



Agenda and Business Papers
Burke Shire Council Ordinary Meeting
Wednesday 19 June 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 John Clarke; Deputy Mayor Cr Clinton Murray Cr John Yanner Cr Paul Poole
Officers	Dan McKinlay; Chief Executive Officer Amir Akrami; Senior Engineering Manager Chelsea Nelson; People, Performance and Culture Manager Kimberly Chan; Economic and Community Development Manager Madison Marshall; Corporate Services and Governance Manager (Minutes) Shannon Moren; Environmental Health, Local Laws and Facilities Manager Shaun Jorgensen; Finance and Technology Manager
On Leave	Chris Wilson; Director of Engineering/ Deputy CEO

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:

- Chelsea Nelson; People, Performance and Culture Manager
- Shannon Moren; Environmental Health, Local Laws and Facilities Manager

03. Prayer

Led by Cr Clarke

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 23 May 2024 and Special Meeting Thursday 13 June 2024

That the Minutes of the Ordinary Meeting of Council held on Thursday 23 May 2024 and the Special meeting of Council held on Thursday 13 June 2024 as presented be confirmed by Council.



240523

Unconfirmed Minutes



240613

Unconfirmed Minutes

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

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| <ul style="list-style-type: none">10.01 Works and Services Monthly Update Report10.02 Capital Works Projects Monthly Update Report10.03 DRFA Works Project Status Report |
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Engineering Services Reports

10.01 Engineering Department Monthly Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson – Director of Engineering / Deputy CEO
PREPARED BY:	Amir Akrami – Senior Engineering Manager
DATE REPORT PREPARED:	10 June 2024
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 is provided for information and outlines the works carried out by the Engineering Department for the month of May 2024.

2. SUMMARY

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

The cleanup from the flooding events during March carried over into early April. The depot crews were kept busy with after-flood emergent work, plant and vehicle maintenance and local maintenance work.

The council vehicle tender was opened on 24th April and closed on 14th May.

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

Burketown:

- Keeping on top of the mowing and general maintenance in parks and gardens.
- Cleaning of public facilities.
- Weeding and mowing the footy field.
- Weeding, mowing and repair work at cemetery, including removing some old trees.
- Ordered new plants for Gregory.
- Arranged rubbish collection and facility cleaning at Gregory over May Day holiday.
- Septic tank pump-outs.
- Weekly rubbish collection was maintained although waste collection truck without any issues.

Gregory:

- Maintenance of parks and gardens.

- Construction of new garden beds.
- Slashing, mowing, and brush cutting at airport.
- Water treatment plant and depot maintenance.
- Keeping township clean and tidy.
- Weekly empty of skip bins and septic tank pump-outs.

2.2 **Roads**

Council:

- Push up Gregory dump
- Emergency works on Gregory-Lawn Hill Rd and Lawn Hill National Park Rd.
- Open grading on Gregory-Lawn Hill Rd and Lawn Hill National Park Rd and Riversleigh Rd.
- Pulled up shoulders on Doomadgee East Rd.

RMPC:

- Poison spraying.
- REX aircraft marshalling
- Burketown streets pothole patching.
- Stop/Go training.
- 4km vegetation clearing on Floraville Rd.
- Installation of 8 new signs on Floraville Road.
- Mount new hoses and pump to emulsion sprayer.
- Shoulder Grading.
- Working with road crew on areas that require spotters.
- Assisting in workshop.
- Emulsion sprayer SOPs and JSAs.
- Prepare pad for asphalt bulka bags.
- Doomadgee East Rd condition reports to reflect.
- Set up pump at Escott.
- Assist with workshop maintenance.
- Doomadgee East Rd shoulder emergency works.
- Pit volume inspection.
- Repair signage and guideposts.
- Asphalt repairs/surface correction work on Wills Development Rd.
- Emergent Works on Doomadgee East Rd and Airport Rd.
- Clear boat ramp.
- Reinstall tables and chairs on bridge, clear silt, and debris.

- Plant machine training.
- Push-up at landfill.

2.3 **Water & Sewerage**

- Burketown water usage – 4,670kL.
- Gregory water usage – 3,221kL.
- Commissioning of SCADA at Burketown and Gregory.
- Contractor commenced upgrade to sluice valves at Burketown.
- Contractor commenced upgrade to sewer pump stations 1 and 2.
- Contractor commenced defect repairs to smart water meters.
- Assist with repairs of airport runway.
- Repairs to infrastructure feeding the PYMO.
- Attend to several minor leaks in town.
- Grounds maintenance at the WTP.
- Grounds maintenance at the STP.
- Continuing investigations into high pH readings.
- Contractor engaged to replace leaking reservoir liner at Gregory.

2.4 **Airports**

- Multiple minor runway repairs were completed, and monitoring continues.
- Daily airport inspections completed.
- Airport Installation of new raised runway edge lights.
- Slashing and mowing maintenance continues.

2.5 **Waste Management**

- The weekly waste collection continues as normal.
- Waste collection truck bin lift motor faulty so weekly collection is being done manually.

2.6 **Workshop and Fleet**

- Gregory depot genset service
- Gregory WTP genset service
- 554 – Road train maintenance
- 592 – clutch fault
- 560 – Pump stand water pumps serviced and tested
- 585 – Road crew job truck – new fuel pump and meter for 2000L tank
- 523 – 2 new grader tyres fitted
- 575 – Russ mini-compactor – Bin lift motor removed and sent away for repairs
- 566 – New brake callipers and brake pads

- 529 – John Deere ride on – 2 new front deck tyres fitted
- 544 – windscreen chip repaired
- 494 – new battery and replaced fuse for headlights
- 545 – Canopy fitted, and fridge installed
- TJ Wilson water truck (hire truck) starter motor replaced – TJ Wilson paid for part and workshop fitted.

In response to the shortage of manpower, BDS Mechanical were engaged and will be working on the following repairs into June:

- Western star prime movers (116-SPL) – Roof mount A/C units to be installed along with new hoses for the system and gas.
- Western star prime movers (543-JLS) – Roof mount A/C units to be installed along with new hoses for the system and gas.
- CAT Skid steer (MWD04394) – Old A/C system to be removed with new complete A/C system to be installed. New door and door glass to also be fitted.
- CAT Backhoe (LYJ00462) – Old A/C compressor, evaporator, and receiver dryer to be removed and new components to be fitted.
- CAT 320 Excavator (TDH00292) – A/C system check/ re-gas if required.
- CAT Roller (M8M00243) – A/C system check/ re-gas if required.
- CAT Roller (M8M00287) – A/C system check/ re-gas if required.
- CAT 140M Grader (B9D02330) – A/C system check/ re-gas if required.
- CAT 140M Grader (B9D02264) – Electrical fault (lightning strike).
- CAT 950K Loader (FER00969) – A/C system check/ re-gas if required.
- CAT Multi tyre roller (4PN00654) – A/C system check/ re-gas.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Engineering Services Reports

10.02 Capital Works Projects Monthly Update Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson – Director of Engineering / Deputy CEO
PREPARED BY:	Amir Akrami – Senior Engineering Manager
DATE REPORT PREPARED:	7 June 2024
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 seeks to inform Council of the progress of the Shire’s 2023/24 Capital Works Program, from 1 to 31 May 2024.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The total funding for Capital Works program including the WIP for the carryover projects and 23-24 FY budget is: **\$17,764,574.74.**

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

- Average Capital Works Program Progress: **82%**
- Average Capital Works Financial Progress: **91%**

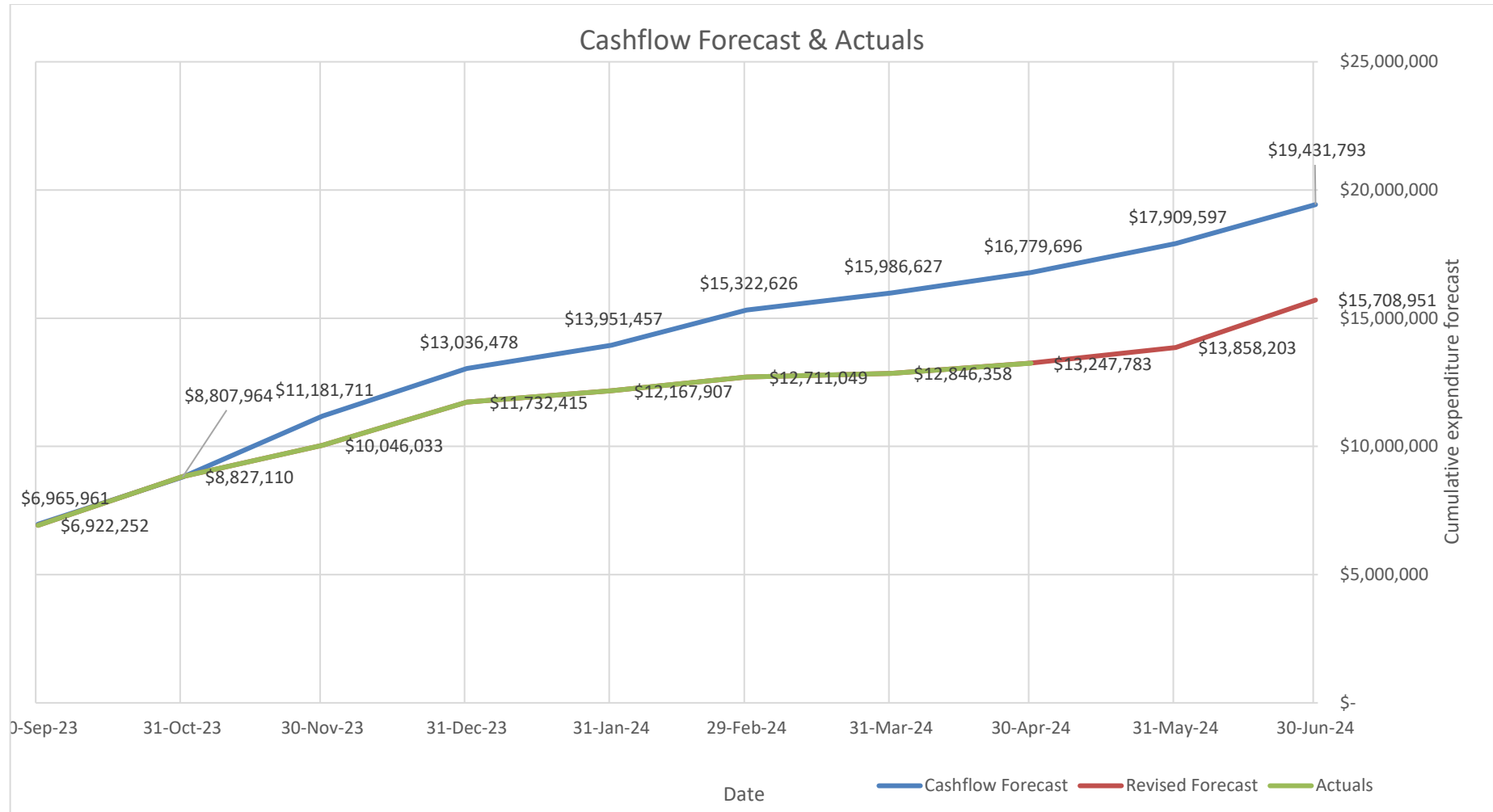
The above percentages didn’t include the progress of the Deferred Projects.

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 \$4.05m compared to the baseline; however, it’s increased by \$100k compared to the forecast figure of May provided last month. This shortfall is expected to reduce to \$3.7m at the end of the financial year.



4. CAPITAL WORKS PROGRAM HIGHLIGHTS

Burketown Revitalisation Project

- Council has reviewed the Preliminary design of Beams St and Shared Path Upgrade and provided the feedback.
- The community consultation concluded.
- The Consultant will finalise the street lighting design and detailed design after the conclusion of community consultation and Council direction.
- Issues:
 - The project will require EOT till Sept 2024 to complete the lighting design and detailed design.
 - The project is over the budget and additional costs/variation expected for the lighting and detailed design.

