



Agenda and Business Papers

Burke Shire Council Ordinary Meeting

Wednesday 15 November 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 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 Chris Wilson; Director of Engineering Andrew Spyraakis; Works Manager Chelsea Nelson; People, Performance and Culture Manager Kimberly Chan; Economic Development Manager Madison Marshall; Corporate Services and Governance Manager (Minutes) Shannon Moren; Community and Communications Manager Shaun Jorgensen; Finance and Technology Manager

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 Tonya Murray
- Chelsea Nelson, People, Performance and Culture Manager
- Shannon Moren; Community and Communications Manager
- Shaun Jorgensen, Finance and Technology Manager

03. Prayer

Led by Cr Camp

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 26 October 2023

That the Minutes of the Ordinary Meeting of Council held on Thursday 26 October 2023 as presented be confirmed by Council.



231026
Unconfirmed Minut

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 Monthly Report 10.02 Capital Works Projects Status Update Report

Engineering Services Reports

10.01 Engineering Monthly Report

DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Chris Wilson; Director of Engineering/Deputy CEO
DATE REPORT PREPARED:	01 November 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 October 2023.

2. SUMMARY

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

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

- The new Works Manager commenced work with the council in October. This
- The Parks & Gardens crew continued to work on the upgrading of the landscaping and irrigation around the Nijinda Durlga Hall and open park area. Further investigation and repair work has been completed. This means the irrigation system will provide a more effective watering regime.
- The contractor has completed the groundwater site investigations as part of the Regional Water Strategy. This project is being done in conjunction with Doomadgee Aboriginal Shire Council. It is planned to provide a Waste Strategy presentation to Councillors in January.

2.2 **Roads**

- Restoration/safety works have continued on Doomadgee East Rd, 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 now commence on Floraville Rd in the week commencing 27th November, so that the work on Gregory-Camooweal Rd can be completed rather than travelling between the two roads. The Floraville Rd work will continue for approximately 4 weeks at least, interspersed with other small projects as required.
- 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 Rd and Doomadgee West Rd) commenced in early August and have been progressing well. The works on Doomadgee West Rd were completed by the end of October. Works on Bowthorn Road will continue until the contractor is forced to stop due to unfavourable weather and ground conditions. The third DRFA contract for restoration works on the Gregory-Lawnhill Road has commenced, however the contractor

has been making steady progress, however their progress will continue to be monitored to achieve the maximum amount of work is completed before the wet season.

- Council has been successful in being awarded DRFA works on a number of DTMR roads. Work commenced on the Gregory-Camooweal Rd on 23rd October 2023. It is planned to have this project completed by 17th 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 were programmed to be completed by the end of October; however, the contractor has not completed the work to date.
- The repainting of all stop, give way, and street centrelines within Burketown has been scheduled for mid-November. The contractor will also paint new stop/hold bars at any missing stop or give-way signs. It is also planned to install painted parking bays outside the Gregory pub.
- Arrangements were 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 were able to use this experience as further training on the new equipment. The support from Doomadgee has been greatly appreciated. The main issue is that after the flood event, the kerb and channels have an excessive amount of mud, stones, and sticks which overwhelmed the machines brushes and vacuum system. It is proposed to have a regular cleaning programme which means there would not be the opportunity for such a large build-up of debris.



Figure 1 - Street sweeper in action

2.3 Water & Sewerage

- SCADA upgrade project being managed by GHD continues. The design has 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. GHD are undertaking the feasibility of using a series of large water tanks in place of the lagoons. 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 were considered by Council at the October Council meeting.
- Continuing to investigate 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 was programmed to commence in October, however due to staffing issues, this work will commence once staff are available.

Gregory Water

- As reported last month, 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.

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 now programmed for completion in tandem with the Floraville Rd works in late-November/early December 2023.
- The annual Aerodrome Technical Inspection for Burketown and Gregory airports has been undertaken and work on the recommended actions has commenced. One of the highest priorities is the removal of vegetation at the southern end of the Burketown runway between the fence and the river. This work was completed by the tree-logging contractors at the end of October. Removal of vegetation within the Gregory airport boundary is being scheduled as resources allow.
- Arrangements have been made to have the line marking on the Gregory runway repainted with the works now scheduled to be completed in mid-November.

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 October 2023.

ATTACHMENTS

Nil

Engineering Services Reports

10.02 Capital Works Projects Status Update Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
DATE REPORT PREPARED:	1 November 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 October 2023.

2. SUMMARY

The approved funding for Capital Works program budget for 2023/24 is: **\$23,578,122.35.**

From the above amount, the following amount is related to the budget of carry over projects; **\$21,856,173.35.**

Below please find the summary of the Project and Financial progresses:

- Average Capital Works Program Progress:
 - Carry over projects: **63%**
 - 23-24 Projects: 18%
- Average Capital Works Financial Progress
 - Carry over projects: **62%**
 - 23-24 Projects: 24%

