



Agenda and Business Papers
Burke Shire Council Ordinary Meeting
Thursday 29 February 2024
9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch

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01. Opening of Meeting

The Mayor welcomed members and declared the meeting open at 9.00am.

02. Record of Attendance

Members	Cr Ernie Camp; Mayor – Chair Cr Tonya Murray; Deputy Mayor Cr John Clarke Cr John Yanner Cr Rosita Wade
Officers	Dan McKinlay; Chief Executive Officer Chris Wilson; Director of Engineering Amir Akrami; Senior Engineering Manager Andrew Spyarakis; 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 Clarke
- Cr Murray
- Amir Akrami; Senior Engineering Manager
- Chelsea Nelson; People, Performance and Culture Manager
- Shannon Moren; Community and Communications Manager
- Shaun Jorgensen; Finance and Technology Manager

03. Prayer

Led by Cr Wade

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Monday 29 January 2024

That the Minutes of the Ordinary Meeting of Council held on Monday 29 January 2024 as presented be confirmed by Council.



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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 Department Monthly Report 10.02 Capital Works Projects Status Update Report
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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:	22 February 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 January 2024.

2. SUMMARY

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

Due to the inclement weather during the 3 working weeks of January and additional staffing on extended holidays, our normal works and maintenance program was limited by all essential services were provided.

A briefing session with Councillors and Engineering staff was held on 19th January. A detailed presentation was provided on various engineering projects.

A meeting was held with BSC staff, consultant and TMR staff regarding the Beames St cycleway project. Various points were raised by TMR and will be addressed as the plan progresses.

Weekly depot toolbox talk continue as scheduled.

2.1 General Business (including Parks, Gardens and Cemetery)

- The football field continued to have all the weed and shrubs removed from the field and surrounds however due to the inclement weather was not able to be completed.
- The Cemetery fencing contract has been awarded to GOS with works due to commence in the end of March.
- Gregory Parks and Gardens 2 new members being Kym Schafer, Parks & Gardens Team Leader and Dustin Toomby Parks & Gardens Officer have now commenced duties and are starting to show real progress. With the months to come will have the Parks & Gardens of Gregory showing some great improvements. Kym's ambition is to increase the beautification of Gregory to make it more attractive to visitors.

2.2 Roads

- Little to no road maintenance works were carried out during the month of January due to the inclement weather.
- Works team carried out road signage and condition reports daily.
- Works team worked in the Depot on vehicle maintenance and repairs.

- 4 new large workshop garage doors fitted.
- The Mayor, three Councillors, and the Director Engineering undertook a site visit to Gregory township, and Archie Creek and Dinner Creek projects.

2.3 Water & Sewerage

- The SCADA system has been transferred to Council with oversight and support continuing to be provided by the contractor. Installation and upgrade of the system at Burketown WTP has been completed.
- The contractor is planned to return to remedy a few outstanding minor issues.

Burketown Water

- The recent reporting of a calcium build-up in the water supply has now been rectified by way of adjusting the pH levels and monitoring continues.
- Further discussions were held with the contractor regarding the chlorine dosing regimen.

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. The pH levels have reduced, and ongoing monitoring will continue.

Gregory Water

- The upgrade of the water treatment plant has been completed and we are in the process of ironing-out any minor issues.

2.4 Airports

- Daily inspections and checks have been completed as required.
- The Burketown Airport fencing contract has been awarded to GOS with works due to commence end of March in conjunction with the Cemetery Fencing contract.

2.5 Waste

- 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 January 2024.

ATTACHMENTS

Nil

Engineering Services Reports

10.02 Capital Works Projects Status Update Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Chris Wilson
DATE REPORT PREPARED:	6 February 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 1 to 31 Jan 2024.

2. SUMMARY

The total funding for Capital Works program including the WIP for the carryover projects and 23-24 FY budget is: **\$ 18,935,742.04.**

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

- Average Capital Works Program Progress: **72%**
- Average Capital Works Financial Progress: **80%**

The above percentages didn't include the progress of the Deferred Projects which have been listed under section 4 of this document.

The total funding reported in this report is less than the figure provided in the previous report. The main reason for the difference is shifting the prospective external grants which have not yet been realised to the expected funds in 24-25 FY. Accordingly, the items with the prospective grant in 24-25 FY are as follows:

- Gregory WTP Upgrade (Construction): \$300,000 grant.
- Burketown Wharf Recreational Grounds: \$620,000 grant.
- Health & Wellbeing Precinct: \$3,380,000 grant.
- Waste Strategy Implementation (Burketown relocation): \$400,000 grant.
- Gregory Park Irrigation system: \$80,000

