr Yanner

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Wednesday 23 August 2023

That the Minutes of the Ordinary Meeting of Council held on Wednesday 23 August 2023as presented be confirmed by Council.



230823
Unconfirmed Minuti

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

08. Registers of Interests

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

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

09.01 Notices of Motion

None received at time of agenda preparation.

09.02 Petitions

None received at time of agenda preparation.

10. Engineering Services Reports

10.01 Engineering Department Monthly Report
10.02 Capital Works Projects Status Update Report

Engineering Services Reports

10.01 Engineering Department Monthly Report

DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Stuart Holley – Director of Engineering
PREPARED BY:	Stuart Holley – Director of Engineering
DATE REPORT PREPARED:	18 August 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

This report is provided for information and outlines the works carried out by the Engineering Department for the month of August 2023.

2. SUMMARY

The key items for noting are provided below with associated background detail.

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

- General town Maintenance is ongoing with planned upgrading of the landscaping around the Nijinda Durlga Hall. Arrangements have been made to install a new sprinkler system to the garden beds in late September with new plantings to occur in early October.
- Recruitment for vacant positions have been successful with all Parks and Gardens positions now filled.
- Potable Water tank arrived in late July and distribution of drinking water to has taken place to a number of Stations across the Shire. The tank was purchased through the generous donation from Rural Aid, and logo transfers have been installed on the tank to promote the assistance of Rural Aid.





- The Park and Gardens crew have undertaken vegetation clearing around the Boiling Down works and Landsborough Tree sites, to make them more accessible to visitors. Directional signage is also to be installed to direct visitors to these tourist sites.



2.2 Roads

- Emergent Works were finalised during July, however restoration works will continue on Floraville Road, Doomadgee East Road and on flood damaged scour areas at the airport, on the

raw water line to Burketown and at the end of Marshall Street. These works are being undertaken within the QRA restoration program due to the safety implications of each of these areas.

- Flood Damage Assessments on the unsealed network has been completed and have been submitted to QRA. Assessment of the sealed road network is ongoing and should be completed by the end of September for submission to QRA.
- Two of the DRFA Contracts (Bowthorn Road and Doomadgee Road West) commenced in early August and have been progressing well.
 - The works on Doomadgee Road West on both sides of Hells Gate should be completed by the start of the wet season.



- The contractor for the DRFA works on Gregory Lawn Hill Road is yet to commence and discussions are ongoing to ascertain a commencement date.
- Road signage reinstatement works was a major focus over August and will continue into September. Successfully filling a vacant position in the RMPC crew will now allow greater attention to road maintenance programs.
- A number of abandoned vehicles on the road reserves have been identified and removed. This is an activity that will be continued to ensure that the appearance of the approaches to our towns are improved.



2.3 Water & Sewerage

- SCADA upgrade is being project managed by GHD. Design have been completed for the Gregory Intake well, Nicholson River Pump Station, and Gregory Water Treatment Plant (GWTP). The design of the GWTP lagoons has been completed and a request for tender progressing. A full summary of this and associated projects are included in the Capital Works report.

Burketown Water

- Planning for de-silting of lagoons for 2023 is underway. Collaboration with QWRAP for a coordinated approach with a joint tender being proposed.
- Tenders for the Smart Water Meter project have closed and are currently being assessed, with a report due for consideration by Council at the October Council meeting.

Sewerage Treatment Plant

- Currently investigating the cause of pH failures on the monthly Sewerage Samples at the Burketown STP. MBS Water has completed a review of the current test results. As a result, a program of dosing of the lagoons with algaecide will commence in October to minimise the problem.

Gregory Water

- Gregory Number 1 Potable water Reservoir is currently inoperable due to leaks. Arrangements have been made to have the liver replaced in mid-September to coincide with the works on upgrading the treatment plant.

2.4 Airports

- Relocation of a section of the northern boundary fence is to be undertaken with Remote Airport Upgrade Program funding. The works are planned for early September and will ensure appropriate clearances are met in terms of distances to obstacles from the centre line of the runway.

- Burketown perimeter fence has significant damage on the Eastern side fencing at 21 runway-end. A scour has appeared on fencing and a washout of approximately 110 metres has seen the fence fall into it. Reinstatement is to occur during September 2023.
- An airport survey for both airports has been programmed for mid-September.

2.5 **Waste**

- Works at Gregory were undertaken in August in order to manage the delineation of various waste types. The outcome is a far better layout and controlled site.



3. OFFICER'S RECOMMENDATION

That Council receive and note the Engineering Department monthly report for August 2023.

ATTACHMENTS

Nil

Engineering Services Reports

10.02 Capital Works Projects Status Update Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Stuart Holley
PREPARED BY:	Amir Akrami – Senior Engineering Manager
DATE REPORT PREPARED:	11 September 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PURPOSE

This report seeks to inform Council of the progress of the Shire's 2023/24 Capital Works Program, from 1 to 31 August 2023.

2. SUMMARY

The approved funding for Capital Works program budget for 2023/24 is:

\$ 26,054,755.99

From the above amount, the following amount is related to the budget of carry over projects;

\$ 24,312,806.99

Below please find the summary of Project and financial progresses:

- Average Capital Works Program Progress:
 - Carry over projects: **58%**
 - 23-24 Projects: 9%
- Average Capital Works Financial Progress
 - Carry over projects: **56%**
 - 23-24 Projects: 12%

Attached please find a spreadsheet providing the details of status of each project in Capital Works Program.

The program is expected to be completed within the budget and according to the funding deadlines.

Highlighted below are some of the major activities that have taken place over the last month associated with the total program, together with an update from the DRFA program.

3. CAPITAL WORKS AND DRFA PROGRAM HIGHLIGHTS

- Gregory Water Treatment Plant (WTP) Upgrade & SCADA Upgrade project
 - Completed:

- Installation of level sensor on Burketown Sewerage Treatment Plan
- Works on Burketown Sewerage Pump Station 02 & 03
- 90% of Works on Nicholson River Pump Station
- Removal of redundant equipment including cable trays, dosing lines, cabling and junction boxes Gregory Water Treatment Plant (GWTP), and installation of new cable tray/cable
- Planned for September:
 - Progression of Burketown Water Treatment Plant (BWTP) towards 100% design draft
 - Preparation for Trip 2; approximate timing 25/09/2023 to 18/10/2023, predominantly upgrading Gregory WTP
 - Lining of the reservoir of Gregory WTP



Figure 1: Gregory Raw Pump well including new suction pipe and pump

- Burketown Wharf Recreational Grounds
 - For Tender drawings including design and documentation for stage 1 & 2 have been received.
 - An RFT has been prepared and will be sent out mid-Sept



Figure 2: Wharf Recreational Grounds Plan

- Health & Wellbeing Precinct (Master planning & Design)
 - Master plan is being amended to reflect the latest decisions made by Council.
 - RFT for the splash park has been prepared and will be sent out late- September.
 - Concept design is being prepared for the precinct admin building



Figure 3: Burketown Health and Wellbeing Precinct – Mood Board Concept

- Gregory - Lawn Hill Road, Archie Creek and Dinner Creek Upgrade:
 - Council was recently been successful in securing an additional \$72,500 from TIDS
 - The base slab, aprons and cut off walls for the Archie Creek Crossing have been poured.
 - Earthworks are running concurrently on stage 1 and stage 2.
 - Micropiling on Archie creek is approaching completion.
 - Culvert walls of Archie Creek are completed.
 - Dinner Creek culvert works have now been awarded (from the provisional item).