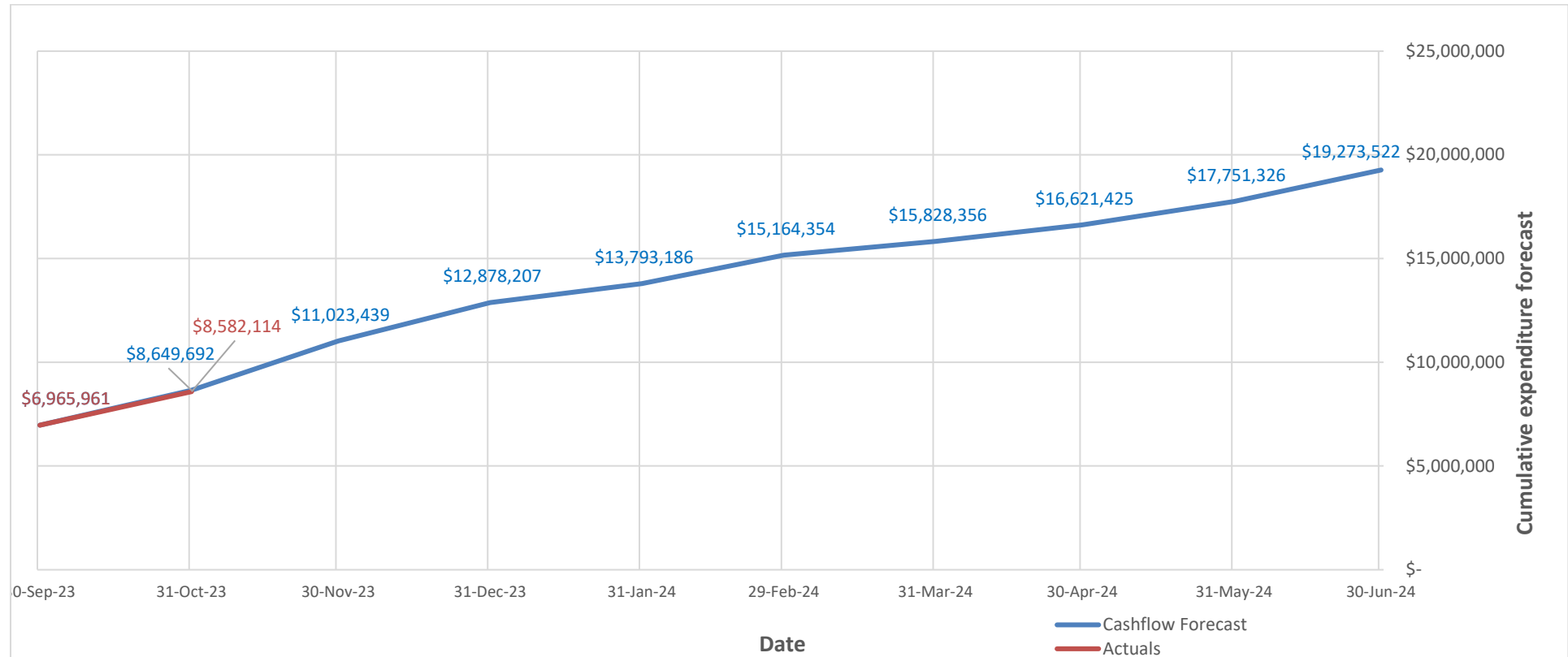
Attached please find a list of Capital Works Projects including details such as the description and status of each project. The projects completed in 22-23 FY have been excluded the list. This impacted the Average Capital Works Financial Progress and dropped it from 67% to 62%, although there has been approx. \$1.6m expenditure/progress in October.

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

3. CASHFLOW

Below please find the Cashflow Forecast baseline (the blue line) and the actuals (the brown line) for this financial year. The actuals indicated approx. \$83k underspent compared to the forecast for Oct, which deemed not large enough to endanger achievement of the target expenditure of this financial year.

It should be noted that the forecast figures dropped from the previous report due to the exclusion of the projects completed in 22-23 FY.



4. CAPITAL WORKS AND DRFA PROGRAM HIGHLIGHTS

- Gregory Water Treatment Plant (WTP) Upgrade & SCADA Upgrade project
 - Completed:
 - Burketown Water Treatment Plant; submission of 100%
 - Nicholson River Pump Station; Nicholson River Turbidity Analyser, Nicholson River MCC Switchboard, Installation of flow meter and concrete pit
 - Gregory Water Treatment Plant (almost all works except raw water tanks completed including):
 - ✓ Backwash Water Flow Meter
 - ✓ Installation of Chlorine Dosing System
 - ✓ Installation of ACH Dosing System
 - ✓ Installation of Acid Dosing System
 - ✓ Install Water Quality analysers
 - ✓ Gregory MCC Switchboard
 - ✓ Replace existing town flow meter with spool
 - ✓ Potable Water Flow Meter
 - Upcoming:
 - Burketown Water Treatment Plant; Burketown MCC Switchboard



Figure 1: New Chemical dosing 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 RFT for the Splash Park & Playground has been released.
 - The prelim design is being prepared for the admin building and pool.
 - The completion of design expected for 30 Nov.