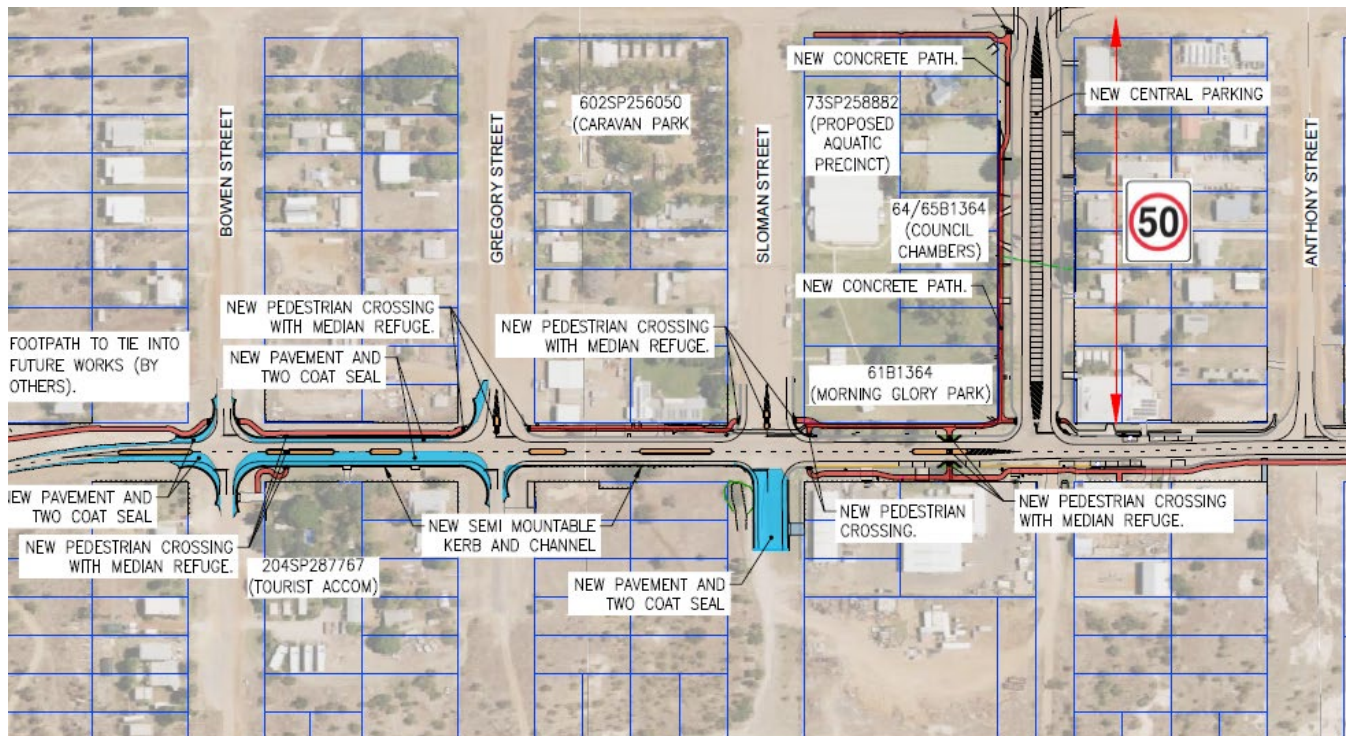


Figure 1(a): Layout of the proposed Pedestrian and Cycleway Path works along Beames St and Musgrave St

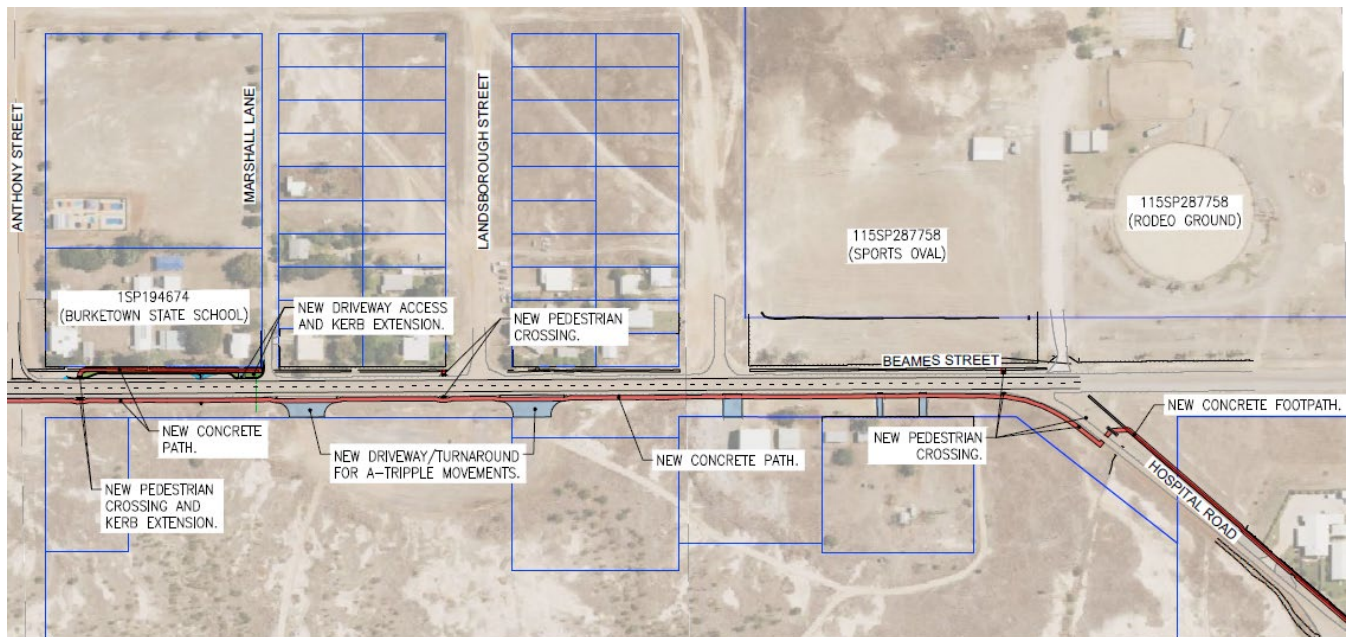


Figure 1(b): Layout of the proposed Pedestrian and Cycleway Path works along Beames St and Musgrave St

Gregory Water Treatment Plant (WTP) Upgrade & SCADA Upgrade project

- All components of the SCADA are up and running.
- The Project team has identified some potential future work such as renewal of BWTP UV system, and upgrading the storage system of BWTP. These projects are being further reviewed (in Initiation) and will either be included in the project if budget is available (and Scope variation is approved) or considered for future years' budget.
- A price has been received for Gregory River Pump.
- The consultant is finalising the specifications for the clarifier.
- The filter media will be replaced following the completion of the choice of the clarifier.
- **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.
 - Purchasing a second hand clarifier unit will mitigate the risk of going overbudget.
- **Budget Note:** It has been approved by the funding body to shift \$335k potential saving of Smart Water Meter from the BoR funds to the SCADA and Gregory Water Treatment Plant Upgrade Project

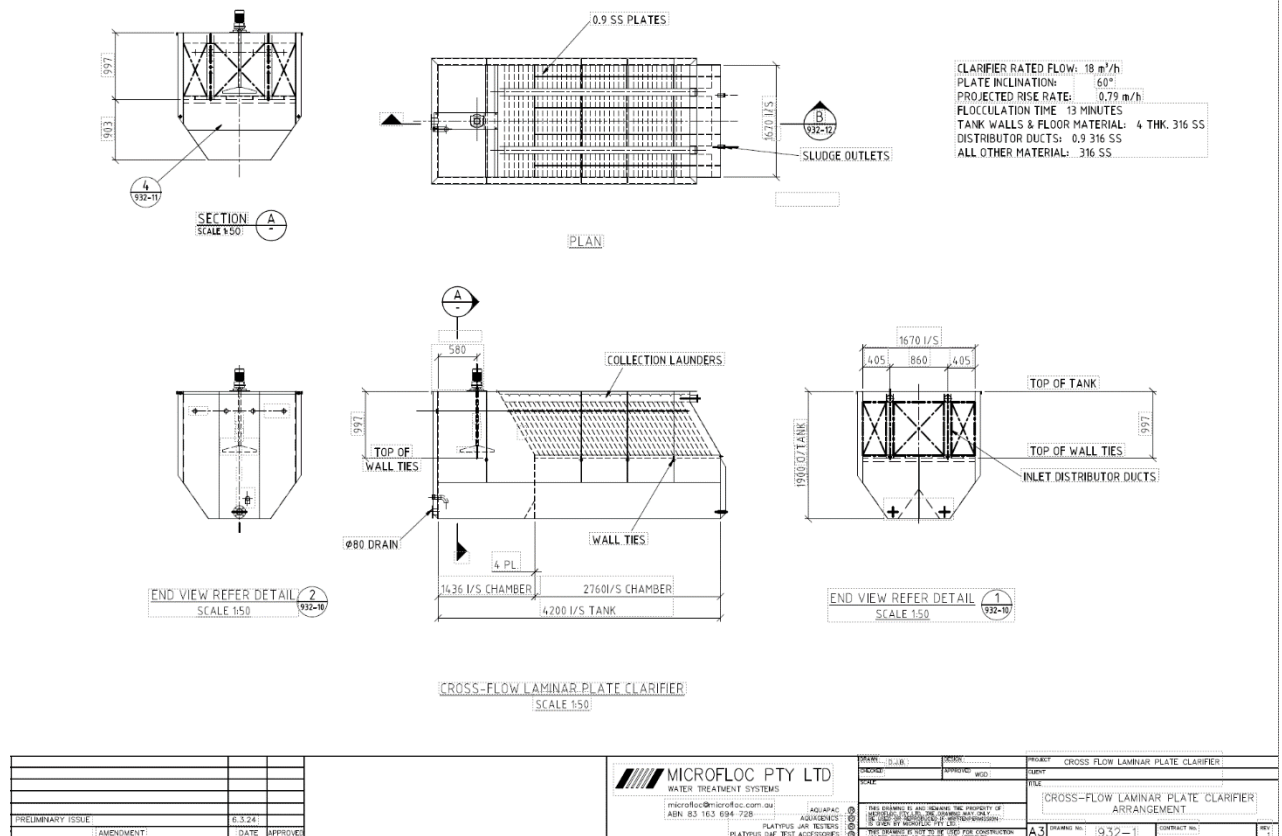


Figure 2: The drawing of the proposed Lamella clarifier for Gregory Water Treatment Plant

Burketown Wharf Recreational Grounds

- The scope of construction was confirmed.
- The contractor priced all items except connections of the shade structure roof run off to the legal point of discharge (LPD).
- Options for LPD include connection to the top of the retwall west of the light pole, or just let the run off spill to the concrete pad of the shade structure (risk of staining). The contractor is working on the grades to confirm the plan. Preference?
- It's expected to obtain the plan and prices next week, and subject to satisfactory outcome, sign the contract off in June and the Commencement of the physical works will be confirmed accordingly.
- Proposed to add \$150k grants (W4Q24-27) to increase the contingency.
- **Risk:** The risk of the need for additional funding has been reduced significantly following obtaining the revised prices.

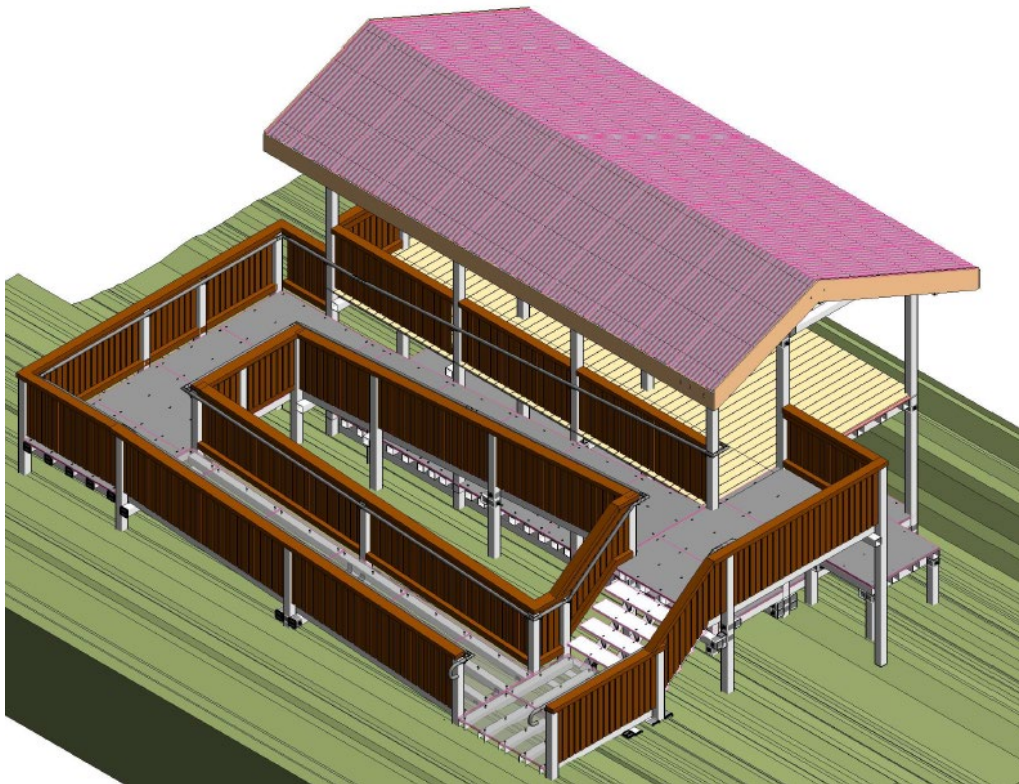


Figure 3: The indicative 3D of the proposed toilet block

5. OFFICER'S RECOMMENDATION

That Council notes the Capital Works Projects Report for May 2024.

