



Agenda and Business Papers

Burke Shire Council Ordinary Meeting

Thursday 26 October 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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Inclusion | Integrity | Innovation | Infrastructure

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01. Opening of Meeting

The Mayor welcomed members and declared the meeting open at

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 - Apologies Stuart Holley; Acting Chief Executive Officer Chris Wilson; Director of Engineering Amir Akrami; Senior Engineering Manager Chelsea Nelson; People, Performance and Culture Manager Shannon Moren; Community and Communications Manager Shaun Jorgensen; Finance and Technology Manager Andrew Spyraakis, Works 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 Clarke
- Amir Akrami, Senior Engineering Manager
- Chelsea Nelson, People, Performance and Culture Manager

03. Prayer

Led by Cr Wade

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Wednesday 25 September 2023

That the Minutes of the Ordinary Meeting of Council held on Wednesday 25 September 2023 as presented be confirmed by Council.

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 – Acting Chief Executive Officer
PREPARED BY:	Stuart Holley – Acting Chief Executive Officer
DATE REPORT PREPARED:	17 September 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 September 2023.

2. SUMMARY

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

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

- Upgrading of the landscaping and irrigation around the Nijinda Durlga Hall has been undertaken with new plants and mulching forming part of the works. An automated timing system has been incorporated into the new irrigation system to provide a more effective watering regime.



Figure 1 - Nijinda Durlga Hall Landscaping



Figure 2 - Nijinda Durlga Hall Landscaping

- The Parks and Gardens Team supported by most other Council staff provided significant support to assist the Rodeo Committee make the rodeo grounds presentable for the recent rodeo event at the venue.
- There has been an increased focus on the presentation of the Gregory township, in particular the approaches to the main part of the town along the Wills Developmental Road.
- Council officers have been working with the CLCAC rangers to develop planning for the next round of feral animal baiting on Stations across the Shire. This work is programmed for October 2023.

2.2 Roads

- As outlined in the August report to Council, the timing for completion of the flood damage Emergent Works finalised during July. However, over the past month restoration/safety works have continued on Doomadgee East Road, on flood damaged scour areas at the airport and on the raw water line to Burketown. These works are being undertaken within the QRA restoration program due to the safety implications of each of these areas. It is proposed that works will commence on Floraville Road in the week commencing 23rd October and continue for approximately 4 weeks at least.



Figure 3 - Doomadgee East Works



Figure 4 - Scour near Burketown WTP



Figure 5 - Scour near Woods Lake

- Flood Damage Assessments on the unsealed network have been completed and have been submitted to QRA. Assessment of the sealed road network is ongoing and should be completed by the end of October 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 West Road are anticipated to be completed by the end of October. Works on Bowthorn Road will continue until the contractor is unable to continue due to unfavourable weather and ground conditions. The third DRFA contract for restoration works on the Gregory Lawnhill Road has commenced, however there is still concern at the extent of contractual works that will be achieved by the wet season.

- Council has been successful in being awarded DRFA works on a number of DTMR main roads. Work is programmed to commence on the Gregory Camooweal Road on 23rd October 2023 and continue until mid-December, weather permitting. Additional works under the contract arrangement will be programmed following the wet season.
- Footpath reinstatement works have commenced within Burketown with the main focus being on pedestrian safety and all-abilities access. These works are programmed to be completed by the end of October.
- Arrangements have been made to hire the new street sweeper from Doomadgee Aboriginal Shire Council in October to clean the kerb and channel within the urban area which will improve drainage flow during a rain event. The operators from Doomadgee will use this experience as further training on the new equipment. The support from Doomadgee has been greatly appreciated.



Figure 6 - Street sweeper in action



Figure 7 - Doomadgee crew assisting

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 and pricing for the settling lagoons has been received and as the costs are in excess of currently available funds, alternative treatments options are being considered. A full summary of this and associated projects are included in the Capital Works report.

Burketown Water

- Requests for tender (RFT) for the de-silting of the settlement lagoons in Burketown has been advertised. This project has been undertaken in collaboration with QWRAP for a coordinated approach with a joint tender developed. Responses to the RFT have identified a number of matters that require further information. As such the RFT has been withdrawn to enable additional critical information to be attained. This will result in a delay with retendering, with the associated works not likely to be undertaken until the dry season in 2024.
- 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.
- Currently investigating the recent reports of a build up in calcium in the water supply.

Sewerage Treatment Plant

- As a result of the high ph levels in the treated discharge water, 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 has been fully relined. This work was undertaken to coincide with the Treatment plant upgrade at Gregory and the enhancement of the Scada system. At the time of the works on No 1 Reservoir, an inspection of the second reservoir was undertaken. The resultant report identified the need to replace the liner in that reservoir. This work will be programmed on completion of the Treatment plant upgrade.



Figure 8. Before liner installed



Figure 9. After liner installed

2.4 Airports

- Burketown perimeter fence has experienced significant damage on the eastern side as a result of a deep scour developed during the flooding event earlier this year. The scour requires extensive fill to be placed and compacted. Material has started to be stockpiled on the outside of the airport fencing in preparation for the reinstatement works. This work is programmed for completion in mid-November 2023.



Figure 10 - Scour on the east side of Burketown runway



Figure 11 - Scour on east side of Burketown runway

- An airport survey for both airports has been undertaken and the recommendations are currently being implemented. In particular the trimming of vegetation at the southern end of the Burketown runway between the fence and the river. Also proposed is the removal of vegetation within the Gregory airport area.
- Arrangements have been made to have the line marking at Gregory repainted with the works expected to be completed in October.