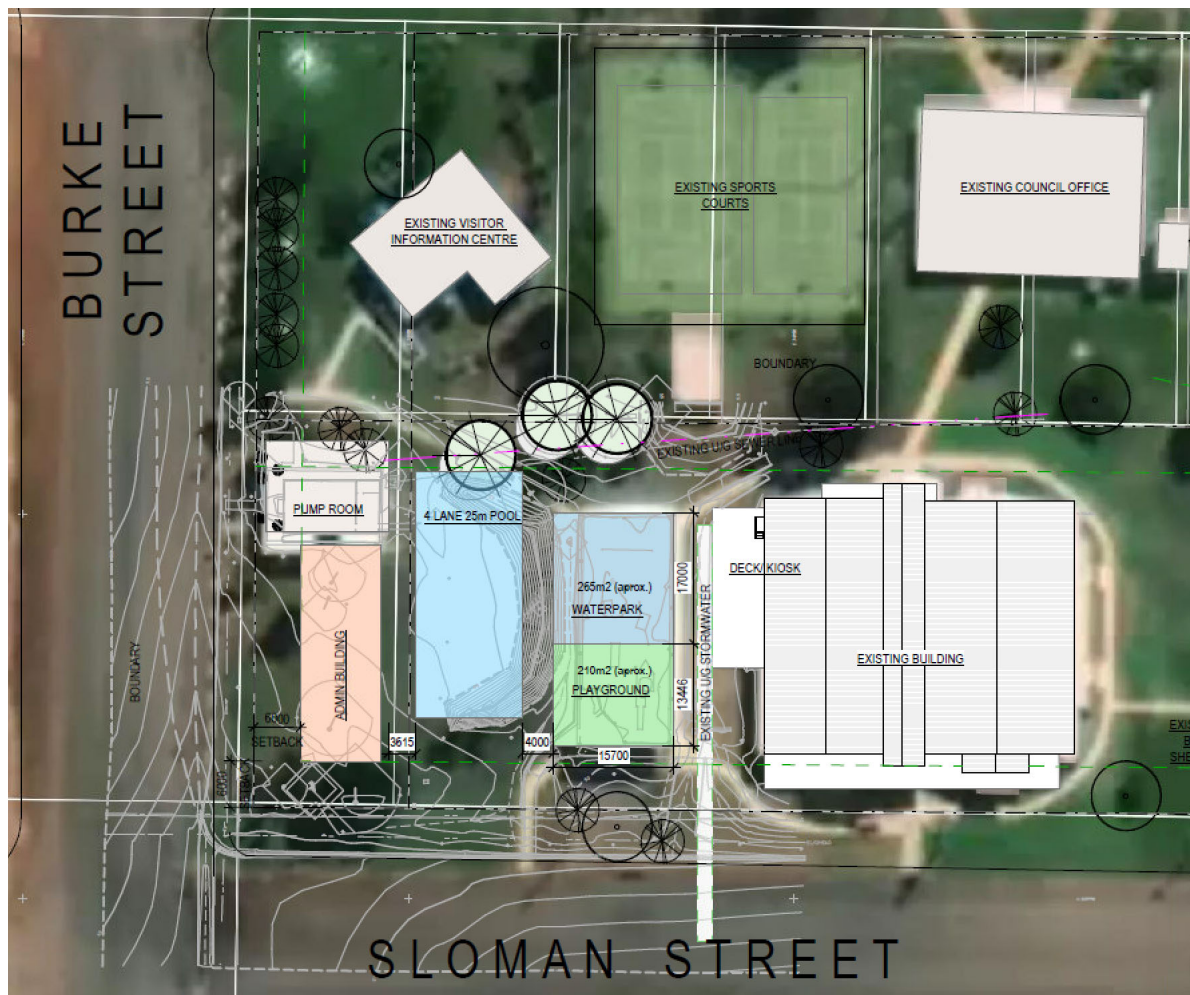


Figure 2: Burketown Health and Wellbeing Precinct – Master plan as laid over the existing aerial photo

- Gregory - Lawn Hill Road, Archie Creek and Dinner Creek Upgrade:
 - All the items of the provisional package were awarded. The project will be delivered including Dinner Creek culvert and road upgrade works.
 - The Archie Creek culvert completed and earthworks in progress.
 - Dinner Creek culvert works completed.



Figure 3: Archie Creek Culvert – before completing the approach slab



Figure 4: Dinner Creek Culvert – before the concreting of wingwalls

- Floraville Road culvert replacement – Site 12 and 18:

Site 18 culvert

- Construction of culvert completed.



Figure 5: Completed culvert at site 18

Site 12 culvert

- Construction in progress.



Figure 6: Site 12 Culvert – completed excavation works.

- 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

- 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 and have also been working in reverse chainage direction completing 62 Lots.
- Expecting to complete the remaining lots by late Oct and will then complete the works associated with Lagoon Creek Sight Distance Variation.
- Refer completed works photo sample 5000-C-28-(1).
- Contractor reworking on defects identified during Quality Assurance inspection.



Figure 8: 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

- Culvert construction near completion



Figure 9: 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 October 2023.

ATTACHMENTS

1. Capital Works Projects Status



Capital Works
Projects Status, Nov

11. Chief Executive Officer Reports

- 11.01 Status Report
- 11.02 Chief Executive Officer Report
- 11.03 Finance Monthly Update Report

Chief Executive Officer Reports

11.01 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 resolved when the Beames and Musgrave Street Upgrade and Cycleway design is finalized. Discussion with DTMR had confirmed that a posted 30 km per hour speed limit is not required.

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 and tenders to be submitted to Council in December 2023.

No further action required.

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	Do Co Gr Kir Re to En
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

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 and actioned as resolved. Matter can be closed

Resolution - 231026.15 - Tender – Intelligent Water Network and Smart Water Meters Contract Number 0280-4051-001 Design and Construct

1. Award the following contracts to the WaterGroup Pty Ltd.
 - a. Burke Shire Smart Water Meters Contract No.: 0280-4051-0001- separable portion 1 for the lump sum amount of \$ 227,741.84 (excluding GST); and
 - b. Burke Shire Smart Water Meters Contract No.: 0280-4051-0001- separable portion 2 (two-year contract) for the lump sum amount of \$ 39,213.70 (excluding GST).
2. Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract to the maximum values of the Project Budget as follows:
 - a. Burke Shire Smart Water Meters Contract No.: 0280-4051-0001 \$ 457,471.37 (excluding GST).

Status

Has occurred.

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:	10 November 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 October 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 meetings as follows:

- CAG meeting
- Various discussions Tim and Jill Wilson.
- Gregory ILUA discussions
- Number of Temporary Accommodation meetings.
- Meeting Regional Drought planning
- Burketown /RMT -Telstra Tools session
- Attended LGAQ Conference in Gladstone.
- Meeting with CLCAC to discuss project updates.
- Regional Development Australia meeting.

- QRA Local resilience Action Plan and upcoming funding opportunities.

Financial Services and Information Technology

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

- 2022/2023 external audit currently still in progress – extended until the 20th of November at this stage;
- Ministerial exemption received for external audit signing date moved from 31 October 2023 to 30 November 2023;
- R2R 2022/2023 Annual report is currently being reviewed by external audit;
- Sept QTR BAS 2023 lodged with ATO;
- Consolidated Data lodgement has been approved for extension to the 10th December due to delays with external audit;
- Internal audit scope 1 has been drafted and will entail a full internal review of cyber risk and associated ICT documentation in the wake of the new system implementation;
- Council management has commenced preparing the 2022/2023 Annual Report which will be tabled with council in late November; and
- Insurance claim reimbursement of \$250,000 have been received from LGM for the repair of House 15 and multiple other flood affected assets from March 2023.