ATTACHMENTS

1. Capital Works Project Status



Capital Works
Projects Status June

Engineering Services Reports

10.03 DRFA Works Project Status Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Chris Wilson – Director of Engineering / Deputy CEO
PREPARED BY:	Amir Akrami – Senior Engineering Manager
DATE REPORT PREPARED:	12 June 2024
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 seeks to inform Council of the progress of the Shire's 2023/24 Disaster Recovery Funding Arrangement (DRFA) Works Program, from 1 to 30 May 2024.

2. SUMMARY

This report details the progress to date and forecasted cash flow for the 2023/2024 DRFA restoration program for Northern Queensland Monsoon and Flooding 20 December 2022 – April 2023 and the Northern and Western Queensland Monsoon trough in January 2024.

Please note: All values described in this report are exclusive of GST unless specifically stated.

3. 2023 DRFA RESTORATION WORKS

Burke Shire Council's approved restoration funding (REPA) for the Northern Queensland Monsoon and Flooding event from December 2022 to April 2023, is \$191,200,000. Additionally, there is \$18,000,000 in betterment funding allocated to three projects, which are currently in the final stages of the application process.

The works are divided into 9 Packages with Council crews also undertaking work. Seven of the packages have been awarded to contractors with Packages 8 and 9 in the procurement and design stages respectively. Burke Shire Council has reported \$ \$7,619,496.35 in program expenditure to date for the delivery of the 2023 DRFA works.

An Extension of time request has been made to QRA for all 2023 DRFA scopes to be completed by 30/06/2026; an outcome is yet to be received.

The 2023 DRFA Program of works is tabulated below:

Table 1: 2023 DRFA Program of Works

Type	Package Description	Works Location
REPA	32	Gregory Lawn Hill Road (Gravel)
		Lawn Hill National Park Road (Gravel)
		Riversleigh Road
	34	Bowthorn Road
		Doomadgee West Road (Gravel)
		Morella Road
		Nugabuura Road
	35	FWIN Cameras
	36	Burketown Streets
		Gregory Town Streets
		Airport Road (Burketown)
		Cemetery Road
		Doomadgee Lawn Hill Road
		Escott Road
		Five Mile Road
		Gregory Pump Station Road
		Mellish Park Road
		Truganini Road
		Utilities Road
	38	Holding Works various roads
	40	Burketown Airport Runway
	41	Lawn Hill National Park Road (Sealed)
		Gregory Lawn Hill Road (Sealed)
		Doomadgee West Road (Sealed)
	42	Lawn Hill Creek North Crossing
	43	Doomadgee East Road
	44	Floraville Road
	45	Gregory Lawn Hill Road Concrete Mattresses
Betterment	RUNWAY PAVEMENT	Burketown Airport
	LAWN HILL CREEK FLOODWAY RECTIFICATION	Doomadgee Lawn Hill Road
	CONCRETE MATTRESS PAVEMENT UPGRADE	Gregory Lawn Hill Road

4. AWARDED CONTRACTS

Council Crew

Council work crews have been assigned works throughout Burke Shire including restoration works for Escott Road, Five Mile Road, Mellish Park Road, Doomadgee East Road, Floraville Road, Marshall Street, and Pipeline Road.

The Council crew have focused on the 2024 DRFA emergency repair works to facilitate the ongoing delivery of the 2023 DRFA program. The crew's efforts will be directed to RMPC works before returning to complete the 2023 DRFA scope.

Package 1

Contract: 5601-3000-0001 was awarded to Halloran & Sons Earth Moving Pty Ltd in July 2023. The package included restoration works on the unsealed sections of Gregory Lawn Hill Road. Works commenced on 26/07/2023 and achieved 100% completion on 13/12/2023. The final expenditure on the construction works for Package 1 was \$2,113,561.85.

Package 2

Contract: 5601-5000-0001 was awarded to Gulf Civil Pty Ltd in July 2023. The package included restoration works on the unsealed sections of Doomadgee West Road. Works commenced on 01/08/2023 and achieved 100% completion on 27/11/2023.

Package 3

Contract: 5601-3000-0001 was awarded to K & G Booth Pty Ltd in July 2023. The package included restoration works on Bowthorn Road. Works commenced on 31/07/2023 and was impacted by additional damage during construction, consequentially, the balance of the scope under this Contract has been rolled over into Package 5.

Package 4

Contract: 5601-3200-0001 has been awarded to Stabilised Pavements of Australia Pty Ltd. The package includes restoration works on Burketown Streets, Gregory Streets, Truganini Road and the sealed sections of Lawn Hill National Park Road. The contract value is \$2,120,628.69. While work commenced on the Burke Town streets in June, the Contractor has elected to claim the works payment in July.

Package 5

Contract: 5601-4250-0001 has been awarded to Kenglen Civil Pty Ltd. The package includes restoration works on Doomadgee Lawn Hill Road and the remaining scope of Bowthorn Road. Kenglen has been awarded a variation to complete 2024 DRFA emergency works to chainage 37-53km along Bowthorn Road, before returning to the delivery of the 2023 DRFA scope. The contract value is \$2,841,391.68.

Package 6

Contract: 5601-3250-0001 has been awarded to Halloran & Sons Earth Moving Pty Ltd. The package includes restoration works on Riversleigh Road and the unsealed sections of Lawn Hill National Park Road. Preliminary works have commenced with Contract works starting in the next few weeks and a practical completion date of 31/10/2024. The contract value is \$1,754,649.40.

Package 7

Contract 5601-6800-0001 has been awarded to Durack Civil Pty Ltd. This package includes restoration works on Morella Road and Nugaburra Road. Preliminary works commenced on Morella Road in May, with the main scope scheduled to commence in early June. The date for Practical Completion is 31 October 2024. The contract also contains a separable portion of works funded

under the 2021 DRFA, with a completion date of no later than 30/06/2024. The contract value is \$2,078,496.81.

The expenditure to date and the forecasted monthly program cash flow for the 2023 DRFA works are shown in Figure 1. This figure displays the contract values for all packages currently awarded or completed under the 2023 DRFA funding.

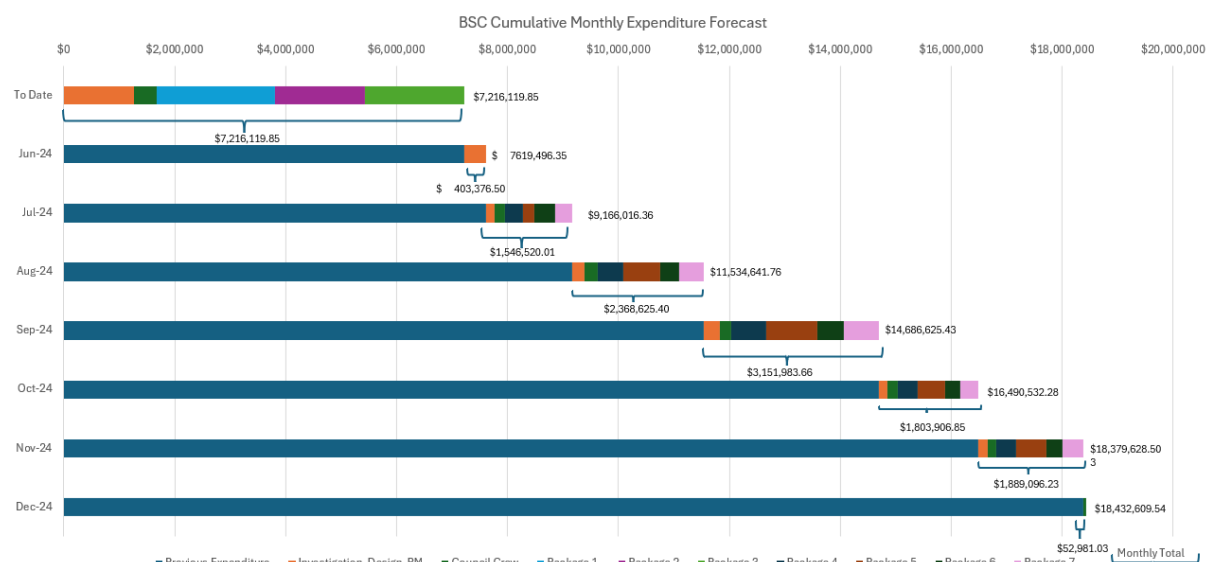


Figure 1 – Forecast monthly cashflow – 2023 DRFA

The forecasted monthly spending for the whole program is shown in Figure 2.

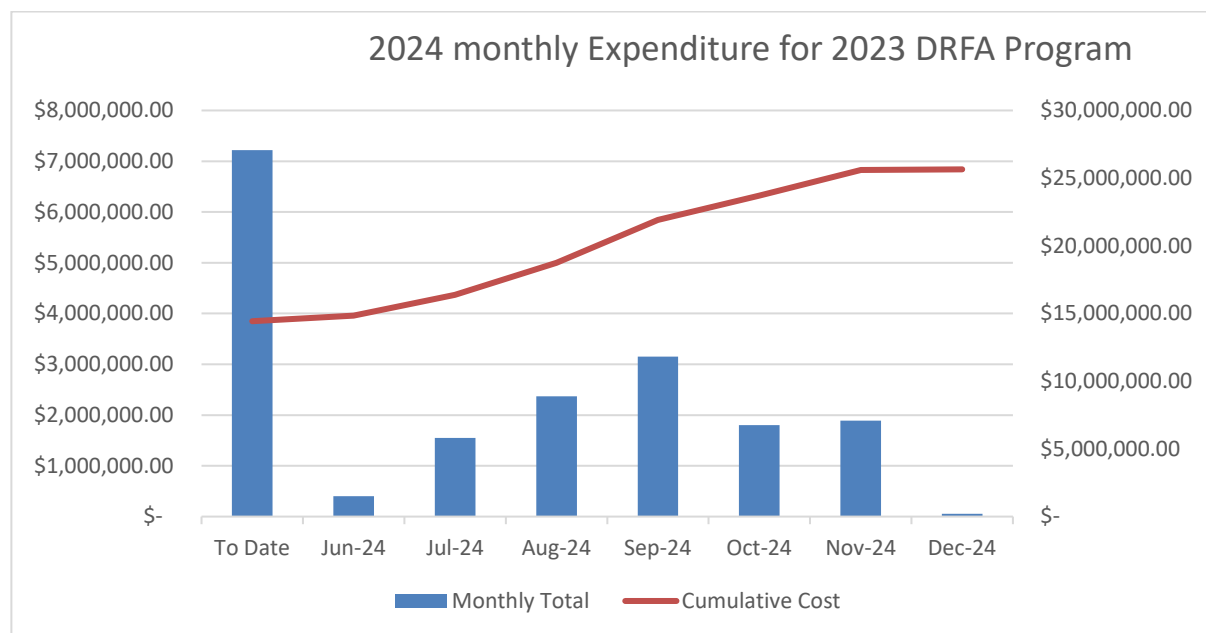


Figure 2 – Monthly expenditure with cumulative costs

Figure 3 shows the progress made on each asset within the designated package.

