



Confirmed Minutes Burke Shire Council Ordinary Meeting Monday 29 January 2024 9.00am Council Chambers

01. Opening of Meeting	3
02. Record of Attendance	3
02.01 LGR 2012 Section 254K – Participating in meetings by audio link or visual audio link.....	3
03. Prayer.....	3
04. Consideration of applications for leave of absence.....	4
05. Confirmation of minutes of previous meeting(s)	4
05.01 Ordinary Meeting Friday 08 December 2023	4
06. Condolences.....	4
07. Declaration of Interests.....	4
08. Registers of Interests.....	4
09. Consideration of Notice(s) of Motion and Petitions.....	4
09.01 Notices of Motion	4
09.02 Petitions	4
10. Engineering Services Reports	5
10.01 Engineering Department Monthly Report	5
10.02 Capital Works Projects Status Update Report	9
10.03 Burke Shire Council Project Management Framework.....	18
11. Chief Executive Officer Reports.....	23
11.01 Status Report	23
11.02 Chief Executive Officer Report.....	33
11.03 Financial Services Monthly Update Report.....	38
11.04 Operational Risk Register.....	48
11.05 Audit Committee Meeting Minutes September 2023	51

12. Closed Session Reports	54
12.01 Closed Session Report - Sale of Council Property to Ergon - Lot 55 on SP280661 Wills Developmental Rd Burketown.....	54
13. Mayoral Report	55
14. Councillor Reports.....	56
15. Late Business.....	56
16. Deputations and presentation scheduled for meeting.....	56
17. Closure of meeting	56

01. Opening of Meeting

The Chair declared the meeting open at 9.17am.

02. Record of Attendance

Cr Ernie Camp; Mayor – Chair
Cr Tonya Murray; Deputy Mayor
Cr John Clarke
Cr John Yanner
Cr Rosita Wade

Dan McKinlay; Chief Executive Officer
Chris Wilson; Director of Engineering
Chelsea Nelson; People, Performance and Culture Manager
Kimberly Chan; Economic Development Manager
Madison Marshall; Corporate Services and Governance Manager (Minutes)
Shaun Jorgensen; Finance and Technology Manager

Apologies
Amir Akrami; Senior Engineering Manager
Andrew Spyarakis; Works Manager
Shannon Moren; Community and Communications Manager
Jordan Marshall; Executive Assistant

02.01 LGR 2012 Section 254K – Participating in meetings by audio link or visual audio link

That Council, in accordance with section 254K of the Local Government Regulation 2012, allows the following person/s to participate in the meeting by audio link or visual audio link:

- **Cr Ernie Camp**
- **Cr John Clarke**
- **Cr Tonya Murray**
- **Chelsea Nelson; People, Performance and Culture Manager**
- **Shaun Jorgensen; Finance and Technology Manager**

Moved: Cr Camp
Seconded: Cr Murray
Carried 240129.01 5/0

03. Prayer

Cr Yanner led Council in prayer.

04. Consideration of applications for leave of absence

That Council notes that no applications for leave of absence were received.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Friday 08 December 2023

That the Minutes of the Ordinary Meeting of Council held on Friday 08 December 2023 as presented be confirmed by Council.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 240129.02 5/0

06. Condolences

Council notes the passing of Kevin Hansen, Tyronne Cooling and Jessie Saville and expresses their condolences to the family.

07. Declaration of Interests

No declarations of interests were noted for the meeting.

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

09.02 Petitions

That Council notes that no notices of motion or petitions were received.

10. Engineering Services Reports

10.01 Engineering Department Monthly Report

DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Chris Wilson – Director of Engineering
PREPARED BY:	Andrew Spyarakis – Works Manager
DATE REPORT PREPARED:	16 January 2024
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 December 2023.

2. SUMMARY

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

2.1 General Business (including Parks, Gardens and Cemetery)

- Due to the Christmas period shut down no new works had commenced, and I would like to express my appreciation to our small skeleton team that kept services going during that period.
- A program has been made to address the condition of the Football oval and surrounding area. The works were started in December and shall be continued throughout January 2024
- All general rubbish collection was carried out during the shutdown period without any issues.
- Gregory Parks and Garden have lost their long-term officers with the Paul and Katrina retiring due to medical reasons.
- Interviews were conducted and 2 suitable officers are in final negotiations. It is expected the 2 new officers will commence in January 2024.

2.2 Roads

- Floraville Rd holding works commenced at the start of December with the removal of flood damaged bitumen sections and placing and conditioning of the underlying top course road base to make it a trafficable pavement.
- In conjunction with the above-mentioned works, shoulders where the flood waters had washed and scoured the shoulder adjacent to the bitumen seal were filled and compacted back to a safe condition.
- The remaining road and shoulder works shall recommence in January weather permitting.

November 29, 2023 7:40 am
-17.767123, 139.561391
2000 | Floraville Road | 3420.0



November 29, 2023 4:11 pm
-17.767228, 139.561284
2000 | Floraville Road | 3430.0



- The bulk filling works of the flood scoured section at the Burketown airport shall commence in January weather permitting.
- The emergency downstream boat ramp at the end of Bowen St was approved to be cleared of vegetation and made ready for the wet season. Works clearing has commenced and shall be completed in January.



2.3 Water & Sewerage

- SCADA for both water treatment plants being managed by GHD has been substantially completed prior to the Christmas break. The contractor is planned to return to address a small number of issues and to complete the training of operational staff.

Burketown Water Treatment Plant

- The upgrade project being managed by GHD concluded prior to the Christmas break. Installation and upgrade of the system at Burketown WTP has been substantially

completed. The contractor is planned to return to address a small number of issues and to complete the training of operational staff.

Sewerage Treatment Plant

- The recorded high levels of pH in the treated discharge water is now being managed and controlled by dosing the discharge water with Algaecide. This has now reduced the pH levels and ongoing monitoring will prevent this from re-occurring.

Gregory Water Treatment Plant

- The water treatment plant has been suffering a number of failures due to power supply disruptions. The consultant is investigating the issue and working on a solution.

2.4 Airports

- A program for the remediation of the deep scoured area at the Burketown airport caused by the major floods recently shall was planned to commence in December however due to plant breakdowns and the other works, this was put on hold until January.

2.5 Waste Management

- The weekly waste collection continues as normal.
- Preparation of the landfill (Burketown and Gregory) recyclable material removal tender is in progress.

3. OFFICER'S RECOMMENDATION

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

10.01 Engineering Department Monthly Report

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

Moved: Cr Wade

Seconded: Cr Yanner

Carried 240129.03 5/0

10.02 Capital Works Projects Status Update Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Chris Wilson, Director of Engineering
DATE REPORT PREPARED:	08 January 2024
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 24 Nov to 22 December 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: **77%**
 - 23-24 Projects: 33%
- Average Capital Works Financial Progress
 - Carry over projects: **70%**
 - 23-24 Projects: 27%

Attached please find a list of Capital Works Projects including details such as the description and status of each project.

