Unconfirmed Minutes
Burke Shire Council Special Meeting
Wednesday 7 October 2026
9.00am Council Chambers

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01. Opening of Meeting

The Chair declared the meeting open at 9.12am.

02. Record of Attendance

Cr Ernie Camp; Mayor – Chair
Cr John Clarke; Deputy Mayor
Cr Clinton Murray
Cr John Yanner
Cr Paul Poole

Zachary Revere; Chief Executive Officer
Murray Davies; Director of Corporate
Shaun Jorgensen; Director of Finance and Technology
Amir Akrami; Manager Project Management Office
James Bell; Project Manager
Jordan Marshall; Executive Assistant (Minutes)
Leonard Locke; Graduate Engineer
Sarath Jayasekara; Infrastructure Engineer

Apologies:
Mazen Al Daghstani; Director of Engineering
Ben Stephen; Works Manager
Chelsea Nelson; People and Culture Manager
Madison Marshall; Corporate Services and Governance Manager
Shannon Moren; Environmental Health, Local Laws and Facilities Manager
Shelly Holland; Community, Economic Development and Communications 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 Clinton Murray**
- **Amir Akrami; Manager Project Management Office**
- **James Bell; Project Manager**
- **Sarath Jayasekara; Infrastructure Engineer**
- **Shaun Jorgensen; Director of Finance and Technology**

Moved: **Cr Camp**
Seconded: **Cr Yanner**

Carried 261007.01 5/0

03. Declaration of Interests

That Council notes no declarations of interests were received for the meeting.

04. Executive Management Reports

04.01 0280-4213-01-DE-0726 Burketown Evacuation Centre

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Mazen Al Daghstani; Director of Engineering
PREPARED BY:	Leonard Locke; Graduate Engineer
DATE REPORT PREPARED:	9 September 2026
LINK TO COUNCIL PLAN/S:	Goal – Asset Sustainability Council makes appropriate infrastructure investments (operations, maintenance, renewals, upgrades, acquisitions, disposals) to ensure the delivery of appropriate levels of service. These decisions are made with reference to financial, asset and community sustainability.

1. PURPOSE

This report provides Council with recommendations to appoint the Principal Contractor to carry out the works designated under this Contract for the tendered price as per **Section 3** – Proposal.

It is noted that the overall project budget is jointly funded by QRA Distaste Resilience funding and Council. The budget includes preliminaries, consulting services, internal costs and design costs for an evacuation centre in Burketown.

The details of the project budget are provided in **Section 4** – Financial and Resource Implications.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire has no local evacuation centre or place of refuge that is safe from flooding and other natural disasters. In addition, it lacks a centralised, resilient facility from which to plan and coordinate disaster and weather event responses, or from which to conduct emergency preparation training.

The lack of such as a facility has led to forced evacuations and relocations out of the Shire, causing additional disruption and trauma to residents and imposing additional costs and risks to Council and emergency service personnel. In addition, the lack of local facilities has potentially inhibited residents from early evacuation.

A review by Northlane Consulting Engineers of current disaster resilience of the Shire's infrastructure and locations, commissioned to help inform Council's decision making in relation to disaster preparations and infrastructure improvements, has made an early recommendation to Council to commence planning for an evacuation and disaster centre, the design of which is the subject of this tender.

The Tender

The RFQ for 0280-4213-01-DE-0726 Burketown Evacuation Centre was sent out via VendorPanel on 19 March 2025 and closed on 7th of April 2025.

Council recently requested clarification from the supplier that the quotes were still valid currently. The suppliers confirmed positively.

Two submissions were received. The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 11th August 2026 to discuss and agree on the consensus scoring.

The evaluation panel recommends that Council award the contract to Peddle Thorp & Harvey Pty. Ltd.

The successful tenderer will be engaged under the Local Buy terms and conditions.

Councillors were briefed on the tender evaluation at the August Council meeting on the 31st of August 2026.

3. PROPOSAL

That Council, having referenced the Tender Evaluation Report, endorses the recommendation of the Tender Evaluation Panel to engage Peddle Thorp & Harvey Pty. Ltd to undertake the design of a Multipurpose Evacuation and Disaster Coordination Centre for the contract sum of $349,850+ GST.

4. FINANCIAL & RESOURCE IMPLICATIONS

The total budget for the design including contingencies is $504,000. This is made up of $90,000 of Council funds, and $414,000 of external funding (DRF Round 3).

5. RISK

Risk	**What could happen**	**Possible consequence**	**Mitigation**
Design	Design is not suitable and not constructed.	Wasted resources.	Phase gate system that involves community members in the decision-making process, and clearly defined user needs.
Assets / Operations	Increased demand on resources for maintenance of asset.	Increased workload, increased costs, and unexpected maintenance requirements.	Whole of life planning for the new asset that quantifies projected maintenance requirements.
Financial	Exceedance of budget.	Financial cost.	Contingency is included in the budget and clear methodology and cost itemization obtained.
Reputation	Could be viewed by the public as unnecessary.	Reputational damage, stakeholder dissatisfaction	Community consultation and clear information explaining what we are doing and why.
Operations	Increased workload during the project.	Increased workload, increased costs.	Forward planning and time management.

6. POLICY & LEGAL IMPLICATIONS

The Council must also meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012, and Council's Procurement Policy. These requirements have been met through the tender process involved with these projects. Requirements of section 254H of the Local Government Regulation 2012 (Qld) are included for reference:

254H Recording of reasons for particular decisions

1) This section applies if a decision made at a local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor of the local government and either or both of the following apply to the decision—

a) the decision is about entering into a contract the total value of which is more than the greater of the following—

i) $200,000 exclusive of GST;
ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report;

b) the decision is inconsistent with a policy of the local government, or the approach ordinarily followed by the local government for the type of decision.