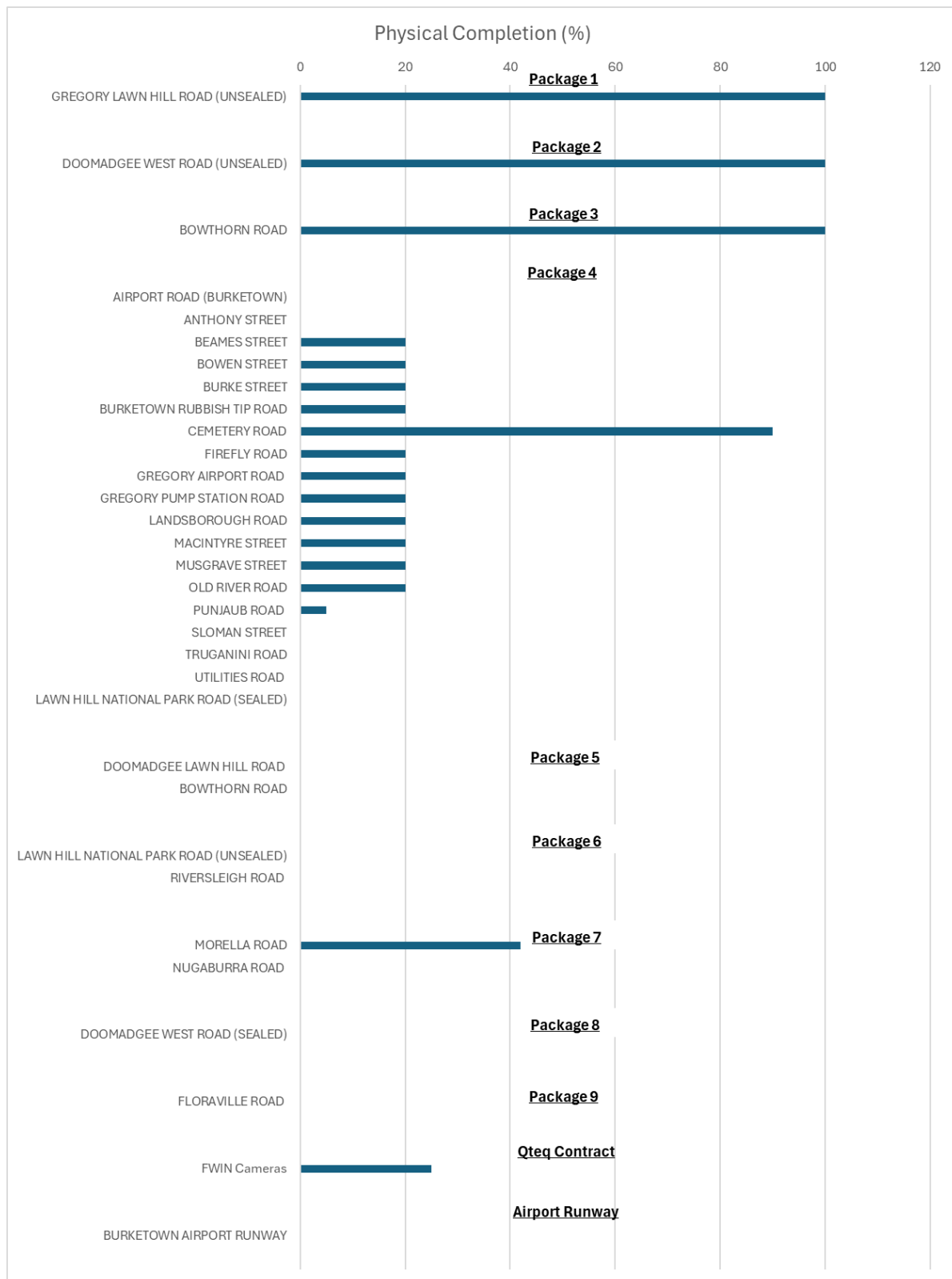


Figure 3 – Physical Completion of Works by Asset

Figure 4 shows the progress made on each package as a percentage.

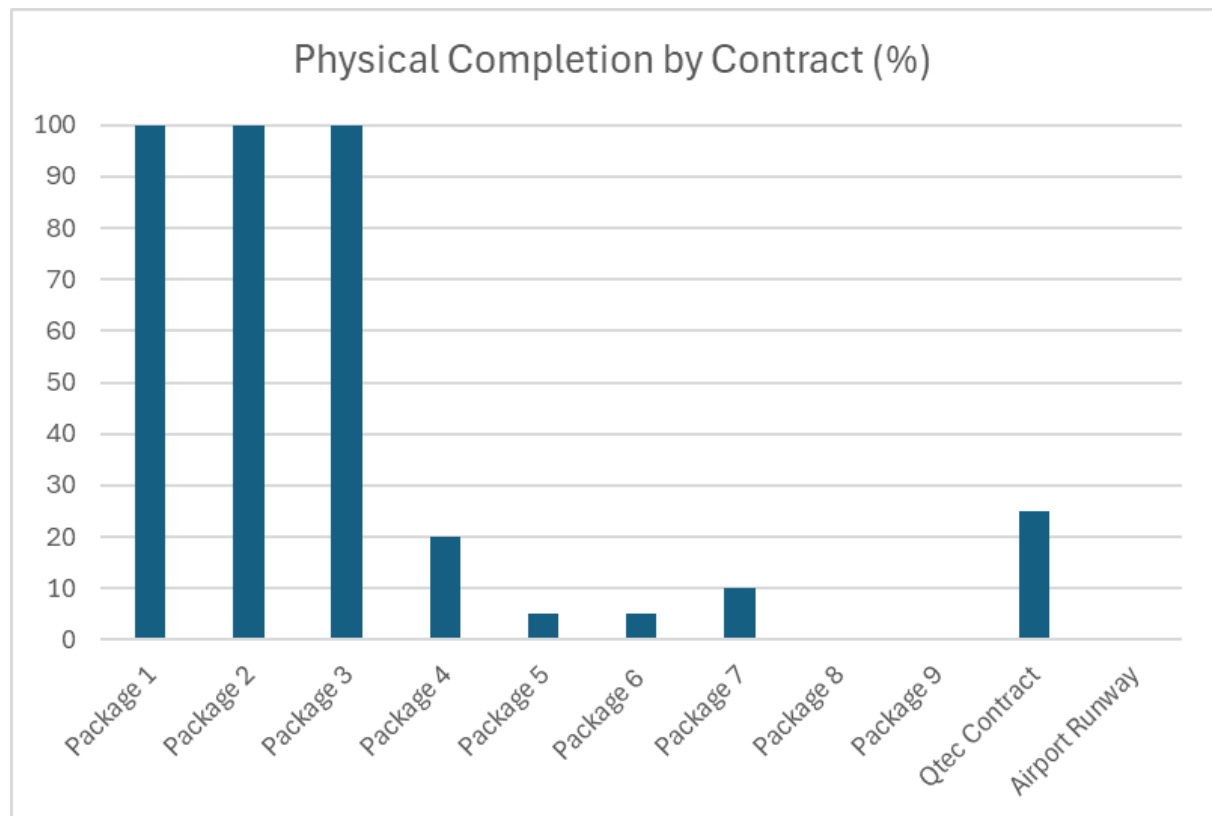


Figure 4 - Physical Completion of Works by Contract

5. PRE-AWARD CONTRACTS

Package 8

Contract: 5601-5000-0002 is currently in the tender evaluation phase with tender assessments completed and recommendations made to Council. The package includes restoration works on the sealed sections of Doomadgee West Road. Works are expected to commence in June 2024 with a practical completion date of 31/10/2024.

Package 9

Package 9 includes the restoration works on Floraville Road and is currently in the design phase.

Betterment Project 1: Burketown Airport Runway

The Burketown Airport Runway has been approved for \$13,287,626.37 in REPA funding under 2023 DRFA with a further \$8,400,000 (\$400,000 Council co-contribution) in Betterment funding lodged and awaiting assessment by QRA.

Betterment Project 2: Lawn Hill Creek North Crossing Raised Causeway

The Lawn Hill Creek North Crossing has been approved for \$984,111.81 in REPA funding under 2023 DRFA with a further \$6,884,956.65 (327,855.08 Council co-contribution) in Betterment funding lodged and awaiting assessment by QRA.

Betterment Project 3: Gregory Lawn Hill Road Concrete Mattresses

The Gregory Lawn Hill Road concrete mattresses has been approved for \$16,806,280.38 in REPA funding under the 2023 DRFA with a further \$3,615,043.36 (\$172,144.92 Council co-contribution) in Betterment funding lodged and awaiting assessment by QRA.

The breakdown of funding for the Betterment projects is shown in Figure 5.

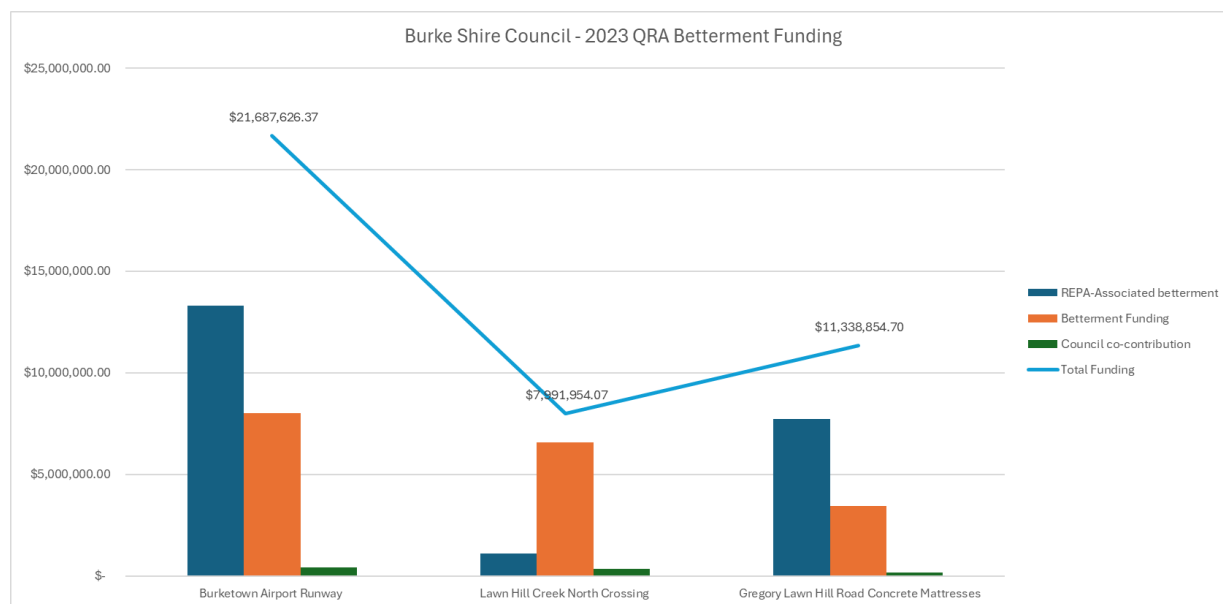


Figure 5 – Funding breakdown for 2023 QRA Betterment projects

6. OFFICER'S RECOMMENDATION

That Council notes the Disaster Recovery Funding Arrangement (DRFA) Status Update Report for May 2024.

ATTACHMENTS

Nil

11. Chief Executive Officer Reports

- 11.01 Status Report
- 11.02 Chief Executive Officer Report
- 11.03 Financial Services Monthly Update Report
- 11.04 Burke Shire Special Holiday 2025
- 11.05 Councillor Remuneration 2024/25 Financial Year

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 – 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 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 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

Status

Progressing during financial year and actioned as resolved. Will closed after 30th June.

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 – 240129.14 – 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. Reviewing recommendations.

Resolution Number – 240424.13 – Burketown Health & Wellbeing Precinct Stage 1 – Splash Park & Playground Contract No.: 0280-4201-0005

That Council:

- a) Receive and note the contents of the report and relevant attachments; and
- b) Awards the construction contract to Swimplex to the maximum value of \$3,001,000 (ex. GST) subject to a successful funding application and availability of sufficient budget; and
- c) Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract for the Burketown Health & Wellbeing Precinct to the maximum budget value of \$4,552,000 (ex. GST)

Status

Awaiting funding outcomes.

Resolution Number – 240424.15 – Chief Executive Officer Report

1. The contents of the Chief Executive Officer's Report for March 2024 be noted and received.
2. The amended Organisational Chart be approved.
3. The CEO be delegated to negotiate the purchase of donga's from Johns Lyng Group.

Status

Currently negotiating the purchase of the two dongas.