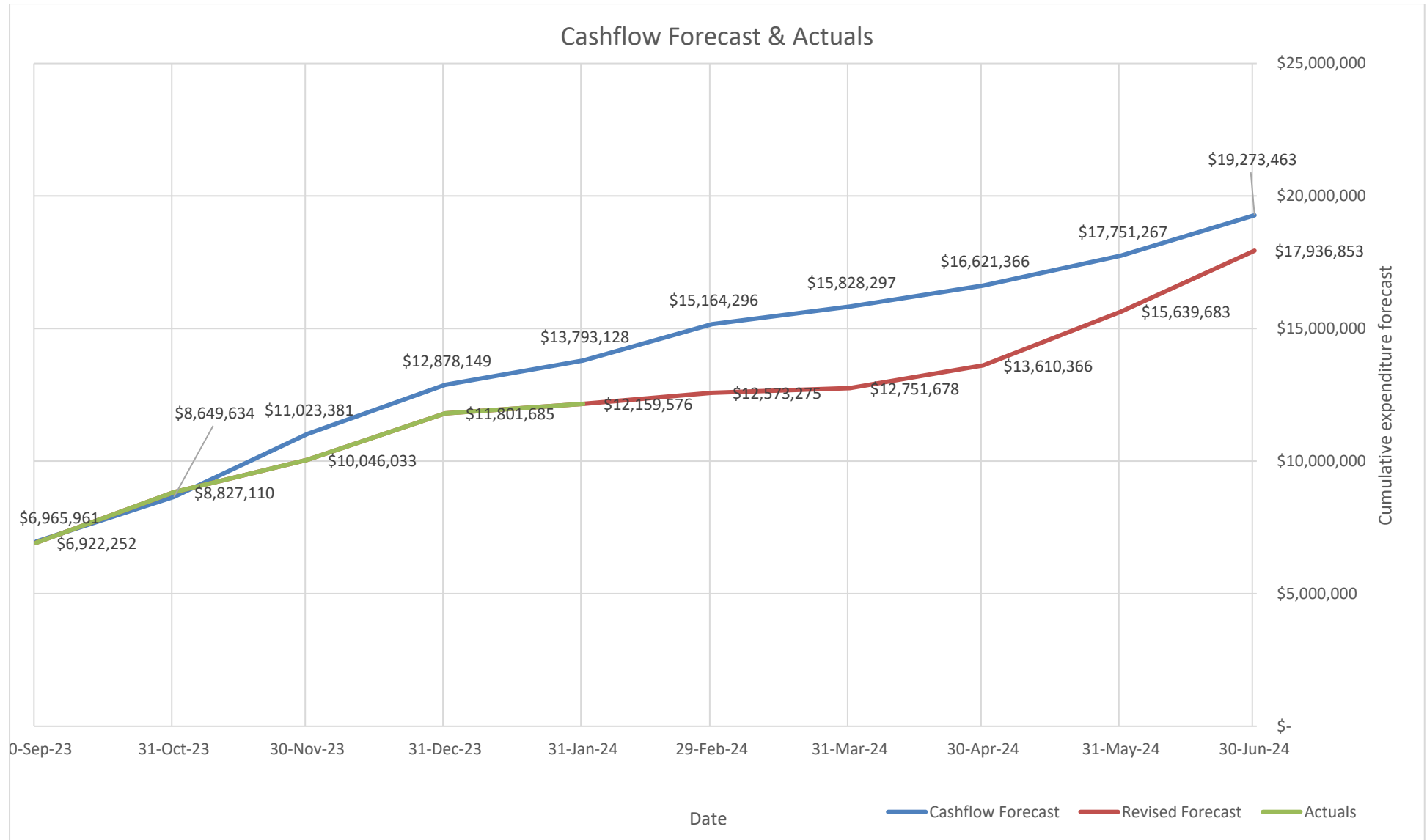
As the budget is the process of review for the second quarter, the total funding for the Capital Works Program will be reconciled with the budget and the revised funding will be presented to Council at March's Capital Works Program Council Report.

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

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 \$1.6m which is consistent with the revised forecast provided last month. The revised forecast indicated that the gap between the baseline and the forecast will increase in the next couple of months and expected to be \$1.3m by the end of the financial year. The main reasons for the gap are the prospective funds which have not yet been realised as explained in section 2 of this document. Namely, the forecast related to the prospective grant of Gregory Water Treatment Plant project and Waste Strategy Implementation have been shifted to 24-25 FY. Also the forecast of Housing Capital Works has been dropped to \$160k due to the limit in the insurance funds.



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. Partial Practical Completion certificate is being issued for the items reached practical completion. These items are being moved to the Review Phase.
 - The design of Gregory River Pump has been received and is being reviewed.
 - The design of the clarifier for Gregory Water Treatment Plant is under way.
 - **Risk:** In absence of an approved design for the Gregory WTP clarifier, the financial status of the project to be monitored to ensure the project can be delivered within the budget.



Figure 1: New equipment at Gregory Water Treatment Plant

- Health & Wellbeing Precinct
 - All disciplines progressing towards 90% drawings for Admin building, Pool Pump Room, Swimming Pool and site coordination.
 - The Splash Park RFT evaluation is in progress.
 - Funding application for the final stage of GRP was submitted.

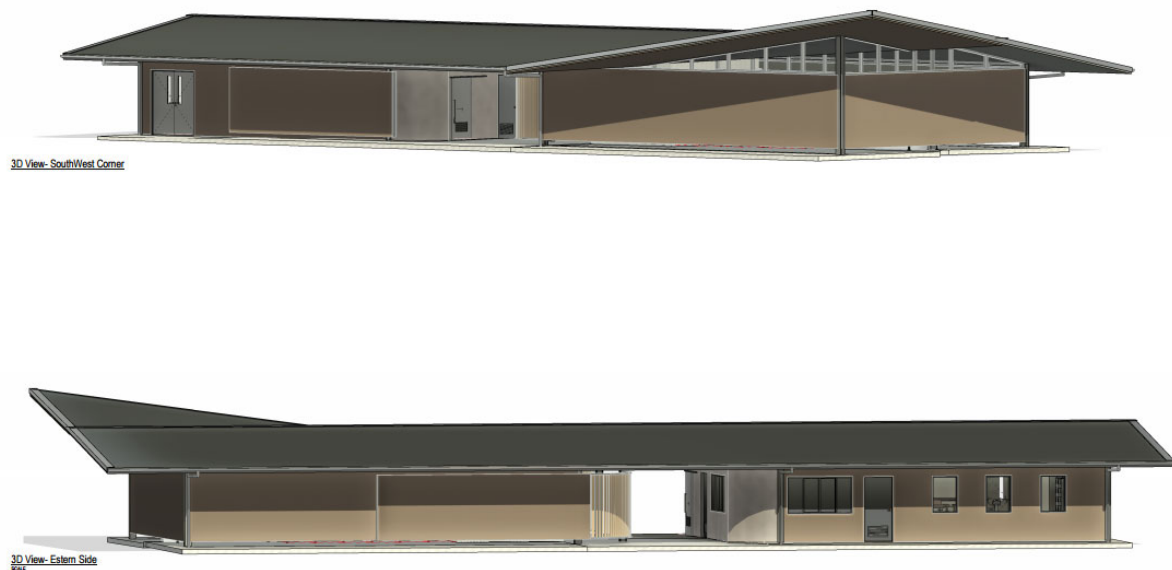


Figure 2: 3D image of the proposed Health and Wellbeing Admin Building

- Burketown Wharf Recreational Grounds
 - Negotiation with the selected contractor commenced to provide reasonable and practical alternatives to the shade structures and planting items.
 - The project is a multi-year one and planned to be delivered in the coming dry season.
 - Funding applications have been submitted for the footpath and toilet block, awaiting the result.
 - **Risk:** Additional funding may be required depending on the final scope and specifications.
- 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 has progressed. The contractor planned to rectify the defects when roads are open, along with the installation of the 27 number of meters which couldn't be located during the first batch of installation.
- Gregory Depot Workers Accommodation & depot (incl sewerage upgrade):
 - The Project to be deferred to the next FY.
 - **Issue:** The project scope yet to be agreed, pending ILUA negotiation results. Also, budget is not sufficient to deliver the project outcomes in this FY.
- Gregory - Off street Truck parking area & amenities
 - The project scope has been revised to include cleaning of the existing hardstand.
 - Have made enquiries for second hand shower/toilet facilities to replace existing. No ideal solution yet.
 - There is a great probability that the project delivery is extended to 24-25 FY.
- Burketown Hot Water Bore Recreational Area Project
 - The Project to be deferred to the next FY.