Figure 4: Archie Creek Culvert walls

- Doomadgee East Road (ATSI TIDS) Shadforth Creek Culvert Upgrade
 - Demolition, rock working platform and blinding layer are complete. Base slab, aprons and wingwalls are also complete.
 - The culvert has been installed and backfilled. Construction of the road pavement is currently underway.



Figure 5: Doomadgee East Road Culvert, placement of road base

- Gregory River Service Bridge Rehabilitation:
 - The old deck has been removed and the new deck has been placed.
 - The edge kerb installation is in progress



*Figure 6:
Completed deck and the progress of installation of bridge kerb of Gregory Service Bridge*

DRFA 2022 and 2023 Update:

- Below please find the summary of each package of DRFA works, along with the progress updates.

5601-3000-0001-2022-2023 DRFA Restoration Package 1 – Gregory Lawn Hill Road

- Construction has not yet commenced
- Gravel pit sampling has been completed; however, results are pending (to be supplied by the Contractor).
- The contractor is significantly behind program despite escalation measures to date.
- Program:
 - Contract awarded 10th July 2023 including the Contract practical completion (PC) date of 31st October 2023
 - Contractor's progress has been slow. So far Gravel pit testing complete – results yet to be supplied. No equipment currently mobilised to site.
- Risk: Contractor's revised program forecasts completion of Gregory Lawn Hill Road 23rd November 2023 (**3 weeks past Contract PC**). Risk of further delay and early wet. Close monitoring and discussion with the contractor are in place.

5601-5000-0001-2022 & 2023 DRFA Restoration Package 2 – Doomadgee West Road

- The contractor has completed the first 34 line items of the scope with majority of gravel stockpiled in the pits.
- Program is currently being monitored.
- Risk: Early wet. Contractor's progress and pace seem satisfactory.



Figure 7: Doomadgee West Road

5601-4200-0001-2022 & 2023-DRFA Restoration Package 3 – Bowthorn Road

- Construction commenced on 7 August, approx. one week later than programmed. Program is currently being monitored.
- Risk: Early wet. Contractor's progress and pace seem satisfactory.



Figure 8: Bowthorn Road

4. OFFICER'S RECOMMENDATION

That Council notes the Capital Works Projects Report for August 2023.

ATTACHMENTS

1. Capital Works Projects Status, Sept 2023 Council Report


Capital Works
Projects Status, Sept

11. Chief Executive Officer Reports

- | |
|--|
| <ul style="list-style-type: none">11.01 Burke Shire Council Status Report11.02 Chief Executive Officer Report11.03 Finance Update Report11.04 Audit Committee Meeting Minutes July 202311.05 Appointment of Acting Chief Executive Officer11.06 General Policy - Accommodation Policy11.07 Statutory Policy - Grants to Community Organisations Policy |
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Chief Executive Officer Reports

11.01 Burke Shire Council Status Report

Resolution Number – 221025.08 – Burke Shire Council Economic Development Strategy

That:

- 1) Council note the contents of the report;
- 2) Endorses the Burke Shire EDS Project Plan timeframes, and community consultation process; and
- 3) Endorses the commencement of the development of the Burke Shire ED

Status

Community consultation has occurred in Burketown and Gregory. Economic Development Strategy currently being developed.

Resolution Number – 221209.05 – Burketown Speed Limit Reduction

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

Status

Matter will be actioned when the Beames and Musgrave St Upgrade and Cycleway project is constructed.

Resolution Number – 221209.06 – Illegal Dumping Regulatory Controls - Delegated Authority to Chief Executive Officer

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.

Status

Will be included in next Delegation's update.

Resolution Number – 230125.16 – Burketown Wharf Precinct

That a sub committee made up of the Mayor, Cr Yanner, the CEO and Acting Director of Infrastructure, meet with the Burketown Volunteer Marine Rescue representatives in relation to future management of the Burketown wharf precinct and future planned structural improvements.

Status

Continue to progress project. Tender will be released shortly.

Resolution Number – 230728.07 – Commitment for the delivery and funding of Gregory Water Treatment Plant Upgrade and Burke Shire Smart Water Meter & Intelligent Water Network Projects

That Council confirm its commitment to delivering the following Projects funded by BoR Round 6, and acknowledges responsibility for any funding shortfall if costs or other contributors change.

- Gregory Water Treatment Plant Upgrade Project- BoR project ID: BrkSC BoR R6 Infra 0030
- Burke Shire Smart Water Meter & Intelligent Water Network Project- BoR project ID: BrkC BoR R6 Infra 0031

Status

Ongoing

Resolution Number – 230823.05 –Local Roads and Community Infrastructure (LRCI) Program Phase 4 funds Allocation

1. That the Council allocate the Local Roads and Community Infrastructure (LRCI) Program Phase 4 funds to the following projects:
Bowthorn Road Culvert Replacement \$128,593.84
Archie & Dinner Creek Culvert Upgrade \$353,694.16
2. That Council delegates authority to the CEO to seek amendments to relevant funding agreements where this is required to confirm the funding allocations proposed.

Status

Has occurred.

Matter Closed

Resolution Number – 230823.06 – Pre-qualified Suppliers Register

That Council, in accordance with Chapter 6 - Contracting S235 of the Local Government Regulation 2012, approves the attached list of suppliers to form the Register of Pre-Qualified Supplier for Trades, Services and Goods for the 12 month period commencing 1 September 2023, with the option of three (3) 12 month extensions at the discretion of Council.

Status

Now finalised

Matter Closed

Resolution Number – 230823.10 – Queensland Audit Office 2023 Interim Audit Reports

THAT the 2023 Interim Audit Management Report and Audit Committee briefing paper for 25 July 2023 are now presented to Council be received.

Status

Completed

Matter Closed

Resolution Number – 230823.11 – Appointment of Acting Chief Executive Officer

That Council appoint Stuart Holley as the Acting Chief Executive Officer, effective from Friday 25 August 2023, until Monday 11th September 2023.

Status

Occurred

Matter Closed

Resolution Number – 230823.12 – General Policy - Accommodation Policy

That Council defer the matter to the September meeting.

Status

On September agenda.

Matter Closed

Resolution Number – 230823.16 – 2023 - 2024 Donations and Community Grants Requests Report

THAT the Council receives and adopts the following:

1. That Council notes the contents of this report;
2. That Council approves the received Donations/Community Grants requests for the 2023/24 financial year in the following schedule; and

3. That Council approves the Donations/Community Grants requests not yet received but pending for the 2023/24 financial year as outline in the following schedule.