Resolution Number – 240424.18 – Reconfiguring a Lot – Boundary Realignment - Lot 73 SP258882 and Lot 77 B1364

That the Council resolve:

1. That Council's Senior Engineering Manager reconsider the location of the proposed Water Park Pump Station to ensure no detrimental visual amenity impacts occur on the site listed on the QLD Heritage Register (Visitor Centre site). In this regard, re-siting the Pump Station behind the Water Park, and moved some distance from the heritage building, would resolve any visual amenity issues.
2. In accordance with the Planning Act 2016 as amended, the applicant be notified that the Application for a Development Permit for Reconfiguring a Lot – Boundary Realignment, on a site located on the corner of Burke Street and Sloman Street, Burketown, being Lot 77 B1364 and Lot 73 SP258882, is approved subject to the conditions detailed below.

A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

1. The development shall be undertaken substantially in accordance with the submitted Proposal Plan of Reconfiguration, except as modified by this approval and specifically:
 - a. If any existing reticulated services will traverse one lot to service the other lot, as a result of the boundary realignment, an Easement is required to be provided to benefit the lot which relies on the service lines from the adjoining lot;

OR

The services are to be relocated so that each lot is clear of services that provide a connection for an adjoining lot.

Specific modifications to the Proposal Plan of Reconfiguration and the preparation of supporting Easement documentation, if required, must be actioned prior to Council endorsing the final Plan of Survey, for lodgement and registration with the State government, to the satisfaction of the Chief Executive Officer or delegate.

2. Any future building work on the new lots shall be carried out generally in accordance with any relevant Council requirements and State legislation and to the satisfaction of the Chief Executive Officer or delegate.
3. If unactioned, this development approval lapses six (6) years after the day that the development approval takes effect, unless extended under the Planning Act 2016.
4. Each lot is to be independently connected to the reticulated sewerage system, water service, electricity and telecommunications infrastructure and all separate connections must be in place, prior to Council endorsing the final Plan of Survey for lodgement and registration with the State government, to the satisfaction of the Chief Executive Officer or delegate.
5. Should any of the Council's assets be damaged during the construction of any new infrastructure or associated works the cost of the reinstatement of all such assets shall be met by the applicant/proponent, to the satisfaction of the Chief Executive Officer or delegate.

Council endorsement of the Plan of Survey relies on compliance with Conditions 1 to 5 outlined above, to the satisfaction of the Chief Executive Officer or delegate.

Status

In progress.

Resolution Number – 240523.06 – Guiding Engineering Standards; references to FNQROC Development Manual

That Council adopts the sections of the FNQROC Development Manual version 8 (any future updates to those sections) as guiding engineering standards for design and construction of developments and projects as described in Section 3 of this report.

Status

Finalised.

Matter Closed

Resolution Number – 240523.10 – Appointment of External Audit Committee Member

THAT: Council appoint Mr Garry Jeffries as an independent member of the Burke Shire Council Audit Committee effective immediately.

Status

Finalised.

Matter Closed

Resolution Number – 240523.11 – Budget Review for the 10 months to the end of 30 April 2024

That the following resolution be endorsed by council:

- a) 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 April 2024			
Proposed Amendments			
	April 24 Movt	April 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 (Surplus)			39,000.00
April 2023 Budget Proposed Amendments			
Income			
Interest from bank/QTC	520,000.00		
Total Interest from bank/QTC		520,000.00	
Ops Grant - SES Operational Grant	35,000.00		
Total SES Operational Grant		35,000.00	
Capital Grant - ATSI TIDS	198,000.00		
Total Capital Grant - ATSI TIDS		198,000.00	
Capital Grant - LRCI4 - Bowthorn Culvert	128,000.00		
Total Capital Grant - LRCI4 - Bowthorn Culvert		128,000.00	
Total Income			881,000.00
Expenses			
Roads General Maintenance	(228,000.00)		
Total Roads General Maintenance		(228,000.00)	
SES Operational Grant	(35,000.00)		
Total SES Operational Grant		(35,000.00)	
IT Expenditure (Admin Office Starlink)	(70,000.00)		
Total IT Expenditure (Admin Office Starlink)		(70,000.00)	
Chronicle Software Cemetery Management	(14,000.00)		
Total Chronicle Software Cemetery Management		(14,000.00)	
Workshop Expenditure	(200,000.00)		
Total Workshop Expenditure		(200,000.00)	
Housing Maintenance Expenditure	(30,000.00)		
Total Housing Maintenance Expenditure		(30,000.00)	
Total Expenses			(577,000.00)

Net Operating Movement (Surplus)			304,000.00
Capital Project Expenses			
Archie Diner Creek Project - reverse ownsource	100,000.00		
Total Archie Diner Creek Project		100,000.00	
Bowthorn Road Culvert Replacement - reverse ownsource	128,000.00		
Total Bowthorn Road Culvert Replacement		128,000.00	
Bowthorn Road Culvert Replacement - grant funded	(128,000.00)		
Total Bowthorn Road Culvert Replacement		(128,000.00)	
Gregory WTP	(30,000.00)		
Total Gregory WTP		(30,000.00)	
Purchase of Dongas (JL Group)	(110,000.00)		
Total Purchase of Dongas (JL Group)		(110,000.00)	
Total Capital Project Expenses			(40,000.00)
April 2024 Budget Proposed Amendments (Surplus)			264,000.00
Total Annual 2023-2024 Budget Amendments (Surplus)			203,000.00
Total Annual Budget Closing Surplus/(Deficit) YTD			845,965.00

- b) 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

Resolution Number – 240523.12 – Budget Policy

That the attached revised Budget policy be adopted.

Status

Finalised.

Matter Closed

Resolution Number – 240523.13 – Review of Annual Policies 2024

THAT Council adopts the following policies as part of the annual review carried out by officers.

- Financial Hardship Policy (General)
- Advertising Expenditure Policy (Statutory)
- Debt Recovery Policy (Statutory)
- Asset Disposal Policy (General)
- Portables and Attractive Items Policy (General)
- Competitive Neutrality Complaints Policy (Statutory)
- Related Party Disclosure Policy (Statutory)
- Social Media Policy (General)

Status

Adopted and now on website where appropriate.

Matter Closed

Resolution Number – 240523.14 – Operational Plan 2023-2024 –January 2024 to March 2024 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 January 2024 to March 2024 quarter.

Status

Finalised.

Matter Closed

Resolution Number – 240523.14 – Sport and Recreation Strategy 2019-2024 – March to December 2024 Quarter Update

That Council note and receive the Sport and Recreation Strategy 2019-24 update for the January to March 2024 Quarter.

Status

Finalised.

Matter Closed

1. OFFICER'S RECOMMENDATION

That the status report be received and noted as at 31 May 2024.

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:	14 June 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 May 2024.

2. UPDATES

Chief Executive Officer

Records management continues to be a focus with planning for destruction runs in line with legislation. Currently Consultants are in Burketown working with Madi.

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.

Various meetings as follows:

- EMT meetings
- Burke Shire Council - Energy Project Governance Committee
- Council meeting
- Meeting LGAQ & AEC, Local Government Financial sustainability.
- Budget session
- Council Briefing Session
- Audit Committee meeting
- LGAQ Executive Leaders Update
- NWQROC meeting Cloncurry
- FWIN Workshop - Nicholson and Leichhardt River Catchments

- DRFA Category C North West QLD Tourism Recovery and Resilience Program – Cloncurry Workshop
- Burketown Solar Project
- Strategic Planning Day-Councillors and EMT
- Department of Local Government and Planning-Elected Members Update
- Internal Grants meeting
- Police Interviews
- Gregory ILUA discussion
- Workplace Plan discussions.
- Budget Review discussions
- Local Buy and Vendor Panel Presentation and meeting
- GSD board meetings

Financial Services and Information Technology

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

- Council has completed all Liquidity Review queries issued by the Department of Local Government and KPMG Brisbane; this process is now pending the report from the Department of Local Government
- Working to finalise the final component of the LGM 2023 Flood insurance claim; \$250k pending, to be paid to council once signed off
- Engaged Assetval for 2023-2024 financial statement asset valuation (indexation) and issued valuation instructions – desktop indexations have been received and are under review from finance
- Fees and charges 2024/2025 have been reviewed and ready for council adoption
- Budget review 3 has now been completed and all reports are up to date
- Budget template 2024/2025 rolled and is now being populated
- March 2024 BAS paid to the ATO
- Interim external audit has been completed pending the final report to be issued to council
- Internal audit 2 (Grant Management Systems) has been progress and mostly completed
- Proforma shell financial statements have been provided to external audit
- Position papers have been provided to external audit for review (complex accounting matters review)
- All insurance renewal schedules have been submitted to LGMS and finalised
- New senior accountant has been employed, welcome David Lopez to the Burke Shire Council team
- The 3 year internal audit program has been revised and tabled with the audit committee
- The audit committee met on the 27th of May 2024

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

- Starlink redundancy to council main office project in progress, starlink systems have now been delivered to council site and we are in progress arranging Meraki routers etc. to be configured and delivered to Burketown
- Elevated regional connectivity issues to TMR officers to address and follow up with the minister of transport
- Elevated regional connectivity issues to Telstra to address with further forward planning and regional infrastructure review
- Channel Nine and ABC radio channels continue to be monitored by Council and N-com
- MDM deployment is in progress
- MFA deployment will be progressed to completion in full for June 2024
- Pending responses for two major grant projects via the NEMA grant pending approvals
 - Aqura Telstra Wifi Hubs – Gregory township
 - Attentis Smart AI Weather and Environmental Monitoring Stations

People and Culture**EBA related**

- JCC meeting held on 14 May.
- Payroll cycle realignment discussed and endorsed; Meal/ rest breaks discussed and will be included in EBA negotiations.
- EBA negotiations to commence in July.

Policies

- None

Positions advertised:

- Workshop Supervisor
- RMPC Labourer
- Temporary Mechanic
- Senior Accountant
- Machine Operators / Labourers
- Works Manager
- Project Manager

New employees

- None

Terminations

- Sun Yu

Training and Professional Development

- Traffic Control training

- Procurement Advanced
- Contract and Procurement Arrangement Training Session

Other

- Health and wellbeing
 - New gym equipment has arrived and been set up, with the gym now fully operational.
 - Gym naming competition held with the winning name: Dangurlda.
 - A sign with the gym's new name has been designed and erected at the front of the gym.
 - Move it Burke: Successful bootcamp held on 11 May with 1 new attendee; 6 attendees in total.

Economic and Community Development

Grants

- Several Grants currently being drafted for submission
 - W4Q 24-27
 - LGGSP grants (Planning and Projects)
- Recently Submitted Awaiting Outcomes
 - Regional Precincts and Partnerships Program Stream Two: Precinct Delivery – Health and Wellbeing Precinct Stage 1 & 2
 - SES Burketown – Grant for SES mobile Starlink for vehicle submitted \$3k unsuccessful
 - 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). Unsuccessful
 - Play our way program – tennis courts
 - Regional Precincts and Partnerships Program Stream One: Precinct Development and Planning Industrial Land Precinct.
 - RADF Funding 2024-2025 – Community Grants Funding submitted
- Grant currently being worked on:
 - RADF 2023-2024 – previously year funding successful
 - Regional Networker Grant \$2k for small business event successful
 - Senior's Day Grant - \$2k successful
 - Building Bush Tourism – Burketown Wharf Project successful. \$200k.
 - SES Gregory – Grant for office building submitted. \$80k successful
 - Move it NQ – Gregory sports program – Successful \$7k. 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.
 - Successful for the Strengthening Rural Communities Grants for a community garden. \$25k. Currently working on variation.

- Active Women Grants Program – Burke Shire Running Series, Step Challenge, Fitness Sessions with Taren.
- \$66k for Tackling Regional Adversity through Connected Communities Project
- Council Website now updated with community grants. To be updated monthly – ongoing.

