



Agenda and Business Papers  
Burke Shire Council Ordinary Meeting  
Thursday 7 March 2024  
9.00am Council Chambers

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

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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 Madison Marshall; Corporate Services and Governance Manager (Minutes) Shannon Moren; Community and Communications Manager Shaun Jorgensen; Finance and Technology Manager
On Leave	Kimberly Chan; Economic Development 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 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 Camp

## 04. Consideration of applications for leave of absence

None received at time of agenda preparation.

## 05. Confirmation of minutes of previous meeting(s)

### 05.01 Ordinary Meeting Thursday 29 February 2024

That the Minutes of the Ordinary Meeting of Council held on Thursday 29 February 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

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DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Chris Wilson – Director of Engineering
PREPARED BY:	Andrew Spyarakis – Works Manager
DATE REPORT PREPARED:	1 March 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

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#### 1. PURPOSE

This report is provided for information and outlines the works carried out by the Engineering Department for the month of February 2024.

#### 2. SUMMARY

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

- Due to the inclement weather and flooding during the month of February it is a credit to the whole of Burke Shire and Gregory council teams for the effort in making sure we had all preparations complete and the ongoing commitment to ensure they were ready for anything the flood was going to give us.

#### **2.1 General Business (Including Parks, Gardens and Cemetery)**

- Due to the inclement weather and flooding the Parks and Garden team were not able to perform their normal works program. They were able to perform some of the works in the form of grass cutting and cleaning but only during the times it was not raining.
- The main role for this team was to assist all other teams in preparing for the flood event. This consisted of retrieving all rubbish bins, furniture from the bridge and portable toilets.
- During the flood period the Parks & Garden team placed the portable toilets in the worst affected streets to assist the residents of those streets with toilet facility. They also assisted residents with evacuations, moving of household items to higher ground.
- Gregory Parks & Gardens also performed the same duties as the Burke team and in addition assist with daily road reports and road closures.

#### **2.2 Roads**

- Little to no road maintenance works were carried out during the month of February due to the inclement weather and the flood event.
- Works team carried out road signage and condition reports daily.
- Works team worked in the Depot on vehicle maintenance and repairs.
- The road maintenance team also assisted with the flood preparations by way of removing the furniture from the bridge, raising the walkway on the wharf, filling sandbags and performed regular patrols and gave reports of current conditions.

**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**

- During the month of February, the airport at Burke was partially flooded and more so the road to the airport completely flooded.
- The airport road was repaired in the form of a temporary measure by way of filling the washed sections of road either side of the 2 culverts.
- Burke airport runway repairs were also performed during February on 2 occasions as the saturated pavement had started to fail causing the bitumen surface to crack and heave with the weight of the REX plane and other planes landing and taking off. Due to all base course material being saturated the team used a manufactured base material (Lean Mix) and bitumen sealed these areas and made the runway fit for purpose under difficult conditions.

**2.5 Waste**

- The weekly waste collection continues as normal.

**3. OFFICER'S RECOMMENDATION**

That Council receive and note the Engineering Department monthly report for February 2024.

**ATTACHMENTS**

Nil

## Engineering Services Reports

### 10.02 Capital Works Projects Status Update Report

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DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Chris Wilson
DATE REPORT PREPARED:	29 Feb 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

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#### 1. PURPOSE

This report seeks to inform Council of the progress of the Shire's 2023/24 Capital Works Program, from 1 to 29 Feb 2024.

#### 2. SUMMARY

The total funding for Capital Works program including the WIP for the carryover projects and 23-24 FY budget is: **\$18,434,431.52**.

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

- Average Capital Works Program Progress: **76%**
- Average Capital Works Financial Progress: **77%**

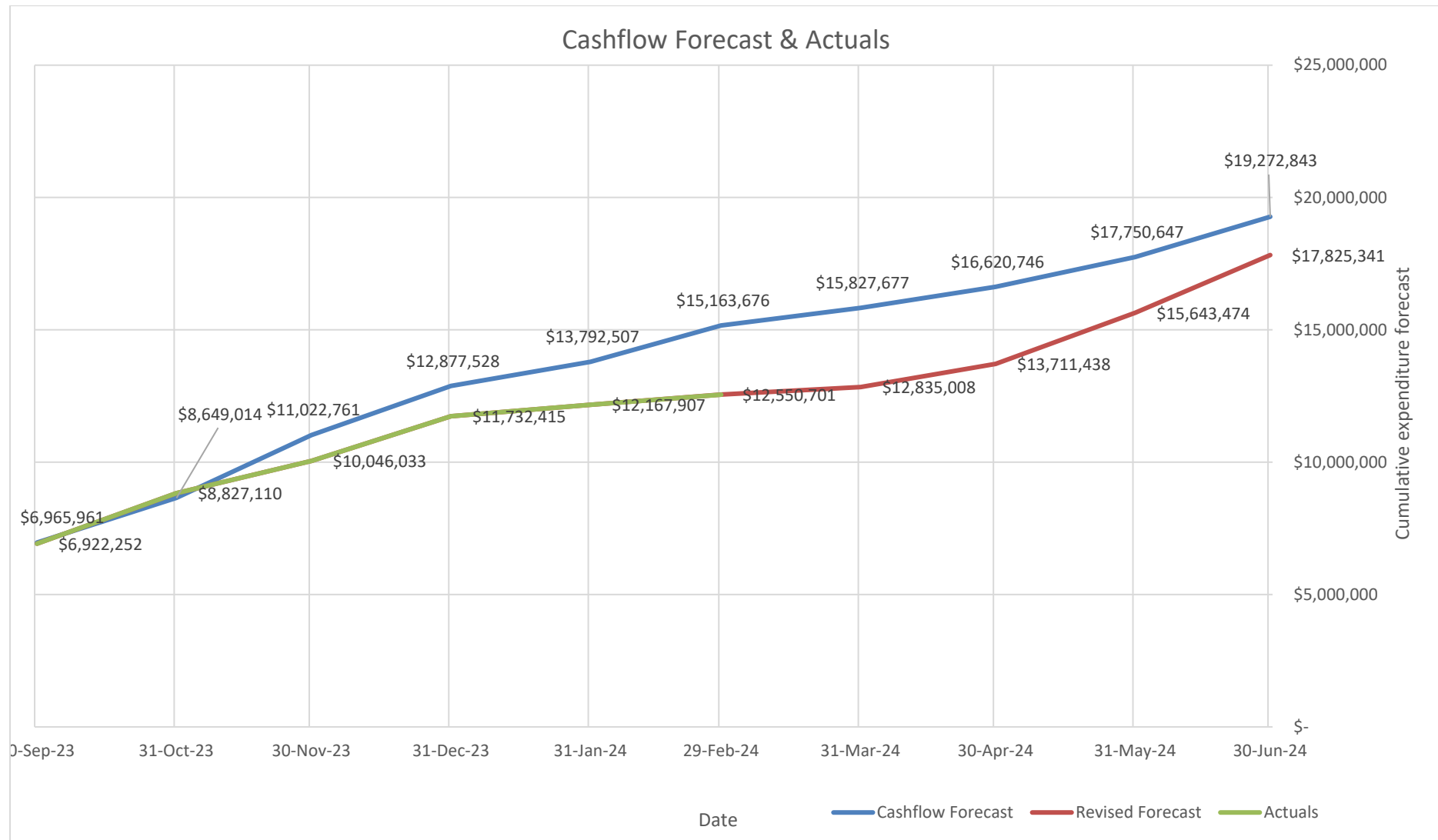
The above percentages didn't include the progress of the Deferred Projects.