Schedule of Recommended Donations 2023-2024

Group / Organisation	Event Details Date	Cash Donation / Community Grant Request Received	In-Kind Donation/ Community Grant Request Received	Total of Cash Donations/ Community Grants + In-Kind Donations Requested and others normally budgeted for 2023/2024	In-Kind Donation/ Community Grant Request Particulars	Donation/ Community Grant and/or In-Kind Recommended to Council for Endorsement
North West Canoe Club	Gregory Canoe Race (Saddles & Paddles) Sunday 6 th May 2024	Nil	\$2500.00 (Estimate only)	\$2,500.00	3 Skip Bins for 1 week – serviced 1 x Portaloo – serviced 1 day only.	\$2,500.00
Gregory Sporting Assoc.	Gregory Camp draft & Children's Horse Sports 22nd & 23rd June 2024	\$3,000.00	\$2,000.00	\$5,000.00	Printing of program (5 x A3 approx. \$13) Use of rotary hoe prior to the event to prepare arena (council does not have rotary hoe) Rubbish Collection (approx. \$200)	\$5,000.00

QCWA Gregory Branch	Horse Sports & Family Fun Day DTBA - September 2023	\$2,500.00	\$300.00	\$2,800.00	Erect the street banners to advertise the event Rubbish Collection however this can be completed on normal rubbish day as generally not that much	\$2,800.00
Mt Isa School of the Air	Magazine page sponsorship Burke Shire standard annual contribution	\$150.00	Nil	\$150.00	Nil	\$150.00
Mt Isa School of the Air	Annual Camp at Gregory Showgrounds	Nil	\$200.00	\$200.00	Donation request not received 23/24 however donation based on previous years Rubbish Collection	\$200.00
Sundry Donations – Burke Shire Council	Donations requests to be approved at Council discretion – funerals, event support etc.	Nil	\$5,000.00	\$5,000.00	Nil	\$5,000.00 (pending request from community group or by way of decision to distribute from Council)

Royal Flying Doctors	Contribution decided by Council previous years	\$5,000.00	Nil	\$5,000.00	Nil	\$5,000.00
Burketown Barramundi Fish Org	World Barramundi Fishing Championships Easter Weekend	\$5,000.00	Nil	\$5,000.00	Donation request not received 23/24 however indication that there will be an event in 2024. Donation determined based on previous years.	\$5,000.00 (Pending application to be received)

Gregory Jockey Club	Gregory Races	\$6,000.00	\$2,500.00	\$8,500.00	<p>Donations request not received 23/24 however donation determined based on previous years.</p> <p>Printing of Race Booklets and programs (Booklets - 10 pages & 100 copies approx. \$2100.00)</p> <p>Printing of Programs (5 x A3 approx. \$13)</p> <p>Slashing of the Grounds – to be maintained by Council.</p>	\$8,500.00
Burketown Kindergarten	Annual	Nil	\$300.00	\$300.00	<p>Donation request not received 23/24 however donation determined based on previous years.</p> <p>Provision of printing throughout the year.</p>	\$300.00 (Pending application to be received)

Burketown Rodeo & Sporting Association	Burketown Rodeo/Races DTBA	\$5,000.00	Nil	\$5,000.00	Donation request not received 23/24 however indication that there will be an event in 2024. Donation determined based on previous years.	\$5,000.00 (Pending application to be received)
TOTAL		\$26,650.00	\$12,800.00	\$39,450.00		\$39,450.00

Status

Progressing during financial year.

Resolution Number – 230823.17 – Request for support for Northern Australian Emergency Management Forum

That Council provide remission of Hall Hire Fees and provision of in-kind support for the Northern Australian Emergency Management Forum as follows:

Details	Estimated cost
Football Facilities, including access to toilet and showers from 4 th to 8 th September.	Suggest no charge of facilities but cannot camp on oval itself, this is due to underground irrigation.
Council clean facilities prior to the event and check the toilet facilities during the event.	Suggest we clean prior to the event and CLCAC check during the event and clean after the event.
Hall Hire Fee - hall and kitchen. 4 th to the 7 th .	No profit rate for the four days = \$8,731.00. Suggested charge a minimal fee of \$1,000 to cover cost plus bond as per fees and charges.
BBQ and table and Chairs at star gazing site for dinner one night.	See no major issue but any damage covered by way of bond.
Skip Bin or extra wheelie bins.	Suggest provide 2-3 wheelie bins as in-kind.

Status

Has occurred.

Matter Closed

Resolution Number – 230823.18 – LGAQ Annual Conference - Submission of Motions

That Council submit the following motions for consideration by the Agenda Committee for the 2023 LGAQ Annual Conference:

1. The establishment of a rapid response team, in the face of significant and/or catastrophic disasters.

The LGAQ calls on the State/Federal/State and Federal government(/s)> to advocate for the establishment of a rapid response team with relevant skillsets who, in the face of significant and/or catastrophic disasters, are deployed in situ to assist Local Governments whose workforce capabilities and skillsets nor ready access to appropriately qualified personnel to maximise effective and timely responses to protect the integrity of public and private infrastructure.

2. Communication providers responses during times of local disasters.

That LGAQ seek that communication providers evolve their response/restoration /repair actions to reflect the evolution of technology provision and that they be obligated to ensure they have ready and reliable access to suitable modes of transport, that reflect the current seasonal conditions, to facilitate timely restoration of services.

3. Federal Government to apply a CSO/USO to any publicly funded communications infrastructure/ service.

That LGAQ advocate the Federal Government to apply a CSO/USO to any publicly funded communications infrastructure/ service, whether partially or wholly funded, to ensure the protection of the basic modern human right of access to communication.

Status

Motions forwarded to LGAQ

Matter Closed

Resolution Number – 230823.21 – Ordinary Meeting Date Changes – September and October 2023

That Council approves the date changes for the September and October 2023 Ordinary Meetings as follows:

- September meeting date change from Thursday 28 to Monday 25 September 2023.
- October meeting date change from Thursday xx to Wednesday 25 October 2023.

Status

Notices released

Matter Closed

1. OFFICER'S RECOMMENDATION

That the status report be received and noted.

Chief Executive Officer Reports

11.02 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	15 September 2023
LINK TO COUNCIL PLAN/S:	Goal - Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

1. PURPOSE

To summarise the key actions and updates within the office of the CEO for the month of August 2023.

2. UPDATES

Chief Executive Officer

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 plus one house sold in Gregory. Three further contracts now signed and two more are being progressed.

Various discussions capital projects and 2023/2024 budget.

Flood Vouchers

\$48,150.00 – Vouchers Issued and \$26,269.52 – Vouchers Redeemed

Various meetings as follows:

- Attended NWQROC meeting by zoom
- Grants meetings, including REESP Grant. Discussions Mirabou.
- Regional Economic Future Fund (REFF) & Regional Transformation Strategy (RTS) – NWQROC-Zoom
- Discussion Australia Services Union re HR Policies
- Discussion Burketown Housing Solutions.

- Governor of Queensland Visit
- Joint Consultative Committee Meeting
- Session with Local Buy with Senior Management
- LGMA Conference Caloundra.
- CPR Refresher Course
- HR positions recruitment meetings. -Works Manager

Financial Services and Information Technology

Major focus in August 2023 for Financial Services was as follows:

- 2022/2023 comprehensive NCA valuation reports have now been finalized and provided to external audit for review – we note \$9.4mil as identified roads asset impairment due to the March 2023 Flood event;
- The audit committee convened for the 8th of September 2023;
- The August 2023 rates levy has been issued to community as of the 28th August 2023;
- Finance is now finalizing the re-assessed Monsoon Trough R2 acquittal due to department request for 100% review of associated costs for all council's that the funds were provided to;
- Financial statement have been received and reviewed by the BSC audit committee and were provided to external audit by the due date of the 6th of September 2023; and
- Week 1 of the external audit of council has progressed with minimal issues advised by audit at the point of writing this report.

Major focus in August 2023 for Technology Services was as follows:

- MS365 azure solution build phase in progress – currently some timing discussions have resulted in delays and renegotiation and council and RMT are working to resolve this as a matter of urgency;
- Burke and Telstra are investigating the implementation of a new Starlink redundancy system in the Burketown Admin building the replace the outdated iterra system – we will look to fund this via the Telecommunications Disaster Resilience Innovation (TDRI) Program;
- We are querying the scoping of a fibre mesh public wifi solution for the Burke township to the submitted via the Telecommunications Disaster Resilience Innovation (TDRI) Program if deemed eligible;
- A full scope of works is being developed to re-wire and rebuild all the server infrastructure across the Durlga, Admin Building and Depot in Burketown – this has now been issued to RMT to cost for council – kick off meeting to be held 18th of September 2023;
- \$20k of upgrades and replacements has been sought from RMT for further improvements across the organisation – now delivered and in rotation; and
- Council management is working with Peak and Telstra to prepare a 4G upgrade project for submission for Growing Regions funding – specifications have now been provided – below is the estimated costing of the project we intend to submit to Growing Regions with Telstra as the provider – this is still in progress.