Small Business

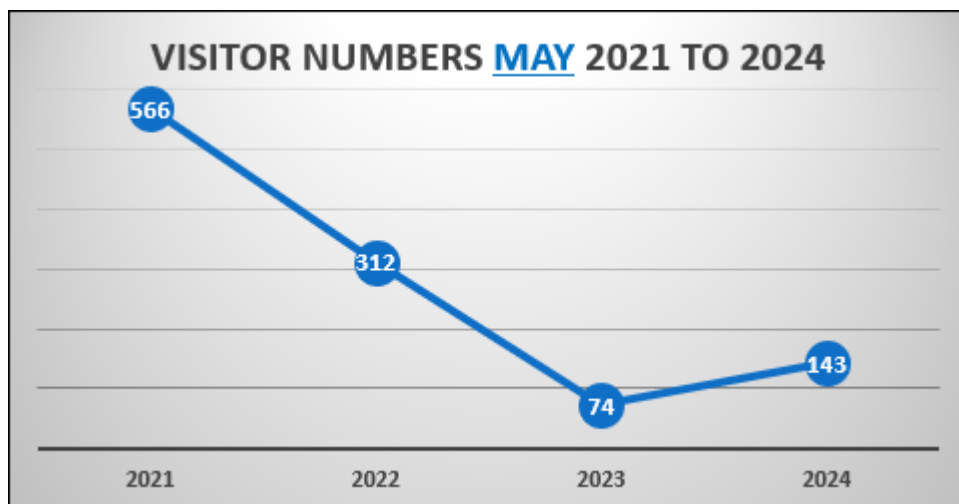
- Drafting a business investment prospectus document to entice people to come to the shire and start a business – ongoing. Awaiting industrial land to be finalised.
- Drafting of business event incentive scheme.
- Small Business workshop day completed for the 20th of May – 5 local businesses participating:
 - Sean – The Procurers. Tendering Tips Workshop and one on one consultations with businesses
 - Department of Employment, Small Business and Training – one on one mentoring
 - Regional Business HQ – digital workshops
 - Audrey Bell Local Buy

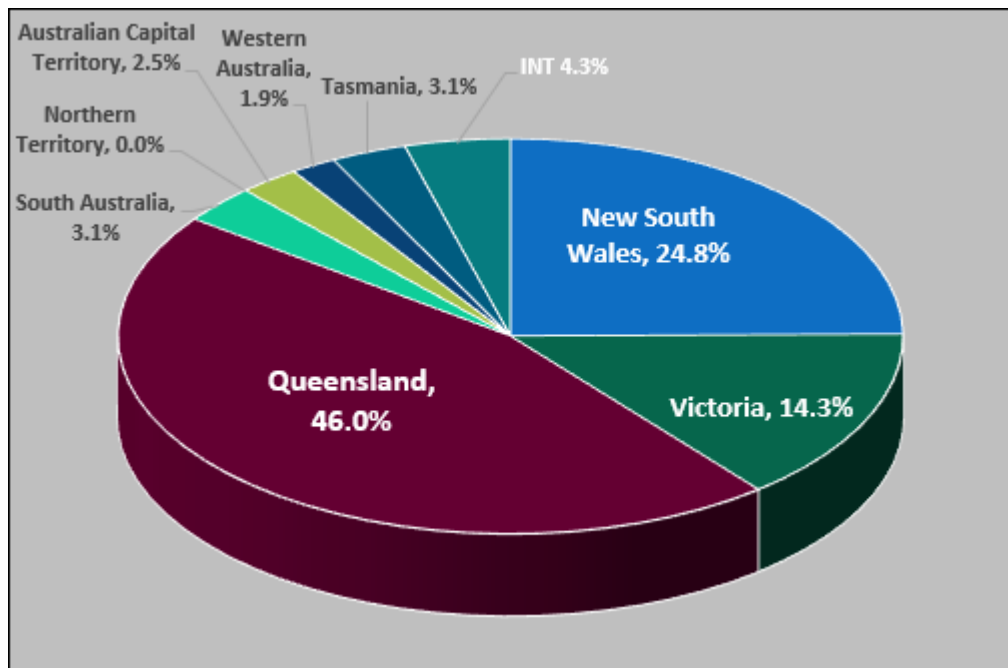
Gulf Savannah Development

- Ongoing project management assistance for the Port of Karumba Project
- TTNQ visit to Burke Shire

Tourism

- Tourism Tri-fold brochures and Z cards, along with stickers have been distributed around the shire.
- 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 and new look business directory. Currently live.
- Tourism banners being scope for signs in Burketown and Gregory – draft design being sent to Burketown.
- Tourism Data (Provided by the Visitor Information Centre) –





- Tourism Business Visit planning in underway.

Economic Development

- Draft Economic Development Strategy finalised. Draft Completed. To be presented to new council.
- Attended the Economic Practitioners Development Forum and the Small Business Friendly Conference.

Wet Season

- Temporary housing - still in negotiations with final two dongas.

Events

Upcoming Council Events:

- Photo competition

Upcoming Community Events:

- Gregory Camp draft and Children's Horse Sports 22nd – 23rd June
- Burketown Campdraft 19 – 21 July
- Battle of the Gulf Football Competition in Burketown 27th July
- Order of the Outback Ball 31st August

Donations

- Donations outcomes to be sent after June Meeting.
- RFDS donation has been processed. Photo finalised and posted to social media.

Environmental Health, Locals Laws and Facilities**Building, Facilities & Maintenance**

- House 15, Bowen Street Burketown – Works complete. Furniture ordered for property (fully furnished). House has been allocated to Workshop Supervisor who is expected to arrive on 6th July
- Vacant properties – House 16 Lot 4 Marshall Lane (Works Manager position), House 18 Lot 154 Musgrave Street (Share accommodation BSC employees), Unit 7 Lot 172 Musgrave St
- Engagement of Chronicle (Cemetery Management Software) has been confirmed. Expected completion of this project will be the end of September. As discussed with Council, we will also be investigating radar technology options to scan the cemeteries to identify any unmarked sites.
- Structural Engineer Engagement – CT Management currently onsite conducting building condition assessments of Council properties. This includes establishment of database of assets and components, listing building defects and defect's locations, provide risk ratings, estimate cost of repairs and determine priorities.
- MPDT Tree Lopping have been engaged to conduct works at some of our properties – Houses, Entrance to Burketown, Gregory and Public Spaces. During this visit they will also inspect and provide quotes for works to be completed at Gregory and Burketown Airports.
- Burketown and Gregory Multipurpose Courts – Grant application submitted on 29th April for approximately 1.7m to complete both courts. We are expecting to hear the outcome of this grant application sometime in July.

Local Laws

- Overgrown Allotments – It has been identified that there are many overgrown allotments within the Burketown and Gregory Communities. Public notification will be released to encourage property owners to clean their properties. Following on from this, inspections will be completed in Burketown & Gregory from 24th – 28th June and notices issued to owners who have not maintained their properties.
- Roaming Dogs – A local laws officer from Carpentaria Shire Council is currently being engaged to capture and impound roaming dogs, complete inspection program of individual properties and also provide some advice to pet owners in relation to responsible pet ownership.
- In the process of sourcing quotes for a suitable vehicle and equipment required for the Local Laws position.
- Vet Visit – Gulf Veterinary Services will be holding clinics in Gregory on 15th & 16th July and Burketown on 17th & 18th July. As per previous visits and tying in our responsible pet ownership drive, Council will subsidize neutering services (dogs and cats only). Participants will be required to pay a \$10 fee and will not be eligible unless they are a resident of the Shire and their animal is registered.

Environmental Health

- Food Licensing – Obtaining the services of a qualified EHO has proven to be a bit of a challenge. We are currently working with LGAQ to obtain someone on a short term basis to conduct inspections. Current Licenses will expire on 30th June. Renewals/Applications currently being processed.

Other

- CLCAC have been engaged to carry out 1080 Baiting. Dates to be confirmed and public notice released.
- Currently completing Certificate IV in Government Investigations

Corporate Services and Governance

- Rex:
 - Sage and Madison both completed sign off on the use of the Disabled Persons Lift. We now have 3 staff trained and signed off to use this.
 - Planned safety audit for 20 June 2024.
- Library:
 - Library exchange received.
- Records:
 - CorpMem were onsite for 8 days in May to assist with processing Early Source Record Destruction. A total of 30 boxes of records were identified as being ready for destruction.
 - Continuing to work with CorpMem to make improvements in the records area.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Workplace Health and Safety Report for May 2024



WHS Report May
2024.docx

Financial Services Reports

11.03 Financial Services 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:	14 June 2024
LINK TO COUNCIL PLAN/S:	Operational Plan 2023-24 Council Budget 2023-24

1. PURPOSE OF REPORT

This report has been constructed to provide a snapshot of the progress of council's operations (financial) against budget targets at 30 June 2024 as adopted by the council budget. The below report will focus on providing information to key decision makers in regards to key metrics, trends and actuals for the month ended May 2024.

2. SUMMARY

Council's cash holdings were up by \$1.579mil by the end of May 2024.

Overall council is under budget by 8.5% with many areas of cost phasing now having caught up with the pro-rata estimated budget targets to 30 June 2024. We do note some areas of focus that council will investigate before 30 June 2024 that have exceeded budget in isolation but have not contributed to the overall budget exceeding expectations.

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)	16,625,815	26,868,295	62%
Operating Expenses	(2)	25,246,295	30,371,230	83%
Operating Result (Profit/Loss)	-	8,620,480	3,502,935	246%
Capital Revenue	(3)	3,582,115	18,305,100	20%
Net Result	-	5,038,365	14,802,165	-34%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	54,214,929	14,017,661
Other Current Assets	(5)	1,556,030	1,402,000
Non Current Assets	(6)	167,941,508	180,489,175
Total Assets		223,712,467	195,908,836
Liabilities (Current)	(7)	52,302,685	3,540,000
Liabilities (Non Current)	(8)	1,014,809	1,483,120
Total Liabilities		53,317,494	5,023,120
Net Community Assets		170,394,973	190,885,716

Sustainability Outlook

1

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-52%	-50%
² Working Capital Ratio	Greater than 1:1	1.1	1.1
³ Net Financial Liabilities Ratio	Less than 60%	-21%	-23%

Notes:

- (1) **Operating Revenues** - Major movement for the month consists of further DRFA revenues have been recognised during the month as well for works completed to date.
- (2) **Operating Expenses** - Noted that costs are under budget by 8.5%. In relation to employee benefits costs against the budget, we have currently expended \$4.687mil against a budget of \$6.379mil for the year; this is an actual spend of 73.47% year to date.
- (3) **Capital Revenue** - Noted approximately \$300k in capital revenue recognised from contract liabilities during the month of May 2024.
- (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 May 2023 in the previous year v May 2024 actuals v the budgeted estimated cashflow for 30 June 2024.

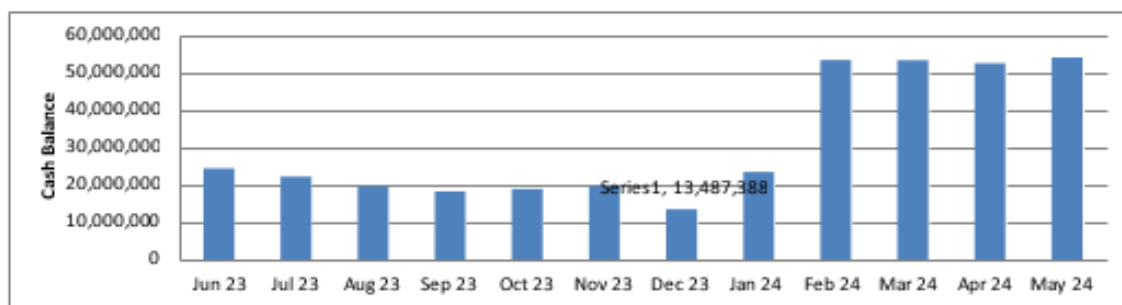
For the month ended 31 May 2024

	Note Ref	31 May 2023 \$	31 May 2024 \$	2023-24 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	6,190,180	5,317,978	5,442,006	98%
Payments to suppliers and employees	(2)	(13,186,268)	(22,336,032)	(33,138,922)	67%
		(6,996,088)	(17,018,054)	(27,696,916)	61%
Rental Income	(3)	199,259	197,060	218,000	90%
Interest Received	(4)	305,481	1,262,187	879,000	144%
Operating Grants and Contributions	(5)	11,426,378	50,388,100	20,585,000	245%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		4,935,030	34,829,293	21,662,000	161%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(3,813,085)	(8,728,164)	(23,213,100)	38%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		(174,135)	0	100,000	0%
Capital Grants and Subsidies	(7)	2,462,001	3,653,224	18,205,100	20%
Net cash inflow (outflow) from investing activities		(1,525,220)	(5,074,940)	(4,908,000)	103%
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)	3,409,810	29,754,352	(10,442,916)	-285%
Cash at beginning of reporting period		10,146,891	24,460,577	24,460,577	100%
Cash at end of reporting period	(8)	13,556,701	54,214,929	14,017,660	387%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	4.83%	1,262,187	48,176,926
Westpac General Fund - Trust	-	-	6,037,720
Cash Floats	-	-	283
Total			54,214,929

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents – Restricted Cash (IAS 7)

Total Cash on hand	\$ 54,214,929.12	%
Restricted Cash - DRFA Operating Grants	\$ 49,491,841.02	91.29%
Restricted Cash - Non-DRFA Operating Grants	\$ 86,587.43	0.16%
Restricted Cash - Capital Grants	\$ 1,540,321.53	2.84%
GST Liability	\$ 304,804.89	0.56%
Unrestricted Cash	\$ 2,791,374.25	5.15%
Contract Assets - Cash to be received by 30 June 2024		
R2R	\$ 305,000.00	Pending final acquittal approval
LRCI 2 and 3	\$ 323,000.00	Pending final acquittal approval
LRCI 4	\$ 482,288.00	Pending final acquittal approval
Insurance	\$ 250,000.00	Pending finalisation with assessor
RPMC	\$ 360,926.00	Billed to TMR in June 2024
Projected Unrestricted Cash	\$ 4,512,588.25	
Prior Month Unrestricted Cash Balance	\$ 6,553,971.14	
Explanation for Movement:	-\$ 3,762,596.89	
Noted that council was holding this balance of GST payable to the ATO as a result of the 2022/2023 flood damage event 30% advanced payment from the QRA. Council finance has increased the level of reporting of restricted cash to include further contract asset movements as well. It should note that overall council cash is up when compared to January 2024 prior to the receipt of DRFA 30% cash funds.		