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

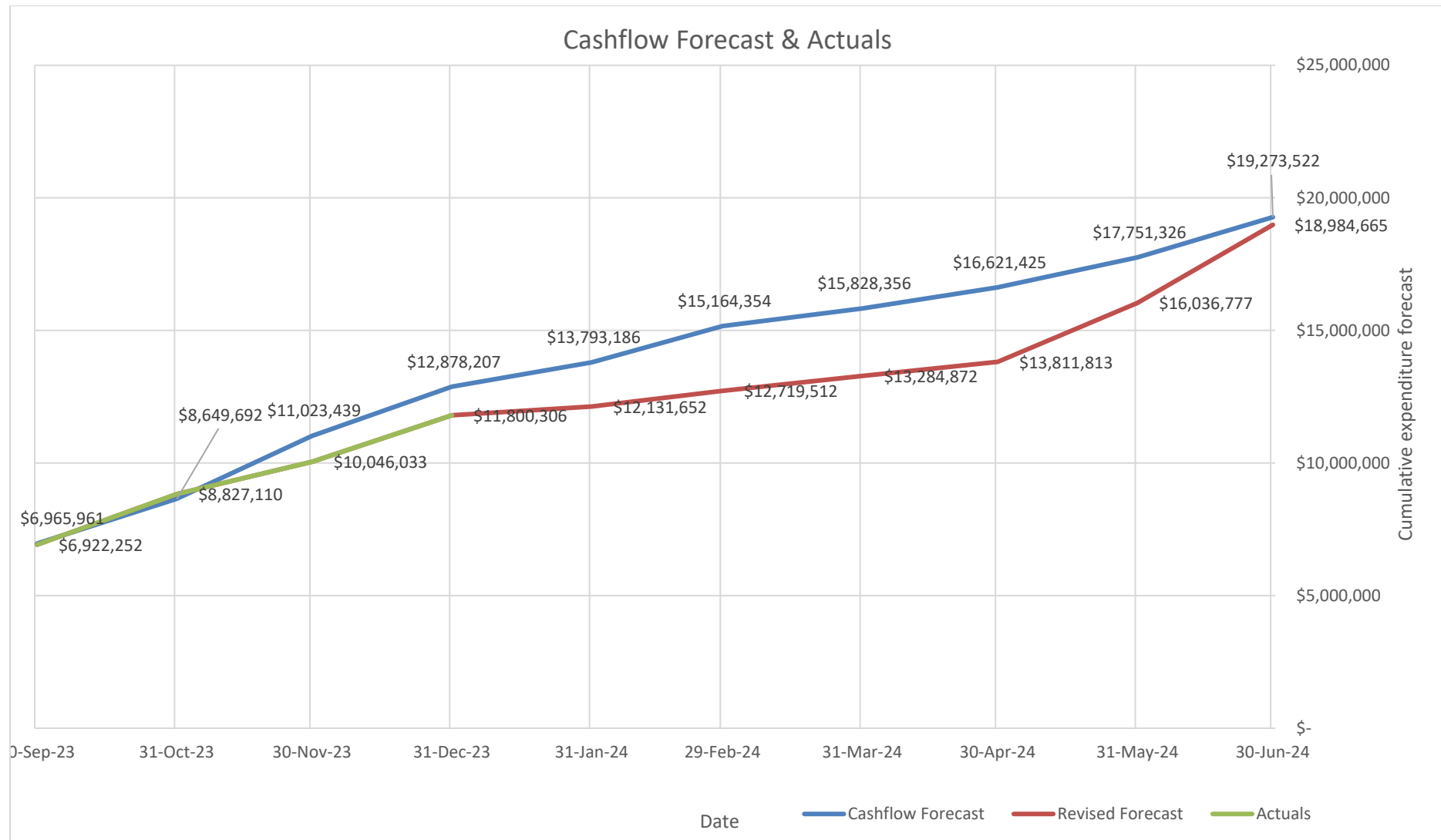
3. CASHFLOW

Below please find the Cashflow Forecast baseline (the blue line), the actuals (the black line), and the revised forecasts (the brown line) for this financial year. The actuals are short by approximately \$1m, which are consistent with the shortfall from the last month. As discussed in the last month's report, late invoices and delay in the Raw Water storage component of Gregory Water Treatment Plant are the main causes of the shortfall.

The revised forecast indicated that the \$1m underspent will be offset by the forecasted additional expenditure, particularly in June 2024.

The forecasted expenditure has dropped from the last revised forecast which is related to the additional expenditure on the Wharf Recreational Ground Project that will be partly delivered in 24-25 FY.

There are three projects that have allocations beyond 23-24 FY including Wharf Recreational Ground Project, Health & Wellbeing Precinct stage 1 (Splash Park Project), Gregory Workers Accommodation, and the Waste Strategy Implementation Projects.



4. CAPITAL WORKS AND DRFA PROGRAM HIGHLIGHTS

- Gregory Water Treatment Plant (WTP) Upgrade & SCADA Upgrade project
 - All works except the works associated with the raw water clarification of Gregory Water Treatment Plant completed.
 - Training was provided to Council's Water & WW Coordinator by the contractor to use the SCADA system.
 - System performance is being monitored and the defects are being recorded and relayed to the contractor for the rectification.
 - **Issues:** Awaiting Consultant's design/specs regarding the new GRWP pump the design of raw water clarifier and tanks at GWTP. Issues: Slow response from the Consultant regarding Low flow from the new GRWP and the design of raw water tanks at GWTP.



Figure 1: Installation of BWTP Water Quality Analyser and the hardware

- Health & Wellbeing Precinct (Master planning & Design)
 - Master plan has been amended to reflect the latest decisions made by Council.
 - The RFT for the Splash park & Playground has been closed. Evaluation is in progress.
 - The prelim design is being prepared for the admin building and pool.
 - The completion of design expected in Feb.
 - Funding application for the final stage of GRP was submitted.
- Gregory - Lawn Hill Road, Archie Creek, and Dinner Creek Upgrade:
 - Works were completed 18/12/23 apart from Line marking and remediation works across the side track crossing.

- Road opened to traffic on the 18/12/2023 with temporary “no linemarking” signs installed until works are completed (to be scheduled asap)
- Practical completion has been achieved on the 18/12/2023



Figure 2: Archie Creek Seal and culverts

- Floraville Road culvert replacement – Site 12 and 18:
 - Works completed and PC issued 6/12/2023



Figure 3: site culvert 12 – Completed



Figure 4: Site 18 Culvert – installation completed.

- Burketown Wharf Recreational Grounds (combined with Boat washdown funding)
 - The tenders were evaluated.
 - The project requires additional \$900k.
 - A separate Council report is presented to Council at the December's meeting in relation to the Procurement process and the award of the contract for the construction works.
- Smart Water Meter Project:
 - The contractor installed all the meters; however, a great number of them installed non-compliant to the design. Discussion with the contractor is in progress for the defect rectification.



Figure 5: Installation of a DN50 Smart Water Meter

- Gregory Depot Workers Accommodation & depot (incl sewerage upgrade):
 - The project scope yet to be agreed, pending ILUA negotiation results. It looks like the negotiations have advanced; however, any further project progress depends on the outcome of the negotiations.
 - The project is not expected to be delivered in this FY.
- Burketown Hot Water Bore Recreational Area Project
 - The project is located on a parcel of land with Native Title. Currently working on the Project Plans.
 - Issue: ILUA conditions to be considered and scope confirmation required. It is suggested to defer the project to 24-25 FY to confirm the requirements, scope and budget estimate.
 - It is proposed to move the funding from this project to the Wharf Recreational Ground Project, subject to approval from the funding body.

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

- Works completed 20/12/2023 with exception of cattle grid and culvert silt removal which will be completed in January subject to weather.



Figure 6: DRFA (Restoration) works are in progress along Gregory Lawn Hill Road

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

- Works completed and rectification/touch-up works complete
- Lagoon Creek Sight Distance Improvement works complete (photo attached)



Figure 7: Doomadgee West Road

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

- Works complete 7th December 2023.