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

- MS365 azure migration completed – this was a very large system change to O365 and Azure; all of council's server systems are now cloud hosted and fully redundant to mitigate any impact from natural disaster or the likes;
- Network Penetration testing is planned to commence in late November 2023 at this stage.;
- 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 have been re-cabled and rebuilt and upgraded where possible;
- As part of the above project all of councils networking and systems have been mapped and photographed for future reference and documentation purposes;
- A network wireless cloud key was also installed as with the above across all remote and on-site sites to have seamless wireless access for all users between buildings and localities;

- A 100mbit link has been confirmed for the Burke Admin office and will be installed for early November (set to visit for the 7/11/2023 at this stage), 9 months ago this was only a 10mb link to provide a comparison of progress;
- 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;
- A project is currently underway to implement a full roads management suite of software via reflect and Arc GIS currently with the costing of mobile Starlink and new ipads being scoped for outdoor crew vehicles; more information around this project will be available in the coming month; and
- Engineering and IT staff are investigating the implementation of Telstra Track over the new white fleet received in the past months.

People and Culture

EBA related

- The next JCC meeting is scheduled for 24 November

Policies

Nil

Positions advertised:

- Casual Labourer
- Casual Operator / Labourer
- Water Operator
- Finance Officer
- Project Manager

New employees

- Andrew Spyrakis
- Javan Ah Kit

Training and Professional Development

- Certificate III in Plumbing block
- First Aid training
- Managing Risks on Lower Order Roads
- HR inductions
- LGAQ Conference

Other

- Move it Burke:
 - Walk, bootcamp and gym Masterclass took place on 14 October. This was a successful event and the Masterclass was especially well received.

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.
 - Successful for the Strengthening Rural Communities Grants for a community garden. \$25k
 - NAB Community Grant – submitted for extra funding for the Get Ready days schedule for November - successful
 - 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). Awaiting outcome
 - Further grants likely to submit for telecommunications disaster resilience program and mobile hardening network grant
- 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. Meeting planned with potential community member to run the program.
 - SES Support Grant – Gregory SES Power shed. Solar system currently being looked at. Awaiting quotes.
 - QRA Get Ready funding – disaster dashboard completed
- 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.
- Bounce back to business Burketown workshops and one-on-one consultations to be held between the 11-13th of November.

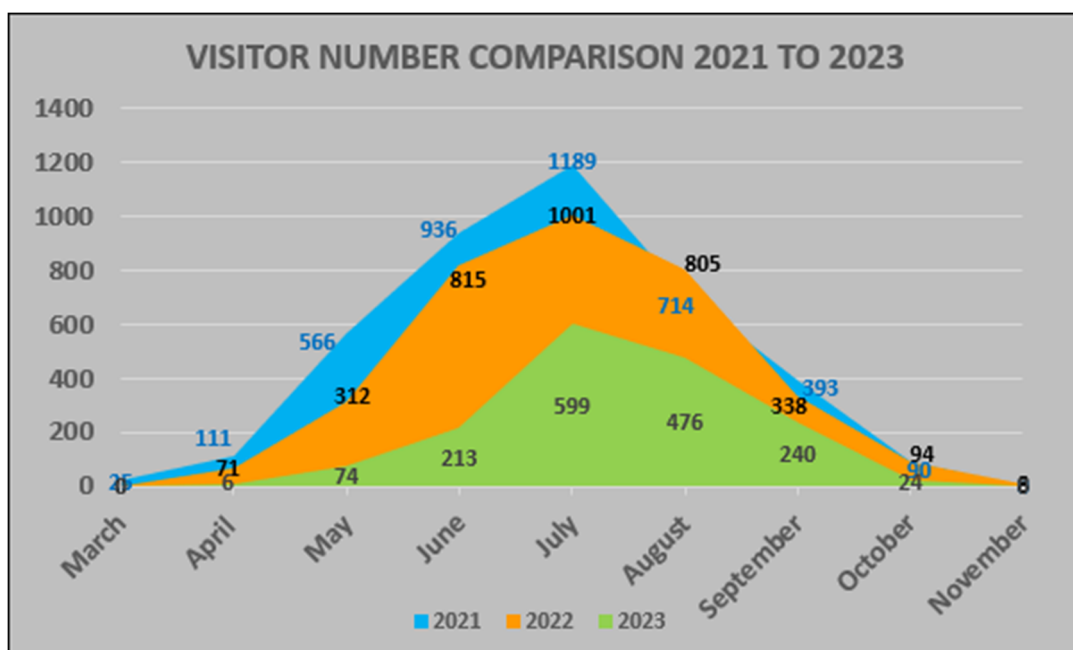
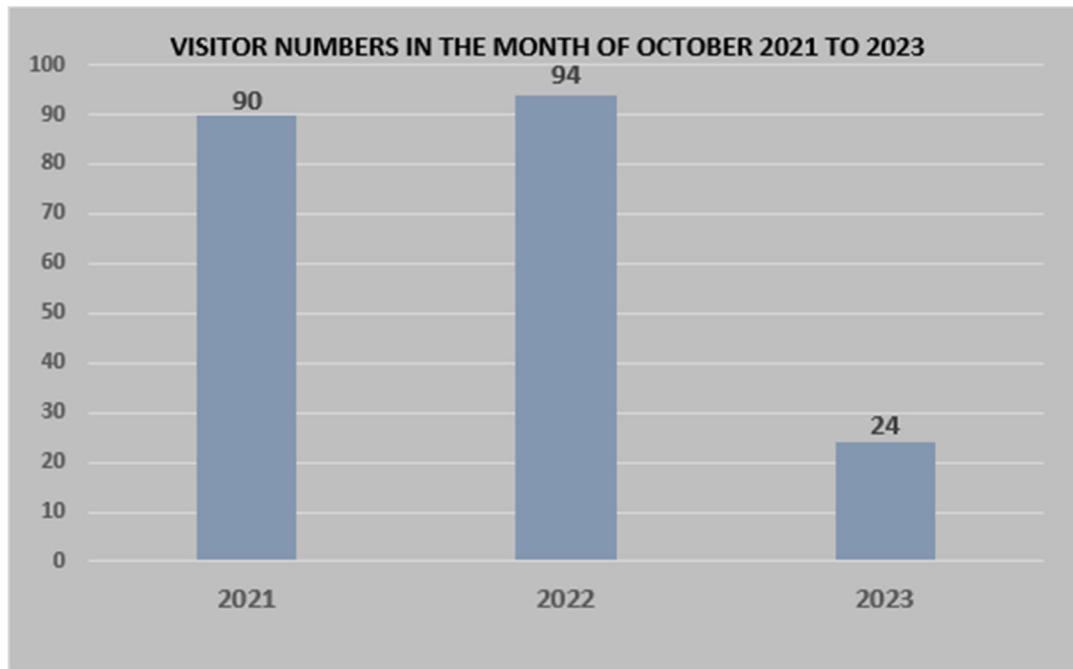
Gulf Savannah Development