Gregory Infrastructure Project

The Enterprise Works (EWorks) indicative price, based on the provided scope of work is presented below.

	WF-1015634	
	Burke Shire Council	
	7 WILLS DEVELOPMENTAL ROAD,	
	GREGORY QLD 4830	
Indicative	\$2,740,000	(Ex-GST)
Firm	\$119,450	(Ex-GST)

This indicative price does not include any CW for a new lead-in or FFS costs for internal building works.

This price can be presented

This price has a validity of 89 days from the date of issue and expires on: 25-10-2023

People and Culture

EBA related

- JCC meeting took place on 11 August 2023 – successful meeting with a number of important policies finalized.

Policies

- Accommodation Policy
- Fit for Work Policy
- Fit for Work Procedure
- COVID-19 Workplace Response Policy

Positions advertised:

- Casual Labourer
- Casual Operator / Labourer
- Water Operator
- Works Manager

New employees

- Adrien Trindle
- Darren Nash
- Clairice MacNamara

Training and Professional Development

- LMS: Fatigue Management
- LGMA Conference
- Rehabilitation and Return to Work Coordinator training
- Diploma Project Management commencement
- First Aid training
- CPR refresher training

Other

- Move it Burke:
 - Fourth bootcamp held: Minimal attendance as it was trialed on a Sunday.; 1 personal training session Next bootcamp date TBC.

Economic Development / Community Projects

Grants

- Several Grants currently being drafted for submission
 - Gambling Community Benefit Fund – still holding funds. Purchasing a new lock system for gym in Burketown. VMR submission unsuccessful due to receiving funding from previous years.
 - Submitted Expression of Interest for the Strengthening Rural Communities Grants for a community garden. Progressed to the detail application stage – submitted. Currently variated to different funding pool as per suggestion from funding body.
 - NAB Community Grant – submitted for extra funding for the Get Ready days schedule for November.
 - Growing Regions Fun – Burketown Splash Park Stage One of the Burketown Health and Wellbeing Precinct. Approx \$3.5 million dollar project (10% co-funded by Council).
 - Further grants likely to submit for – Minor Infrastructure Program and telecommunications disaster resilience program
 - Tackling Regional Adversity through Connected Communities ‘Grant \$66k in possible funding. Workshop to be held on the 20th September and program to be determined from there.
- Grant currently being worked on:
 - Move it NQ – Gregory sports program – Successful \$7k. This will allow after school sports activities for two hours every fortnight facilitated by Council. Funding has been extended due to flooding. Currently awaiting response from Gregory resident who may be able to take on the program.
 - Queensland Reconstruction Authority, Disaster Funding – successful for new flood monitor systems to be located at Branch and Lagoon Creek. 50/50 co-contribution, total project costs \$135k
 - SES Support Grant – Gregory SES Power shed. Solar system currently being looked at. Awaiting quotes.
 - QRA Get Ready funding – disaster dashboard layout to be finalised. Event to be organised by events team.
- Council Website now updated with community grants. To be updated monthly – ongoing.

Small Business

- Drafting a business investment prospectus document to entice people to come to the shire and start a business – ongoing. Awaiting industrial land to be finalised.

- Small business event – organizing for the 9th 10th of September – Department of Small Business looking at coming up to Burketown at this time. Survey to be sent out to businesses shortly to understand the needs of businesses in the community.

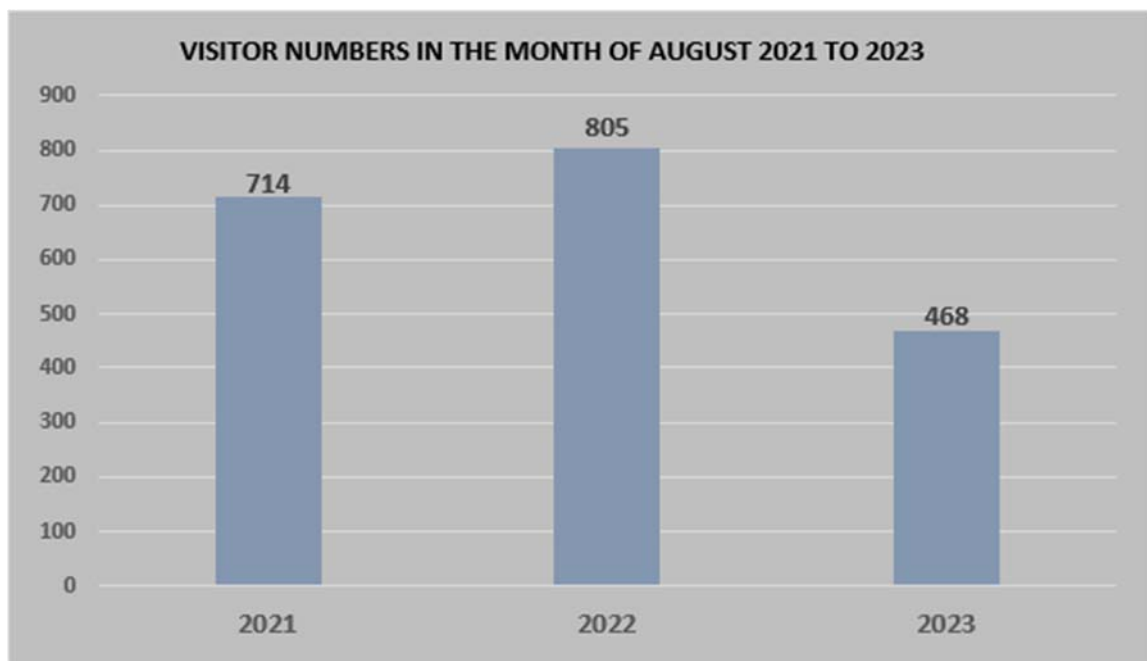
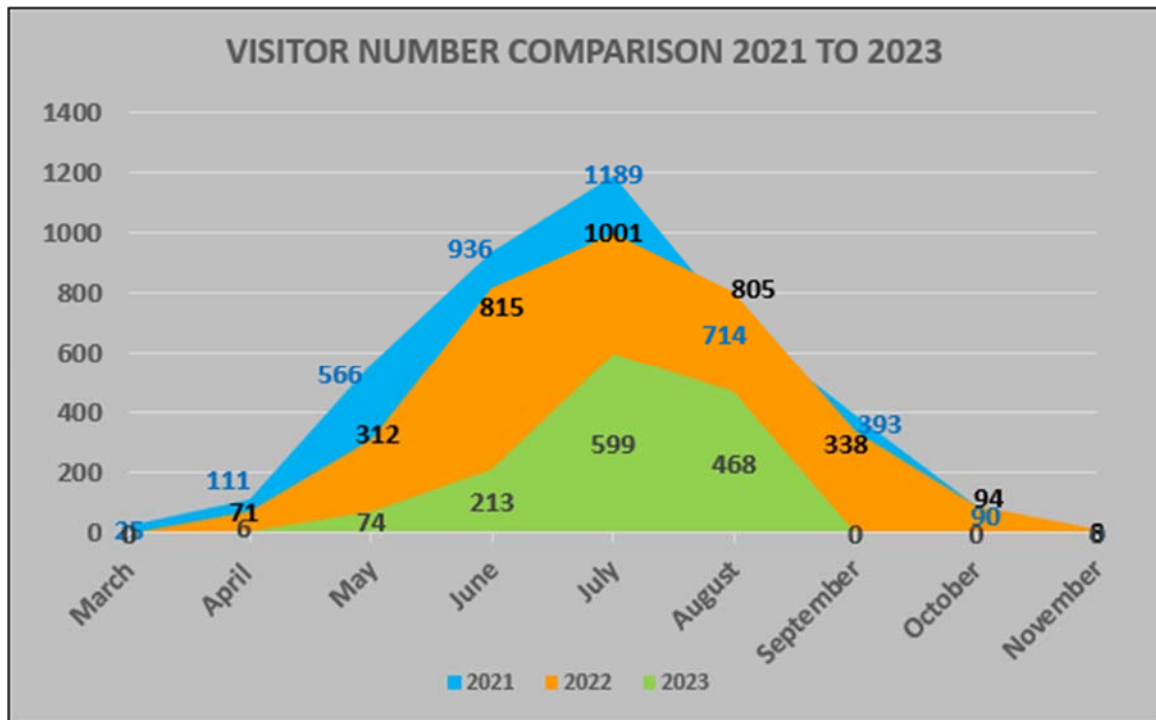
Gulf Savannah Development