Figure 8: Bowthorn Rd

0280-4063-0002 2021 DRFA Bowthorn Road Culvert

- Culvert construction completed – 2/11/2023



Figure 9: Bowthorn Rd Culvert Replacement

DRFA Restoration – Doomadgee East Road

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

Current DRFA Tenders Advertised (Closing 12th February 2024)

- RFT 5601-3200-0001 - 2023 DRFA Restoration Works - Package 4
 - Town Streets
 - Lawn Hill National Park Road – Sealed Sections
 - Truganini Road
- RFT 5601-4250-0001 - 2023 DRFA Restoration Works - Package 5
 - Bowthorn Road
 - Doomadgee Lawn Hill Road

- RFT 5601-3250-0001 - 2023 DRFA Restoration Works - Package 6
 - Lawn Hill National Park Road – Unsealed Sections
 - Riversleigh Road
- RFT 5601-6800-0001 - 2023 DRFA Restoration Works - Package 7
 - Morella Road
 - Nugaburra Road

5. OFFICER’S RECOMMENDATION

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

10.02 Capital Works Projects Status Update Report

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

Moved: Cr Clarke

Seconded: Cr Murray

Carried 240129.04 5/0

10.03 Burke Shire Council Project Management Framework

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director Engineering/Deputy CEO
PREPARED BY:	Amir Akrami; Senior Engineering Manager, Water & Roads
DATE REPORT PREPARED:	05/01/2024
LINK TO COUNCIL PLAN/S:	Goal Good Governance- Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk) a. KPI: local laws, strategies, policies, plans, systems, committees, procedures, registers and reports are developed, implemented and assessed in a manner that satisfies regulatory and organisational requirements.

1. PURPOSE

The purpose of the report is to obtain Council endorsement on the proposed Project Management Framework.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire Council has subscription with SurePact which expire in May 2024. Council was using this platform as a system for project management. Whilst Council hasn't had a formal Project Management framework, SurePact provided a structure for this purpose. SurePact methodology was heavily focused on risk management and lacked providing an overall overview of the project to be on track against project baselines (time, costs, and scope). This issue seems to have been rectified to some extent in the recent upgraded version of SurePact.

The proposed Project Management Framework aims to provide governance for the overall delivery of projects and tailor the industry best practices for Project Management. The principles outlined in the Project Management Framework can apply to a wide range of projects and can be adopted using any Project Management software.

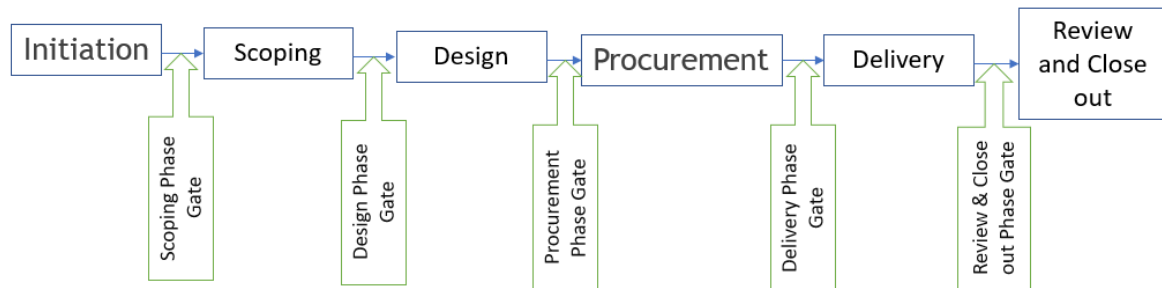
3. PROPOSAL

It is proposed to provide governance on capital works project delivery as per the attached Project Management Framework. The framework is based on Project Management Body of Knowledge (PMBOK) Guide. PMBOK Guide is the world-renowned project management book that features the Standard for Project Management and serves as the foundation for the vast body of knowledge in the field.

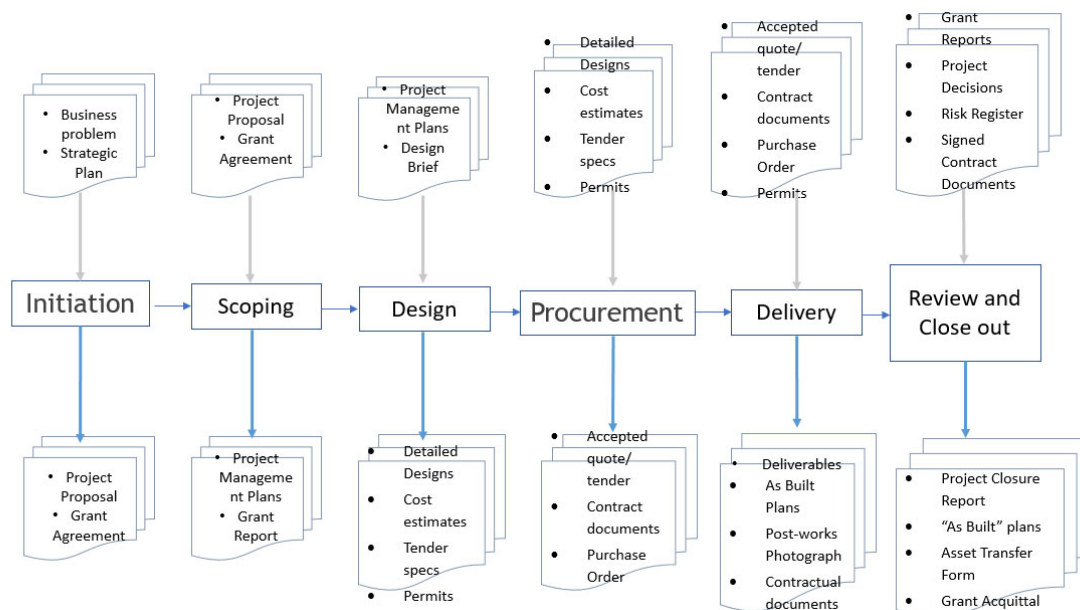
The framework suggested the following principles:

- Project Phases: There are nominally six phases that a project proceeds through including;
 - Initiation
 - Scoping
 - Design

- Procurement
 - Delivery
 - Review and Close out
- Phase check: Phase checks are applied to a project to ensure it achieves all the requirements for each phase and it remains viable and within process. To provide clear governance it must be demonstrated and documented that the requirements of each project phase are complete and approved before the next phase can commence.



- Input and output for each phase: Each phase will have various inputs and outputs, which could be in form of physical assets, documents, or services. For each document (as input or output), a template has been created for the interest of consistency and efficiency. If a Project management (PM) Software has the capacity to build in the information of any template document, then the template will be temporarily redundant while using the PM software.



- Low Complexity Threshold: Low-Complexity projects are the defined as having the budget of below the Low-Complexity Projects threshold. The threshold has been nominated as \$50,000 for design only and \$200,000 budget for construction projects.
 - The principles for the delivery of Low-Complexity projects are the same as above, appreciating that the level of information included in the Project Management documents and the outputs should in anyway be in accordance with the complexity and requirements of the project; and therefore, at the discretion of the Project Manager and Project Sponsor to suit each project. However, the main template documents (Project Management Plan and Project Status Report) have been simplified to save time and efforts.

- Roles and Responsibilities: The Roles and responsibilities have been defined on the framework document. Due to the importance of the role of Project Sponsor and Project Manager, below please find the snapshot of responsibilities as included in the framework.
 - *Project Sponsor*; is responsible for overall direction and delivery of the project. Primary decision making about the scope, budget, schedule, and overall delivery are the responsibilities of the Project Sponsor.
 - *Project Manager*; is to provide skills and knowledge to the project so that delivered project meets expectations and is well managed. The Project Manager is responsible for the overall delivery of the project. Every project must have a Project Manager.

4. FINANCIAL & RESOURCE IMPLICATIONS

Following the proposed framework and implementing the governance, requires allocating proper human resources who will be **actively** involved in the project delivery. Here is a summary:

- Each project must have a Project Sponsor and a Project Manager.
- A Subject Matter Expert (SME) may need to be allocated or procured. The project Sponsor and Project Manager discuss and agree on the allocation. The SME may be the asset owner.
- The Project Sponsor is responsible for the provision of the required budget for the delivery of the project scope.