2.5 **Waste**

- A briefing of Council was undertaken at the Council workshop in September with emphasis on the potential future sites for landfill within the Shire area and for a Transfer Station at Burketown. It is proposed that a report will be presented to Council in December 2023 with recommendations regarding the future opportunities for landfill and transfer station/s.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Engineering Services Reports

10.02 Capital Works Projects Status Update Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Stuart Holley – Acting Chief Executive officer
PREPARED BY:	Amir Akrami – Senior Engineering Manager
DATE REPORT PREPARED:	19 October 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 30 September 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: **63%**
 - 23-24 Projects: 14%
- Average Capital Works Financial Progress
 - Carry over projects: **67%**
 - 23-24 Projects: 24%

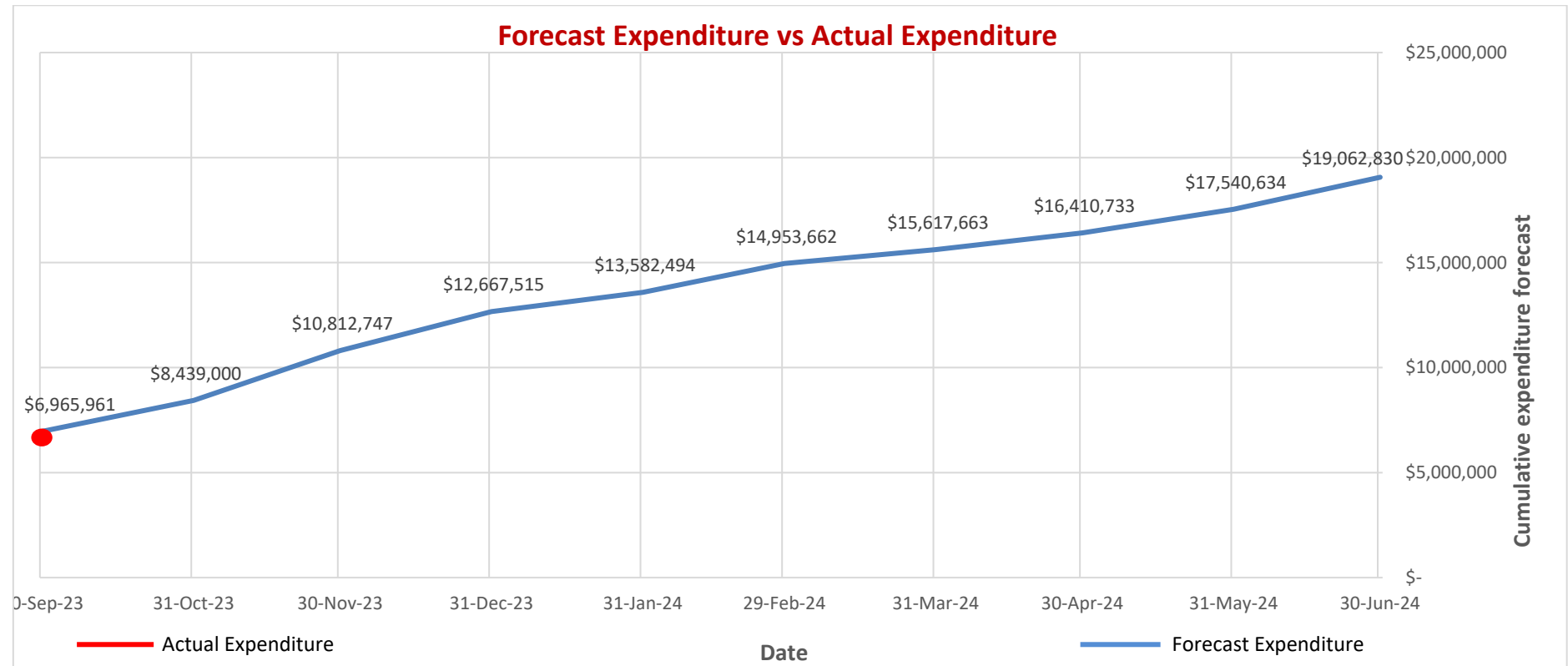
Attached please find a spreadsheet providing the details of status of each project in Capital Works Program.

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

3. CASHFLOW

In order to provide a comparison between budget, projected expenditure and actual expenditure, an estimated expenditure profile has been developed and presented in a graphical form for the 2023/24 financial year. Given that this is the first Cashflow forecast developed, it will be treated as the baseline to compare future actual expenditure.

It should be noted that the forecast figures indicate the predicted cumulative expenditure across the program. The difference between the total Capital Works Budget and the cumulative forecasted expenditure is due to the expected saving (approx. \$112k across the projects at this stage), and the forecasted expenditure of multi-year projects which extend into the 2024-25 Financial year (approx. \$4.4m).



Again, as this is the first time that this profile has been developed, the Actual Expenditure up to the end of September coincides with the Forecast Expenditure. In future months actual expenditure will be shown in **RED** on the graph.

Overall, it is evident that there has been significant progress made to date in the completion and planning of projects within the 2023/23 Capital Works Program

4. CAPITAL WORKS AND DRFA PROGRAM HIGHLIGHTS

- Gregory Water Treatment Plant (WTP) Upgrade & SCADA Upgrade project
 - Completed:
 - Upgrade works to Gregory Water Treatment Plant have commenced.
 - Nicholson River Intake Switchboard in place.
 - Gregory Raw Water pump was installed; however, the flow is much less than designed. This is being investigated.
 - Lining of the reservoir of GWTP completed.
 - Planned for September:
 - Progression of BWTP towards draft 100% design.
 - Progression of the upgrade works to GWTP.



Figure 1: New Chemical dosing pods at Gregory Water Treatment Plant

- Health & Wellbeing Precinct (Master planning & Design)
 - Master plan is being amended to reflect the latest decisions made by Council.
 - The preliminary design of Splash Park and the Playground is being developed.
 - The RFT for the Splash Park & Playground has been drafted and waiting for the completion of the prelim design for attachment.
 - The prelim design of the precinct admin building is being prepared.