- Tourism project finalised. To be utilised for grant applications moving forward.
- Assisting with Maribou energy project for Gregory. Final draft to be finalised
- Peak services assisting with application for the Regional Economic Futures Fund – submitted
- The Gulf Cropping Manual project has been completed - [About | My Site \(gulfcroppingmanual.com.au\)](https://gulfcroppingmanual.com.au).
- Next RAB funding round due 29th September

Tourism

- Next year's brochures to be purchased as businesses reopen – preparation to begin shortly
- Signage audit underway. Due to apply for funding for signage ongoing.
 - Currently looking at putting in a new welcome to Burketown Sign at the airport and Hell's Gate Roadhouse
- New tourism website currently in contract stages. To be an extension of the current Burke Shire Council website but will be more of a promotional site. Will engage businesses with the process.
 - More photos needed for the website. Looking at potentially engaging a photographer or using in house Council photography skills for this. Photos from the photo comp will be used. – Draft available for viewing
- New tourism data – Localis currently deployed. Will be useful for grant applications. There is no cost involved to Council with this.
- Business event to involve a tourism component
- Tourism Data (Provided by the Visitor Information Centre)

Given the fact that September has historically averaged 10% of total visitors and October just 2%, it's likely that we will end up with somewhere between 130 to 180 more visitors by the end of October.



Whilst the current figure for 2023 is only till the end of August compared to end of October for the previous years it does illustrate the current track at -60.51%. With the September/October forecast above it will probably be somewhere around 55% to 58% down on 2022 by the end of the season in October. The best I can tell is that around 3000 would be considered a normal year as the 2018 figures were missing data from numerous weekends so probably would have extrapolated out to around 3000.



Economic Development

- Scoping of trial digital hub ongoing
- Draft Economic Development Strategy finalised. Undergoing review with State Development prior to final public consultation.
- Ergon solar land – planning ongoing.
- Talks with Graeme Smith regarding food security options ongoing

Other

- First CDO Claim submitted to QRA.
- Temporary housing - 8 caravans have been deployed. Cyclone rate dongas designs to be finalised – due to land in November.
- Flood Vouchers distribution has been since June 30. Approximately 210 residents have collected vouchers so far. Most stations have now claimed – letters sent, stations rang and emailed to ensure they have had opportunities to receive them. \$48,150.00 – Vouchers Issued \$26,269.52 – Vouchers Redeemed
- Extension on QRIDA grant letter mailed – extension granted until the end of the year.

Training

- Rex training for check ins complete
- Grad Dip Planning ongoing
- Diploma of Project Management

Community and Communications

Events

Upcoming Community Events:

September 30 Burketown Campdraft & Rodeo

Upcoming Council Events:

October 25	Seniors Day
November 7	Burke Shire Show Holiday
DTBD	Christmas Light Competition
November 11	Remembrance Day
November 30	RACQ Get Ready Event
December 7	Burketown Staff Christmas Event
	Burketown Community Christmas Event
December 8	Gregory Community Christmas Event

Events/Community

- NAB Community Grant Application submitted for 10k to support our annual Get Ready Event, scheduled for 30th November 2023. Outcome of submission to be advised at the end of October.
- Sand replacement for Morning Glory Park Playground and Burketown Kindy currently being finalised.
- Donations Centre held on 15th September 2023

Building & Maintenance

- Maintenance to council properties is ongoing, including assessments for insurance.
- Demolish Old Town Hall – Progressing well. Expected completion 18th September 2023
- Sourcing quotes for pest control to be performed on Council properties and public spaces.
- Tree lopped engaged and will be in Burketown towards end of September/start of October. They were schedule for the end of August but due to equipment being stranded on Mornington Island scheduled visit had to be pushed out.
- Renovations to Cenotaph almost complete. On further inspection there were some cancerous spots identified and further works required. Acquittal to be completed.

Housing

- House 15, 31 Bowen Street – Inspection completed by Brendon Goldstein from GOS Constructions. Report to be provided.
- Properties currently vacant Unit 7 (Seniors Complex), House 15 Lot 408 Bowen St
- Sourcing quote to have all council housing, with exception of seniors complex and executive housing removed from Council's Master Key System.

EHO

- 1 new food business application – under review
- Currently looking into Service Agreement to engage EHO (Trevor Harding) on a more regular basis.

Local Laws

- Compliance notices issued to Department of Housing in relation to 41 Sloman Street and 15 Burke Street. Deadline for rectification 10th October 2023. Penalties to apply after this date.

Other

- Burke Shire Council Silent Auction (excess furniture, IT equipment, white goods etc) to be held in September 2023 – postponed due to other commitments
- Wet Season Clean Up – Preparations are being made for 2023. Collections to occur on 26th & 27th October.
- Lease with Bureau of Meteorology progressing and currently with Preston Law – Lot 76 SP280661
- Policy Updates – Grants to Community Organisations & Accommodation Policy

Corporate Services and Governance

Records

- Completion of a destruction run and continuing to work through more.

Library

- The forward plan for 2023-24 funding for both the library and First 5 Forever program have been submitted.
- Library exchange has been received.

Rex

- The Rex trainer was onsite at the end of August and signed off Jake Green to assist with airport related duties
- The Disability Lift training and sign off has been rescheduled.

Bookings

- Continue to be quite busy in the bookings space, mostly with travel bookings. A few Durlga bookings coming through
- Already a number of bookings locked in through to the end of the year.

Training

- Completed first aid training
- Attended the Local Government Managers Conference in Caloundra

3. OFFICER'S RECOMMENDATION

That the contents of the Chief Executive Officer's Report for August 2023 be noted and received.

ATTACHMENTS



WHS Report
August 2023.pdf

1. Workplace Health and Safety Report for August2023

Financial Services Reports

11.03 Finance Update Report

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay, Chief Executive Officer
PREPARED BY	Shaun Jorgensen, Finance and Technology manager
DATE REPORT PREPARED:	15 September 2023
LINK TO COUNCIL PLAN/S:	Operational Plan 2023-24 Council Budget 2023-24

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 2024 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 August 2023.

2. SUMMARY

As a review of council's performance over the month of August 2023; Council notes that cash was down \$2.519mil for the month due to a large number of contractor payments made during August 2023. Year to date, council operations are on track with the amended council budget.