5. RISK

Risk Type	What could happen	Possible consequence	Treatment
Resourcing	<ul style="list-style-type: none"> ▪ Following the framework consumes excessive time 	<ul style="list-style-type: none"> ▪ Project delivery becomes expensive or under-resourced. 	<ul style="list-style-type: none"> ▪ Monitor the workload and progress of Capital Works Projects on an ongoing basis. ▪ Mentor the project team to be efficient working with the framework. ▪ Obtain feedback regularly, record improvement ideas and deficiencies, and review the framework annually to improve efficiency.

Risk Type	What could happen	Possible consequence	Treatment
Implementation	<ul style="list-style-type: none"> Delivery of project deliverables gets priority over following the framework 	<ul style="list-style-type: none"> Poor records, poor quality management, additional costs due to potential rework, project scope not delivered in full, litigation due to missing a permit 	<ul style="list-style-type: none"> If possible, work on a Project Management System or software (such as SurePact, Camms, etc.) to enforce gating and make auditing easier. Plan for gradual implementation, including some selected projects of 23-24 FY (in consultation with the project team) and all new projects from 24-25 FY onwards,.

6. POLICY & LEGAL IMPLICATIONS

N/A

7. CRITICAL DATES & IMPLICATIONS

The implementation of the framework is proposed to be gradual. It is planned to start with the delivery of some selected projects of 23-24FY in this financial year, and all the new projects from 24-25 FY onwards following the framework.

8. CONSULTATION

Consultation has been undertaken with;

- Chris Wilson, Director of Engineering
- Stuart Holley, previous Director of Engineering
- Wendy van der Wolf, Contracts and Procurement Coordinator
- Shaun Jorgensen, Finance and IT Manager

9. CONCLUSION

Adoption of the proposed Project Management Framework may bring resourcing and Implementation Risks; however, there will be opportunities that will over weigh the threats. Opportunities include long term benefits such as more customer satisfaction, proactivity, more accurate reporting, and mitigating risks that are coming from poor project management (the risk of litigation from missing obtaining a permit, etc.).

10. OFFICER'S RECOMMENDATION

That Council endorses the attached Project Management Framework.

10.03 Burke Shire Council Project Management Framework

That Council endorses the attached Project Management Framework.

Moved: Cr Camp

Seconded: Cr Wade

Carried 240129.05 5/0

11. 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

Tender has been let.

Matter closed.

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

THAT the Council receives and adopts the following:

1. That Council notes the contents of this report;
2. That Council approves the received Donations/Community Grants requests for the 2023/24 financial year in the following schedule; and
3. That Council approves the Donations/Community Grants requests not yet received but pending 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
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 and actioned as resolved.

Resolution Number – 231208.03 – Appointment of Acting Chief Executive Officer

That Council appoint Chris Wilson as the Acting Chief Executive Officer, effective from Friday 8 December 2023 until Monday 1 January 2024.

Status

Has happened.

Matter closed.

Resolution Number – 231208.06 – Addition of Doomadgee West Rd as the western primary access (from Northern Territory side) to Doomadgee

1. That Council endorse the addition of Doomadgee West Rd as the primary access from the western (Northern Territory) side to Doomadgee township.
2. That Council endorse that there be further investigation into options of that road becoming state controlled.

Status

Continues to be investigated.

Resolution Number – 231208.07 – Burketown Wharf Recreation Area – Stage 1 Contract No.: 0280-4030-0026

- a) That Council note the contents of the report and relevant attachments; and
- b) That Council instruct the Chief Executive Officer to award the Contract to TJ Wilson Building Construction & Fabrication to the maximum amount (excl. GST) of:
 - i. \$2,058,722 (excl. GST)
- c) Delegates authority to the Chief Executive Officer to enter into negotiations with any and all matters associated with executing the Contract to the maximum value of the Project Budget.

Status

Has occurred.

Matter closed.

Resolution Number – 231208.11 – Adoption of Council Meeting Dates for 2024

1. That Council note the contents of the report; and
2. That Council adopts the dates below for the Ordinary Meetings of Council in 2024:-

January	Thursday 25
February	Thursday 22
March	Thursday 07
April	Thursday 18
May	Thursday 23
June	Thursday 27
July	Thursday 25
August	Thursday 22
September	Thursday 26
October	Thursday 24
November	Thursday 21
December	Thursday 12

Status

Approved.

Matter closed.

Resolution Number – 231208.12 – Budget Review for the 5 months to the end of 30 November 2023

THAT the following resolutions be endorsed by council:

1. In accordance with section 170(3) of the Local Government Regulation 2012, council is to revise and amend the Burke Shire Council budget adopted for the financial year 2023/2024 as follows.

Summary of Proposed Budget Amendments To the end of November 2023			
Proposed Amendments			
	Nov 23 Movt \$	Nov 23 Movt \$	Total \$
Income			
Increase to DRFA Housing revenue	2,330,000.00		
Total Subsidies and Grants		2,330,000.00	
Total Income			2,330,000.00
Expenses			
Increase to DRFA Housing Expenses	(2,330,000.00)		
Total Community Services Costs		(2,330,000.00)	
Total Expenses			(2,330,000.00)
Capital Project Expenses			
Increase to Ownsource Cost to Fund Wharf Precinct Project	(100,000.00)		
Other Infrastructure Capital Project Costs		(100,000.00)	
Total Expenses			(100,000.00)
November 2023 Budget Proposed Amendments (Deficit)			(100,000.00)
Total Annual 2023-2024 Budget Amendments (Deficit)			(100,000.00)

2. The following capital projects be deferred to 2024/2025 to be funded via Works for Queensland capital grant funding in accordance with the next expected allocations from the Department to be issued:
 - a. Bkt Depot Masterplan – \$50k
 - b. Truck area planning/options - Greg & Bkt - \$30k
 - c. Truck loading Ramp/turnaround area – \$10k
 - d. Bkt - Off street Truck parking area & amenities - \$70k
 - e. Gregory-Off Street Truck parking area & amenities - \$70k
 - f. PYMO Lights options - \$15k

Status

Has happened.

Matter closed.

Resolution Number – 231208.13 – Aviation Lease to Bureau of Meteorology

That Council:

- a. Enter into a Aviation Lease with the Bureau of Meteorology for ten years, over part of Lot 118 on CWL3455, subject to the Prescribed Terms pursuant to the Land Act 1994 and conditions relevant to the Aviation Lease attached.
- b. Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to enter into finalising and executing any and all matters associated with, or in relation to the Aviation Lease(Draft attached).

Status

Has happened.

Matter closed.

Resolution Number – 231208.14 – Adoption of AI (Artificial Intelligence) Usage Policy

THAT Council adopts the AI (Artificial Intelligence) Usage Policy.

Status

Has happened.

Matter closed.

Resolution Number – 231208.17 – Closed Session - Sale of Council Property to Ergon- Lot 55 on SP286551 Wills Developmental Rd Burketown

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council note the contents of the report; and
3. That Council resolve that: as per Section 235 (f) of the Local Government regulation 2012, Council negotiates the sale of Lot 55 on SP286551 Wills Developmental Rd Burketown to Ergon Energy Corporation Limited.
4. That in the interim the CEO be delegated to sign the Access Licence Agreement as detailed under Attachment 1.
5. That the CEO be delegated to sign the Owners Consent to enable the lodgement of a Development Application for a Material Change of Use application (Development Permit) for a Renewable Energy Facility over land located at Wills Developmental Road, National Highway 1 described as Lot 55 on SP280661as detailed under Attachment 2.
6. That a subcommittee be formed made up of the Mayor, CEO and Economic Development Manager to finalise negotiations for the sale of land located at Wills Developmental Road, National Highway 1 described as Lot 55 on SP280661 to Ergon Energy Corporation Limited.

Status

Matters have been actioned.

Matter closed.

1. OFFICER'S RECOMMENDATION

That the status report be received and noted.