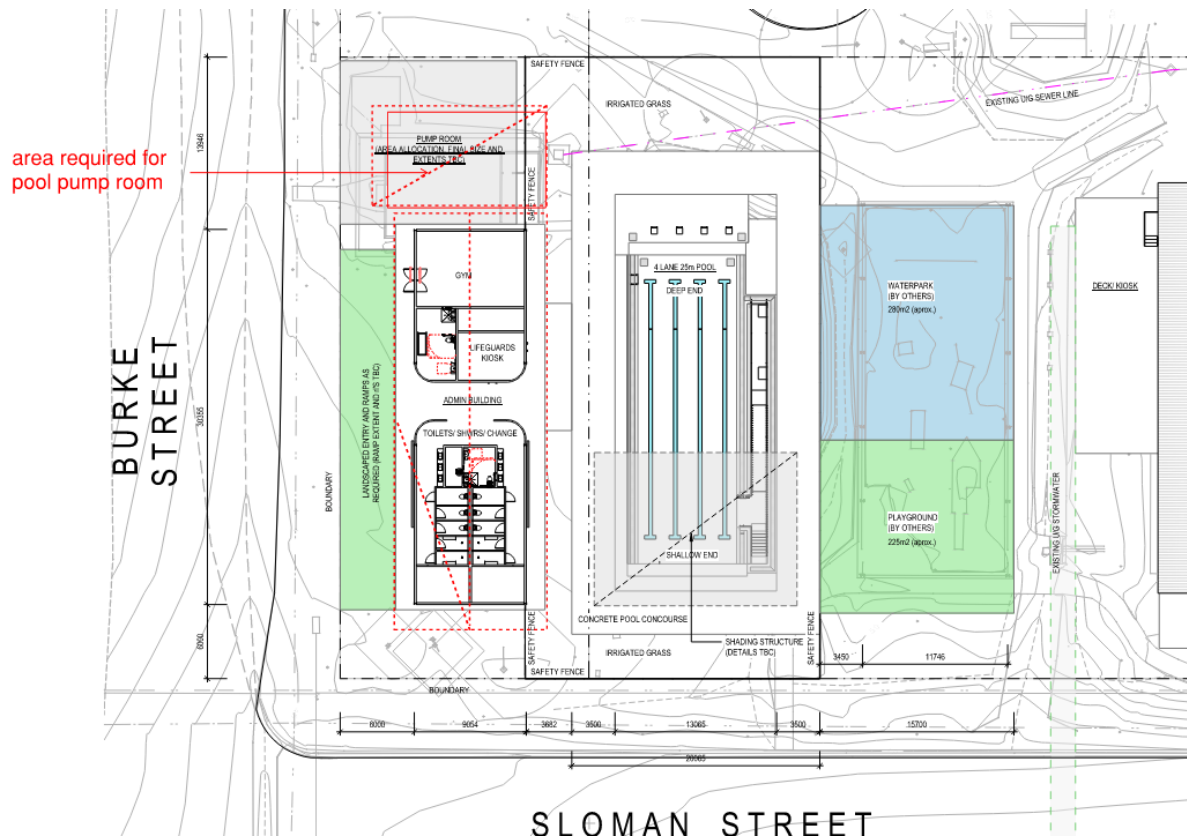


Figure 2: Burketown Health and Wellbeing Precinct – Master plan update in progress

- Gregory - Lawn Hill Road, Archie Creek and Dinner Creek Upgrade:
 - **Archie Creek**
 - Council was recently successful to secure an additional \$72,500 from TIDS.
 - Base slab/Apron/Cut off walls completed.
 - Internal Walls and Wingwalls completed.
 - Micropiling completed.
 - Concrete pavement completed.
 - Earthworks is in progress.

- **Dinner Creek**

- Micropiling completed.
- Culvert base is in progress.



Figure 3: Archie Creek Culvert



Figure 4: Dinner Creek Culvert Base

- Doomadgee East Road (ATSI TIDS) Shadforth Creek Culvert Upgrade
 - Culvert construction completed.
 - Pavement works and sealing completed.



Figure 5: Doomadgee East Road Culvert – Works Completed

- Floraville Road culvert replacement – Site 12 and 18:

- **Site 12 culvert**

- Construction of culvert completed.



Figure 6: Completed culvert at site 12

- **2. Site 18 culvert**

- Planning to commence construction works in the week of 23 October

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

- 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

- Shape correction and table drains completed to Century mine turnoff CH44km (line 64 of 147).
- Gravel hauled to line 4.
- Risk: Tracking behind program due to late commencement from the Contractor. Working through acceleration options currently.



Figure 7: DRFA (Restoration) works are in progress along Gregory Lawn Hill Road

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

- The contractor has completed 95 lots of the scope & have been also been working in reverse chainage direction completing 62 Lots.
- Expecting to complete the remaining lots by 20 Oct and will then complete the works associated with Lagoon Creek Sight Distance Variation.
- Refer completed works photo sample 5000-C-28-(1).



Figures 9: Doomadgee West Road - 5000-C-28-(1)

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

- Opening Grade complete.
- Up to line 34 complete and scheduled up to line 42 to be completed in the last week of October.
- Bow 04 stockpiling in progress.
- Bow 07 material resource tests in progress.
- Refer attached completion photo “bowthorn-27-7”.

0280-4063-0002 2021 DRFA Bowthorn Road Culvert

- Base slab is complete and crown units placed.
- Estimated practical completion is 30/10/2023.



Figure 10: Bowthorn Road - "bowthorn-27-7"

DRFA Restoration – Doomadgee East Road

- Fill and repair shoulder erosion in progress.
- Preparation of damaged pavement for re-sealing (various locations) in progress.

5. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Capital Works Projects Status, September 2023 Council Report


231026 Capital
Works Project Statu:

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 Operational Plan 2023-2024 –September Quarter Review Report11.05 Sport and Recreation Strategy 2019-2024 - Update September 2023 Quarter |
|--|

Chief Executive Officer Reports

11.01 Burke Shire Council - Status Reports as at 26 September 2023

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 has been released.

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 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
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.

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 – 230925.08 – Audit Committee Meeting Minutes July 2023

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

Status

Completed

Matter can be closed

Resolution Number – 230925.09 – Appointment of Acting Chief Executive Officer

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

Status

Will occur

Matter can be closed

Resolution Number – 230925.10 – General Policy - Accommodation Policy

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

Status

Finalised

Matter can be closed

Resolution Number – 230925.11 – Statutory Policy - Grants to Community Organisations Policy

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

Status

Finalised

Matter can be 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:	10 October 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 September 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.

Flood Vouchers

\$51,800 – Vouchers Issued and \$30,518 – Vouchers Redeemed

Various meetings as follows:

- Attended NWQROC meeting in Mount Isa
- Internal Grants meetings, including REESP Grant.
- Various discussions Mirabou.
- Attended Audit Committee meeting.
- Fit for Work/Psychosocial Hazard Training
- Office Refresher Induction
- Various discussions Tim and Jill Wilson.

- Gregory ILUA discussions
- Meeting waste issues
- Number of Temporary Accommodation meetings.
- Meeting Burke Land & Social Housing opportunities
- Western QLD alliance of Councils Assembly-Winton.
- Interview Works Manager-Appointment finalised.
- RACQ-Get Ready Lions Donations meeting.