- i. The following report will cover off on the following key areas (in order) of the list
- ii. Overall Operating Summary (Actual v Budget)
- iii. Statement of Cash Flows
- iv. Statement of Income and Expenditure
- v. Organisational Services Performance
- vi. Statement of Financial Position
- vii. Rating Arrears Summary
- viii. Exercise of Delegations
- ix. 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 for the 30 June 202

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	1,980,014	21,304,295	9%
Operating Expenses	(2)	2,746,716	25,174,230	11%
Operating Result (Profit/Loss)	-	766,702	3,869,935	20%
Capital Revenue	(3)	508,140	18,305,100	3%
Net Result	-	258,562	14,435,165	-2%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	19,761,232	14,078,661
Other Current Assets	(5)	5,526,944	1,402,000
Non Current Assets	(6)	165,104,033	180,061,175
Total Assets		190,392,209	195,541,836
Liabilities (Current)	(7)	13,493,649	3,540,000
Liabilities (Non Current)	(8)	1,029,928	1,483,120
Total Liabilities		14,523,577	5,023,120
Net Community Assets		175,868,632	190,518,716

Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-39%	-264%
² Working Capital Ratio	Greater than 1:1	1.9	1.1
³ Net Financial Liabilities Ratio	Less than 60%	-596%	-539%

1

Notes:

(1) Operating Revenues - Noted that rates levies were issued in August as the second month of operations for the year resulting in the increase month on month in operating revenues.

(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 \$1.004mil against a budget of \$6.379mil for the year; this is an actual spend of 15.74% year to date.

(3) Capital Revenue - Noted that \$420k of TIDS revenue and \$87.6k of ATSI TIDS revenue was recognised during the month.

(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.

1 Definitions

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

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

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

4. STATEMENT OF CASH FLOWS

The below statement shows a comparison between the cashflow of August 2022 in the previous year v August 2023 actuals v the budgeted estimated cashflow for 30 June 2024.

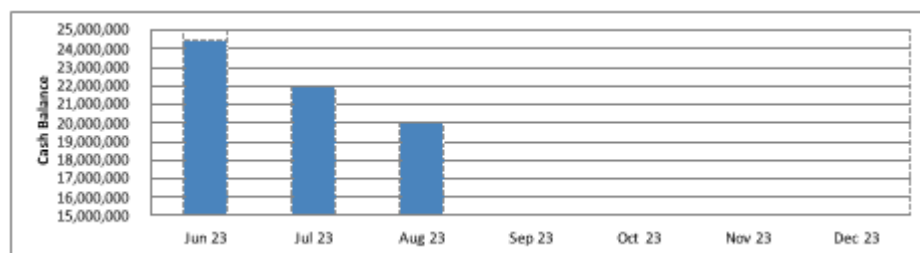
For the month ended 31 August 2023

	Note Ref	31 August 2022 \$	31 August 2023 \$	2023-24 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	1,254,546	(1,235,950)	5,442,006	-23%
Payments to suppliers and employees	(2)	(3,599,802)	(4,189,597)	(27,941,922)	15%
		(2,345,256)	(5,425,547)	(22,499,916)	24%
Rental Income	(3)	39,924	36,726	218,000	17%
Interest Received	(4)	42,288	181,137	480,000	38%
Operating Grants and Contributions	(5)	3,747,723	766,242	15,400,000	5%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		0	(4,441,442)	16,098,000	-28%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	0	(766,043)	(22,785,100)	3%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	0	100,000	0%
Capital Grants and Subsidies	(7)	0	508,140	18,205,100	3%
Net cash inflow (outflow) from investing activities		0	(257,903)	(4,480,000)	6%
Cash flows from financing activities:					
Proceeds from Borrowings		-	-	500,000	0%
Repayment of Borrowings		-	-	-	0%
Net cash inflow (outflow) from financing activities		-	-	-	0%
Net increase (decrease) in cash held	(8)	1,171,499	(4,699,345)	(10,381,916)	45%
Cash at beginning of reporting period		10,146,891	24,460,577	24,460,577	100%
Cash at end of reporting period	(8)	11,318,390	19,761,232	14,078,660	140%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	5.03%	181,137	19,183,749
Westpac General Fund - Trust	-	-	577,199
Cash Floats	-	-	283
Total			19,761,232

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	19,761,232	%
Restricted Cash - DRFA Operating Grants	9,540,279	48%
Restricted Cash - Non-DRFA Operating Grants	178,687	1%
Restricted Cash - Capital Grants	2,774,765	14%
Unrestricted Cash	7,267,501	37%

Notes to the Statement of Cashflows:

- (1) Receipts from customers** - Noted increase for August 2023 due to the issue of August 2023 rates levies to community.
- (2) Payments to suppliers and employees** - On track with budget; please note that this amount includes accruals amounts to be recognised to 30 June 2023; as a result, some amounts in the cashflow will carry through to 30 June 2024 as a distortion due to timing. This was a similar outcome in the prior year/s as well.
- (3) Rental Income** - Rental income is on track with budget.
- (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 (5.03%). This is down from 5.07% in July 2023. At this stage interest is unpredictable and we anticipate to exceed our expectations in the annual budget pending further review for the quarter 1 budget review.
- (5) Operating Grants and Contributions** - Minimal movement month on month as August was only the second month of operations for the year; we anticipate that this balance will increase throughout the coming months.
- (6) Payments for Property, Plant and Equipment** - A number of contractor invoices were processed in July 2023 dating back to 30 June 2023. These costs have since been accrued back in the income statement to the last financial year, noting a decrease in the spend from July to August 2023. The current spent indicate total capital works progress year to year for the end of August 2023
- (7) Capital Grants and Subsidies** - Noted that \$420k of TIDS grant revenue and \$87.6k of ATSI TIDS grant revenue was recognised during the month.
- (8) Net Cash Movement** - Council's cash holdings were down by \$2.519mil by the end of August 2023. This is expected as a large portion of cash held is constrained and locked to project funding and council is currently working towards meeting quite a large budgeted capital works program for 2023/2024 (approx. 63% of cash holdings is restricted currently)

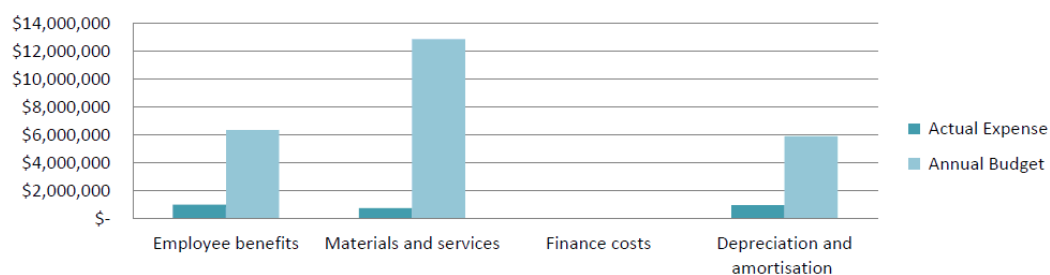
5. STATEMENT OF INCOME AND EXPENDITURE

The below statement shows a comparison between the income and expense statement of August 2022 in the previous year v August 2023 actuals v the budgeted income and expenditure for 30 June 2024.