- Issues:
 - The project is located on a parcel of land with Native Title. Currently working on the Project Plans.
 - 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.
- **Budget note:** It is proposed to move the funding from this project to the Wharf Recreational Ground Project, subject to approval from the funding body.
- Entry Signage Reinstatement (Just to "re-skin" existing damaged signs)
 - The Project to be deferred to the next FY.
 - A funding application is being prepared for the town Shire Entry features. The budget of this project will be added to any successful funding applications.
 - A concept for the entry features planned to be prepared internally.
- Gregory Park Irrigation system
 - The project is deferred to 24-25 FY and will be delivered subject to the funding availability.

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 3: 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 4: Doomadgee West Road

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

- Works complete 7th December 2023.



Figure 5: Bowthorn Rd

0280-4063-0002 2021 DRFA Bowthorn Road Culvert

- Culvert construction completed – 2/11/2023



Figure 6: 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 January 2024.

ATTACHMENTS



Capital Works
Projects Status, Feb

1. Capital Projects Status Report

11. Chief Executive Officer Reports

- 11.01 Status Report
- 11.02 Chief Executive Officer Report
- 11.03 Finance Monthly Update Report
- 11.04 Operational Plan 2023-2024 –December Quarter Review Report
- 11.05 Sport and Recreation Strategy 2019-2024 - December 2023 Quarter Update
- 11.06 Budget Review for the 7 months to the end of 31 January 2024

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. Ongoing.

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. Ongoing.

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

THAT the Council receives and adopts the following:

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

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

Schedule of Recommended Donations 2023-2024

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

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

Burketown Barramundi Fish Org	World Barramundi Fishing Championships Easter Weekend	\$5,000.00	Nil	\$5,000.00	Donation request not received 23/24 however indication that there will be an event in 2024. Donation determined based on previous years.	\$5,000.00 (Pending application to be received)
Gregory Jockey Club	Gregory Races	\$6,000.00	\$2,500.00	\$8,500.00	Donations request not received 23/24 however donation determined based on previous years. Printing of Race Booklets and programs (Booklets - 10 pages & 100 copies approx. \$2100.00) Printing of Programs (5 x A3 approx. \$13) Slashing of the Grounds – to be maintained by Council.	\$8,500.00

Burketown Kindergarten	Annual	Nil	\$300.00	\$300.00	Donation request not received 23/24 however donation determined based on previous years. Provision of printing throughout the year.	\$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 – 231208.06 – 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 – 240129.05 – Burke Shire Council Project Management Framework That Council endorses the attached Project Management Framework. Status Completed Matter closed
Resolution Number – 240129.08 – Chief Executive Officer Report – Organisation Structure That the updated organisation structure be adopted. Status Adopted Matter closed
Resolution Number – 240129.10 – Operational Risk Register That the updated Operational Risk Register dated 29th January 2024 be adopted. Status Adopted Matter closed
Resolution Number – 240129.11 – Audit Committee Meeting Minutes September 2023 That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 8 September 2023. Status Completed Matter closed
Resolution Number – 240129.14 – 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. Status Draft contract in place.

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:	21 February 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 January 2024.

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. Five 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:

- Meeting at Tirranna Crossing
- EMT meetings
- Various discussions Gregory Energy Project.
- Discussions capital works projects
- Community Advisory Group meeting
- LDMG meeting
- Internal Grants meeting

Financial Services and Information Technology

Major focus in January 2024 for Financial Services was as follows:

- Council commenced a Liquidity Review by the Department of Local Government
- Council fleet and plant registrations were renewed
- Commenced insurance renewals for 2024/2025
- Working to finalise the final component of the LGM 2023 Flood insurance claim; \$250k pending, to be paid to council once signed off
- Annal EBA staff pay rises processed
- Majority of policies have been reviewed pending CEO feedback
- Commenced and progressed re-write of Fraud Risk Register – this will be a major update compared to the old register
- Organised external audit visit dates
- Completed Shell Financial Statement rollover
- Engaged Assetval for 2023-2024 financial statement asset valuation (indexation) and issued valuation instructions
- Engaged North lane to conduct Tip restoration valuation for 2023/2024
- Finalised scope for internal audit 1 – commenced 19th Feb 2024

Major focus in January 2024 for Technology Services was as follows:

- Network Penetration testing completed in late January 2024 – report issue to council with recommendations of which RMT is working through;
- Following up on TDRI submission - 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
- Requested follow up from Telstra - 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 Q@ budget review.

- This project has now been costed pending final sign off from Engineering to fund via the FA roads general program
- Re-initiated the Arc GIS Stantec month-to-month Geospatial servicing arrangement – council has full Geospatial mapping support; we are also looking to increase the licenses for this service as well
- Costed and engaged implementation of MDM (Mobile Device Management) Softwares (Intune) – \$6,100 to deploy and to map all mobile assets and allow for service desk remote access for troubleshoot; this is to be completed in March/April by RMT
- Updated all Strategic ICT management Framework documents
 - Discussed these documents with the LGMA and these have now been forwarded to Elaine for templating for other council
- Submitted application for the LGMA Awards of Excellence 2024 for Burke Shire Council; Resourcefulness Award (Strategic ICT Management Framework Establishment and Cyber-risk and Systems Management Initiative)
- Engaged in discussions with Telstra around regional infrastructure management and confirmed grant writing support from Telstra for public LEO wireless solution (to confirm in the upcoming council meetings); this will be a newly available technology which we will be seeking a major funding application for the Burke community

People and Culture

EBA related

- The next JCC meeting is scheduled for 1 March.
- EBA increase of 4.2% (Brisbane December 2023 quarter CPI) implemented and effective from 30 Jan

Policies

- Staff Relocation Assistance Policy
- Higher Duties Policy
- Clothing and Uniform Policy (Corporate Image)

Positions advertised:

- Water Operator

New employees

- Kym Schafer – Town and Rural Services Team Leader (Gregory)
- Dustin Toomby - Town and Rural Services Officer (Gregory)
- Rachel Wang – Finance Officer (temp)

Terminations

- Derek Underwood

Training and Professional Development

- First Aid and CPR training (Cairns office)
- Certificate III Business Administration enrolment
- HR Inductions

Other

- Various Apprentice and Trainee funding applied for and approved, totaling \$42,602.69
- Senior Employment Contract reviewed
- Move it Bure: Our next event to take place post – flood.