Financial Services and Information Technology

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

- 2022/2023 external audit currently still in progress;
- Ministerial exemption received for external audit signing date moved from 31 October 2023 to 30 November 2023;
- Monsoon Trough R2 acquittal has been provided to the QRA pending any further queries;
- R2R 2022/2023 Annual report has been prepared and is currently being reviewed by external audit;
- Annual SWIM Data has been lodged for September 2023;
- Sept QTR State Fire Levy has been lodged and will be paid on time for October 2023;
- Consolidated Data template has been received and will be due for 17 November 2023;
- Council management has commenced preparing the 2022/2023 Annual Report which will be tabled with council November;
- Financial statement mark ups have been provided by external audit to council with BSC Finance set to review these markups for the 6/10/2023; and
- Insurance claims are now progressing with a \$250k reimbursement set to be finalised in the interim upon flood damage claims made to LGM insurance with the finalization of the claim pending.

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

- MS365 azure migration solution build phase in progress – this project is currently on track;
- Burke and Telstra are currently in progress for preparing a grant submission for the TDRI grant funding program for Network and telephony resiliency – this will include the following elements:
 - Starlink installation with Starlink Business to the Admin office with a view to use this to provide public wifi
 - MS Teams Deployment Costs, including onsite to Burketown
 - Estimated project cost of \$105k – seeking exception from dept for 100% external funding with no cost impost to council
 - Estimated monthly billing saving of \$852 or \$10.2k per year

- All the server infrastructure across the Durlga, Admin Building and Depot in Burketown will be getting rebuild and system logged during October;
- A 100mbit link has been confirmed for the Burke Admin office and will be installed for early October at this stage, 9 months ago this was only a 10mb link to provide a comparison of progress; and
- Council management is working with Peak and Telstra to prepare a 4G upgrade project for submission for Growing Regions funding – the expected cost is approx. \$1.8mil and we are currently seeking \$100k in grant funding for technical design works for Telstra to carry out.

People and Culture

EBA related

- The next JCC meeting is scheduled for 3 November
- 2 new JCC Representatives have been nominated: Stephanie Capper, Jordan Marshall.

Policies

- Accommodation Policy

Positions advertised:

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

New employees

- Rebekah Trindle
- Christopher Wilson

Training and Professional Development

- Diploma of Project Management blocks
- Certificate III in Heavy Commercial Vehicle Mechanical Technology block
- HR Law Masterclass
- IPWEA Supervisors Workshop
- Fit for Work / Psychosocial Hazard Procedure/Policy training (Part 1)
- Managers Mental Health workshop
- Understanding and Managing Your Mental Health workshop
- Maintaining Unsealed Roads training

Other

- Move it Burke:
 - First quarter report provided with a noticeable increase in gym attendees
 - Bootcamp and gym Masterclass scheduled for 14 October.

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
- 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.

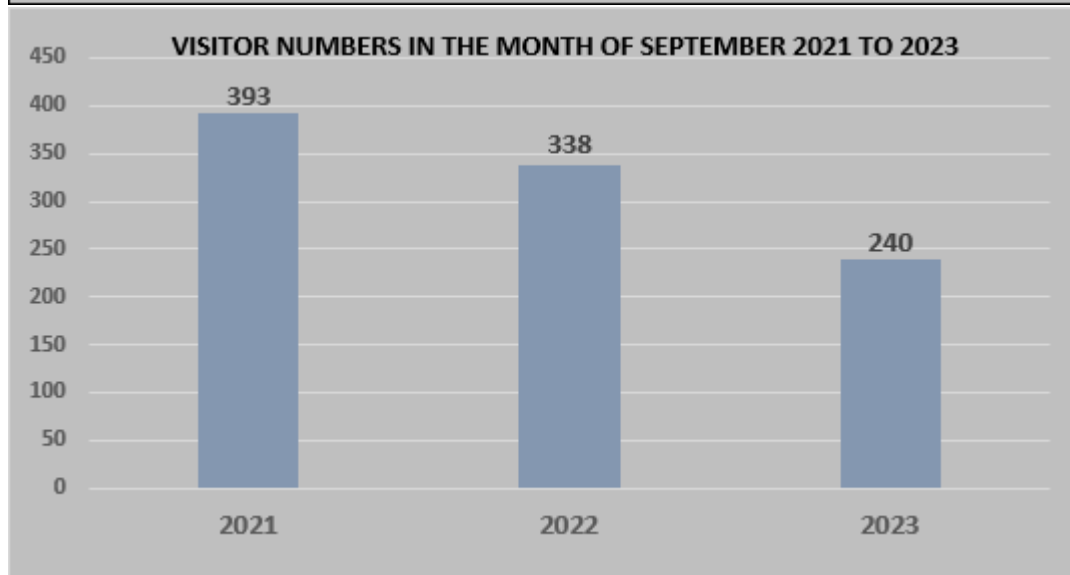
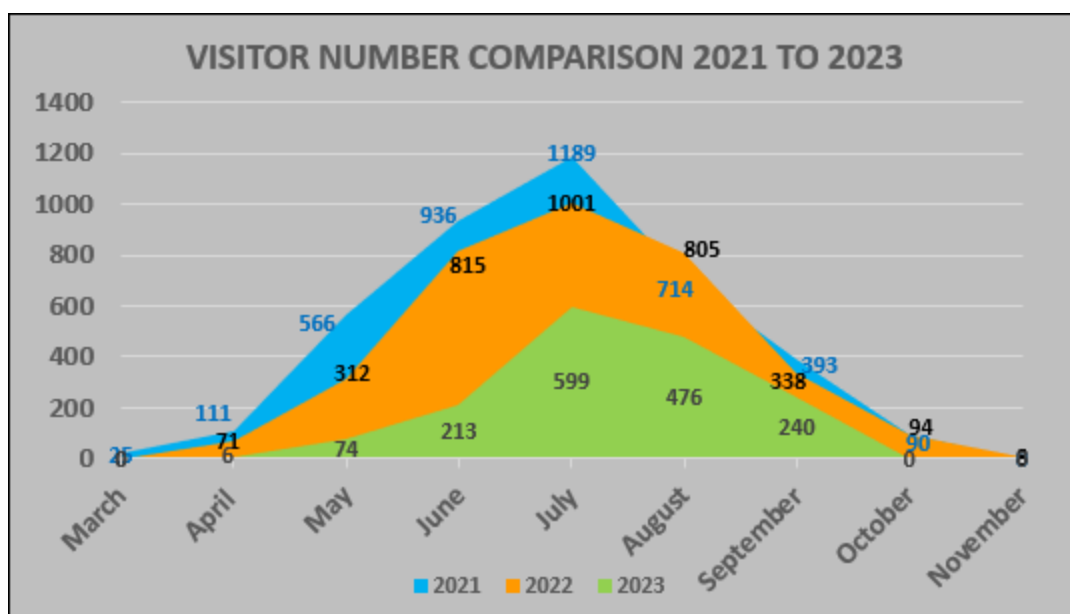
Gulf Savannah Development