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 \$2.6m 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 \$1.45m by the end of the financial year. This has increased by approximately \$150k compared to the last report which is due to Fleet 23-24 Project which will carry over to the next financial year.



#### 4. CAPITAL WORKS AND DRFA PROGRAM HIGHLIGHTS

- Gregory Water Treatment Plant (WTP) Upgrade & SCADA Upgrade project
  - Quote has been requested for Gregory River Pump.
  - The design of the clarifier for Gregory Water Treatment Plant is under way.
  - **Risk:** In absence of a quote for the Gregory WTP clarifier, the financial status of the project to be monitored to ensure the project can be delivered within the budget.
- 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.
- Gregory SES Power Supply
  - A contractor has been appointed who has commenced ordering materials.
  - Additional pricing requested to allow for additional capacity for power point to cenotaph. Awaiting response.
- Gregory Airport Lighting
  - Proceeding the Aerodrome Design Services to replace lights and batteries under insurance money. Now a maintenance project.
  - The \$50K RAUP application (for the installation of Emergency Services Shed) awaiting approval. If approved, a Capital Works Project job cost will be allocated, and the scope of the two works may be combined.

**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 1: 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 below)



*Figure 2: Doomadgee West Road*

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 February 2024.

ATTACHMENTS

1. Capital Works Report



Capital Works  
Projects Status, Mar

## 11. Chief Executive Officer Reports

11.01 Status Report

11.02 Chief Executive Officer Report

11.03 Finance Monthly Update Report

11.04 Adoption of Revised Strategic ICT Management Framework

11.05 Review of Delegations - Council to Chief Executive Officer

## 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 <sup>th</sup> May 2024	Nil	\$2500.00 (Estimate only)	\$2,500.00	3 Skip Bins for 1 week – serviced 1 x Portaloo – serviced 1 day only.	\$2,500.00
Gregory Sporting Assoc.	Gregory Camp draft & Children's Horse Sports 22nd & 23rd June 2024	\$3,000.00	\$2,000.00	\$5,000.00	Printing of program (5 x A3 approx. \$13) Use of rotary hoe prior to the event to prepare arena (council does not have rotary hoe) Rubbish Collection (approx. \$200)	\$5,000.00

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

Burketown Barramundi Fish Org	World Barramundi Fishing Championships Easter Weekend	\$5,000.00	Nil	\$5,000.00	Donation request not received 23/24 however indication that there will be an event in 2024. Donation determined based on previous years.	\$5,000.00 (Pending application to be received)
Gregory Jockey Club	Gregory Races	\$6,000.00	\$2,500.00	\$8,500.00	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
<p><b>Status</b></p> <p>Progressing during financial year and actioned as resolved.</p>						
<p><b>Resolution Number – 231208.06 – Addition of Doomadgee West Rd as the western primary access (from Northern Territory side) to Doomadgee</b></p> <ol style="list-style-type: none"> <li>1. That Council endorse the addition of Doomadgee West Rd as the primary access from the western (Northern Territory) side to Doomadgee township.</li> <li>2. That Council endorse that there be further investigation into options of that road becoming state controlled.</li> </ol> <p><b>Status</b></p> <p>Continues to be investigated</p>						

**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.

**Resolution Number – 240229.08 – Operational Plan 2023-2024 –December Quarter Review Report**

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.

**Status**

Finalised

**Matter Closed.**

**Resolution Number – 240229.09 – Sport and Recreation Strategy 2019-2024 - December 2023 Quarter Update**

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

**Status**

Finalised

**Matter Closed.**

**Resolution Number – 240229.10 – Budget Review for the 7 months to the end of 31 January 2024**

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 January 2024			
Proposed Amendments			
	Jan 24 Movt \$	Jan 24 Movt \$	Total \$
<b>Total Annual Budget Opening Surplus/(Deficit)</b>			<b>642,965.00</b>
<b>November 2023 Budget Proposed Amendments (Deficit)</b>			<b>(100,000.00)</b>
<b>January 2024 Budget Proposed Amendments</b>			
<b>Income</b>			
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		
<b>Total Subsidies and Grants (Flood Damage)</b>		<b>2,835,000.00</b>	
Interest from bank/QTC	399,000.00		
<b>Total Interest from bank/QTC</b>		<b>399,000.00</b>	
<b>Total Income</b>			<b>3,234,000.00</b>
<b>Expenses</b>			
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)		
<b>Total Flood Damage Expenses</b>		<b>(2,835,000.00)</b>	
Roads General Maintenance	328,000.00		
<b>Total Roads General Maintenance</b>		<b>328,000.00</b>	
Adjusted Human Resources Expenditure	(260,000.00)		
<b>Total Human Resources Expenditure</b>		<b>(260,000.00)</b>	
Gregory Depot	(50,000.00)		
<b>Total Gregory Depot</b>		<b>(50,000.00)</b>	
Gregory Airport	(50,000.00)		
<b>Total Gregory Airport</b>		<b>(50,000.00)</b>	
<b>Total Expenses</b>			<b>(2,867,000.00)</b>
<b>Net Operating Movement (Surplus)</b>			<b>367,000.00</b>
<b>Capital Project Expenses</b>			
Archie Diner Creek Project	(200,000.00)		
<b>Total Archie Diner Creek Project</b>		<b>(200,000.00)</b>	
Bowthorn Road Culvert Replacement	(128,000.00)		
<b>Total Bowthorn Road Culvert Replacement</b>		<b>(128,000.00)</b>	
<b>Total Capital Project Expenses</b>			<b>(328,000.00)</b>
<b>January 2024 Budget Proposed Amendments (Surplus)</b>			<b>39,000.00</b>
<b>Total Annual 2023-2024 Budget Amendments (Deficit)</b>			<b>(61,000.00)</b>
<b>Total Annual Budget Closing Surplus/(Deficit)</b>			<b>581,965.00</b>
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