Economic Development / Community Projects

Grants

- Several Grants currently being drafted for submission
 - 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: Industrial Land Precinct
- Recently Submitted
 - Active Women Grants Program – submitted \$25k
 - 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 Fun – 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
 - Building Bush Tourism – Burketown Wharf Project
 - Tacking 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 – program approved.
 - 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. Gym system completed. Remaining expenditure of funds to be determined.
 - 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.
- Drafting of business event incentive scheme to begin.

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 February

Economic Development

- Scoping of trial digital hub ongoing
- Draft Economic Development Strategy finalised. Draft Completed. To be presented to new council.
- Ergon solar land – contract being finalised

Flooding

- Temporary housing - Cyclone rated dongas have now been deployed. Three were severely damaged in the last flood. Johns Lyng Group are looking at options for those dongas.
- Involved in resupply and other flood related activities.

Community and Communications

Events/Community

Upcoming Community Events:

TBA

Upcoming Council Events:

TBA

- Planning underway for 2024 events. An event calendar is being finalized.

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. Site visit will be dependent on weather and road conditions.
- Structural Engineer will be engaged to conduct inspections of Council properties. Reports will enable a preventative maintenance schedule to be put in place and assist with budgeting.
- General Maintenance of all Council Properties is ongoing.
- Service Agreement has been signed and GOS will proceed with works on Murray Ave property, Gregory. Current road conditions have limited access to supplies.

Local Laws

We have had reports of roaming dogs in the Burketown Community and 1 dog attack which resulted in the animal being found deceased. Unfortunately after report was provided, we were unable to determine who/what animal was responsible. Burketown Police has been briefed and assisting, notices released and we will be actively monitoring this situation.

Other

Working with stakeholders (Community Recovery, QPS, North West Remote Health, Burketown Clinic, North West Health, Gidgee Healing, DSDSATSIP) in Mount Isa to assist evacuees.

Through a kind donation from Saint Vincent De Paul we have been able to obtain items for Warrick Richardson which will assist with his current living conditions. This includes a generator, suitable storage and tables for his outdoor kitchen. This will also enable him to have access to running water in his kitchen. Items to be delivered once access roads to Burketown are open.

Corporate Services and Governance

- Processing ASIC Card renewals.
- Returning Officer for the upcoming Local Government elections. Attended training in Brisbane and have undertaken associated ECQ tasks.
- LDMG Meeting held on 19/01/2024 – LDMP review.

3. OFFICER'S RECOMMENDATION

That the contents of the Chief Executive Officer's Report for January 2024 be noted and received.

ATTACHMENTS

1. Workplace Health and Safety Report for January 2024



WHS Report
January 2024.pdf

Financial Services Reports

11.03 Finance Monthly Update Report

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	19 February 2024
LINK TO COUNCIL PLAN/S:	Operational Plan Council Budget

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 January 2024.

2. SUMMARY

Council's cash holdings were up by \$9.986mil by the end of January 2024. This was mainly due to further amounts relating to DRFA flood damage funding being receipted during the month.

Overall council is slightly over budget by 7.8%, this is due to cost phasing as a result of DRFA costs being fully expended against the total annual flood damage by 31 January 2024. A budget amendment is due to be posted as part of the quarter 2 budget review for flood damage expenditure and revenue expected to 30 June 2024.

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)	12,390,020	23,634,295	52%
Operating Expenses	(2)	18,212,625	27,504,230	66%
Operating Result (Profit/Loss)	-	5,822,605	3,869,935	150%
Capital Revenue	(3)	3,557,493	18,305,100	19%
Net Result	-	2,265,112	14,435,165	-16%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	23,473,826	14,078,661
Other Current Assets	(5)	2,701,478	1,402,000
<u>Non Current Assets</u>	(6)	168,474,780	180,061,175
Total Assets		194,650,084	195,541,836
Liabilities (Current)	(7)	20,428,668	3,540,000
Liabilities (<u>Non Current</u>)	(8)	1,053,188	1,483,120
Total Liabilities		21,481,856	5,023,120
Net Community Assets		173,168,228	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%	-47%	-36%
² Working Capital Ratio	Greater than 1:1	1.3	1.6
³ Net Financial Liabilities Ratio	Less than 60%	-46%	-56%

1

Notes:

- (1) **Operating Revenues** - Major movement for the month consists of the recognition of approximately \$508k mil in DRFA Flood Damage revenues by the end of January 2023.
- (2) **Operating Expenses** - Noted that costs are slightly above budgeted expectations by 7.8%; this is mainly due to the total allocation of the annual DRFA flood damage works budgeted for originally being engaged and expended by 31 January 2023. A budget amendment for flood damage will be included in 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 \$3.043mil against a budget of \$6.379mil for the year; this is an actual spend of 47.70% year to date.
- (3) **Capital Revenue** - Noted capital revenue consisted of \$332k BoR6 and other minor amounts for remaining capital projects 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 January 2023 in the previous year v January 2024 actuals v the budgeted estimated cashflow for 30 June 2024.