11.01 Status Report

That the status report be received and noted.

Moved: Cr Clarke

Seconded: Cr Murray

Carried 240129.06 5/0

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:	21 January 2024
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 December 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. Four houses now sold to staff plus one house sold in Gregory. One further contract settles middle of January 'Final four' are being progressed. I anticipate that all nine properties will be sold by 30 June 2024.

Various meetings as follows:

- Budget meeting
- Attended DDMG Pre wet season meeting.
- Meeting Future Drought Fund, Regional Drought Resilience Planning for Northwest Queensland.
- Discussion key Council projects.

Financial Services and Information Technology

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

- 2022/2023 consolidated data lodged with the Department of Local Government by the re-scheduled lodgement date
- Council was contacted and advised it will undergo a Liquidity Review by the Department of Local Government in January 2024

- Material creditors paid in the final AP run of the year; this amounted to approximately of 89% of all originally budgeted DRFA works and included some final claims for capital projects. The total AP run was approximately \$5.693mil.

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

- Network Penetration testing is planned to commence in late January 2024 at this stage currently in progress and is set to be completed for the 12th of January 2024;
- Burke and Telstra grant submission for the TDRI grant funding program for Network and telephony resiliency was submitted on time – 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 \$143k – 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
 - We received an update that we had made it into a short list for consideration and we are still pending a result from Department to be advised
- A 100mbit link has been confirmed for the Burke Admin office and will be installed for early February (initial line configuration and provision commenced in November 2023 by Telstra), 9 months ago this was only a 10mb link to provide a comparison of progress; and
- 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; this is currently being progressed with an aim to Delivery this in Beta phase for testing in February 2024 – this will be funded moving forwards from the Roads General FA grant budget and will be articulated in the Q2 budget review.

People and Culture

EBA related

- The next JCC meeting is scheduled for 9 February.
- EBA increase effective from 30 Jan with CPI currently sitting at 5.4%

Policies

Nil

Positions advertised:

- Water Operator

New employees

- Nil

Training and Professional Development

- Nil

Other

- Councils newsletter was published and distributed.
- Organisational Structure:



Visio-BSC
Organisational Chart

- Change to position titles:
 - Town and Rural Services Team Leader (Gregory Caretaker)
 - Town and Rural Services Officer (Gregory Caretaker)
 - Workshop and Fleet Supervisor (Workshop Manager)
 - Machine Operator/ Labourers (Specific machine operator positions – Roller / Grader)
 - General Labourer (Trainee Water and Sewer Officer)
- Senior Engineering Manager, Water & Roads now part of the Executive Management Team
- General Labourer under Works and Services Operations, shifted to Roads
- New temporary position: Project Manager
- Terminated temporary position: Administration Officer (Economic Development)

Economic Development / Community Projects

Grants

- Several Grants currently being drafted for submission
 - SES Burketown – Grant for SES mobile Starlink for vehicle submitted
 - Currently look at submitting something for the Active Women and Grants Program pending support from a supplier that can run the program.
 - Regional Precincts and Partnerships Program Stream Two: Precinct Delivery – Health and Wellbeing Precinct Stage 1 & 2
 - Regional precincts and partnerships Program Stream one: precinct development and planning: project pending
 - Building Bush Tourism – Burketown Wharf Project

Recently Submitted

- SES Gregory – Grant for office building submitted. \$80k
- SES Burketown – Grant for SES mobile Starlink for vehicle submitted \$3k
- Remote Airport Upgrade Grant – Shade Structure for Emergency Vehicles at Gregory Airport - ~\$23k in funding sourced (50% co-contribution)
- Growing Regions Fund – Burketown Splash Park Stage One of the Burketown Health and Wellbeing Precinct. Approx \$3.5 million dollar project (10% co-funded by Council). Detailed application submitted
- Tackling Regional Adversity through Connected Communities 2024 – 25 \$66k
- 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. Met with Taren – keen to progress

- SES Support Grant – Gregory SES Power shed. Original underground system to be installed from Council Depot. Awaiting revised quote
- 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
- 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

- Ongoing project management assistance for the Port of Karumba Project

Tourism

- Next year's brochures to be purchased as businesses reopen – initial emails to businesses sent
- 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 – prioritised. Working with state development to see if the digital files may be available
- New tourism website currently having content uploaded to page. 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.
- Tourism banners being scope for signs in Burketown and Gregory – draft design being sent to Burketown
- Tourism Data (Provided by the Visitor Information Centre) - None recorded for January

Economic Development

- Scoping of trial digital hub ongoing
- Draft Economic Development Strategy finalised. Draft Completed.
- Ergon solar land – planning ongoing. Valuers have been engaged.

Other

- Temporary housing - Cyclone rated dongas have now been deployed.
- Australia Day Event – planning underway.

Community and Communications

Events/Community

Upcoming Community Events:

NIL

Upcoming Council Events:

January 26 Australia Day – Burketown

- Planning underway for 2024 events. An event calendar will be developed.

Completed Events:

- Staff Christmas Party was held in December.
- Gregory and Burketown Community Christmas Events were held.
- 2023 Burketown State School Dux was presented at the School Graduation.
- 2023 Young Ambassador Packs were presented/sent to the 3 graduates. Thank you to all who contributed to this.

Building & Maintenance

- Ruswin Locksmiths have been engaged to complete servicing on council properties. All houses (excluding exec homes and pensioner units) will be rekeyed to be taken off Council's key system, in line with property sales.

Corporate Services and Governance

- Planning in place to have additional staff trained on the Rex duties to allow more staff coverage.
- In discussions with Rex in relation to the training and sign off remaining staff on the Disability Lift.
- So you want to be a Councillor training was held in Burketown on 6 and 7 December.

3. OFFICER'S RECOMMENDATION

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

11.02 Chief Executive Officer Report

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

Moved: Cr Camp

Seconded: Cr Clarke

Carried 240129.07 5/0

11.02 Chief Executive Officer Report – Organisation Structure

That the updated organisation structure be adopted.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 240129.08 5/0

Attendance

Kimberly Chan left the meeting from 10.08am to 10.11am.

Dan McKinlay left the meeting from 10.09am to 10.12am.

11.03 Financial Services 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:	9 January 2024
LINK TO COUNCIL PLAN/S:	Operational Plan 2023-24 Council Budget 2023-24

1. PURPOSE OF REPORT

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 December 2023.

2. SUMMARY

Council's cash holdings were down by \$6.293mil by the end of December 2023. This was mainly due to a number of final claims being submitted by contractors in December 2023 for both DRFA funded projects and capital projects. This was within expectation considering the amount of restricted cash council has been holding for a majority of the year. We expect spending to slow from January 2024 to March 2024 with Rates levies due in February 2024 and further DRFA Flood Event up front 30% payment inflows to come during the remainder of the year.

Overall council is slightly over budget by 8% due to cost phasing as a result of DRFA costs being expended to 89% of the original DRFA Flood Works budget by 31 December 2023.