**Status**

Finalised

**Matter Closed.****1. OFFICER'S RECOMMENDATION**

That the status report be received and noted.

## Chief Executive Officer Reports

### 11.02 Chief Executive Officer Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	4 March 2024
LINK TO COUNCIL PLAN/S:	Goal – Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

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#### 1. PURPOSE

To summarise the key actions and updates within the office of the CEO for the month of February 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. 'Final four are being progressed. I anticipate that all nine properties will be sold by 30 June 2024.

Various meetings as follows:

- EMT meetings
- LDMG meetings
- DDMG meetings
- Internal Grants meeting
- Waanyi Group – Gregory ILUA
- Meeting re: records
- NWQRIC virtual meeting
- Meeting re: budget reviews
- Discussions re: workforce plan

- Gregory Bidunggu – Energy Project Committee Meeting
- Meeting re: liquidity review
- GSD board meeting
- Various flood issues

### Financial Services and Information Technology

#### Major focus in February 2024 for Financial Services was as follows:

- Council facilitated on site Liquidity Review by the Department of Local Government and KPMG Brisbane
- Working to finalise the final component of the LGM 2023 Flood insurance claim; \$250k pending, to be paid to council once signed off
- Majority of policies have been reviewed pending CEO feedback
- Progressing 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 19<sup>th</sup> Feb 2024

#### Major focus in February 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;
- Commenced internal audit 1 – ICT Governance review;
- 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 March 2024 – this will be funded moving forwards from the Roads General FA grant budget and will be articulated in the Q2 budget review.
  - This project has now been costed pending final sign off from Engineering to fund via the FA roads general program
- 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 an 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 8 March.
- EBA negotiations to commence in July.

### Policies

- Reclassification Policy
- Workplace Complaint Policy
- Workforce Plan first draft

### Positions advertised:

- Water Operator

### New employees

- Nil

### Terminations

- Nil

### Training and Professional Development

- Health and Safety Representation Training
- Super Essentials
- LGMA Learning & Development Village Exchange
- PCS and Budget training for Supervisors

- Negotiation Training
- Confined Space Safety refresher
- Excel basics
- Outlook beginner

#### Other

- Move it Burke: 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
  - 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 – 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 and will be presented to the March 2024 Council Meeting

#### **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.
- GOS has commenced work on the Gregory Property, progressing well with expected completion being Friday 8<sup>th</sup> March 2024.

**Other**

- We have new tenants in Unit 4, Lot 172 Musgrave Street Burketown.
- Cemetery Upgrade (Burketown & Gregory) – We have started scoping works and obtaining quotes to complete upgrades of Burketown and Gregory Cemeteries. This includes fencing, mapping and a software program to assist in the management and record keeping of current and future grave sites.

**Corporate Services and Governance**

- Month of February was majorly focused on Disaster Management and flood related tasks.
- ECQ Local Government Elections related tasks carried out.

**3. OFFICER'S RECOMMENDATION**

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

**ATTACHMENTS**

1. Workplace Health and Safety Report for February 2024



WHS Report  
February 2024.pdf

## Financial Services Reports

### 11.03 Finance Monthly Update Report

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DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	4 March 2024
LINK TO COUNCIL PLAN/S:	Operational Plan   Council Budget

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#### 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 February 2024.

#### 2. SUMMARY

Council's cash holdings were up by \$30.074mil by the end of February 2024. This was due to further amounts relating to DRFA flood damage (2022/2023) funding being receipted during the month.

Overall council is slightly under budget by 0.87% with Engineering being still slightly skewed by cost phasing as a result of large amounts of DRFA REPA and emergent works carried out year to date.

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

1. Overall Operating Summary (Actual v Budget)
2. Statement of Cash Flows
3. Statement of Income and Expenditure
4. Organisational Services Performance
5. Statement of Financial Position
6. Rating Arrears Summary
7. Exercise of Delegations
8. 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)	14,363,899	26,868,295	53%
Operating Expenses	(2)	19,976,603	30,371,230	66%
<b>Operating Result (Profit/Loss)</b>	-	<b>5,612,704</b>	<b>3,502,935</b>	<b>160%</b>
Capital Revenue	(3)	3,006,087	18,305,100	16%
<b>Net Result</b>	-	<b>2,606,617</b>	<b>14,802,165</b>	<b>-18%</b>

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	53,548,607	14,017,661
Other Current Assets	(5) -	462,702	1,402,000
<u>Non Current Assets</u>	(6)	168,830,602	180,489,175
<b>Total Assets</b>		<b>221,916,507</b>	<b>195,908,836</b>
Liabilities (Current)	(7)	48,032,123	3,540,000
Liabilities ( <u>Non Current</u> )	(8)	1,057,662	1,483,120
<b>Total Liabilities</b>		<b>49,089,785</b>	<b>5,023,120</b>
<b>Net Community Assets</b>		<b>172,826,722</b>	<b>190,885,716</b>

### Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
<sup>1</sup> Operating Surplus Ratio (%)	Between 0% and 10%	-39%	-47%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	1.1	1.3
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-35%	-46%

1

### Notes:

- (1) **Operating Revenues** - Major movement for the month consists of rates levies being issued for February 2024. Additionally, further DRFA revenues have been recognised during the month as well for works completed to date.
- (2) **Operating Expenses** - Noted that costs are slightly under budget by 0.87%. In relation to employee benefits costs against the budget, we have currently expended \$3.428mil against a budget of \$6.379mil for the year; this is an actual spend of 58.33% year to date.
- (3) **Capital Revenue** - Noted capital revenue has decrease month on month due to the reconciliation and recognition of amounts against accrued revenues/contract assets carried forwards from the previous financial year.