Examples of decisions to which this section might apply—

- *the grant of a licence, permit or approval, however named, under an Act or local law*
- *the grant of a concession, rebate or waiver in relation to an amount owed to the local government*
- *the disposal of land or a non-current asset*

2) Also, this section applies if a decision is made at a local government meeting about a conduct breach under section 150AG of the Act that is inconsistent with a recommendation made by the entity who conducted the investigation into the conduct.

3) The chief executive officer must ensure the minutes of the local government meeting include a statement of the reasons for not adopting the recommendation or advice.

4) In this section—

***"advisor"**, of a local government, means a person—*

a) who is an employee of the local government or is otherwise engaged to provide services to the local government; and

b) whose duties include giving a recommendation or advice.

7. CRITICAL DATES & IMPLICATIONS

The deadline for the completion of the design is 15 April 2029.

8. CONSULTATION

Consultation has taken place with:

- Mazen Al Daghstani; Director of Engineering
- Councillors

9. OFFICER'S RECOMMENDATION

That Council:

1. Receive and note the contents of this report;
2. Awards the Contract for design of a Multipurpose Evacuation and Disaster Coordination Centre to Peddle Thorp & Harvey Pty. Ltd for the contract value of $349,850.00 + GST; and
3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing and administrating the Contract including variations up to $504,000.00 + GST dependant on amended budgets.

04.01 0280-4213-01-DE-0726 Burketown Evacuation Centre

That Council:

1. **Receive and note the contents of this report;**
2. **Awards the Contract for design of a Multipurpose Evacuation and Disaster Coordination Centre to Peddle Thorp & Harvey Pty. Ltd for the contract value of $349,850.00 + GST; and**
3. **Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing and administrating the Contract including variations up to $504,000.00 + GST dependant on amended budgets.**

Moved: **Cr Poole**
Seconded: **Cr Yanner**

Carried 261007.02 5/0

04.02 0280-4621 Gregory Airport Reseal

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Mazen Al Daghstani; Director of Engineering
PREPARED BY:	James Bell; Project Manager
DATE REPORT PREPARED:	29 September 2026

1. PURPOSE

This report provides Council with a recommendation to appoint the Principal Contractor to carry out the works designated under this Contract to Reseal the Gregory Downs Airstrip.

The details of the project budget are provided in **Section 4** – Financial and Resource Implications.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Aerodrome Design Services conducted a Survey in September 2023 where amongst various recommendations was the recommendation to reseal the airstrip.

Following the submission of their Survey Report Council engaged Aerodrome Design Services to produce a construction specification for the Resealing of the Airstrip to tender the works.

The tender was advertised on Vendor Panel and the Council website from Friday the 12th of June 2026 till the 16th of July, 2026, including an extension of one week that was made following a request from a tenderer asking for more time to complete their submission.

Table No. 1 – Summary of Tender and Responses

Tender Package	Scope of Work	Number of Tenders Received	Non-conforming Tenders	Tenders Within Budget
RFT 0280-4621-01-CO-0526	Gregory Airstrip Reseal	3	0	1

Only one response received was within the available budget for the project. The response was reviewed by the evaluation panel and deemed to be satisfactory.

The final consensus outcome of the evaluation process was:

Rank	Respondent	Score
1	Queensland Central Bitumen Pty Ltd	Satisfactory
N/A	Fulton Hogan Industries Pty Ltd	Outside of Budget
N/A	Downer EDI Works Pty Ltd	Outside of Budget

3. PROPOSAL

That Council, having referenced the Tender Evaluation Report, endorses the recommendation of the Tender Evaluation Panel to engage Reseal the Gregory Downs Airstrip for the contract sum of $763,753.00 + GST.

4. FINANCIAL & RESOURCE IMPLICATIONS

The project budgets and sources of funds are as follows:

RAUP $492,500.00

Council $492,500.00

Total $985,000.00

5. RISK

Risk	Possible Consequence	Mitigation
Contract variation – due to wet weather, latent conditions, fuel, and material escalation due to fuel crisis	Increase in Contract Sum	• Project Contingency
Delays to the completion of the project	Not meeting the funding deadline	• Project Contingency

6. POLICY & LEGAL IMPLICATIONS

The Council must also meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012, and Council's Procurement Policy. These requirements have been met through the tender process involved with these projects.

7. CONSULTATION

Consultation has taken place with:

- The Tender Evaluation Panel

8. OFFICER'S RECOMMENDATION

That Council:

1. Receive and note the contents of this report;
2. Awards the Contract for 0280-4621 Gregory Airport Reseal to Queensland Central Bitumen Pty Ltd for the Contract Sum of $763,753.00 + GST; and
3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing and administrating the Contract including variations up to $985,000.00 + GST.

04.02 0280-4621 Gregory Airport Reseal

That Council:

1. **Receive and note the contents of this report;**
2. **Awards the Contract for 0280-4621 Gregory Airport Reseal to Queensland Central Bitumen Pty Ltd for the Contract Sum of $763,753.00 + GST; and**
3. **Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing and administrating the Contract including variations up to $985,000.00 + GST.**

Moved: **Cr Yanner**
Seconded: **Cr Clarke**

Carried 261007.03 5/0

05. Closure of meeting

The Chair declared the meeting closed at 9.46am.