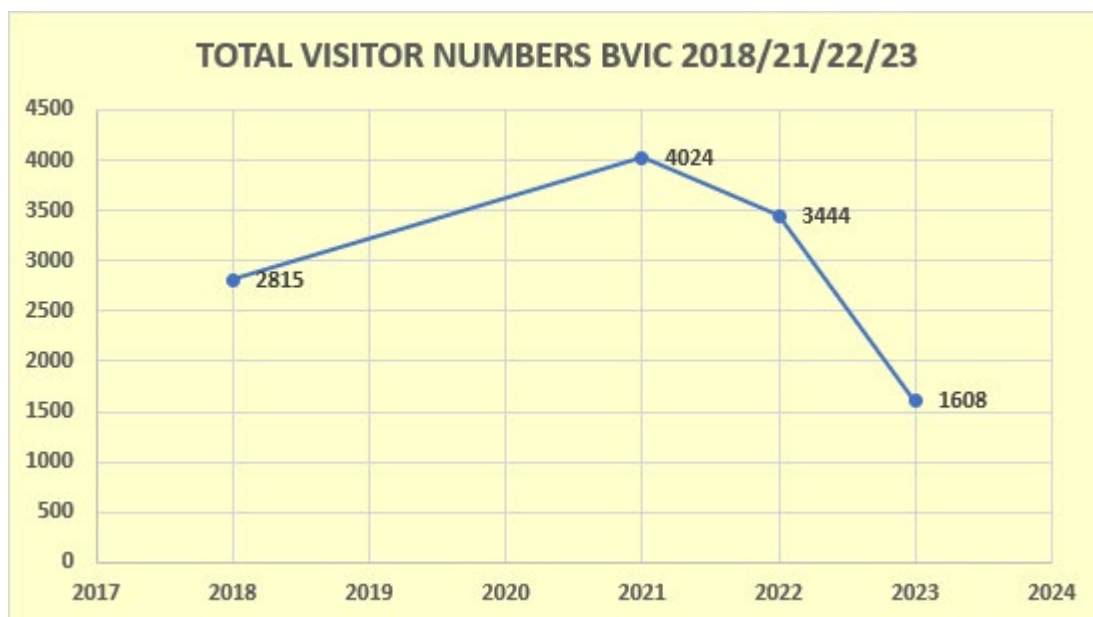
- Tourism project finalised. To be utilised for grant applications moving forward.
- Assisting with Maribou energy project for Gregory. Final draft to be finalised

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-September was better than expected but overall numbers year to date are well down.





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.

Other

- Temporary housing - 8 caravans have been deployed up to around March next year. Cyclone rated dongas – due to arrive in Burketown in October. Caravans are already in place. Estimated cost \$2,330,105 (covered by QRA).
- Extension on QRIDA grant letter mailed – extension granted until the end of the year.

Community and Communications

Events

Upcoming Community Events:

NIL

Upcoming Council Events:

October 26	Seniors Day
November 7	Burke Shire Show Holiday
DTBD	Christmas Light Competition
November 11	Remembrance Day
November 14	RACQ Get Ready Event – Burketown
November 15 (TBC)	RACQ Get Ready Event - Gregory
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 14th & 15th November 2023 – ties in with LDMG Workshop. Outcome of submission to be advised at the end of October.
- Sand replacement for Morning Glory Park Playground and Burketown Kindy sourced. Date of arrival TBA. Anticipated that Playground will be open by Mid November
- Remaining donations delivered to Doomadgee Aboriginal Shire Council for Community. Feedback from Doomadgee Aboriginal Shire Council in relation to last round of donations delivered ‘well received by the Community & distributed as part of the census drive’
- Donation (gifts for children) received from Lions Club/Bunnings to assist in Shire Christmas Celebrations.

Building & Maintenance

- Maintenance to council properties is ongoing, including assessments for insurance.
- Demolish Old Town Hall – Progressing well. Structure is down and asbestos has been removed and disposed of in Cloncurry. Works still to be completed – disposal of waste & removal of footings.
- All Council Houses (except Seniors Complex & Executive Housing) to be removed from Council’s Master Key System. Quote being sourced.
- Pest Control of Council Buildings, Housing & Public Amenities will occur in the near future (Outback Pest Control). Date to be advised.
- MPDT Tree Lopping onsite 16th to 21st October. Works include - entry to Burketown, Airport, Morning Glory Park, Nicholson Water Station, Council Houses, Old Town Hall.

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
- 1 renewal application received
- Currently looking into Service Agreement to engage EHO (Trevor Harding) on a more regular basis.

Local Laws

- 1 Dog complaint
- 1 Noise complaint

Other

- Burke Shire Council Silent Auction – Postponed DTBA
- Wet Season Clean Up – Notice released. Collections to occur on 26th (Gregory) & 27th (Burketown) October.
- Lease with Bureau of Meteorology progressing and currently with Preston Law – Lot 76 SP280661

- Emergency Accommodation Dongas arriving onsite Wednesday 12th October & Thursday 13th October. Expected completion of installation by Saturday 21st October.
- Disaster Dashboard almost complete. To be rolled out at the RACQ Get Ready Event in November.
- Croc signage installed at designated sites.
- YES/NO Voting occurred Gregory – 5th October (approx. 30 votes) and Burketown 6th October (approx. 70 votes)

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.

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 has started. Theory has been completed for most staff. Dave Marshall has passed out and can use the Disability Lift. Rest of staff practical training to be 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.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Workplace Health and Safety Report for September 2023


WHS Report
September 2023.pdf

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:	9 October 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 September 2023.