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)	11,747,503	23,634,295	50%
Operating Expenses	(2)	15,960,658	27,504,230	58%
Operating Result (Profit/Loss)	-	4,213,155	3,869,935	109%
Capital Revenue	(3)	3,051,445	18,305,100	17%
Net Result	-	1,161,710	14,435,165	-8%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	13,487,388	14,078,661
Other Current Assets	(5)	3,884,857	1,402,000
<u>Non Current Assets</u>	(6)	168,755,347	180,061,175
Total Assets		186,127,592	195,541,836
Liabilities (Current)	(7)	10,821,297	3,540,000
Liabilities (<u>Non Current</u>)	(8)	1,046,743	1,483,120
Total Liabilities		11,868,040	5,023,120
Net Community Assets		174,259,552	190,518,716

Sustainability Outlook

1

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-36%	-32%
² Working Capital Ratio	Greater than 1:1	1.6	1.5
³ Net Financial Liabilities Ratio	Less than 60%	-56%	-95%

Notes:

- (1) Operating Revenues** - Major movement for the month consists of the recognition of approximately \$2.183 mil in DRFA Flood Damage revenues by the end of December 2023. Another \$433k was recognised for temporary housing funding from the DRFA.
- (2) Operating Expenses** - Noted that costs are slightly above budgeted expectations by 6%; this is mainly due to 89% of the annual DRFA flood damage works budgeted for originally being engaged and expended by 31 December 2023. We anticipate a budget amendment for flood damage to be included into the Q2 budget review due to the extent of work still required post the March 2023 flood event. In relation to employee benefits costs against the budget, we have currently expended \$2.498mil against a budget of \$6.379mil for the year; this is an actual spend of 39.16% year to date.
- (3) Capital Revenue** - Noted capital revenue consisted of \$522k NFMIP and \$1.288mil PAC grant revenues being recognised.
- (4,5,6,7,8)** - Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; as such no items by exception to report at this stage.

Definitions

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

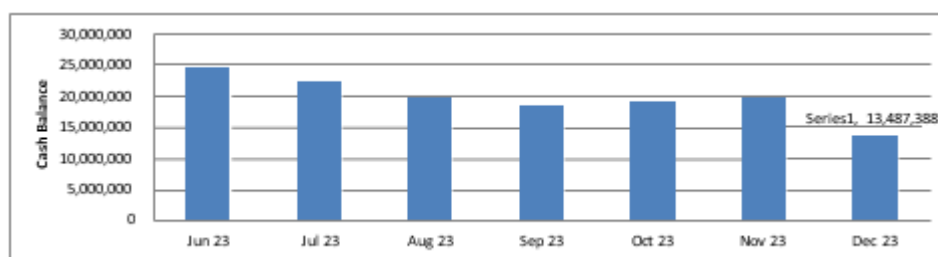
For the month ended 31 December 2023

	Note Ref	31 December 2022 \$	31 December 2023 \$	2023-24 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	3,212,616	978,021	5,442,006	18%
Payments to suppliers and employees	(2)	(8,316,208)	(15,701,468)	(30,271,922)	52%
		(5,103,593)	(14,723,447)	(24,829,916)	59%
Rental Income	(3)	115,134	110,015	218,000	50%
Interest Received	(4)	148,343	464,803	480,000	97%
Operating Grants and Contributions	(5)	4,927,560	7,189,065	17,730,000	41%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		87,445	(6,359,564)	18,428,000	38%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(3,169,178)	(7,124,103)	(22,885,100)	31%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		(143,879)	0	100,000	0%
Capital Grants and Subsidies	(7)	1,635,081	3,110,478	18,205,100	17%
Net cash inflow (outflow) from investing activities		(1,677,976)	(4,013,625)	(4,580,000)	85%
Cash flows from financing activities:					
Proceeds from Borrowings		-	-	500,000	0%
Repayment of Borrowings		-	-	-	0%
Net cash inflow (outflow) from financing activities		-	-	-	0%
Net increase (decrease) in cash held	(8)	(1,590,532)	(10,973,189)	(10,481,916)	105%
Cash at beginning of reporting period		10,146,891	24,460,577	24,460,577	100%
Cash at end of reporting period	(8)	8,556,359	13,487,388	13,978,660	96%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	5.17%	464,803	10,377,203
Westpac General Fund - Trust	-	-	3,109,902
Cash Floats	-	-	283
Total			13,487,388

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	13,487,388	%
Restricted Cash - DRFA Operating Grants	8,595,121	64%
Restricted Cash - Non-DRFA Operating Grants	90,979	1%
Restricted Cash - Capital Grants	1,380,224	10%
Unrestricted Cash	3,421,064	25%

Notes to the Statement of Cashflows:

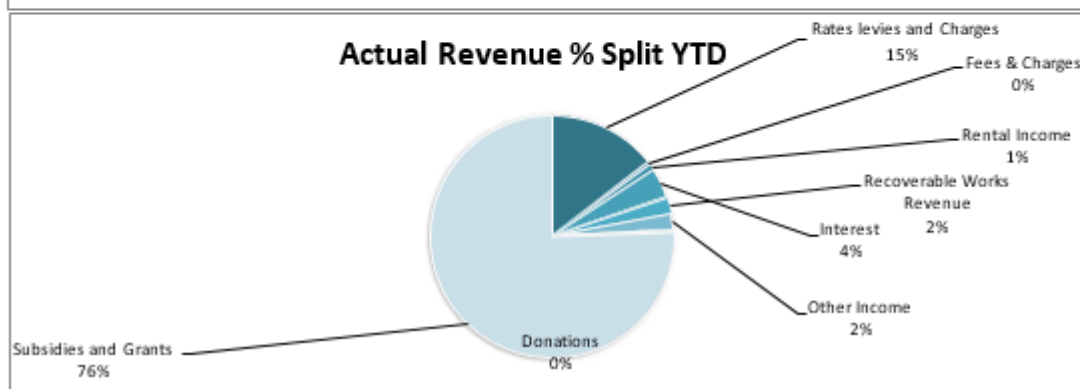
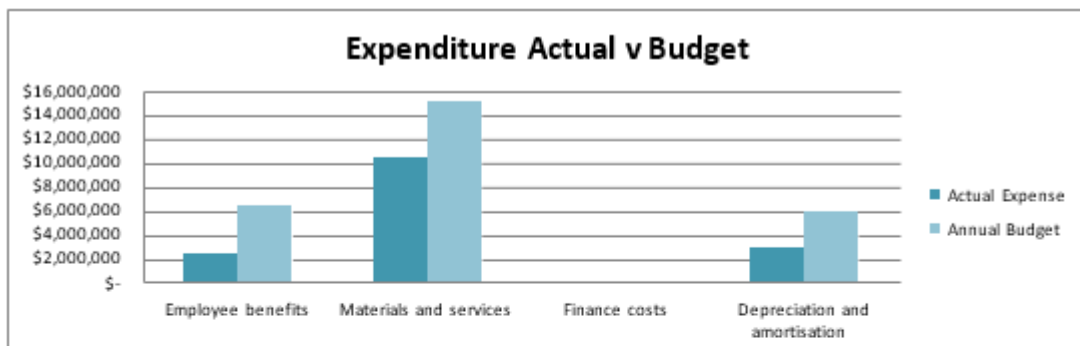
- (1) Receipts from customers** - Noted movement month on month due to decrease in rates receivable balances. We expect this balance to continue to improve from month to month. We also note that balance movements for contract assets will also be contained within the mapping of this caption which finance will review for January 2024 at this stage.
- (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 amount also shows that council is performing slightly above budgeted by 2% which is okay on the basis of a material amount of DRFA flood damaged being cleared before 31 December 2023 (about 89% of the estimate original budget or \$7.462mil) resulting in some cost phasing occurring.
- (3) Rental Income** - Rental income is on track with budget.
- (4) Interest Received** - Interest has increased significantly comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (5.17%). This is down from 5.28% in November 2023. At this stage interest is unpredictable and we anticipate to exceed our expectations in the annual budget pending further review for the quarter 2 budget review pending an assessment of forward cash inflows to be carried out in early February 2024.
- (5) Operating Grants and Contributions** - Major movement for the month consists of the recognition of approximately \$2.183 mil in DRFA Flood Damage revenues by the end of December 2023. Another \$433k was recognised for temporary housing funding from the DRFA.
- (6) Payments for Property, Plant and Equipment** - The current spent indicate total capital works progress year to year for the end of December 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** - Noted capital revenue consisted of \$522k NFMIP and \$1.288mil PAC grant revenues being recognised.
- (8) Net Cash Movement** - Council's cash holdings were down by \$6.293mil by the end of December 2023. This was mainly due to a number of final claims being submitted by contractors in December 2023 for both DRFA funded projects and capital projects. This was within expectation considering the amount of restricted cash council has been holding for a majority of the year. We expect spending to slow from January 2024 to March 2024 with rates levies due in February 2024 and further DRFA flood event up front 30% payment inflows to come during the remainder of the year.