**(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.

### 4. STATEMENT OF CASH FLOWS

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

### Definitions

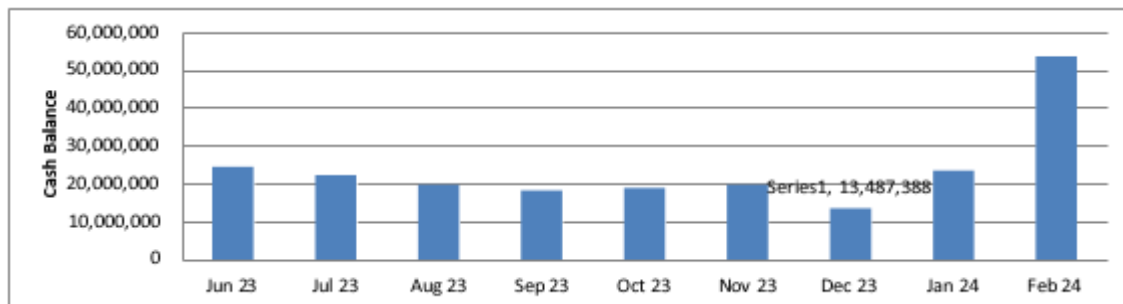
- <sup>1</sup> The working capital ratio: measures council's ability to offset short term obligations with current assets.
- <sup>2</sup> The net financial liabilities ratio: measures council's ability to increase borrowings where necessary.
- <sup>3</sup> The operating surplus ratio: measures council's ability to cover operational costs through operational revenues.

For the month ended 29 February 2024

	Note Ref	29 February 2023 \$	29 February 2024 \$	2023-24 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	3,433,266	7,035,695	5,442,006	129%
Payments to suppliers and employees	(2)	(9,965,580)	(18,205,647)	(33,138,922)	55%
		<b>(6,532,315)</b>	<b>(11,169,952)</b>	<b>(27,696,916)</b>	<b>40%</b>
Rental Income	(3)	147,942	147,451	218,000	68%
Interest Received	(4)	198,324	616,295	879,000	70%
Operating Grants and Contributions	(5)	7,009,857	44,571,156	20,565,000	217%
Finance Costs		0	0	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		<b>823,808</b>	<b>34,164,951</b>	<b>21,662,000</b>	<b>158%</b>
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	(3,683,880)	(8,154,117)	(23,213,100)	35%
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)	2,056,303	3,077,196	18,205,100	17%
<b>Net cash inflow (outflow) from investing activities</b>		<b>(1,771,457)</b>	<b>(5,076,921)</b>	<b>(4,908,000)</b>	<b>103%</b>
<b>Cash flows from financing activities:</b>					
Proceeds from Borrowings		-	-	500,000	0%
Repayment of Borrowings		-	-	-	0%
<b>Net cash inflow (outflow) from financing activities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Net increase (decrease) in cash held</b>	(8)	<b>(947,649)</b>	<b>29,088,030</b>	<b>(10,442,916)</b>	<b>-279%</b>
Cash at beginning of reporting period		10,146,891	24,460,577	24,460,577	100%
<b>Cash at end of reporting period</b>	(8)	<b>9,199,242</b>	<b>53,548,607</b>	<b>14,017,660</b>	<b>382%</b>

**Cash and Cash Equivalents Summary**

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	4.97%	616,295	49,992,226
Westpac General Fund - Trust	-	-	3,556,097
Cash Floats	-	-	283
<b>Total</b>			<b>53,548,606</b>

**Cash and Cash Equivalents Movement Comparison Chart****Cash and Cash Equivalents – Restricted Cash (IAS 7)**

<b>Total Cash on hand</b>	<b>53,548,606</b>	<b>%</b>
Restricted Cash - DRFA Operating Grants	45,765,076	85.46%
Restricted Cash - Non-DRFA Operating Grants	90,979	0.17%
Restricted Cash - Capital Grants	874,176	1.63%
Unrestricted Cash	6,818,375	12.73%

**Notes to the Statement of Cashflows:**

- (1) **Receipts from customers** - Noted balance is on track with budget however is distorted by mapped movements in GST accruals due to the receipt of major DRFA 2022/2023 grant funding during February 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 within expectation of council's cash spend for the end of February 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 (4.97%). This is up from 5.22% in January 2024. The budget as it stands does not account for the major uplift in cash; at this stage council management expects interest to further exceed past expectations with the majority of council cash holdings being seated in the QTC investment account.
- (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 \$28.48mil. This has triggered additional reporting to council to be carried out by the DOE and F&TM for moving forwards from March 2024 to ensure effective cashflow management is maintained.
- (6) **Payments for Property, Plant and Equipment** - The current spent indicate total capital works progress year to year for the end of February 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 has decrease month on month due to the reconciliation and recognition of amounts against accrued revenues/contract assets carried forwards from the previous financial year.
- (8) **Net Cash Movement** - Council's cash holdings were up by \$30.074mil by the end of February 2024. This was mainly due to further amounts relating to DRFA flood damage funding being receipted during the month.