Notes to the Statement of Cashflows:

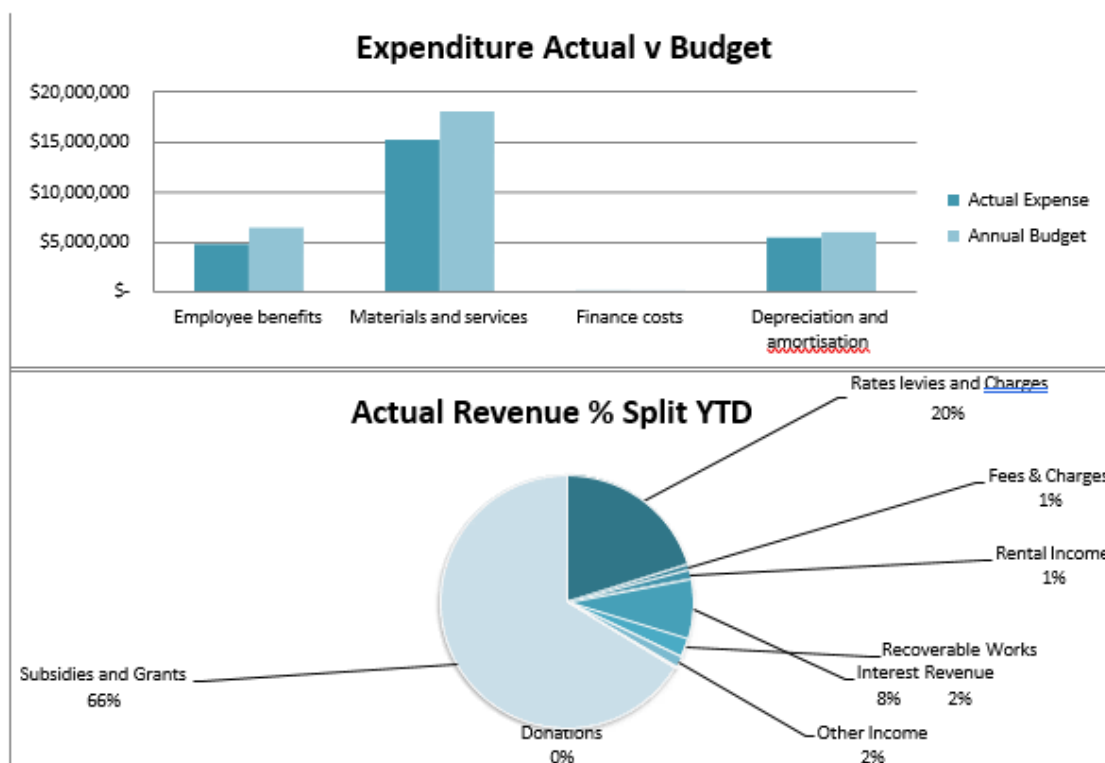
- (1) **Receipts from customers** - On track with budget.
- (2) **Payments to suppliers and employees** - On track with budget; please note that this amount includes accruals amounts to be recognised to 30 June 2023; as a result some amounts in the cashflow will carry through to 30 June 2024 as a distortion due to timing. This amount also shows that council is within expectation of council's cash spend for the end of May 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 (5.23%). This is up from 4.83% in April 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 resulting in a predicted not yet budget amended operational surplus of funds.
- (5) **Operating Grants and Contributions** - No major movement noted for May 2024.
- (6) **Payments for Property, Plant and Equipment** - No major movement noted for May 2024.
- (7) **Capital Grants and Subsidies** - No major movement noted for May 2024.
- (8) **Net Cash Movement** - Council's cash holdings were up by \$1.579mil by the end of May 2024.

5. STATEMENT OF INCOME AND EXPENDITURE

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

For the month ended 31 May 2024

	Note Ref	31 May 2023 \$	30 May 2024 \$	2023-24 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		3,272,392	3,351,546	3,365,000	100%
Fees & Charges	(1)	112,646	117,908	147,400	80%
Rental Income	(2)	199,259	197,060	218,000	90%
Interest	(3)	305,481	1,262,187	879,000	144%
Recoverable Works Revenue	(4)	573,547	396,733	1,139,895	35%
Other Income	(5)	124,894	250,174	549,000	46%
Donations	(12)	-	31,143	5,000	623%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	4,948,352	11,019,064	20,565,000	54%
Total Recurrent Revenue		9,536,570	16,625,815	26,868,295	62%
Capital Revenue					
Sale of non-current assets	(13)	-	-	100,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	2,462,001	3,582,115	18,205,100	20%
Total Capital Revenue		2,462,001	3,582,115	18,305,100	20%
TOTAL INCOME		11,998,571	20,207,930	45,173,395	45%
Recurrent Expenses					
Employee benefits	(8) -	4,226,603	4,687,324	6,379,591	73%
Materials and services	(9) -	7,304,587	15,177,966	18,063,639	84%
Finance costs	(10) -	14,478	31,412	18,000	175%
Depreciation and amortisation	(11) -	4,902,330	5,349,593	5,910,000	91%
TOTAL RECURRENT EXPENSES	-	16,447,997	25,246,295	30,371,230	83%
NET RESULT	-	4,449,426	5,038,365	14,802,165	-34%



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 (5.23%). This is up from 4.83% in April 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 resulting in a predicted not yet budget amended operational surplus of funds.
- (4) Recoverable Works Revenue** - RMPC works are still progressing with further billings expected to be carried out up to 30 June 2024. \$360k was billed in June 2024.
- (5) Other Income** - 50% of the estimated flood claim insurance reimbursement funds have been received with a further \$250k pending finalisation for June 2024 with LGM.
- (6) Subsidies and Grants (operating)** - Minimal movement noted for the month.
- (7) Subsidies and Grants (capital)** - Minimal movement noted for the month.
- (8) Employee benefits** - In relation to employee benefits costs against the budget, we have currently expended \$4.687mil against a budget of \$6.379mil for the year; this is an actual spend of 73.47% 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 30 May 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. Accounting adjustments for the sale of land and property will be reflected in the June 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 May 2024 91.63%

% 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					Comments
	31 May 2023 \$	31 May 2024 \$	2023-24 Annual Budget \$	YTD Progress %	
Recurrent Expenses					
Corporate Governance Costs	755,359	792,939	955,800	82.96%	On track with budget.
Administration Costs	3,145,348	3,219,743	3,863,950	83.33%	On track with budget.
Recoverable Works Expenses	646,112	585,003	1,024,000	57.13%	On track with budget.
Engineering Services	4,555,013	11,180,264	14,089,100	79.47%	On track with budget. During the month a budget overrun for Plant maintenance expenditure was noted of which finance and engineering will be investigating further at this stage.
Utility Services Costs	1,014,110	788,486	1,040,500	75.78%	On track with budget.
Net Plant Operating Costs	- 580,058	- 661,090	- 785,000	84.22%	On track with budget.
Planning and Environmental Expenses	65,156	66,035	374,500	17.63%	On track with budget.
Community Services Costs	1,930,149	3,893,910	3,900,360	99.83%	Above budget, this will be due to potential items still pending claim for flood response costs received in the 2023/2024 financial year. It is expected this budget will close close to the target budget by 30 June 2024.
Finance Costs	14,478	31,412	18,000	174.51%	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	4,902,330	5,349,593	5,910,000	90.52%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
TOTAL RECURRENT EXPENSES	16,447,397	25,246,295	30,371,230	83.13%	On track with budget.
Capitalised Wages	-	160,467	247,000	65%	Notable improvement when compared with the previous year capitalised wage levels. It is expected this balance will continue to perform moving further into the year.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 31 May 2024

	31 May 2024	2023-24 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	54,214,929	14,017,661
Trade and other receivables	1,329,136	1,000,000
Inventories	482,838	300,000
Other financial assets	- 255,944	102,000
Non-current assets classified as held for sale	-	-
Total current assets	55,770,959	15,419,661
Non-current Assets		
Receivables	-	-
Property, plant and equipment	282,890,837	275,933,637
Accumulated Depreciation	- 114,949,329	95,444,462
Intangible assets	-	-
Total non-current assets	167,941,508	180,489,175
TOTAL ASSETS	223,712,467	195,908,836
Current Liabilities		
Trade and other payables	52,108,927	3,400,000
Borrowings	-	-
Provisions	193,758	140,000
Other	-	-
Total current liabilities	52,302,685	3,540,000
Non-current Liabilities		
Trade and other payables	83,115	83,120
Interest bearing liabilities	-	-
Provisions	931,694	900,000
Other	-	500,000
Total non-current liabilities	1,014,809	1,483,120
TOTAL LIABILITIES	53,317,494	5,023,120
NET COMMUNITY ASSETS	170,394,973	190,885,716
Community Equity		
Shire capital	39,529,889	57,734,989
Asset revaluation reserve	103,541,131	103,316,184
Retained surplus/(deficiency)	27,323,951	29,834,543
Other reserves	-	-
TOTAL COMMUNITY EQUITY	170,394,973	190,885,716

8. RATING ARREARS SUMMARY

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

Rating Type	366+ DAYS \$	181-365 DAYS \$	31-180 DAYS \$	1-30 DAYS \$	Total \$
GENERAL	96,229	27,953	53,706	1,383	179,271
SEWERAGE	5,743	4,056	13,129	164	23,092
GARBAGE	4,707	2,832	11,805	140	19,484
WATER	107,833	21,631	43,117	1,207	173,788
WATER CONSUMPTION	125,740	16,790	4,932	1,027	148,489
STATE GOVT EMERGENCY	4,967	1,487	4,871	79	11,403
LEGAL FEES	6,376	-	-	-	6,376
Total	351,597	74,748	131,560	3,999	561,904

Total Rating Arrears **561,903.79**

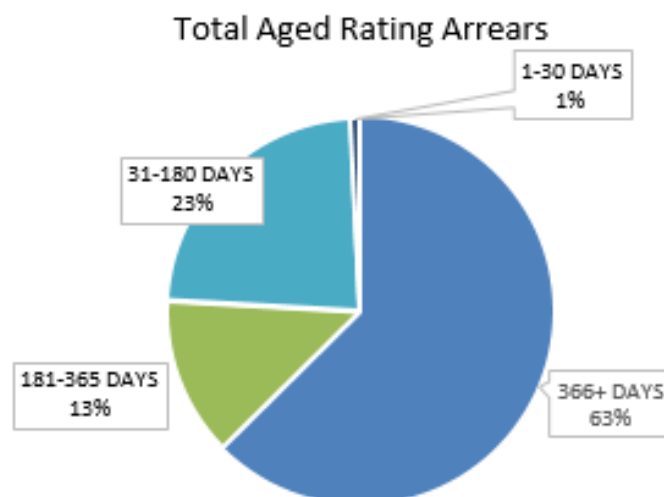
Total Seeking Debt
Collection (\$) 80,000

Total Seeking Debt Pursuing Debt Collection as discussed with council on
Collection (%) 14% during January 2024.