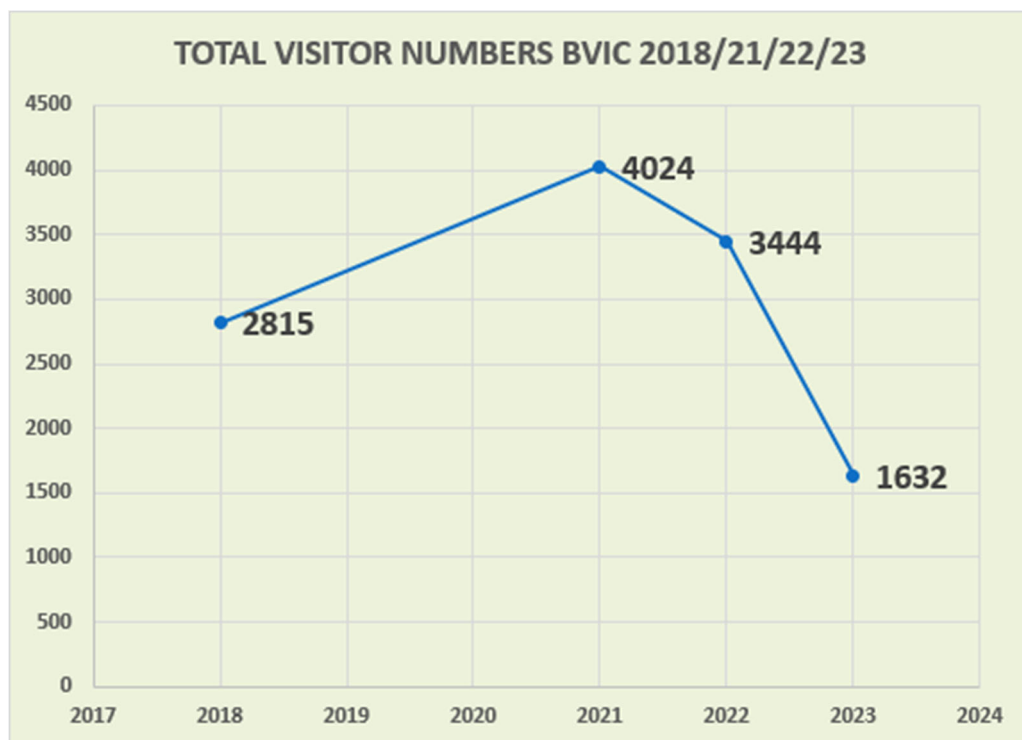
- Tourism project finalised. To be utilised for grant applications moving forward.
- Assisting with new Karumba Port business case project planning.
- Looking at potential grants for the shire and regionally through GSD

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 construction stage with content due to be uploaded in the coming weeks. This will also include a new look business directory.
- 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 – attempts to gain interest in this was very limited so did not go ahead.
- Tourism Data (Provided by the Visitor Information Centre) - October numbers were quite low in line with season numbers. Data suggests that average tourist season will see approximately 3000 people through the information centre.





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 have now been deployed. Estimated cost \$2,330,105 (covered by QRA).

Community and Communications

Events

Upcoming Community Events:

NIL

Upcoming Council Events:

DTBD	Christmas Light Competition
November 11	Remembrance Day
November 14	RACQ Get Ready Event – Burketown
November 15 (TBC)	RACQ Get Ready Event – Gregory (postponed and will be held in conjunction with the Community Christmas Event at Greogry
December 1	Gregory Community Christmas Event
December 7	Burketown Staff Christmas Event
	Burketown Community Christmas Event

Events/Community

- Sand replacement for Morning Glory Park Playground and Burketown Kindy sourced. Date of arrival TBA. Anticipated that Playground will be open by Mid November
- Donation (gifts for children) received from Lions Club/Bunnings to assist in Shire Christmas Celebrations. Donations of hampers will be sent to the properties (26) and cakes for our annual Community Christmas Events. Burketown State School will also be receiving donations which Burke Shire Council have been asked to distribute.

Building & Maintenance

- Maintenance to council properties is ongoing, including assessments for insurance.
- Final site inspection to be completed. Works will be required from Council to fill and level off surface. All Council Houses (except Seniors Complex & Executive Housing) to be removed from Council's Master Key System. Quote is currently being sourced and hoping for works to be completed by the end of November
- Pest Control of Council Buildings, Housing & Public Amenities has been completed. Termites were detected in Fauna at some of the Council properties. Full report still to be provided.
- MPDT Tree Lopping have been onsite completing works Entry to Burketown, Airport, Morning Glory Park, Nicholson Water Station, Council Houses, Old Town Hall. Work to be completed by Friday 17th November 2023.