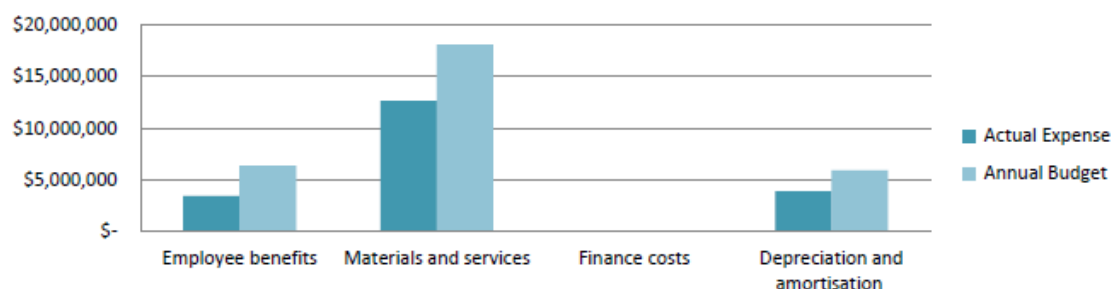
**5. STATEMENT OF INCOME AND EXPENDITURE**

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

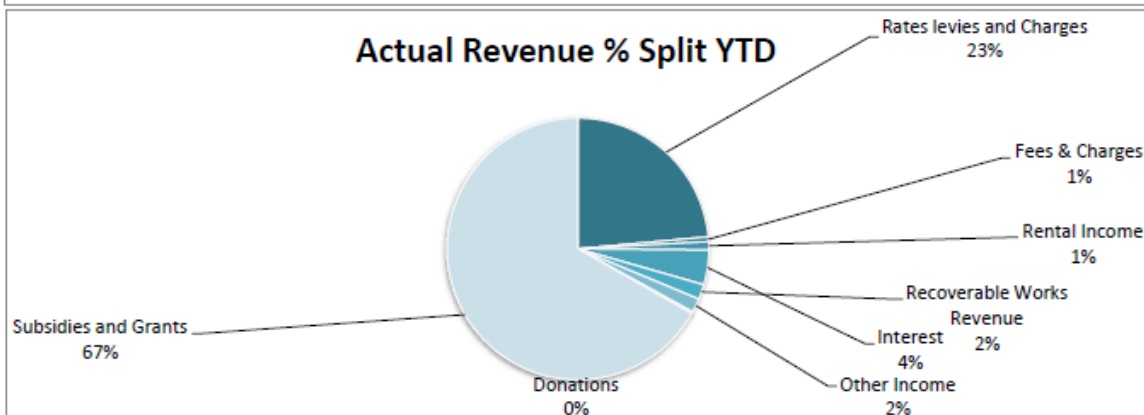
For the month ended 29 February 2024

	Note Ref	29 February 2023 \$	29 February 2024 \$	2023-24 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		3,302,061	3,380,621	3,365,000	100%
Fees & Charges	(1)	90,715	82,395	147,400	56%
Rental Income	(2)	147,942	147,451	218,000	68%
Interest	(3)	198,324	616,295	879,000	70%
Recoverable Works Revenue	(4)	569,396	265,181	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)	3,321,119	9,590,639	20,565,000	47%
<b>Total Recurrent Revenue</b>		<b>7,641,239</b>	<b>14,363,899</b>	<b>26,868,295</b>	<b>53%</b>
<b>Capital Revenue</b>					
Sale of non-current assets	(13)	-	-	100,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	2,056,303	3,006,087	18,205,100	17%
<b>Total Capital Revenue</b>		<b>2,056,303</b>	<b>3,006,087</b>	<b>18,305,100</b>	<b>16%</b>
<b>TOTAL INCOME</b>		<b>9,697,542</b>	<b>17,369,986</b>	<b>45,173,395</b>	<b>38%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	3,143,366	3,428,028	6,379,591	54%
Materials and services	(9)	5,207,330	12,646,685	18,063,639	70%
Finance costs	(10)	10,101	15,438	18,000	86%
Depreciation and amortisation	(11)	3,540,744	3,886,452	5,910,000	66%
<b>TOTAL RECURRENT EXPENSES</b>		<b>11,901,541</b>	<b>19,976,603</b>	<b>30,371,230</b>	<b>66%</b>
<b>NET RESULT</b>		<b>- 2,203,998</b>	<b>- 2,606,617</b>	<b>14,802,165</b>	<b>-18%</b>

## 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 (4.97%). This is up from 5.22% in January 2024. The budget as it stands does not account for the major uplift in cash; at this stage council management expects interest to further exceed past expectations with the majority of council cash holdings being seated in the QTC investment account.
- (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 2022/2023 DRFA flood event funding from the QRA to the approximate sum of \$28.48mil. This has triggered additional reporting to council to be carried out by the DOE and F&TM for moving forwards from March 2024 to ensure effective cashflow management is maintained.
- (7) **Subsidies and Grants (capital)** - Noted capital revenue has decrease month on month due to the reconciliation and recognition of amounts against accrued revenues/contract assets carried forwards from the previous financial year.
- (8) **Employee benefits** - In relation to employee benefits costs against the budget, we have currently expended \$3.428mil against a budget of \$6.379mil for the year; this is an actual spend of 58.33% 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 29 February 2024.
- (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 29 February 2024. Accounting adjustments for the sale of land and property will be reflected in the March 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 February 2024 66.64%

**% 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					
	29 February 2023	29 February 2024	2023-24 Annual Budget	YTD Progress %	Comments
	\$	\$	\$		
<b>Recurrent Expenses</b>					
Corporate Governance Costs	554,427	589,668	955,800	61.89%	On track with budget.
Administration Costs	2,332,900	2,382,570	3,863,950	61.66%	On track with budget.
Recoverable Works Expenses	565,700	515,834	1,024,000	50.37%	On track with budget.
Engineering Services	3,699,462	9,973,712	14,069,100	70.89%	Slightly above budget, management will monitor this balance however this will still be due to quick a bit of phasing as a result of flood damage works conducted year to date.
Utility Services Costs	596,051	627,692	1,040,500	60.35%	On track with budget.
Net Plant Operating Costs	- 331,190	- 737,190	- 785,000	93.91%	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	65,156	53,846	374,500	14.38%	On track with budget.
Community Services Costs	868,190	2,668,381	3,900,380	68.41%	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	10,101	15,438	18,000	85.77%	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	3,540,744	3,886,452	5,910,000	65.78%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
<b>TOTAL RECURRENT EXPENSES</b>	<b>11,901,540</b>	<b>19,976,603</b>	<b>30,371,230</b>	<b>65.77%</b>	On track with budget.
<b>Capitalised Wages</b>	<b>-</b>	<b>123,354</b>	<b>247,000</b>	<b>50%</b>	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 29 February 2024*