2. SUMMARY

As a review of council's performance over the month of September 2023; Council notes that cash was down \$1.479mil for the month due to a large number of contractor payments made again during September 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 2024.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	3,151,197	21,304,295	15%
Operating Expenses	(2)	4,828,548	25,174,230	19%
Operating Result (Profit/Loss)	-	1,677,351	3,869,935	43%
Capital Revenue	(3)	778,360	18,305,100	4%
Net Result	-	898,991	14,435,165	-6%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	17,348,212	14,078,661
Other Current Assets	(5)	4,901,134	1,402,000
Non Current Assets	(6)	166,804,422	180,061,175
Total Assets		189,053,768	195,541,836
Liabilities (Current)	(7)	12,501,064	3,540,000
Liabilities (Non Current)	(8)	1,034,019	1,483,120
Total Liabilities		13,535,083	5,023,120
Net Community Assets		175,518,685	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%	-53%	-39%
² Working Capital Ratio	Greater than 1:1	1.8	1.9
³ Net Financial Liabilities Ratio	Less than 60%	-309%	-596%

1

Notes:

(1) Operating Revenues - Noted \$1.073mil in DRFA revenue from the 2021/22 and 2022/23 flood events was recognized as revenue during the month from contract liability balances.

(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 \$1.264mil against a budget of \$6.379mil for the year; this is an actual spend of 19.82% year to date.

(3) Capital Revenue - Noted that \$173k of TIDS revenue and \$97k of ATSI TIDS revenue was recognized 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

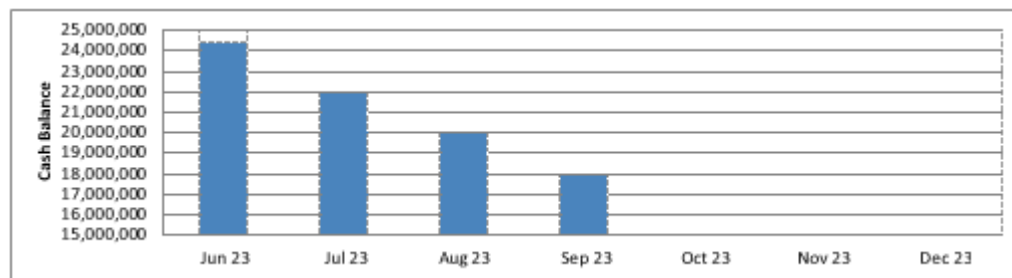
The below statement shows a comparison between the cashflow of September 2022 in the previous year v September 2023 actuals v the budgeted estimated cashflow for 30 June 2024.

For the month ended 30 September 2023

	Note Ref	30 September 2022 \$	30 September 2023 \$	2023-24 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	1,735,663	(605,490)	5,442,006	-11%
Payments to suppliers and employees	(2)	(4,973,830)	(5,671,523)	(27,941,922)	20%
		(3,238,167)	(6,277,013)	(22,499,916)	28%
Rental Income	(3)	57,005	54,771	218,000	25%
Interest Received	(4)	61,823	251,751	480,000	52%
Operating Grants and Contributions	(5)	4,519,798	944,454	15,400,000	6%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		0	(5,026,038)	16,098,000	-11%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	0	(1,931,232)	(22,785,100)	8%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		17,059	0	100,000	0%
Capital Grants and Subsidies	(7)	0	778,360	18,205,100	4%
Net cash inflow (outflow) from investing activities		0	(1,152,872)	(4,480,000)	26%
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)	321,767	(6,178,910)	(10,381,916)	60%
Cash at beginning of reporting period		10,146,891	24,460,577	24,460,577	100%
Cash at end of reporting period	(8)	10,468,658	18,281,667	14,078,660	130%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	4.81%	251,751	17,465,567
Westpac General Fund - Trust	-	-	815,818
Cash Floats	-	-	283
Total			18,281,667

Cash and Cash Equivalents Movement Comparison Chart

Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	18,281,667	%
Restricted Cash - DRFA Operating Grants	8,466,786	46%
Restricted Cash - Non-DRFA Operating Grants	178,687	1%
Restricted Cash - Capital Grants	2,935,337	16%
Unrestricted Cash	6,700,857	37%

Notes to the Statement of Cashflows:

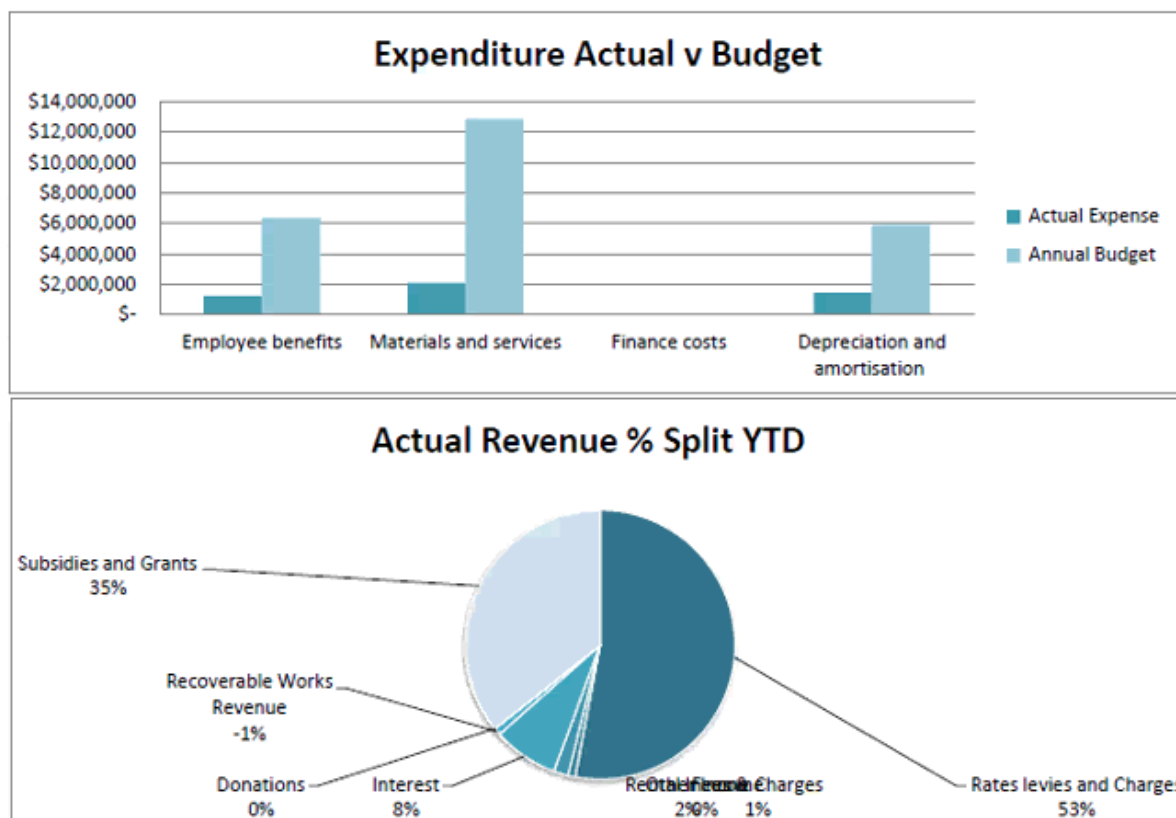
- (1) **Receipts from customers** - Noted movement month on month due to decrease in rates receivable balances. We expect this balance to continue to improve from month to month. Also noted that GST receivables as at 30 Sept 2023 were 498k as a result of large contractor payments made during the Sep 23 QTR contributing to this balances balance sheet movements result.
- (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 (4.81%). This is down from 5.03% in August 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** - Noted \$1.073mil in DRFA revenue from the 2021/22 and 2022/23 flood events was recognised as revenue during the month from contract liability balances.
- (6) **Payments for Property, Plant and Equipment** - The current spent indicate total capital works progress year to year for the end of September 2023. Noted that the spend to date is showing significant improvement year on year and represents Engineering pursuing the budget target as set by council.
- (7) **Capital Grants and Subsidies** - Noted that \$173k of TIDS revenue and \$97k of ATSI TIDS revenue was recognised during the month.
- (8) **Net Cash Movement** - Council's cash holdings were down by \$1.479mil by the end of September 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. 37% 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 September 2022 in the previous year v September 2023 actuals v the budgeted income and expenditure for 30 June 2024.