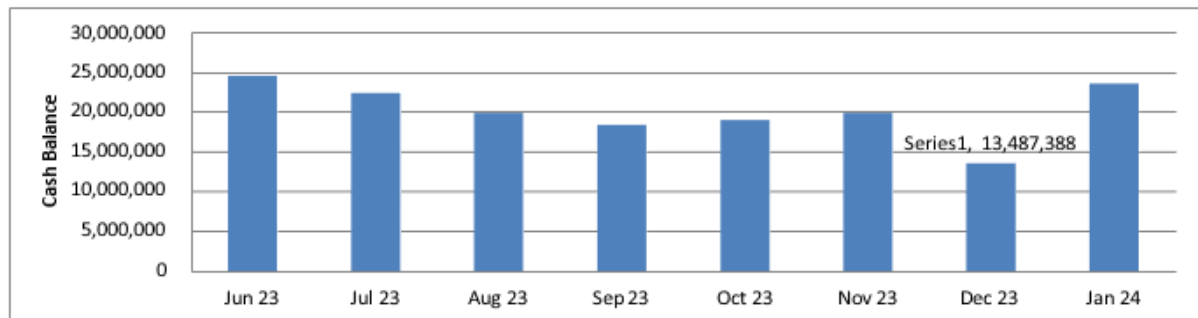
For the month ended 31 January 2024

	Note ref	31 January 2023	31 January 2024	2023-24 Annual Budget	YTD Progress
		\$	\$	\$	%
Cash flows from operating activities:					
Receipts from customers	(1)	3,068,232	2,206,254	5,442,006	41%
Payments to suppliers and employees	(2)	(9,123,518)	(16,885,620)	(30,271,922)	56%
		(6,055,286)	(14,679,366)	(24,829,916)	59%
Rental Income	(3)	133,432	131,660	218,000	60%
Interest Received	(4)	174,475	529,552	480,000	110%
Operating Grants and Contributions	(5)	5,107,713	16,739,680	17,730,000	94%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		(639,666)	2,121,526	18,428,000	15%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(3,563,295)	(7,336,879)	(22,885,100)	32%
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	3,628,601	18,205,100	20%
Net cash inflow (outflow) from investing activities		(2,072,093)	(3,708,277)	(4,580,000)	81%
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)	(2,711,759)	(986,751)	(10,481,916)	9%
Cash at beginning of reporting period		10,146,891	24,460,577	24,460,577	100%
Cash at end of reporting period	(8)	7,435,132	23,473,826	13,978,660	168%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	5.22%	529,552	18,131,976
Westpac General Fund - Trust	-	-	5,341,567
Cash Floats	-	-	283
Total			23,473,826

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents – Restricted Cash (IAS 7)

Total Cash on hand	23,473,826	%
Restricted Cash - DRFA Operating Grants	18,110,153	77%
Restricted Cash - Non-DRFA Operating Grants	90,979	0%
Restricted Cash - Capital Grants	874,176	4%
Unrestricted Cash	4,398,518	19%

Notes to the Statement of Cashflows:

- (1) **Receipts from customers** - Noted balance is on track with budget be it slightly under performing YTD. Rating collections are underway as discussed with council in January 2024.
- (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 under budgeted by 2% which is within expectation of council's cash spend for the end of January 2024.
- (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 (5.22%). This is up from 5.17% in December 2023. At this stage interest is unpredictable and we have noted interest revenues exceeded our budget expectation. A quarter 2 budget review amendment will be recommended for this difference.
- (5) **Operating Grants and Contributions** - Major movement for the month consists of 2022/2023 DRFA flood event funding from the QRA to the approximate sum of \$10.022mil. Further amounts are expected triggering addition reporting to council to be carried out by the DOE and F&TM for moving forwards.
- (6) **Payments for Property, Plant and Equipment** - The current spent indicate total capital works progress year to year for the end of January 2024. 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 \$332k BoR6 and other minor amounts for remaining capital projects grant revenues being recognised.
- (8) **Net Cash Movement** - Council's cash holdings were up by \$9.986mil by the end of January 2024. This was mainly due to further amounts relating to DRFA flood damage funding being receipted during the month.