	29 February 2024 \$	2023-24 Annual Budget \$
<b>Current Assets</b>		
Cash and cash equivalents	53,548,607	14,017,661
Trade and other receivables	2,606,208	1,000,000
Inventories	319,814	300,000
Other financial assets	- 3,388,724	102,000
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>53,085,905</b>	<b>15,419,661</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	282,316,790	275,933,637
Accumulated Depreciation	- 113,486,188	95,444,462
Intangible assets	-	-
<b>Total non-current assets</b>	<b>168,830,602</b>	<b>180,489,175</b>
<b>TOTAL ASSETS</b>	<b>221,916,507</b>	<b>195,908,836</b>
<b>Current Liabilities</b>		
Trade and other payables	47,845,380	3,400,000
Borrowings	-	-
Provisions	186,743	140,000
Other	-	-
<b>Total current liabilities</b>	<b>48,032,123</b>	<b>3,540,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	83,115	83,120
Interest bearing liabilities	-	-
Provisions	974,547	900,000
Other	-	500,000
<b>Total non-current liabilities</b>	<b>1,057,662</b>	<b>1,483,120</b>
<b>TOTAL LIABILITIES</b>	<b>49,089,785</b>	<b>5,023,120</b>
<b>NET COMMUNITY ASSETS</b>	<b>172,826,722</b>	<b>190,885,716</b>
<b>Community Equity</b>		
Shire capital	39,529,889	57,734,989
Asset revaluation reserve	103,541,131	103,316,184
Retained surplus/(deficiency)	29,755,699	29,834,543
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>172,826,721</b>	<b>190,885,716</b>

## 8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 29 February 2024.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	81,046	17,834	31,675	526	131,079
SEWERAGE	4,018	2,992	4,411	46	11,467
GARBAGE	2,771	2,434	3,867	36	9,107
WATER	94,656	16,975	23,747	547	135,925
WATER CONSUMPTION	123,008	5,043	16,479	583	145,114
STATE GOVT EMERGENCY	4,136	1,134	1,766	28	7,064
LEGAL FEES	6,376	-	-	-	6,376
<b>Total</b>	<b>316,010</b>	<b>46,412</b>	<b>81,945</b>	<b>1,766</b>	<b>446,133</b>

**Total Rating Arrears** 446,132.55

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 Pursuing Debt Collection as discussed with council on

Obtained) during January 2024.

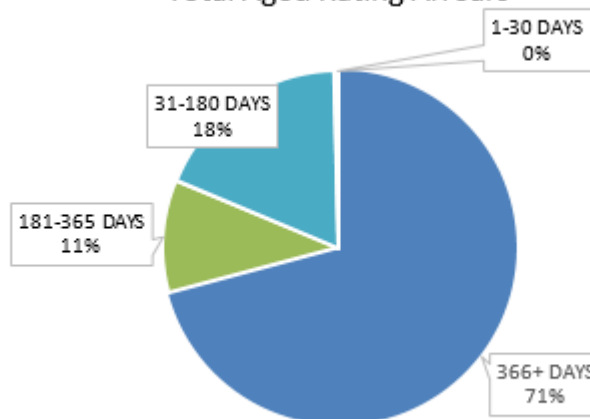
60%

**Total Rate Arrears in debt recovery phase (\$)** 345,772.26

**Total Rate Arrears in debt recovery phase (%)** 78%

**Total Rates Arrears not int debt recovery (\$)** 100,360.29

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)
\$51.49 - rates interest.	Nil	Shaun Jorgensen (F&TM)
Debt Write off requested > \$1,000		

Nil

## 10. OFFICER'S RECOMMENDATION

That the financial report for the 29 February 2024 be received and noted.

## ATTACHMENTS

Nil

## Chief Executive Officer Reports

### 11.04 Adoption of Revised Strategic ICT Management Framework

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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:	4 March 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

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#### 1. PURPOSE

The purpose of this report is to recommend the adoption of the revised Strategic ICT Management Framework and associated plans for the Burke Shire Council.

#### 2. BACKGROUND

In accordance with the recommendations made by the Queensland Audit Office as part of the annual external audit process as well as in response to matters raised via the LGAQ and Department of Local Government, this report is around council's obligation to ensure sufficient strategic management and planning is carried out in the areas of Cyber Risk Management, Notifiable Data Breach Planning and ICT Disaster Management.

In May 2023 council adopted a Strategic ICT Framework with accompanying policy and planning documents covering off on a range of areas pertaining to ICT system and cyber risk management. As part of the planned progression/upgrades of ICT systems in 2023, November 2023 led to the successful deployment of the new Burke SC Microsoft Azure Network Solution resulting in a massive overhaul and renewal of all existing systems. As a result, a renewal of all existing ICT Strategic Framework documents has been necessary to ensure documentation is kept up to date with existing ICT infrastructure deployed across all council sites as well as it's new cloud integrated networking and security management solutions now in place.

In response to the above, Burke Shire Council Finance and ICT staff have revised the following suite of documents to ensure the Burke Shire Council is proactive in managing forward potential risk around Cyber and IT Infrastructure Management:

- ICT Strategic Management Framework
  - BSC Cyber Incident Response Policy 2023-2024
  - BSC Data Breach Response Policy 2023-2024
  - BSC Ongoing Fleet Replacement (ICT) Plan 2023-2024
  - BSC Three-year ICT Strategic Plan 2023-2024-2025
  - BSC ICT Backup and Restoration Policy 2023-2024

### 3. PROPOSAL

That the following revised Strategic Framework and Plans be adopted by council addressing the following:

#### **ICT Strategic Management Framework**

This ICT Strategic Framework is prepared to assist Burke Shire Council in managing and improving the way it delivers ICT services and hardware, Network Infrastructure and Data-Backup services and hardware and Cyber-Risk management and reporting.

The ICT Strategic Framework is to enable Burke Shire Council to more effectively manage:

- ICT Governance – the guiding strategies, principles and practices that guide the correct and effective delivery of ICT, and provides a framework for ICT decision making.
- Emerging Trends and Technologies – the emerging trends and technologies providing challenges and opportunities for local government in managing ICT systems and resources, and delivery of future ICT services.
- Business Systems and Applications – the software systems and applications used by a local government.
- Infrastructure and Technology – the hardware and network infrastructure used to deliver local government ICT services.
- IT Business Continuity – the activities undertaken to enable a local government to perform its key functions and deliver its ICT services.
- Security – protecting information and systems from unauthorised access, use, modification, disclosure or destruction.