5. STATEMENT OF INCOME AND EXPENDITURE

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

For the month ended 31 December 2023

	Note Ref	31 December 2022 \$	31 December 2023 \$	2023-24 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,679,429	1,700,625	3,365,000	51%
Fees & Charges	(1)	74,525	54,381	147,400	37%
Rental Income	(2)	115,134	110,015	218,000	50%
Interest	(3)	148,343	464,803	480,000	97%
Recoverable Works Revenue	(4)	565,382	263,907	1,139,895	23%
Other Income	(5)	11,683	250,174	549,000	46%
Donations	(12)	-	31,143	5,000	623%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	1,565,641	8,872,455	17,730,000	50%
Total Recurrent Revenue		4,160,136	11,747,503	23,634,295	50%
Capital Revenue					
Sale of non-current assets	(13)	-	-	100,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	1,635,081	3,051,445	18,205,100	17%
Total Capital Revenue		1,635,081	3,051,445	18,305,100	17%
TOTAL INCOME		5,795,217	14,798,948	41,939,395	35%
Recurrent Expenses					
Employee benefits	(8)	2,333,894	2,498,332	6,379,591	39%
Materials and services	(9)	3,886,439	10,519,027	15,196,639	69%
Finance costs	(10)	8,160	11,807	18,000	67%
Depreciation and amortisation	(11)	2,684,372	2,931,692	5,910,000	50%
TOTAL RECURRENT EXPENSES		8,912,864	15,960,658	27,504,230	58%
NET RESULT		3,117,648	1,161,710	14,435,165	-8%



Notes to the Statement of Income and Expenditure:

- (1) Fees & Charges** - This amount is on track with budget.
- (2) Rental Income** - Rental income is on track against budget.
- (3) Interest** - Interest has increased significantly comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (5.17%). This is down from 5.28% in November 2023. At this stage interest is unpredictable and we anticipate to exceed our expectations in the annual budget pending further review for the quarter 2 budget review pending an assessment of forward cash inflows to be carried out in early February 2024.
- (4) Recoverable Works Revenue** - RMPC works are still progressing with further billings expected to be carried out up to 30 June 2023.
- (5) Other Income** - 50% of the estimated flood claim insurance reimbursement funds have been received with a further \$250k pending finalisation for February 2024 with LGM.
- (6) Subsidies and Grants (operating)** - Major movement for the month consists of the recognition of approximately \$2.183 mil in DRFA Flood Damage revenues by the end of December 2023. Another \$433k was recognised for temporary housing funding from the DRFA.
- (7) Subsidies and Grants (capital)** - Noted capital revenue consisted of \$522k NFMIP and \$1.288mil PAC grant revenues being recognised.
- (8) Employee benefits** - Employee benefits costs against the budget, we have currently expended \$2.498mil against a budget of \$6.379mil for the year; this is an actual spend of 39.16% 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 December 2023.
- (12) Donations Revenue** - This is made up of revenue received from the regional flood donations fund to cover the cost of issuing gift cards to post flood effected community members.
- (13) Sale of non-current assets** - Nil movements noted at this stage for 30 November 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 December 2023 50.00%

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

Organisational Services					
	30 November 2022	30 November 2023	2023-24 Annual Budget	YTD Progress %	Comments
Recurrent Expenses					
Corporate Governance Costs	412,039	467,111	955,800	48.87%	On track with budget.
Administration Costs	1,566,589	1,642,838	3,603,950	45.58%	On track with budget.
Recoverable Works Expenses	551,470	484,615	1,024,000	47.33%	On track with budget.
Engineering Services	2,854,862	8,556,729	11,462,100	75.03%	Actuals are over budget as a result of material cost phasing as a result of DRFA costs incurred by 31 December. A material amount of DRFA flood damaged was incurred before 31 December 2023 (about 89% of the estimate original budget or \$7.462mil) resulting in some cost phasing occurring. No adjustment has been made to this balance as of yet and will be reviewed for the Q2 budget review.
Utility Services Costs	452,224	453,675	1,040,500	43.60%	On track with budget.
Net Plant Operating Costs	-	826,807	785,000	105.58%	As noted above; this balance will be reviewed in the Q2 budget review; partly there has been a drastic increase due to a significant increase in plant usage in works year on year which has exceeded our expectation in the budget.
Planning and Environmental Expenses	42,020	47,190	374,500	12.60%	On track with budget.
Community Services Costs	623,321	2,151,009	3,900,380	55.15%	Slightly above budget, this will be due to potential items still pending claim for flood response costs received in the 2023/2024 financial year.
Finance Costs	8,160	11,607	18,000	64.48%	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	2,664,372	2,931,692	5,910,000	49.61%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
TOTAL RECURRENT EXPENSES	8,912,984	16,980,858	27,504,230	58.03%	Actuals are over budget as a result of material cost phasing as a result of DRFA costs incurred by 31 December. A material amount of DRFA flood damaged was incurred before 31 December 2023 (about 89% of the estimate original budget or \$7.462mil) resulting in this skewing the overall budget expenditure percentage (outlier).
Capitalised Wages	-	93,621	247,000	38%	Notable/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.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 31 December 2023

	31 December 2023	2023-24 Annual
	\$	Budget \$
Current Assets		
Cash and cash equivalents	13,487,388	14,078,661
Trade and other receivables	2,821,308	1,000,000
Inventories	318,982	300,000
Other financial assets	744,567	102,000
Non-current assets classified as held for sale	-	-
Total current assets	17,372,245	15,480,661
Non-current Assets		
Receivables	-	-
Property, plant and equipment	281,286,776	275,505,637
Accumulated Depreciation	- 112,531,429 -	95,444,462
Intangible assets	-	-
Total non-current assets	168,755,347	180,061,175
TOTAL ASSETS	186,127,592	195,541,836
Current Liabilities		
Trade and other payables	10,634,554	3,400,000
Borrowings	-	-
Provisions	186,743	140,000
Other	-	-
Total current liabilities	10,821,297	3,540,000
Non-current Liabilities		
Trade and other payables	83,115	83,120
Interest bearing liabilities	-	-
Provisions	963,628	900,000
Other	-	500,000
Total non-current liabilities	1,046,743	1,483,120
TOTAL LIABILITIES	11,868,040	5,023,120
NET COMMUNITY ASSETS	174,259,552	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)	31,188,530	29,467,543
Other reserves	-	-
TOTAL COMMUNITY EQUITY	174,259,552	190,518,716

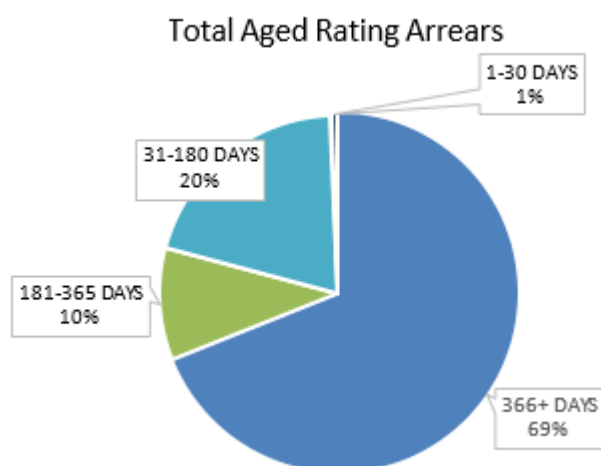
8. RATING ARREARS SUMMARY

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

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	80,971	17,739	36,362	932	136,004
SEWERAGE	4,222	3,122	5,055	88	12,487
GARBAGE	3,200	2,428	4,075	69	9,772
WATER	94,276	16,891	26,841	963	138,972
WATER CONSUMPTION	121,583	5,072	15,885	992	143,531
STATE GOVT EMERGENCY	4,090	1,129	3,901	51	9,171
LEGAL FEES	6,408	-	-	-	6,408
Total	314,749	46,380	92,120	3,096	456,345

Total Rating Arrears	456,345.12	
Total Seeking Debt		
Collection (\$)	80,000	
Total Seeking Debt		To be further discussed with council in January 2024.
Collection (%)	18%	
Total Pending Further		
Review (\$) (Advice		
Obtained)	257,796	
Total Pending Further		To be further discussed with council in January 2024.
Review (%) (Advice		
Obtained)	56%	

Total Rate Arrears in debt	
recovery phase (\$)	337,795.80
Total Rate Arrears in debt	
recovery phase (%)	74%
Total Rates Arrears not int	
debt recovery (\$)	118,549.32



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 December 2023 be received and noted.