Housing

- House 15, 31 Bowen Street – Quotes for repair have been received and review underway.
- House 15 Lot 408 Bowen St
- There has been limited accommodation in Burketown for a period of time therefore Unit 4 and Unit 7 Seniors Complex will be utilized for staff, contractors and consultants in the future. Both Units have been set up as Self Contained.

EHO

- 1 new mobile food business application – under review
- 1 renewal application under review
- Currently looking into Service Agreement to engage EHO (Trevor Harding) on a more regular basis. Awaiting response from Brisbane City Council CEO

Local Laws

- 1 Dog complaint

Other

- Burke Shire Council Silent Auction – Postponed DTBA
- Wet Season Clean Up – Complete. Conducted on 26th (& 27th (Burketown) October. A lot of large white goods, furniture items and a couple of vehicles were disposed of.
- Lease with Bureau of Meteorology currently in negotiation stage. – Lot 76 SP280661
- Disaster Dashboard is complete. To be rolled out at the RACQ Get Ready Event.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



WHS Report
October 2023.pdf

1. Workplace Health and Safety Report for October 2023

Financial Services Reports

11.03 Finance Monthly Update Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	7 November 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 October 2023.

2. SUMMARY

As a review of council's performance over the month of October 2023; Council notes that cash was up by \$645k for the month of October 2023. Year to date, council operations are on track with the original council budget.

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

- i. Overall Operating Summary (Actual v Budget)
- ii. Statement of Cash Flows
- iii. Statement of Income and Expenditure
- iv. Organisational Services Performance
- v. Statement of Financial Position
- vi. Rating Arrears Summary
- vii. Exercise of Delegations
- viii. 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)	3,249,352	21,304,295	15%
Operating Expenses	(2)	1,612,961	25,114,230	30%
Operating Result (Profit/Loss)	-	4,423,615	3,869,935	114%
Capital Revenue	(3)	681,246	18,305,100	4%
Net Result	-	3,742,369	14,435,165	-26%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	18,926,667	14,078,661
Other Current Assets	(5)	3,932,152	1,402,000
Non Current Assets	(6)	168,232,855	180,061,175
Total Assets		191,091,674	195,541,836
Liabilities (Current)	(7)	16,463,590	3,540,000
Liabilities (Non Current)	(8)	1,038,223	1,483,120
Total Liabilities		17,501,813	5,023,120
Net Community Assets		173,589,861	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%	-136%	-53%
² Working Capital Ratio	Greater than 1:1	1.4	1.8
³ Net Financial Liabilities Ratio	Less than 60%	-197%	-309%

Notes:¹

(1) Operating Revenues - Minimal movement noted month on month. Increases to cashflow is a result of amounts receipted but unable to be recognised under AASB15 and 1058 until works are completed/reconciled.

(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 \$1.660mil against a budget of \$6.379mil for the year; this is an actual spend of 26.02% year to date.

(3) Capital Revenue - Minimal movement noted month on month. Increases to cashflow is a result of amounts receipted but unable to be recognised under AASB15 and 1058 until works are completed/reconciled.

(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 October 2022 in the previous year v October 2023 actuals v the budgeted estimated cashflow for 30 June 2024.

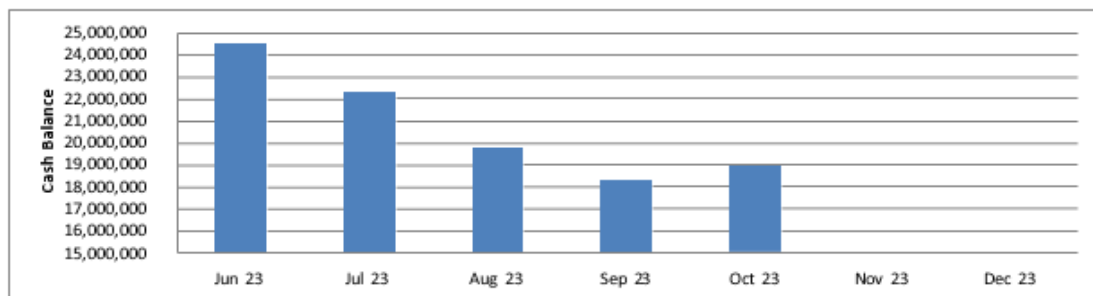
For the month ended 31 October 2023

	Note Ref	31 October 2022 \$	31 October 2023 \$	2023-24 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	2,829,830	379,226	5,442,006	7%
Payments to suppliers and employees	(2)	(5,426,424)	(7,938,602)	(27,941,922)	28%
		(2,596,594)	(7,559,375)	(22,499,916)	34%
Rental Income	(3)	77,159	72,360	218,000	33%
Interest Received	(4)	96,746	322,351	480,000	67%
Operating Grants and Contributions	(5)	4,931,662	4,619,426	15,400,000	30%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		0	(2,545,239)	16,098,000	-16%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	0	(3,669,918)	(22,785,100)	16%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		80,884	0	100,000	0%
Capital Grants and Subsidies	(7)	0	681,246	18,205,100	4%
Net cash inflow (outflow) from investing activities		0	(2,988,671)	(4,480,000)	67%
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)	897,221	(5,533,910)	(10,381,916)	53%
Cash at beginning of reporting period		10,146,891	24,460,577	24,460,577	100%
Cash at end of reporting period	(8)	11,044,112	18,926,667	14,078,660	134%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	4.48%	322,351	18,534,380
Westpac General Fund - Trust	-	-	392,003
Cash Floats	-	-	283
Total			18,926,667

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	18,926,667	%
Restricted Cash - DRFA Operating Grants	12,079,052	64%
Restricted Cash - Non-DRFA Operating Grants	178,687	1%
Restricted Cash - Capital Grants	2,998,043	16%
Unrestricted Cash	3,670,885	19%

Notes to the Statement of Cashflows:

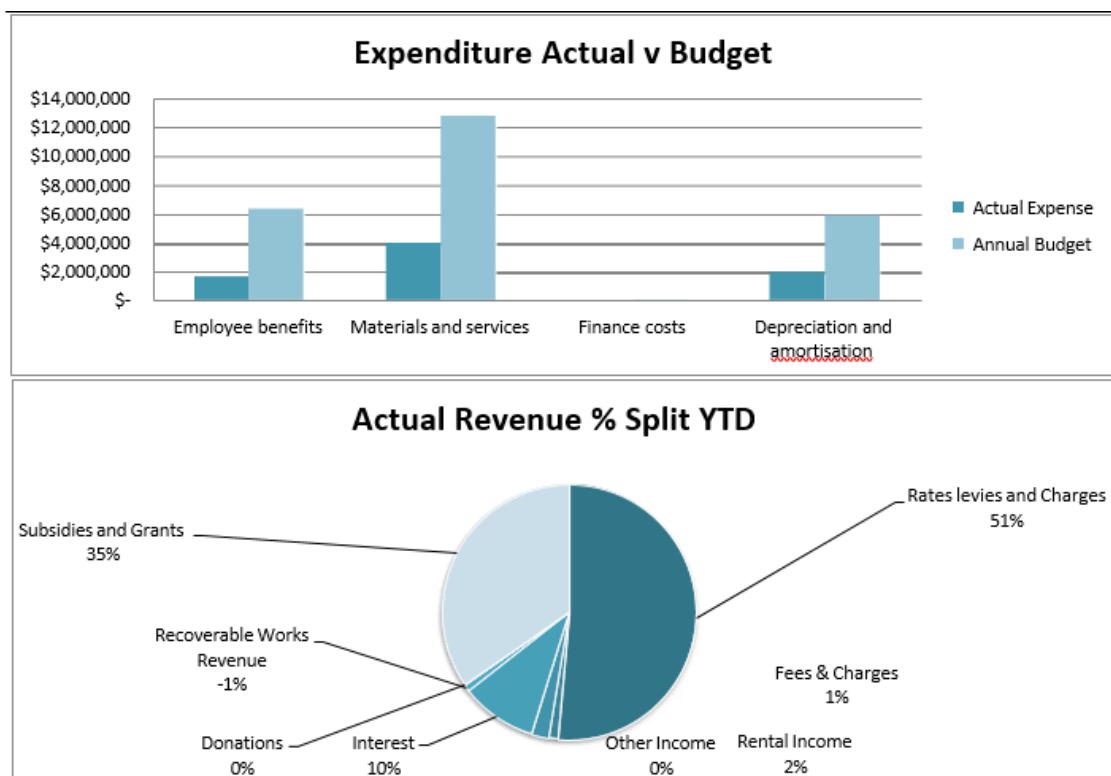
- (1) **Receipts from customers** - Noted movement month on month due to decrease in rates receivable balances. We expect this balance to continue to improve from month to month. Also noted that GST receivables as at 31 October 2023 were \$1.095mil as a result of large contractor payments made during the past months with this movement offsetting the cashflow balance. A BAS return for Sept 2023 was lodged with \$443k being returned to council from the ATO as a result for GST receivable balances.
- (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. This amount also shows that council is performing on track with budget and delivery of planned works.
- (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 (4.48%). This is down from 4.81% in September 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 a large amount of funding from the DRFA was receipted during the month for DRFA funding flood damage works and CDO accommodation claims. The amounts are currently noted as unearned and are expected to be recognised to the P&L throughout the year as funds are expended.
- (6) **Payments for Property, Plant and Equipment** - The current spent indicate total capital works progress year to year for the end of October 2023. Noted that the spend to date is showing significant improvement year on year and represents Engineering pursuing the budgeted target as set by council for capital works.
- (7) **Capital Grants and Subsidies** - Minimal movement month on month.
- (8) **Net Cash Movement** - Council's cash holdings were up by \$645k by the end of October 2023. Movements as such are expected month on month 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. 19% 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 October 2022 in the previous year v October 2023 actuals v the budgeted income and expenditure for 30 June 2024.

For the month ended 31 October 2023

	Note Ref	31 October 2022 \$	31 October 2023 \$	2023-24 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,679,492	1,700,625	3,365,000	51%
Fees & Charges	(1)	52,565	37,575	147,400	25%
Rental Income	(2)	77,159	72,360	218,000	33%
Interest	(3)	96,746	322,351	480,000	67%
Recoverable Works Revenue	(4)	462,863	28,233	1,139,895	-2%
Other Income	(5)	12,839	174	549,000	0%
Donations	(12)	-	-	5,000	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	533,794	1,144,500	15,400,000	7%
Total Recurrent Revenue		2,915,458	3,249,352	21,304,295	15%
Capital Revenue					
Sale of non-current assets	(13)	-	-	100,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	80,884	681,246	18,205,100	4%
Total Capital Revenue		80,884	681,246	18,305,100	4%
TOTAL INCOME		2,996,342	3,930,598	39,609,395	10%
Recurrent Expenses					
Employee benefits	(8) -	1,719,270	1,660,119	6,379,591	26%
Materials and services	(9) -	2,304,871	4,034,649	12,866,639	31%
Finance costs	(10) -	5,766	8,199	18,000	46%
Depreciation and amortisation	(11) -	1,797,350	1,970,000	5,910,000	33%
TOTAL RECURRENT EXPENSES	-	5,827,257	7,672,967	25,174,230	30%
NET RESULT	-	2,830,915	3,742,369	14,435,165	-26%