Adopting this ICT Strategic Framework will assist Burke Shire Council in meeting the requirements of national cyber-risk and ICT compliance bodies such as the ASCS (Australia Cyber Security Centre) and OAIC (Office of the Australia Information Commissioner) and any other State and/or Commonwealth mandated legislation by demonstrating clear and concise analysis and principal provision for the above noted matters.

#### **BSC Cyber Incident Response Policy 2023-2024**

Incident management, reporting and response involves identifying, analysing, reporting, and responding to IT security incidents including taking corrective and preventative action.

The policy outlines the following:

- To outline a clear decision-making plan when faced with a Cyber Incident Response Event for the Burke Shire Council
- To provide guidance and FAQ steps to officers of what steps should be taken to adhere to best practice and good governance when managing a Cyber Incident Response Event
- To provide templates to assist in ease of Cyber Incident Response Event Administration
- To provide clear guidance of the legislative and internal stakeholder reporting requires around a Cyber Incident Response Event

#### **BSC Data Breach Response Policy 2023-2024**

As outlined by the ACSC (Australian Cyber Security Centre); a data breach is when data is inadvertently shared with or maliciously accessed by an unauthorised person or third-party.

The policy outlines the following:

- Identification of Data Breaches
- Response process to Data Breaches
- Notifying a Reportable Breach (as is required if a data breach meets the reportable criteria per the OAIC)

#### **BSC Ongoing Fleet Replacement (ICT) Plan 2023-2024**

IT Asset Management is the practice of effectively managing the life cycle of software and hardware assets, including acquisition, implementation, maintenance, utilisation, and disposal to support strategic IT decision making.

The plan outlines the following:

- IT Asset/Fleet Management
- On-going (ICT) Fleet Replacement Schedule 2021-22 | 2022-23 | 2023-24 | 2024-25

#### **BSC Three-year ICT Strategic Plan 2023-2024-2025**

The purpose of this Three-Year Strategic Planning document is to ensure that the Burke Shire Council has a clear plan in place to scope, test and implement systems that are fit for purpose, provide value for money and address any outstanding cyber security risks and/or ICT maturity concerns that may exist.

The implementation of new and innovative systems will also grow internal productively for end-point users which in turn will overall contribute to reduction of redundant time and/or costs and will bolster security to counter the potential threat of external actors from impacting on council operations.

The plan outlines the following:

- Systems Implementation Planning
- Risk Management
- Consultation and Reporting/Monitoring

#### **BSC ICT Backup and Restoration Policy 2023-2024**

The purpose of this data backup and restoration plan is to ensure that Burke Shire Council can safely and securely back up operational-critical data, systems, databases and other technology so that it will be available in the event of a disruption affecting business operations. All Burke Shire Council locations are expected to implement data backup measures whenever possible to minimise operational disruptions and to recover as rapidly as possible when an incident occurs.

The policy outlines the following:

- Serves as a guide for Burke Shire Council ICT Staff/IT Data Backup Teams/Manager Service Providers Teams
- References and points to the location(s) of backed-up data, systems, applications and other mission-critical data resources
- Provides procedures and resources needed to back up data, systems and other resources
- Identifies vendors and customers that must be notified in the event of a disruption that may necessitate recovering backed-up data and other resources

- Minimises operational disruptions by documenting, testing and reviewing data backup procedures
- Identifies alternate sources for data backup activities
- Documents data storage, backups and retrieval procedures for vital records and other relevant data

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this report.

#### 5. POLICY & LEGAL IMPLICATIONS

Instrument/Reference /Details
<p>Information security policy (IS18:2018)</p> <p>International Standard for Information Security Management Systems (ISO 27001)</p> <p>Australian Copyright Act 1968 - proscribes the copying of software or data files (including text, sound and images) in the absence of a licensing arrangement;</p> <p>Crimes Act 1914 - describes procedures related to dealing with a crime;</p> <p><i>Cybercrime Act 2001</i> - deals with a range of computer related offences;</p> <p><i>Privacy Act 1988</i> - introduces principles related to protection of personal information; and</p> <p><i>SPAM Act 2003</i> – which proscribes the sending of SPAM messages.</p> <p><i>Crime and Corruption Act 2001</i> - establishes a commission to reduce the incidence of corruption in the public sector. Council must preserve and make information available for this Commission so that it can be effective in its investigations;</p> <p><i>Copyright Act 1968</i> - is an Act relating to copyright law;</p> <p><i>Criminal Code Act 1995</i> - proscribes computer hacking and general misuse;</p> <p><i>Electronic Transactions (Queensland) Act 2001</i> - refers to the integrity of information and requirements to keep information associated with the need for businesses and the community to use electronic communications when dealing with government bodies;</p> <p><i>Evidence Act 1977</i> - defines what must be preserved as evidence related to government activities;</p> <p><i>Information Privacy Act 2009</i> - ensures the security and protection of personal information and restricts the collection, use and disclosure of information about an individual;</p> <p><i>Right to Information Act 2009</i> - makes particular types of information concerning government documents available to members of the community in order to ensure such information is timely and accurate;</p> <p><i>Local Government Act 2009</i> - requires local government employees not to wilfully destroy or damage Council records;</p> <p><i>Public Records Act 2002</i> - states the responsibilities of government in the management of corporate records - particularly with regards to security;</p> <p><i>Public Sector Ethics Act 1994</i> - states the responsibilities public officials have in ensuring that public resources are not wasted, abused or improperly used;</p>

OAIC (Office of the Australia Information Commissioner) - When to report a data breach; and  
 ASCS (Australia Cyber Security Centre) - The Essential Eight Approach.