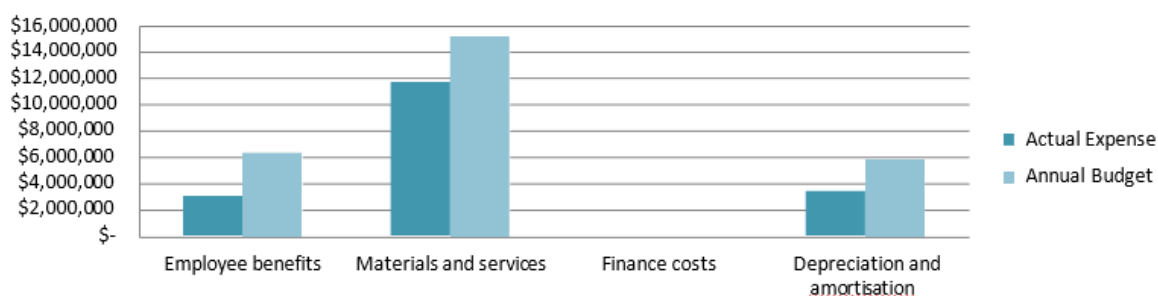
5. STATEMENT OF INCOME AND EXPENDITURE

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

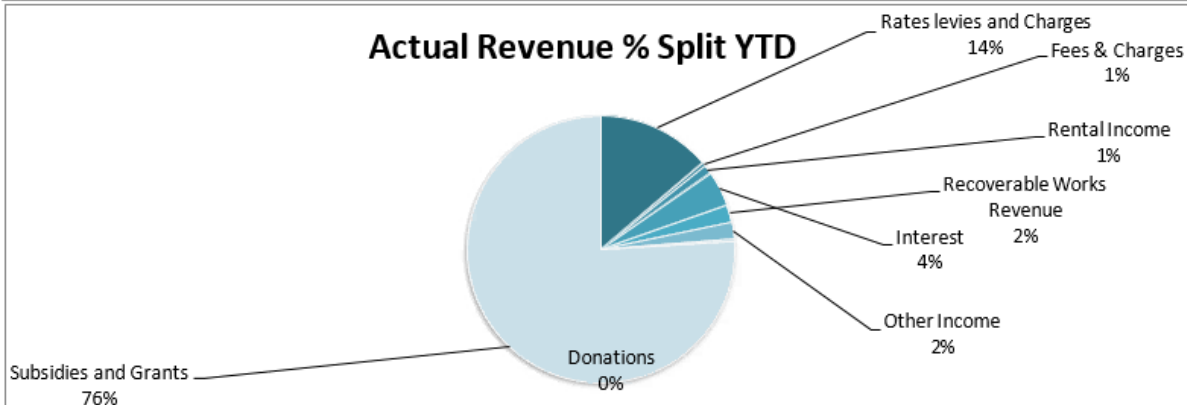
For the month ended 31 January 2024

	Note Ref	31 January 2023 \$	31 January 2024 \$	2023-24 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,679,429	1,700,577	3,365,000	51%
Fees & Charges	(1)	79,032	67,797	147,400	46%
Rental Income	(2)	133,432	131,660	218,000	60%
Interest	(3)	174,475	529,552	480,000	110%
Recoverable Works Revenue	(4)	567,214	265,032	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	9,414,085	17,730,000	53%
Total Recurrent Revenue		4,210,905	12,390,020	23,634,295	52%
Capital Revenue					
Sale of non-current assets	(13)	-	-	100,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	1,635,081	3,557,493	18,205,100	20%
Total Capital Revenue		1,635,081	3,557,493	18,305,100	19%
TOTAL INCOME		5,845,986	15,947,513	41,939,395	38%
Recurrent Expenses					
Employee benefits	(8)	2,816,579	3,043,195	6,379,591	48%
Materials and services	(9)	4,447,704	11,731,260	15,196,639	77%
Finance costs	(10)	9,176	13,135	18,000	73%
Depreciation and amortisation	(11)	3,134,330	3,425,035	5,910,000	58%
TOTAL RECURRENT EXPENSES		10,407,789	18,212,625	27,504,230	66%
NET RESULT		- 4,561,803	- 2,265,112	14,435,165	-16%

Expenditure Actual v Budget



Actual Revenue % Split YTD



Notes to the Statement of Income and Expenditure:

- (1) Fees & Charges** - This amount is on track with budget.
- (2) Rental Income** - Rental income is on track against budget.
- (3) Interest** - Interest has increased significantly comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (5.22%). This is up from 5.17% in December 2023. At this stage interest is unpredictable and we have noted interest revenues exceeded our budget expectation. A quarter 2 budget review amendment will be recommended for this difference.
- (4) Recoverable Works Revenue** - RMPC works are still progressing with further billings expected to be carried out up to 30 June 2024.
- (5) Other Income** - 50% of the estimated flood claim insurance reimbursement funds have been received with a further \$250k pending finalisation for February/March 2024 with LGM.
- (6) Subsidies and Grants (operating)** - Major movement for the month consists of the recognition of approximately \$508k mil in DRFA Flood Damage revenues by the end of January 2023.
- (7) Subsidies and Grants (capital)** - Noted capital revenue consisted of \$332k BoR6 and other minor amounts for remaining capital projects grant revenues being recognised.
- (8) Employee benefits** - Employee benefits costs against the budget, we have currently expended \$3.043mil against a budget of \$6.379mil for the year; this is an actual spend of 47.70% 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 31 January 2024. Accounting adjustments for the sale of land and property will be reflected in the February 2024 report to council.

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 January 2024 58.31%				% YTD Actual expense v Annual Budget YTD actual v budget is on track YTD actual v budget is unfavourable (1%-5% movement larger than expected) YTD actual v budget requires review (>5% movement larger than expected)	
Organisational Services					
	31 January 2023	31 January 2024	2023-24 Annual Budget	YTD Progress	Comments
	\$	\$	\$	%	
Recurrent Expenses					
Corporate Governance Costs	480,297	549,436	955,800	57.48%	On track with budget.
Administration Costs	2,019,197	2,069,822	3,603,950	57.43%	On track with budget.
Recoverable Works Expenses	558,611	499,949	1,024,000	48.82%	On track with budget.
Engineering Services	3,235,090	9,478,317	11,462,100	82.69%	Actuals are over budget as a result of material cost phasing as a result of DRFA costs incurred by 31 January 2024. A material amount of DRFA flood damaged was incurred before 31 January 2024 resulting in some cost phasing occurring. No adjustment has been made to this balance as of yet and will be amended in the Q2 budget review to be adopted later in this council meeting.
Utility Services Costs	522,450	548,105	1,040,500	52.68%	On track with budget.
Net Plant Operating Costs	317,046	759,731	785,000	96.78%	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. We will continue to monitor this budget.
Planning and Environmental Expenses	62,241	53,846	374,500	14.38%	On track with budget.
Community Services Costs	703,442	2,334,710	3,900,380	59.86%	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	9,176	13,135	18,000	72.97%	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	3,134,330	3,425,035	5,910,000	57.95%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
TOTAL RECURRENT EXPENSES	10,407,789	18,212,624	27,504,230	6.22%	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 January 2024 resulting in this skewing the overall budget expenditure percentage (outlier) against pro-rata expectation. This will be amended in the Q2 budget review for flood damage.
Capitalised Wages	-	108,674	247,000	44%	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

For the month ended 31 January 2024

	31 January 2024	2023-24 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	23,473,826	14,078,661
Trade and other receivables	2,521,764	1,000,000
Inventories	349,342	300,000
Other financial assets	- 169,628	102,000
Non-current assets classified as held for sale	-	-
Total current assets	26,175,304	15,480,661
Non-current Assets		
Receivables	-	-
Property, plant and equipment	281,499,552	275,505,637
Accumulated Depreciation	- 113,024,772	95,444,462
Intangible assets	-	-
Total non-current assets	168,474,780	180,061,175
TOTAL ASSETS	194,650,084	195,541,836
Current Liabilities		
Trade and other payables	20,241,925	3,400,000
Borrowings	-	-
Provisions	186,743	140,000
Other	-	-
Total current liabilities	20,428,668	3,540,000
Non-current Liabilities		
Trade and other payables	83,115	83,120
Interest bearing liabilities	-	-
Provisions	970,073	900,000
Other	-	500,000
Total non-current liabilities	1,053,188	1,483,120
TOTAL LIABILITIES	21,481,856	5,023,120
NET COMMUNITY ASSETS	173,168,228	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)	30,097,205	29,467,543
Other reserves	-	-
TOTAL COMMUNITY EQUITY	173,168,227	190,518,716

8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 31 January 2024.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	80,703	18,241	32,621	922	132,486
SEWERAGE	3,988	3,172	5,042	85	12,286
GARBAGE	2,746	2,459	4,070	66	9,341
WATER	94,718	17,442	25,008	957	138,125
WATER CONSUMPTION	122,431	5,621	15,480	999	144,531
STATE GOVT EMERGENCY	4,115	1,156	1,877	50	7,198
LEGAL FEES	6,408	-	-	-	6,408
Total	315,108	48,089	84,098	3,080	450,374

Total Rating Arrears 450,374.21

Total Seeking Debt

Collection (\$) 80,000

Total Seeking Debt

Collection (%)

Pursuing Debt Collection as discussed with council on
18% during January 2024.