For the month ended 30 September 2023

	Note Ref	30 September 2022 \$	30 September 2023 \$	2023-24 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,680,690	1,700,625	3,365,000	51%
Fees & Charges	(1)	36,387	28,102	147,400	19%
Rental Income	(2)	57,005	54,771	218,000	23%
Interest	(3)	61,823	251,751	480,000	52%
Recoverable Works Revenue	(4)	338,248	28,233	1,139,895	-2%
Other Income	(5)	12,839	319	549,000	0%
Donations	(12)	-	-	5,000	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	523,869	1,144,500	15,400,000	7%
Total Recurrent Revenue		2,710,861	3,151,197	21,304,295	15%
Capital Revenue					
Sale of non-current assets	(13)	-	-	100,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	17,059	778,360	18,205,100	4%
Total Capital Revenue		17,059	778,360	18,305,100	4%
TOTAL INCOME		2,727,921	3,929,557	39,609,395	10%
Recurrent Expenses					
Employee benefits	(8)	1,217,338	1,264,191	6,379,591	20%
Materials and services	(9)	1,443,641	2,080,592	12,866,639	16%
Finance costs	(10)	4,364	6,265	18,000	35%
Depreciation and amortisation	(11)	1,344,408	1,477,500	5,910,000	25%
TOTAL RECURRENT EXPENSES		4,009,751	4,828,548	25,174,230	19%
NET RESULT		1,281,831	898,991	14,435,165	-6%



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 (4.81%). This is down from 5.03% in August 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)** - Noted \$1.073mil in DRFA revenue from the 2021/22 and 2022/23 flood events was recognised as revenue during the month from contract liability balances.
- (7) **Subsidies and Grants (capital)** - Noted that \$173k of TIDS revenue and \$97k of ATSI TIDS revenue was recognised during the month.
- (8) **Employee benefits** - Employee benefits costs against the budget, we have currently expended \$1.264mil against a budget of \$6.379mil for the year; this is an actual spend of 19.82% 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 inline with the expected depreciation spend by 30 September 2023.
- (12) **Donations Revenue** - No donations have been recorded for 30 September 2023 at this stage.
- (13) **Sale of non-current assets** - Nil movements noted at this stage for 30 September 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 September 2023 24.99%

% YTD Actual expense v Annual Budget
YTD actual v budget is on track
YTD actual v budget is unfavourable (1%-5% movement larger than expected)
YTD actual v budget requires review (>5% movement larger than expected)

Organisational Services					Comments
	30 September 2022 \$	30 September 2023 \$	2023-24 Annual Budget \$	YTD Progress %	
Recurrent Expenses					
Corporate Governance Costs	211,372	211,116	955,800	22.09%	On track with budget.
Administration Costs	801,064	842,442	3,603,950	23.38%	On track with budget.
Recoverable Works Expenses	439,469	129,996	1,024,000	12.69%	On track with budget.
Engineering Services	890,135	1,568,579	11,462,100	13.68%	On track with budget.
Utility Services Costs	262,933	258,007	1,040,500	24.80%	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	-	252,719	785,000	45.60%	Finance will monitor this balance however movement year on year is consistent with September 2022 based on plant utilisation against road works etc YTD.
Planning and Environmental Expenses	8,134	31,944	374,500	8.53%	On track with budget.
Community Services Costs	340,591	660,672	1,570,380	42.07%	Noted costs incurred to counter disaster operations that will be claimed back against DRA Disaster funding for claim 2 which is currently in progress of being calculated.
Finance Costs	4,364	6,265	18,000	34.81%	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	1,344,408	1,477,500	5,910,000	25.00%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
TOTAL RECURRENT EXPENSES	4,009,751	4,828,547	25,174,230	19.18%	On track with budget.
Capitalised Wages	-	39,136	247,000	16%	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 30 September 2023

	30 September 2023 \$	2023-24 Annual Budget \$
Current Assets		
Cash and cash equivalents	17,348,212	14,078,661
Trade and other receivables	3,611,670	1,000,000
Inventories	310,144	300,000
Other financial assets	979,320	102,000
Non-current assets classified as held for sale	-	-
Total current assets	22,249,346	15,480,661
Non-current Assets		
Receivables	-	-
Property, plant and equipment	254,586,887	275,505,637
Accumulated Depreciation	-	-
- 87,782,465 -		
95,444,462		
Intangible assets	-	-
Total non-current assets	166,804,422	180,061,175
TOTAL ASSETS	189,053,768	195,541,836
Current Liabilities		
Trade and other payables	12,314,321	3,400,000
Borrowings	-	-
Provisions	186,743	140,000
Other	-	-
Total current liabilities	12,501,064	3,540,000
Non-current Liabilities		
Trade and other payables	83,115	83,120
Interest bearing liabilities	-	-
Provisions	950,904	900,000
Other	-	500,000
Total non-current liabilities	1,034,019	1,483,120
TOTAL LIABILITIES	13,535,083	5,023,120
NET COMMUNITY ASSETS	175,518,685	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)	32,672,610	29,467,543
Other reserves	-	-
TOTAL COMMUNITY EQUITY	175,518,684	190,518,716

8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 30 September 2023.