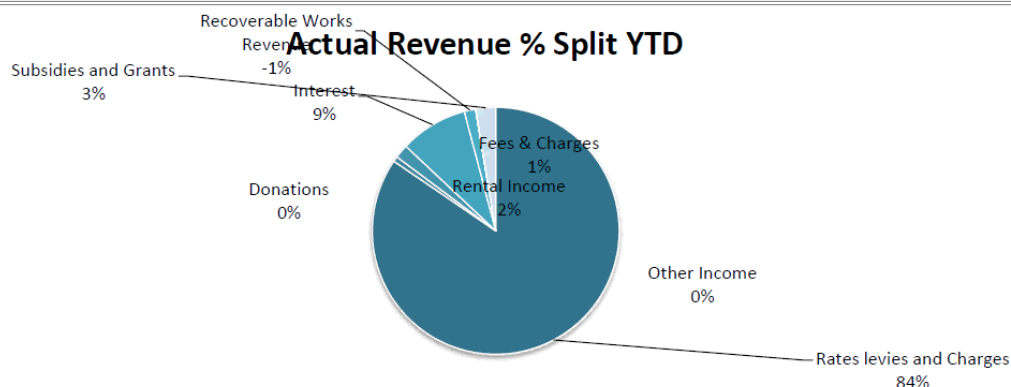
For the month ended 31 August 2023

	Note Ref	31 August 2022 \$	31 August 2023 \$	2023-24 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,704,487	1,725,262	3,365,000	51%
Fees & Charges	(1)	17,635	13,982	147,400	9%
Rental Income	(2)	39,924	36,726	218,000	17%
Interest	(3)	42,288	181,137	480,000	38%
Recoverable Works Revenue	(4)	39,749	30,142	1,139,895	-3%
Other Income	(5)	12,839	319	549,000	0%
Donations	(12)	-	-	5,000	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	499,632	53,368	15,400,000	0%
Total Recurrent Revenue		2,356,554	1,980,014	21,304,295	9%
Capital Revenue					
Sale of non-current assets	(13)	-	-	100,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	-	508,140	18,205,100	3%
Total Capital Revenue		-	508,140	18,305,100	3%
TOTAL INCOME		2,356,554	2,488,154	39,609,395	6%
Recurrent Expenses					
Employee benefits	(8)	945,746	1,004,309	6,379,591	16%
Materials and services	(9)	803,790	753,016	12,866,639	6%
Finance costs	(10)	2,866	4,391	18,000	24%
Depreciation and amortisation	(11)	906,064	985,000	5,910,000	17%
TOTAL RECURRENT EXPENSES		2,658,466	2,746,716	25,174,230	11%
NET RESULT		301,912	258,562	14,435,165	-2%

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 (5.03%). This is down from 5.07% in July 2023. At this stage interest is unpredictable and we anticipate to exceed our expectations in the annual budget pending further review for the quarter 1 budget review.
- (4) Recoverable Works Revenue** - The balance is currently negative due to billing amounts for private works being accrued back to 2022/2023 with the reversal of this being processed in 2023/2024 pending the issuance to bills to external parties.
- (5) Other Income** - Minimal movement noted for July 2023; we expect this to increase during the year pending the finalisation of post-flood insurance claims with LGM for the March 2023 flood event.
- (6) Subsidies and Grants (operating)** - Minimal movement month on month as August was only the second month of operations for the year; we anticipate that this balance will increase throughout the coming months.
- (7) Subsidies and Grants (capital)** - Noted that \$420k of TIDS grant revenue and \$87.6k of ATSI TIDS grant revenue was recognised during the month.
- (8) Employee benefits** - Employee benefits costs against the budget, we have currently expended \$1.004mil against a budget of \$6.379mil for the year; this is an actual spend of 15.74% year to date.
- (9) Materials and services** - Refer to the cost disaggregation in the operating statement. Currently on track with budget overall.
- (10) Finance costs** - Are scalable higher because bank interest significantly increased above expectation. The total increase in cost is immaterial when compared to the scalable increase in interest revenue received for the year.
- (11) Depreciation and amortisation** - Is in line with the expected depreciation spend by 31 August 2023.
- (12) Donations Revenue** - No donations have been recorded for 31 August 2023 at this stage.
- (13) Sale of non-current assets** - Nil movements noted at this stage for 31 August 2023.

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 August 2023 16.66%

% 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 August 2022	31 August 2023	2023-24 Annual Budget	YTD Progress		
\$	\$	\$	%		
Recurrent Expenses					
Corporate Governance Costs	150,958	150,523	955,800	15.75%	On track with budget.
Administration Costs	538,075	597,433	3,603,950	16.58%	On track with budget.
Recoverable Works Expenses	259,173	121,351	1,024,000	11.85%	On track with budget.
Engineering Services	546,596	699,808	11,462,100	6.11%	On track with budget.
Utility Services Costs	193,040	225,154	1,040,500	21.64%	Costs are up due to some amounts requiring adjustment back to capital works project costing codes; this will be adjusted for the September 2023 report.
Net Plant Operating Costs	-	221,105	785,000	43.23%	Finance will monitor this balance however movement year on year is consistent with August 2022 based on plant utilisation against road works etc YTD.
Planning and Environmental Expenses	1,103	10,288	374,500	2.75%	On track with budget.
Community Services Costs	281,696	292,123	1,570,380	18.60%	Noted costs incurred to counter disaster operations that will be claimed back against DRA Disaster funding for claim 2 set to be calculated for 18/9/2023 at this stage.
Finance Costs	2,866	4,391	18,000	24.39%	Distorted due to percentage approach to reporting. Value is low and has increased due to significant increases to council QTC interest returns for 2023/2024.
Depreciation	906,064	985,000	5,910,000	16.67%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
TOTAL RECURRENT EXPENSES	2,658,466	2,746,717	25,174,230	10.91%	On track with budget.
Capitalised Wages					Noteable improvement when compared with the previous year capitalised wage levels. It is expected this balance will continue to perform moving further into the year.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 31 August 2023

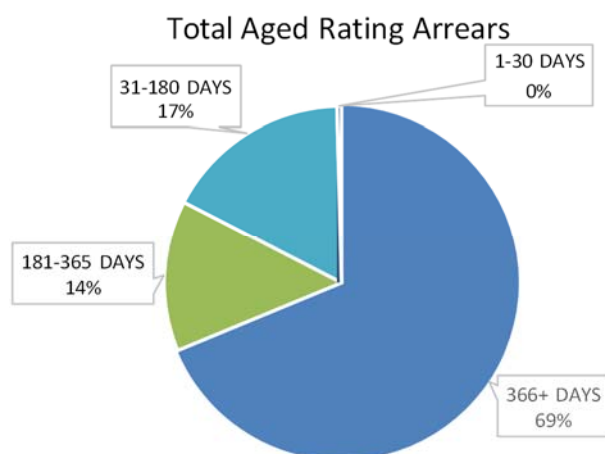
	31 August 2023	2023-24 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	19,761,232	14,078,661
Trade and other receivables	4,500,678	1,000,000
Inventories	307,401	300,000
Other financial assets	718,865	102,000
Non-current assets classified as held for sale	-	-
Total current assets	25,288,176	15,480,661
Non-current Assets		
Receivables	-	-
Property, plant and equipment	252,886,498	275,505,637
Accumulated Depreciation	- 87,782,465	- 95,444,462
Intangible assets	-	-
Total non-current assets	165,104,033	180,061,175
TOTAL ASSETS	190,392,209	195,541,836
Current Liabilities		
Trade and other payables	13,306,906	3,400,000
Borrowings	-	-
Provisions	186,743	140,000
Other	-	-
Total current liabilities	13,493,649	3,540,000
Non-current Liabilities		
Trade and other payables	83,115	83,120
Interest bearing liabilities	-	-
Provisions	946,813	900,000
Other	-	500,000
Total non-current liabilities	1,029,928	1,483,120
TOTAL LIABILITIES	14,523,577	5,023,120
NET COMMUNITY ASSETS	175,868,632	190,518,716
Community Equity		
Shire capital	39,529,889	57,734,989
Asset revaluation reserve	103,316,184	103,316,184
Retained surplus/(deficiency)	33,022,557	29,467,543
Other reserves	-	-
TOTAL COMMUNITY EQUITY	175,868,631	190,518,716

8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 31 August 2023.