Total Pending Further

Review (\$) (Advice

Obtained)

265,772

Total Pending Further

Review (%) (Advice

Obtained)

Pursuing Debt Collection as discussed with council on
during January 2024.

59%

**Total Rate Arrears in debt
recovery phase (\$)**

345,772.26

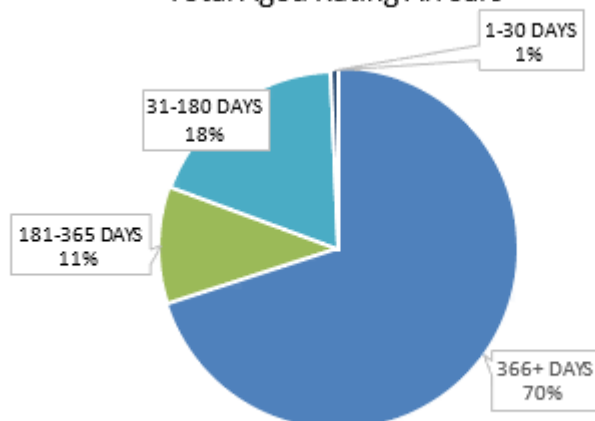
**Total Rate Arrears in debt
recovery phase (%)**

77%

**Total Rates Arrears not int
debt recovery (\$)**

104,601.95

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 January 2024 be received and noted.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.04 Operational Plan 2023-2024 –December Quarter Review Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	26 February 2024
LINK TO COUNCIL PLAN/S:	Goal - Good Governance-Council develops, implements and maintains an effective and compliant governance framework (Governance, finance, risk)

1. PURPOSE

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

3. PROPOSAL

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

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Risk Type	What could happen	Possible consequence
Strategic and operational alignment	Non-alignment between Corporate Plan, Operational Plan and Budget.	ineffective, inefficient and non-compliant operations.

Risk Type	What could happen	Possible consequence
Compliance	Content requirements of operational Plan 2022-23 not met.	Compliance

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009	Section 104 Financial Management systems.	5) (a) (v) The system of financial management established by a local government must include an annual operational plan. (5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan. (7) A local government must carry out a review of the implementation of the annual operational plan annually.
Local Government Regulation 2012	Division 4 annual Operational Plan.	Section 174 Preparation and adoption of the annual operational plan (1) A local government must prepare and adopt an annual operational plan for each financial year. (2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year. (3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months. (4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year. (5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.
Local Government Regulation 2012.	Division 4 Annual operational plan.	Section 175 Annual operational plan contents (1) The annual operational plan for a local government must— a. be consistent with its annual budget; and b. state how the local government will— i. progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and ii. manage operational risks

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

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

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

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Operational Plan Quarterly Report



2023-24
Operational Plan - C

Chief Executive Officer Reports

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

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	26 February 2024
LINK TO COUNCIL PLAN/S:	Burke Shire Council Sport and Recreation Strategy 2019-24

1. PURPOSE

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

3. PROPOSAL

Continue quarterly update of strategy.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

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

○ Concrete resiliency works

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

A tender has also been let for the Wharf Precinct Development and Lights have also been installed at the Albert River Fishing Bridge.

5. RISK

Risk Type	What could happen	Possible consequence
Resources and Reputation	▪ Council unable to deliver the strategy due to resourcing issues.	▪ Dissatisfaction with Council from key stakeholders: community, funding agencies etc.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Corporate Plan 2019-24	Goals	Community: Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire.
Corporate Plan 2019-24	Strategies	Community 1. Council provides facilities, spaces, services, events and activities that promote and support community engagement, health, well-being and sustainability. 2. Council supports and/or partners with organisations, services, events and activities that promote and support community engagement, health, well-being and sustainability. 3. Council acts (directly or through facilitation, advocacy or partnerships) to address accommodation issues that impact on community well-being and sustainability.

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

Periodic consultation is taking place between Council and:

Club and Association representatives

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

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Sport and Recreation Strategy – December 2023 Quarter Report



Chief Executive Officer Reports

11.06 Budget Review for the 7 months to the end of 31 January 2024

DEPARTMENT:	The Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgenson – Finance and Technology Manager
DATE REPORT PREPARED:	23 February 2024
LINK TO COUNCIL PLAN/S:	Operational Plan/Budget

1. PURPOSE

The purpose of the following budget review is to establish any significant or tentative deviations of actuals costs against the original budget set for the 2023/24 financial year and to advise of any amendments to its budget pursuant to section 170(1) of the Local Government Regulation 2012. This review covers the 7 month period to the end of January 2024. Items will be separated into the categories of 'Operating' and 'Capital'.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the budget for the 2023/24 financial year on the 20th of July 2023. Council's actual year to date revenue and expenditure is reviewed monthly. Any significant variances between year-to-date financial performance and budget estimates are investigated and reported. Section 170 (3) of the Local Government Regulation 2012 provides that a Local Government may by resolution amend the budget for the financial year at any time before the end of the financial year. Year to date financial performance has been assessed against original budget estimates and the review will outline any amendments required in accordance with the Local Government Regulation 2012. The previous budget review was conducted for period 1 July 2023 to 31 November 2024.

3. PROPOSAL

That Council acknowledges and endorses revised changes to the 2023/24 Budget. Please note these changes per the below table:

Summary of Proposed Budget Amendments			
To the end of January 2024			
Proposed Amendments			
	Jan 24 Movt	Jan 24 Movt	Total
	\$	\$	\$
Total Annual Budget Opening Surplus/(Deficit)			
			642,965.00
November 2023 Budget Proposed Amendments (Deficit)			
			(100,000.00)
January 2024 Budget Proposed Amendments			
<u>Income</u>			
Increase in DRFA Flood Damage REPA 21/22	1,750,000.00		
Decrease in DRFA Flood Emergent Works 22/23	(7,915,000.00)		
Increase in DRFA Flood Damage REPA 22/23	9,000,000.00		
Total Subsidies and Grants (Flood Damage)		2,835,000.00	
Interest from bank/QTC	399,000.00		
Total Interest from bank/QTC		399,000.00	
Total Income			3,234,000.00
<u>Expenses</u>			
Increase in DRFA Flood Damage REPA 21/22	(1,750,000.00)		
Decrease in DRFA Flood Emergent Works 22/23	7,915,000.00		
Increase in DRFA Flood Damage REPA 22/23	(9,000,000.00)		
Total Flood Damage Expenses		(2,835,000.00)	
Roads General Maintenance	328,000.00		
Total Roads General Maintenance		328,000.00	
Adjusted Human Resources Expenditure	(260,000.00)		
Total Human Resources Expenditure		(260,000.00)	
Gregory Depot	(50,000.00)		
Total Gregory Depot		(50,000.00)	
Gregory Airport	(50,000.00)		
Total Gregory Airport		(50,000.00)	
Total Expenses			(2,867,000.00)
Net Operating Movement (Surplus)			367,000.00
<u>Capital Project Expenses</u>			
Archie Diner Creek Project	(200,000.00)		
Total Archie Diner Creek Project		(200,000.00)	
Bowthorn Road Culvert Replacement	(128,000.00)		
Total Bowthorn Road Culvert Replacement		(128,000.00)	
Total Capital Project Expenses			(328,000.00)
January 2024 Budget Proposed Amendments (Surplus)			
			39,000.00
Total Annual 2023-2024 Budget Amendments (Deficit)			
			(61,000.00)
Total Annual Budget Closing Surplus/(Deficit)			
			581,965.00

4. FINANCIAL & RESOURCE IMPLICATIONS

This recommendation requires changes to the current year budget as follows:

For Operations; the below adjusted are requested from Council:

For Flood Damage, based on the assessment and forecasting provided by Northlane, council management identified a \$2.835mil increase in the cost of expected flood damage works. This will also result in a DRFA operational grant increase of \$2.835mil which will offset in the budget to a \$nil bottom line impact.

For Roads General; council management requires additional funds to fund minor project shortfalls and an emergent road project raised during the year. As such, \$328k is recommended to be reallocated from operational road funded works to Capital Works (Roads) for the year. This is to be made up of \$200k for Archie Diner Creek and \$128k for Bowthorn Road Culvert Upgrades.

For Interest generated from the QTC; council forecasts an increase of \$399k based on the average interest rate and balance of QTC cash for the remainder of the 2023/2024 year. This has resulted in an operational surplus being identified and recommended for amendment for up to 31 January 2024.

For Human Resources costs; council notes this amount has been revised and adjusted accordingly, as such we have requested an adjustment for the cost of council HR operation by \$260k; this is to be offset by the uplift in interest revenue as noted above. Council has further calculated the impact of this adjustment over 10-year cashflow forecast for council endorsement as part of this budget review.

For Gregory Depot; council management is requesting to use part of the surplus funds from interest to fund \$50k in urgent repairs etc to this site by 30 June 2024.

For Gregory Airport; council management is requesting to use part of the surplus funds from interest to fund \$50k in urgent repairs etc to this site by 30 June 2024.

For Capital Project Expenditure; the below has been adjusted:

Archie Diner Creek; increase in internal own source by \$200k applied in this review and this is funded by roads general maintenance funding (FA Grant). Council management identified an overspend on this project during the year. Upon inspection of this project over 2023 and 2024; whilst sufficient external funding was obtained; there was a \$182k shortfall over the two years identified from council internal sourced funding. As such, council management are requesting an adjustment to this budget by \$200k with an additional contingency of \$18k as costs are still set to come in during February 2024. The total cost of this project will approximately total \$4.8mil over two years. Also note that the above noted approach will ensure the TIDS 2024/2025 funding allocation will be left untouched to be dedicated to 2024/2025 capital roads projects.

Bowthorn Road Culvert Replacement; this project was outlined during the year by Northlane and completed as an emergent works project. Council management request councillors approval to add this project to the capital projects listing with \$128k funded via the roads general maintenance budget allocation.

The outcome of the above noted recommended amendments to the budget is an overall deficit of \$61,000 for all adjustments requested year to date. The total budget surplus for the annual period has been re-calculated at \$581,965 for 2023/2024 (opening budget surplus \$642,965).

Other budget matters to note:

Housing maintenance

Additional to the above cost areas noted; management notes that there are several critical housing repairs that will need to be assessed in the coming months and completed by 30 June 2024. A RFQ was issued for housing inspection report works to be completed during the 2023/2024 to establish a detailed housing maintenance plan for the next 5 years based on a risk level approach. At this stage no further amendments will be required to fund these works as they were scoped in the original council budget for 2023/2024. This will be reviewed in the March 2024 budget review quarter.

Mental Health Grant

At this stage we are still pending confirmation of the Mental Health Grant from 2023; council management is in pursuit of these funds as broken down per the projects below:

- Wharf Precinct: \$620k;
- Gregory Irrigation: \$80k; and
- Clarifiers/Lagoons: \$300k.

Records management

Council management will be reallocating savings within existing administration budgets to fund the completion of records backlog management; this has been quoted at \$19,480.

Grant writing services

Council management noted additional grant writing services incurred during 2023/2024; for the \$6,840 shortfall noted, we will fund this via savings in the economic development budget and administrative budgets at this stage.

5. POLICY & LEGAL IMPLICATIONS

Compliance with the Local Government Act 2009 and Section 170 of the Local Government Regulation 2012.

6. CRITICAL DATES & IMPLICATIONS

Section 170 (3) of the Local Government Regulation 2012 defines Council's ability to amend its budget. The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

7. CONSULTATION

- Executive Management Team; and
- Council.

8. CONCLUSION

A deficit of \$61,000 will be reported for the year up to 31 January 2024 as a result of additional funding needed to progress major capital works projects for the year. This movement results in council reporting a total budget surplus of \$581,965 for 2023/2024 (opening budget surplus \$642,965).

9. OFFICER'S RECOMMENDATION

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;

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Total Annual 2023-2024 Budget Amendments (Deficit)			(61,000.00)
Total Annual Budget Closing Surplus/(Deficit)			581,965.00

2. The following capital projects remain 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

ATTACHMENTS

1. Final 2023-24 Budget and Long-Term Financial Forecast - 7 Months to 31 January 2024



A. 2023-24 Budget
and Long Term Fina



B. BSC Budget
Movement Summary

2. BSC Budget Movement Summary



C. 2023-24 Capital
Works Summary for

3. 2023-24 Capital Works Summary

12. Closed Session Reports

That Council notes no closed session reports were received for the meeting.

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. Late Business

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

16. Deputations and presentation scheduled for meeting

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

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 7 March 2024.