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 (4.48%). This is down from 4.81% in September 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. There are currently \$174k in completed RMPC works pending billing.
- (5) **Other Income** - Minimal movement noted for October 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. Initially 250k was received in early November 2023 pending processing.
- (6) **Subsidies and Grants (operating)** - Noted a large amount of funding from the DRFA was receipted during the month for DRFA funding flood damage works and CDO accommodation claims. The amounts are currently noted as unearned and are expected to be recognised to the P&L throughout the year as funds are expended.
- (7) **Subsidies and Grants (capital)** - Minimal movement month on month.
- (8) **Employee benefits** - Employee benefits costs against the budget, we have currently expended \$1.660mil against a budget of \$6.379mil for the year; this is an actual spend of 26.02% 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 31 October 2023.
- (12) **Donations Revenue** - No donations have been recorded for 31 October 2023 at this stage.
- (13) **Sale of non-current assets** - Nil movements noted at this stage for 31 October 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 October 2023 33.32%

% YTD Actual expense v Annual Budget

YTD actual v budget is on track

YTD actual v budget is unfavourable (1%-5% move 18281667 0

YTD actual v budget requires review (>5% movement larger than expected)

Organisational Services

31 October 2022	31 October 2023	2023-24 Annual Budget	YTD Progress	Comments	
\$	\$	\$	%		
Recurrent Expenses					
Corporate Governance Costs	287,949	282,269	955,800	29.53%	On track with budget.
Administration Costs	1,072,115	1,079,212	3,603,950	29.95%	On track with budget.
Recoverable Works Expenses	533,071	175,100	1,024,000	17.10%	On track with budget.
Engineering Services	1,673,174	3,293,870	11,462,100	28.74%	On track with budget.
Utility Services Costs	333,275	325,896	1,040,500	31.32%	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	351,603	479,508	785,000	61.08%	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	7,537	32,151	374,500	8.59%	On track with budget.
Community Services Costs	468,622	985,778	1,570,380	62.77%	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	5,766	8,199	18,000	45.55%	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	1,797,350	1,970,000	5,910,000	33.33%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
TOTAL RECURRENT EXPENSES	5,827,257	7,672,967	25,174,230	30.48%	On track with budget.

Capitalised Wages	56,874	247,000	23%	Notable improvement when compared with the previous year capitalised wage levels. It is expected this balance will continue to perform moving further into the year.
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7. STATEMENT OF FINANCIAL POSITION

For the month ended 31 October 2023

	31 October 2023 \$	2023-24 Annual Budget \$
Current Assets		
Cash and cash equivalents	18,926,667	14,078,661
Trade and other receivables	2,739,046	1,000,000
Inventories	326,428	300,000
Other financial assets	866,678	102,000
Non-current assets classified as held for sale	-	-
Total current assets	22,858,819	15,480,661
Non-current Assets		
Receivables	-	-
Property, plant and equipment	277,832,591	275,505,637
Accumulated Depreciation	- 109,599,736	- 95,444,462
Intangible assets	-	-
Total non-current assets	168,232,855	180,061,175
TOTAL ASSETS	191,091,674	195,541,836
Current Liabilities		
Trade and other payables	16,276,847	3,400,000
Borrowings	-	-
Provisions	186,743	140,000
Other	-	-
Total current liabilities	16,463,590	3,540,000
Non-current Liabilities		
Trade and other payables	83,115	83,120
Interest bearing liabilities	-	-
Provisions	955,108	900,000
Other	-	500,000
Total non-current liabilities	1,038,223	1,483,120
TOTAL LIABILITIES	17,501,813	5,023,120
NET COMMUNITY ASSETS	173,589,861	190,518,716
Community Equity		
Shire capital	39,529,889	57,734,989
Asset revaluation reserve	103,541,131	103,316,184
Retained surplus/(deficiency)	30,518,839	29,467,543
Other reserves	-	-
TOTAL COMMUNITY EQUITY	173,589,860	190,518,716

8. RATING ARREARS SUMMARY

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

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	80,064	16,869	51,086	439	148,458
SEWERAGE	4,601	3,207	6,835	40	14,682
GARBAGE	3,384	2,533	5,376	30	11,322
WATER	93,198	15,698	32,047	381	141,325
WATER CONSUMPTION	119,931	3,077	17,726	378	141,113
STATE GOVT EMERGENCY	4,028	1,241	4,732	22	10,023
LEGAL FEES	6,408	-	-	-	6,408
Total	311,614	42,624	117,802	1,290	473,331

Total Rating Arrears 473,330.68

Total Seeking Debt

Collection (\$) 80,000

Total Seeking Debt

Finance to follow up and review for November 2023. To

Collection (%)

17% report to Council for December/January.

Total Pending Further

Review (\$) (Advice

Obtained)

253,417

Total Pending Further

Finance to follow up and review for November 2023. To

Review (%) (Advice

report to Council for December/January.

Obtained)

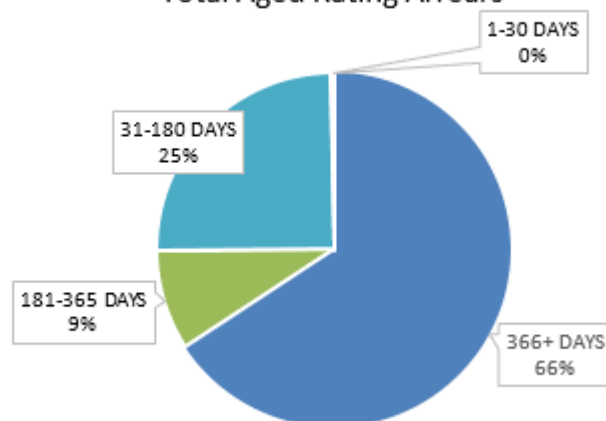
54%

Total Rate Arrears in debt recovery phase (\$) 333,417.04

Total Rate Arrears in debt recovery phase (%) 70%

Total Rates Arrears not int debt recovery (\$) 139,913.64

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

Nil

10. OFFICER'S RECOMMENDATION

That the financial report for the 31 October 2023 be received and noted.

ATTACHMENTS

Nil

12. Closed Session Reports

No closed session reports were received at the time of agenda preparation.

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. Late Business

Matters referred to Council following close of agenda. Subject to resolution of Council to accept a late report.

16. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled at the time of agenda preparation.

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 7 December 2023.