Rating Type	366+ DAYS \$	181-365 DAYS \$	31-180 DAYS \$	1-30 DAYS \$	Total \$
GENERAL	68,587	13,655	21,382	419	104,043
SEWERAGE	2,381	2,383	7,815	52	12,630
GARBAGE	1,848	1,672	4,341	32	7,893
WATER	82,441	13,244	25,009	487	121,181
WATER CONSUMPTION	101,334	21,674	4,536	515	128,059
STATE GOVT EMERGENCY	3,203	940	2,819	28	6,990
LEGAL FEES	6,408	-	-	-	6,408
Total	266,202	53,568	65,902	1,533	387,205
Total Rating Arrears	387,204.51				
Total Seeking Debt Collection (\$)	80,000				
Total Seeking Debt Collection (%)					21% Finance to follow up and review for September 2023.
Total Pending Further Review (\$) (Advice Obtained)	250,062				
Total Pending Further Review (%) (Advice Obtained)					65% Finance to follow up and review for September 2023.

Total Rate Arrears in debt recovery phase (\$)	330,061.67
Total Rate Arrears in debt recovery phase (%)	85%
Total Rates Arrears not int debt recovery (\$)	57,142.84



9. 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 > \$1,000		
Nil		

10. OFFICER’S RECOMMENDATION

That the financial report for the 31 August 2023 be received and noted

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.04 Audit Committee Meeting Minutes July 2023

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:	14 September 2023
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 the July 2023 Audit Committee meeting.

2. BACKGROUND

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 24th July 2023 to facilitate council's audit committee function as outlined by the Local Government Regulation 2012 to discuss the following matters:

- Fraud Internal Audit Update
- 2022/2023 QAO External Audit Plan.
- Review of Audit Committee Charter 2023
- Review of Internal Audit Plan
- Appointment of Additional Audit Committee Member
- Extending Rates Levy Discount and Due Date Period (Council Report – Adopted in March 2023 Meeting)
- LGM Cyber-Security Controls Review 2022 (tabled in January 2023 Council Meeting)
- Migration of Civica Cloud Hosting to Azure Cloud Hosting (RMT/Telstra)
- CEO Report – Update to the Audit Committee

These minutes were approved at the Audit Committee meeting on the 8th September 2023.

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. 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 style="padding-left: 40px;">(i) the internal audit plan for the internal audit for the current financial year;</p> <p style="padding-left: 40px;">(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 style="padding-left: 40px;">(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 style="padding-left: 40px;">(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.
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5. RISK

Risk Type	What could happen	Possible Consequences
Financial	The audit committee does not meet.	There is no oversight of internal and external audit functions of council by key representatives to ensure the transparency and review of such functions.

6. CRITICAL DATES & IMPLICATIONS

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

7. CONSULTATION

Tony Walsh (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

That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 24 July 2023.

ATTACHMENTS

- Audit Committee Minutes – July 2023



Audit Committee
Minutes – July 2023.

Chief Executive Officer Reports

11.05 Appointment of Acting Chief Executive Officer

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	19 September 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- Council is committed to financial, asset, environmental and community sustainability and secures these ends through efficient and effective decision-making processes. This, in turn, promotes community confidence, employee pride and stakeholder satisfaction with the organisation.

1. PURPOSE

Appointment of Acting Chief Executive Officer

2. BACKGROUND

The Chief Executive Officer will be absent from Council during the period Monday 16 October 2023 until Friday 27 October 2023. He will be at the LGAQ annual conference in Gladstone and then Annual Leave for a week.

3. FINANCIAL & RESOURCE IMPLICATIONS

Nil

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009.	Section 195-Appointing an acting chief executive officer.	<p>A local government may appoint a qualified person to act as the chief executive officer during—</p> <p>(b) any period, or all periods, when the chief executive officer is absent from duty or cannot, for another reason, perform the chief executive officer's responsibilities.</p>

5. RISK

Nil

6. CRITICAL DATES & IMPLICATIONS

The acting period will cover Monday 16 October 2023 until Friday 27 October 2023.

7. CONSULTATION

Acting Director Engineering services

Mayor

8. CONCLUSION

Nil

9. OFFICER'S RECOMMENDATION

That Council appoint Stuart Holley as the Acting Chief Executive Officer, effective from Monday 16 October 2023 until Friday 27 October 2023.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.06 General Policy - Accommodation Policy

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Chelsea Nelson, People and Culture Manager
DATE REPORT PREPARED:	15 September 2023
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.

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. 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.

4. RISK

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

5. POLICY & LEGAL IMPLICATIONS

Legislation	Policies/Procedures
The Residential Tenancies and Rooming Accommodation Regulation 2020	Council Code of Conduct
	Tenancy Agreement

6. CRITICAL DATES & IMPLICATIONS

Reviewed Policy will apply from date of Council resolution

7. CONSULTATION

People and Culture Manager

CEO

Community & Communications Manager

8. CONCLUSION

The changes to the Policy include:


- rental charges reviewed with a 3.5% increase;
- allocation of staff housing shall be determined by the CEO; and
- removal of full furnished accommodation as an option.

9. OFFICER'S RECOMMENDATION


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

ATTACHMENTS

1. General Policy-Accommodation Policy-Tracked Changes copy.


ADM-POL-018
Accommodation Pol

2. General Policy-Accommodation Policy-Clean skin Copy.


ADM-POL-018
Accommodation Pol

Chief Executive Officer Reports

11.07 Statutory Policy - Grants to Community Organisations Policy

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shannon Moren; Community & Communications Manager
DATE REPORT PREPARED:	15 September 2023
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.

1. PURPOSE

To approve Council's updated Grants to Community Organisations Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council provides donations/grants to various community groups and organisations on an annual basis. The purpose of the Burke Shire Council Grants to Community Organisations Policy is to provide a structure for making grants to community organisations which is open, transparent, legal, equitable, and furthers the objectives of Council.

3. FINANCIAL & RESOURCE IMPLICATIONS

Council allocates an annual budget to community grants and donations. Reimbursements will be allowed for in the budget.

4. RISK

Risk Type	What could happen	Possible consequence
Compliance	<ul style="list-style-type: none">The endorsement of these policies ensures Council is complying with legislation and that Council policies are up-to-date.	<ul style="list-style-type: none">Greater assurance that these policies are fit for purpose.

5. POLICY & LEGAL IMPLICATIONS

Council reviews policies and in line with mandated legislative and regulatory review requirements.

6. CRITICAL DATES & IMPLICATIONS

Reviewed Policy will apply from date of Council resolution.

7. CONSULTATION

CEO

Community & Communications Manager

8. CONCLUSION

The changes to the Policy include:

- Clarification of what is included in review of \$1,000 or more as stated under point 6 Policy Principles to include *'this includes in-kind or cash or both'*.

9. OFFICER'S RECOMMENDATION

1. That Council approves the attached updated Statutory Policy-Grants to Community Organisations Policy.

ATTACHMENTS



ADM-POL-011
Grants to Communit

1. Grants to Community Organisations Policy

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 scheduled for the meeting.

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Wednesday 25 October 2023.