11.03 Financial Services Monthly Update Report

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

Moved: Cr Murray

Seconded: Cr Yanner

Carried 240129.09 5/0

11.04 Operational Risk Register

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	21 January 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-2024-Goal-Good governance. Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

To adopt the updated Councils Operational Risk Register

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

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

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

The Operational Risk Register was adopted by Council at the November 2022 Council meeting.

3. PROPOSAL

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

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

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

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Refer detailed Operational Risk Register.

6. LEGAL IMPLICATIONS

Instrument	Details
Local Government Act 2009	Refer Delegations
Local Government Regulation 2012	Enterprise Risk Management Policy
SO 31000:2018-Risk Management - Guidelines	Enterprise Risk Management Policy

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

Management Group.

9. CONCLUSION

Strategic risks are:

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

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

10. OFFICER'S RECOMMENDATION

That the updated Operational Risk Register dated 29th January 2024 be adopted.

11.04 Operational Risk Register

That the updated Operational Risk Register dated 29th January 2024 be adopted.

Moved: Cr Camp

Seconded: Cr Clarke

Carried 240129.10 5/0

11.05 Audit Committee Meeting Minutes September 2023

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	10 January 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance - external, internal audit and Audit Committee requirements are satisfied.

1. PURPOSE

The purpose of this report is to recommend the adoption of the Burke Shire Council Audit Committee meeting minutes for the September 2023 Audit Committee meeting.

2. BACKGROUND

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

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

The committee convened on the 8th September 2023 to facilitate council's audit committee function as outlined by the Local Government Regulation 2012 to discuss the following matters:

- 2022/2023 Financial Statements
- 2022/2023 Comprehensive Valuation Report
- 2022/2023 Comprehensive Position Paper to the QAO CEO Report – Update to the Audit Committee

These minutes were approved at the Audit Committee meeting on the 27th November 2023.

3. FINANCIAL & RESOURCE IMPLICATIONS

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

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 211	<p>(1) The audit committee of a local government must—</p> <p>(a) meet at least twice each financial year; and</p> <p>(b) review each of the following matters—</p> <ul style="list-style-type: none"> (i) the internal audit plan for the internal audit for the current financial year; (ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate; (iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212; (iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and <p>(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.</p>
Audit Committee Charter		These minutes must comply with the Audit Committee Charter.

5. RISK

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

6. CRITICAL DATES & IMPLICATIONS

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

7. CONSULTATION

Tony Walsh (Chairman Audit Committee).

Mayor.

Chief Executive Officer.

Finance and Technology Manager.

8. CONCLUSION

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

9. OFFICER'S Recommendation

That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 8 September 2023.

11.05 Audit Committee Meeting Minutes September 2023

That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 8 September 2023.

Moved: Cr Wade

Seconded: Cr Yanner

Carried 240129.11 5/0

12. Closed Session Reports

That 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) (g and i).

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

(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

Council moved into closed session at 10.34am.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 240129.12 5/0

Move into Open Session

That the meeting resume in open session to consider recommendations arising out of the closed session.

Council resumed open session at 10.39am.

Moved: Cr Yanner

Seconded: Cr Murray

Carried 240129.13 5/0

12.01 Closed Session Report - Sale of Council Property to Ergon - Lot 55 on SP280661 Wills Developmental Rd Burketown.

- 1. That Council note the contents of the report; and:**
- 2. Council accepts the sale price of \$55,000 excluding GST for the sale of Lot 55 SP280661, Wills Development Road, Burketown to Ergon Energy Corporation Limited.**
- 3. That the CEO be delegated to sign the Contract of sale.**
- 4. That the proceeds of \$55,000, excluding GST, be constrained for the installation of Solar Panels on the Council Depot Roof. This project to be progressed by the CEO, Director of Engineering and the Economic Development Manager and then reported back to Council.**

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 240129.14 5/0

13. Mayoral Report

I attended the following:

- BSC Staff Christmas Party
 - Burketown Community Christmas Party. Thanks to all who assisted with the event.
 - Media Call and Meeting with Sen Murray Watt & Premier Steven Miles & Min Scott Stewart – along with Etheridge Shire Mayor and CEO, Flinders Deputy Mayor and CEO – further info see below
1. Ministerial Media Statement by Hon Steven Miles MP, Premier & Hon Nikki Boyd MP, Minister for Fire and Disaster Recovery and Minister for Corrective Services
 - [\\$119 million flood recovery package for northern and central Queensland](#)
 2. NWQROC Media Statement in response to the funding package announcement by the Premier, Steven Miles MP and Senator the Hon Murray Watt, Minister for Agriculture, Fisheries and Forestry and Minister for Emergency Management.
 - [NWQROC – North West Queensland Welcomes Much Needed Flood Recovery Investment](#)

This link includes a recording on the media conference at which the announcement was made and the opportunity for Cr Barry Hughes, Mayor, Etheridge SC to respond on behalf of the NWQROC representatives who attended. The publicly stated priority for the councils of the North West impacted by the 2023 flooding to be supported by this funding is welcomed and greatly appreciated.
 - Discussions are continuing with NEMA and QRA about an additional funding package for the North West from the repurposing of unspent RRIG program funding after the 2019 monsoonal flooding in the North and North West.
 - Trip with DCEO and Cr Murray, Clarke and Yanner to inspect work done at Archie Creek Crossing – a project valued at over \$3 million and a vital part of that road network. Had lunch at the upgraded old Gregory River Bridge.
 - Australia Day Event in Burketown – thankyou to Council staff for your contribution to a great day. A great day for all who attended. Congratulations to the recipients of this year's awards.

Media

- Attended Media Call as above re Funding for 2023 Flood Recovery.
- Spoke to Townsville Bulletin re above
- Spoke to ABC NW re above

GSD

- Projects being developed and awaiting funding announcements
- Membership drive continues

That Council notes the contents of the verbal report provided by Councillor Camp.

Moved: Cr Murray

Seconded: Cr Wade

Carried 240129.15 5/0

14. Councillor Reports

That Council notes the contents of the verbal reports provided by Councillors Clarke, Murray, Wade and Yanner.

Moved: Cr Camp

Seconded: Cr Wade

Carried 240129.16 5/0

15. Late Business

That Council notes no late business was received.

16. Deputations and presentation scheduled for meeting

That Council notes no deputations or presentations were scheduled for the meeting.

17. Closure of meeting

The Chair declared the meeting closed at 10.50am.

I hereby certify that these pages numbered 1 to 56 – constitute
the Confirmed Ordinary Meeting minutes of the Council Meeting
of Burke Shire Council held on Monday 29 January 2024.

Mayor Cr Ernie Camp