Rating Type	366+ DAYS \$	181-365 DAYS \$	31-180 DAYS \$	1-30 DAYS \$	Total
GENERAL	79,52	2,714	18,820	871,233	972,295
SEWERAGE	4,560	204	3,900	6,191	14,855
GARBAGE	3,350	170	2,880	4,892	11,292
WATER	92,589	3,096	18,535	28,281	142,501
WATER CONSUMPTION	119,181	3,828	5,043	12,683	140,735
STATE GOVT EMERGENCY	3,999	144	1,404	4,616	10,163
LEGAL FEES	6,408	-	-	-	6,408
Total	309,614	10,156	50,583	927,896	1,298,248
Total Rating Arrears	1,298,248.32				
Total Seeking Debt Collection (\$)	80,000				
Total Seeking Debt					

Collection (%) 6% Finance to follow up and review for November 2023.

Total Pending Further

Review (\$) (Advice

Obtained)

252,741

Total Pending Further

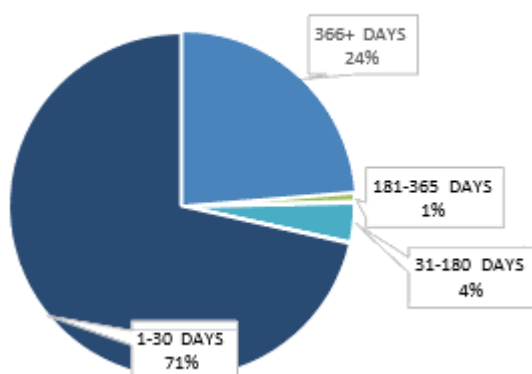
Review (%) (Advice

Obtained)

19% Finance to follow up and review for November 2023.

Total Rate Arrears in debt	
recovery phase (\$)	332,741.39
Total Rate Arrears in debt	
recovery phase (%)	26%
Total Rates Arrears not int	
debt recovery (\$)	965,506.93

Total Aged Rating Arrears



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

Rates Interest \$3,714.54

10. OFFICER'S RECOMMENDATION

That the financial report for the 30 September 2023 be received and noted.

ATTACHMENTS

Nil

11.04 Operational Plan 2023-2024 –September Quarter Review Report

DEPARTMENT:	Office of the Chief executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	12 October 2023
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (Governance, finance, risk)

1. PURPOSE

To provide Council with an outline of progress made through the September 2023 Quarter towards the achievement of Council's 2023/2024 Operational Plan.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

Attached is the update for the September 2023 quarter review of progress against Council's 2023/2024 Operational Plan for Council consideration.

3. PROPOSAL

That Council receives and notes the contents of the September 2023 quarter review report of progress towards implementation of the 2023/2024 Operational Plan.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local government Act 2009	Section 104 Financial Management systems.	<p>5) (a) (v) The system of financial management established by a local government must include an annual operational plan.</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan.</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually.</p>
Local Government Regulation 2012	Division 4 annual Operational Plan.	<p>Section 174 Preparation and adoption of the annual operational plan</p> <p>(1) A local government must prepare and adopt an annual operational plan for each financial year.</p> <p>(2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.</p> <p>(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.</p> <p>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</p> <p>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</p>
Local Government Regulation 2012.	Division 4 Annual operational plan.	<p>Section 175 Annual operational plan contents</p> <p>(1) The annual operational plan for a local government must—</p> <ul style="list-style-type: none"> a. be consistent with its annual budget; and b. state how the local government will— <ul style="list-style-type: none"> i. progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and ii. manage operational risks

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

The Executive Management Team have contributed to the update of the September quarter Operational Plan.

This report highlights Council's implementation of the 2023/2024 Operational Plan actions/projects for the September 2023 quarter of the 2023/2024 Financial Year.

9. CONCLUSION

This report highlights Council's implementation of the 2023/2024 Operational Plan actions/projects for the September 2023 quarter of the 2023/2024 Financial Year.

10. OFFICER'S RECOMMENDATION

That Council receives and notes the contents of this report and attachments regarding Council's progress towards the implementation of the 2023/2024 Operational Plan for the September 2023 quarter.

ATTACHMENTS



2023-24
Operational Plan - C

1. Burke Shire Council Operational Plan 2023/2024 progress report for the September 2023 Quarter.

11.05 Sport and Recreation Strategy 2019-2024 - September 2023 Quarter Update

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	12 October 2023
LINK TO COUNCIL PLAN/S:	Burke Shire Council Sport and Recreation Strategy 2019-24

1. PURPOSE

To provide the September 2023 Quarter update on the implementation of the Burke Shire Council Sport and Recreation Strategy 2019-24.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

3. PROPOSAL

Continue quarterly update of strategy.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

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

Funding has been received for the Health & Wellbeing Precinct Masterplanning. This includes Water Park, Swimming Pool, Gym and Playground. Detailed design has occurred and there has been consultation with the State School and workshop sessions with Council. An amended design has been completed. \$3.5 million has been budgeted in the 2023/2024 Financial year for a children's water park. Alterations to the playground will also occur. This is subject to appropriate funding being received.

5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

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

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

Periodic consultation is taking place between Council and:

- Club and Association representatives:

- Ongoing engagement with Gregory club representatives in relation to Gregory Showgrounds Projects.
- Ongoing engagement with the Burketown Rodeo and Sporting Association in relation to infrastructure and facility management at the Burketown Showgrounds.
- State School re Health and wellbeing Precinct.
- Department of Housing & Public Works (Sport and Recreation).

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

That Council note and receive the Sport and Recreation Strategy 2019-24 update for the September 2023 Quarter.



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ATTACHMENTS

Sport and Recreation Strategy –September Quarter 2023 Update

12. Closed Session Reports

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

(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interest of the local government.

12.01 Closed Session – Rates Interest Write Off

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. Late Business

15.1 Tender – Intelligent Water Network and Smart Water Meters

Contract Number 0280-4051-001 Design and Construct.

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 Thursday 16 November 2023.