## 6. RISK

Risk Type	What could happen	Possible Consequences
Governance Compliance/Risk Management	<p>A potential Cyber-attack inflicted upon council with no clear plan of action.</p> <p>A potential Data Breach requiring council to disclose to the OIAC with legal implications for failure to do so.</p> <p>No planning carried out to ensure future ICT fleet management is maintained resulting in large cost impacts to upgrade equipment to current again.</p>	<p>Council fails to meet the requirements of Notifiable Data Breaches and is fined for non-compliance.</p> <p>Council is compromised from a cyber attack with no ability to respond resulting in a complete halt of community servicing capacity and communication.</p> <p>No clear plan in place to ensure council telecom and ICT infrastructure is updated in line with industry standard resulting in increases to ops costs and decreases in efficiency.</p>

## 7. CRITICAL DATES & IMPLICATIONS

This framework and associated plans apply until the next respective review date of each document as defined by either the Act, Regulation or Policy.

## 8. CONSULTATION

Councillors

Chief Executive Officer

Finance and Technology Manager

Robert Morrows Technology (MSP Provider)

## 9. CONCLUSION

That the Revised Strategic ICT Management Framework and associated plans for the Burke Shire Council are recommended to council for adoption.

#### 10. OFFICER'S RECOMMENDATION

THAT Council adopts the Strategic ICT Management Framework and associated following plans for the Burke Shire Council:

- ICT Strategic Management Framework
  - BSC Cyber Incident Response Policy 2023-2024
  - BSC Data Breach Response Policy 2023-2024
  - BSC Ongoing Fleet Replacement (ICT) Plan 2023-2024
  - BSC Three-year ICT Strategic Plan 2023-2024-2025
  - BSC ICT Backup and Restoration Policy 2023-2024

#### ATTACHMENTS

##### 1. ICT Strategic Management Framework



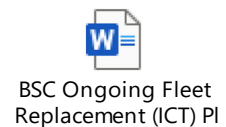
##### 2. BSC Cyber Incident Response Policy 2023-2024



##### 3. BSC Data Breach Response Policy 2023-2024



##### 4. BSC Ongoing Fleet Replacement (ICT) Plan 2023-2024



##### 5. BSC Three-year ICT Strategic Plan 2023-2024-2025



##### 6. BSC ICT Backup and Restoration Policy 2023-2024



## Chief Executive Officer Reports

### 11.05 Review of Delegations - Council to Chief Executive Officer

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	04 March 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

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#### 1. PURPOSE

Delegate all powers referred to in the attached Delegations Register Council to Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009.

In accordance with section 257(5), Council must review delegations to the CEO annually. However, best practice is that Council reviews these delegations as soon as possible after updates are released, to ensure that our delegations are lawful.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

It is a requirement of the Local Government Act 2009 (LGA) Section 260 for Local Governments to have in place a 'Register of Delegations'.

This section states:

1. The Chief Executive Officer must establish a register of delegations that contains the particulars prescribed under a regulation;
2. The Chief Executive Officer must record all delegations by the local government, Mayor or the Chief Executive Officer in the register of delegations; and
3. The public may inspect the register of delegations.

The Local Government Act Section 257(5) provides that a delegation to the Chief Executive Officer must be reviewed annually by the local government.

In collaboration with King & Co Solicitors and the Local Government Association of Queensland, a complete list of delegations which may be delegated from Council to the Chief Executive Officer was prepared and is regularly reviewed for use by Local Governments. King & Co have reviewed the relevant delegations for a number of Councils throughout Queensland.

The latest King and Co list of delegations are used in the attached delegation register. I have extensively reviewed current delegations to ensure they are consistent with the updated King and CEO delegations.

A formal resolution needs to be made to approve all delegations. This is a requirement to conduct the day to day business of Council without the necessity of some matters being discussed at a formal Council meeting. Once this resolution is made, the draft Register of Delegations will become the basis of Council's Record of Delegations, as required by the Local Government Act.

### 3. PROPOSAL

A formal resolution needs to be made to approve all delegations. Once this resolution is made, the draft Register of Delegations will become the basis of Council's Record of Delegations, as required by the 2009 Local Government Act.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

No financial implications associated with this report.

### 5. RISK/IMPLICATIONS

Risk Type	What could happen	Possible consequence
<b>Power is exercised without proper delegation</b>	<ul style="list-style-type: none"> <li>Unlawful delegations</li> </ul>	<ul style="list-style-type: none"> <li>Possible legal ramifications</li> </ul>

### 6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<b>Local Government Act 2009</b>	Sections, 257	<p>257 Delegation of local government powers</p> <p>(1) local government may, by resolution, delegate a power under this Act or another Act to -</p> <ul style="list-style-type: none"> <li>(a) the mayor; or</li> <li>(b) the chief executive officer; or</li> <li>(c) a standing committee, or joint standing committee, of the local government; or</li> <li>(d) the chairperson of a standing committee, or joint standing committee, of the local government; or</li> <li>(e) another local government, for the purposes of a joint government activity.</li> </ul> <p>(2) However, a local government may only delegate a power to make a decision about a councillor's conduct under section 150AG to -</p> <ul style="list-style-type: none"> <li>(a) the mayor; or</li> <li>(b) a standing committee of the local government.</li> </ul> <p>(3) Also, a local government must not delegate a power that an Act states must be exercised by resolution.</p> <p>(4) A joint standing committee, of the local government, is a</p>

Instrument	Reference	Details
		committee consisting of councillors of the local government and councillors of 1 or more other local governments.  (5) A delegation to the chief executive officer under subsection (1) must be reviewed annually by the local government.

#### 7. CRITICAL DATES & IMPLICATIONS

Council must review the Council to CEO Delegations Register at least annually, however best practice is as soon as possible after the update is provided by LGAQ and King & Company Solicitors.

#### 8. CONSULTATION

King & Company Solicitors

#### 9. CONCLUSION

Delegations are in line with King and Company Delegation to CEO Register of Delegations. The exceptions are where consultation is required with the relevant Minister, the relevant section has not been delegated.

#### 10. OFFICER'S RECOMMENDATION

That Council adopts the updated 'Delegations Register – Council to Chief Executive Officer' attached to this report at Attachment 1.

#### ATTACHMENTS

1. Delegations Register Council to Chief Executive Officer



240304 Register of  
Delegations.docx

## 12. Closed Session Reports

No closed session reports were received for the meeting.

## 13. Mayoral Report

Report to be provided to meeting.

## 14. Councillor Reports

Councillors will provide reports to the meeting.

## 15. Late Business

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

## 16. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled for the meeting.

## 17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 18 April 2024.