Total Pending Further
Review (\$) (Advice
Obtained) 272,146

Total Pending Further Pursuing Debt Collection as discussed with council on
Review (%) (Advice during January 2024.
Obtained) 48%

Total Rate Arrears in debt recovery phase (\$)	352,146.27
Total Rate Arrears in debt recovery phase (%)	63%
Total Rates Arrears not int debt recovery (\$)	209,757.52



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 May 2024 be received and noted.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.04 Burke Shire Special Holiday 2025

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; CEO
PREPARED BY:	Madison Marshall; Corporate Services and Governance Manager
DATE REPORT PREPARED:	10 June 2024
LINK TO COUNCIL PLAN/S:	N/A

1. PURPOSE

To confirm the 2025 Special Holiday date for the Burke Shire Council Local Government Area.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council traditionally nominates the 1st Tuesday in November as a Special Holiday in the Burke Shire Council area to coincide with Melbourne Cup Day. Consideration may be given to amending the day or adding a holiday based on the development of a signature event and/or festival in the future.

Notification of the Special Holiday and/or Bank Holiday dates for Local Governments are included in the Queensland Government Gazette and published online:

2022: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2022>

2023: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2023>

2024: <https://www.qld.gov.au/recreation/travel/holidays/special#dates2024>

3. PROPOSAL

Council confirms the date of the Special Holiday for 2025 by resolution and authorises the CEO to complete the nomination process.

4. FINANCIAL & RESOURCE IMPLICATIONS

N/A

5. POLICY & LEGAL IMPLICATIONS

Holidays Act 1983 – Section 4 Special Holidays

- (1) Subject to subsections (2) and (3) the Minister may by notification published in the Gazette appoint a day or the forenoon or afternoon of a day to be a holiday either throughout the State or within such district as may be specified.
- (2) A holiday shall not be appointed pursuant to this section in respect of a district unless the Minister has, by a date specified by the Minister, received a notice from the local government for the area in which the district is situated signed by the chief executive officer of that local government requesting that the holiday be appointed.
- (3) The holiday appointed may be the date requested or another date as the Minister thinks fit.

6. CRITICAL DATES & IMPLICATIONS

Nominations for Show Days/Special Holidays have been requested by no later than Friday 12 July 2024.

7. CONCLUSION

This report enables Council to meet its notification obligations under the Holiday Act 1983 as these relate to the gazettal of Special Holidays for Local Government Areas in Queensland.

8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council nominates Tuesday 4 November 2025 as the Special Holiday date for the Burke Shire Local Government Area.

ATTACHMENTS

1. Holiday Notification - Request Letter: Office of Industrial Relations to BSC



Request letter
2025.pdf

Chief Executive Officer Reports

11.05 Councillor Remuneration 2024/25 Financial Year

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay, Chief Executive Officer
PREPARED BY:	Dan McKinlay, Chief Executive Officer
DATE REPORT PREPARED:	10 June 2024
LINK TO COUNCIL PLAN/S:	Burke Shire Council Budget 2024/25

1. PURPOSE

To determine Councillors Remuneration for the financial year ended 30 June 2025.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Local Government Remuneration Commission (Commission) has concluded its annual review of the categories of local governments and the assignment of local governments to categories. In addition, the Commission determined the levels of remuneration for Mayors, Deputy Mayors and Councillors of Queensland local governments as required by section 177(c) of the Local Government Act 2009 (Act) and Chapter 8, Division 1 of the Local Government Regulation 2012 (Regulation).

The Local Government Remuneration Commission Annual Report 2023 outlining the remuneration determination for Councillors is detailed under Attachment One.

The Commission is an independent entity established under the Act. Chapter 6, Part 3 of the Act, proclaimed into force on 3 December 2018, established the Local Government Remuneration Commission to assume the remuneration functions of the former Local Government Remuneration and Discipline Tribunal, which ceased to exist on 3 December 2018.

Section 177 of the Act provides the functions of the Commission are:

- To establish the categories of local governments;
- To decide the category to which each local government belongs;
- To decide the maximum amount of remuneration payable to the Councillors in each of the categories; and
- Another function related to the remuneration of Councillors if directed, in writing, by the Minister.

Chapter 8, Part 1, Division 1 of the Local Government Regulation 2012 sets out the processes of the Commission in deciding the remuneration that is payable to Councillors.

The Regulation requires the Commission to review the categories of local governments once every four years, in the year prior to each quadrennial election, to determine whether the categories and the assignment of local governments to those categories require amendment.

After determining the categories of local governments, the Regulation also requires the Commission to decide annually, before 1 December each year, the maximum amount of remuneration to be paid to Mayors, Deputy Mayors and Councillors in each category from 1 July of the following year.

As required by section 246 of the Regulation, the Commission has prepared a remuneration schedule for various categories of Council for the 2024-2025 financial year, applicable for Burke Shire Council (Category A2) from 1 July 2024.

The Commission has established maximum remuneration levels for Queensland mayors, deputy mayors and councillors for each of the new council remuneration categories.

Year	Mayor	Deputy Mayor	Councillors
2023-2024	\$114,801	\$66,231	\$57,400
2022-2023	\$110,386	\$63,684	\$55,192
2021-2022	\$108,222	\$62,435	\$54,110

Section 241 of the Regulation states the Commission must establish categories of local governments to enable the Commission to decide the maximum amounts of remuneration that are payable to Mayors and other Councillors in each of the categories.

Section 247 of the Regulation states that the maximum amount of remuneration payable to a Councillor under the remuneration schedule must be paid to the Councillor, unless the local government, by resolution, decides the maximum amount is not payable to the Councillor.

Section 247 of the Regulation states that Council must make a resolution for the remuneration payable from 1 July of a particular year, before 1 July of that year.

Section 248 of the Regulation allows a local government to make a submission to the Tribunal to vary the remuneration for a Councillor, or Councillors, to a level higher than that stated in the remuneration schedule where the local government considers exceptional circumstances apply. The Tribunal may, but is not required to, consider any such submission. If the Tribunal is satisfied that exceptional circumstances exist, the Tribunal may approve payment of a higher amount of remuneration.

3. PROPOSAL

That Council considers whether it will reduce Councillor Remuneration below the scheduled amounts detailed in the Local Government Remuneration Commission Annual Report 2023 which are effective from 01 July 2024.

4. FINANCIAL & RESOURCE IMPLICATIONS

Burke Shire Council is classified as a Category A2 (along with 21 other Councils). The maximum remuneration determined for elected members of Category A2 Councils is per the table below:

The Commissioners determination for 2024-25 is an increase of 4.0% as detailed below:

Year	Mayor	Deputy Mayor	Councillors
2024-2025	\$119,393	\$68,880	\$59,695

5. RISK

There are no perceived risks associated with this item.

6. POLICY & LEGAL IMPLICATIONS

Legislation / Regulation	Section
Local Government Act 2009	177(c) To decide the maximum amount of remuneration payable to the councillors in each of the categories
Local Government Regulation 2012	247 Remuneration payable to councillors (1) A local government must pay remuneration to each councillor of the local government. (2) The maximum amount of remuneration payable to a councillor under the remuneration schedule must be paid to the councillor, unless the local government, by resolution, decides the maximum amount is not payable to the councillor. (3) In a resolution made under subsection (2), the local government must also decide the amount of remuneration payable to the councillor. (4) The amount of remuneration decided under subsection (3) for each councillor must not be more than the maximum amount of remuneration payable to the councillor under the remuneration schedule. (5) The amount of remuneration for each councillor, other than a mayor or deputy mayor, must be the same. (6) The local government must make a resolution under subsection (2), for the remuneration payable from 1 July of a particular year, before 1 July of that year.

7. CRITICAL DATES & IMPLICATIONS

In accordance with s247(6) of the Local Government Regulation 2012, Council is required to make a resolution in relation to the remuneration payable from 1 July of a particular year, before 1 July of that year, if the local government elects not to accept the recommended remuneration.

8. CONSULTATION

Councillors

9. CONCLUSION

Council upon noting the findings of the Local Government Remuneration Commission Annual Report 2023 must make a resolution for the remuneration payable from 1 July 2024 for the Mayor, Deputy Mayor and Councillors.

10. OFFICER'S RECOMMENDATION

1. That Council receive the Local Government Remuneration Commission's Annual Report 2023; and
2. That Council adopt the Local Government Remuneration Commission's Remuneration Schedule effective from 1 July 2024 for the Mayor, Deputy Mayor and Councillors.

ATTACHMENTS



local-government-r
emuneration-commi

1. Local Government Remuneration Commission's Annual Report 2023

12. 2024-25 Budget Reports

- 12.01 2024-2025 Revenue Policy
- 12.02 Operational Plan 2024-2025
- 12.03 2024-2025 Fees and Charges
- 12.04 Review of Business Activities Policy
- 12.05 Investment Policy 2024/2025
- 12.06 Review of Debt Policy 2024-2025
- 12.07 2024/2025 Donation Requests

2024-25 Budget Reports

12.01 2024-2025 Revenue Policy

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:	6 June 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24, Operational Plan 2023-24

1. PURPOSE

Council is required under Section 169 of the Local Government Regulation 2012 to include a Revenue Policy in its annual budget.

This report recommends the adoption of the Revenue Policy as part of the 2024/2025 Budget.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Revenue Policy is a key statutory document of Council and is required to be adopted as part of the annual budget. The Revenue Policy is reviewed every year as part of the budget development process.

3. PROPOSAL

Section 193 (3) of the Local Government Regulation 2012 requires Council to review its Revenue Policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

The purpose of the Revenue Policy is to set out the principles used by Burke Shire Council for:

- The levying of rates and charges.
- Granting concessions for rates and charges;
- Recovering overdue rates and charges;
- Rates capping;
- Interest rates and charges on rating arrears;
- Cost recovery fees;
- If the local government intends to grant concessions for rates and charges, the purpose of the concessions; and
- The extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.

Council levies rates and charges to fund the provision of valuable services to our community. When adopting its annual budget Council will set rates and charges at a level that will provide for both current and future community requirements.

Council also provides concessions to pensioners to assist property owners to remain in their own homes, and concessions to non-profit community, sporting and cultural groups as they contribute to the health and well-being of the community and to the social cohesion of the region.

The Revenue Policy also sets out the principles that will apply in the management of and recovery of debt. These principles are as follows:

- Fairness and Equity-by ensuring the consistent application of lawful rating and charging principles without bias;
- Transparency by communicating the Council’s charging processes and each ratepayer’s responsibility under the rating system.
- Efficiency by having a rating regime that is cost effective to administer.
- Sustainability – to support the financial strategies for the delivery of infrastructure and services identified in Council’s short, medium and long-term planning; and
- Flexibility within agreed parameters-by providing payment arrangements to assist ratepayers in meeting their rate commitments.

4. FINANCIAL & RESOURCE IMPLICATIONS

The adoption of the 2024/2025 Revenue Policy ensures that Council can rate in accordance with the proposed 2024/2025 Budget.

5. POLICY & LEGAL IMPLICATIONS CRITICAL DATES & IMPLICATIONS

The adoption of the Revenue Policy ensures Council’s compliance with the requirements of the Local Government Regulation 2012. Section 169 (2) (c) of the Local Government Regulation 2012 requires Council to include a Revenue Policy in its annual budget.

6. CONSULTATION

Councillors

CEO

King and Co

7. CONCLUSION

The 2024/2025 Revenue Policy is used in the formulation of Council’s 2024/2025 Revenue Statement and 2024/2025 Budget and must be included in the adoption of the annual budget each financial year.

Council’s annual budget must be consistent with its Revenue Policy.

Council had King and Co , Solicitors, review the Policy.

8. OFFICER’S RECOMMENDATION

THAT Council resolves to adopt, pursuant to Section 193 of the Local Government Regulation 2012, the 2024/2025 Revenue Policy (Attachment 1) for inclusion in the 2024/2025 Budget.

ATTACHMENTS



O. Revenue Policy
2024-25 - FINAL.doc

1. Revenue Policy 2024/2025

2024-25 Budget Reports

12.02 Operational Plan 2024-2025

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	14 June 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-2024

1. PURPOSE

The Local Government Act 2009 and Local Government Regulation 2012 require Council to prepare and adopt an operational plan for each financial year. The operational plan identifies planned activities for the organisation, consistent with the Corporate Plan 2019-2024 and the annual Budget.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council prepares an Operational Plan for each financial year. The Operational Plan is consistent with the Corporate Plan 2019-2024. It is noted that the Corporate Plan for 2019-2024 is in its last year and a new Corporate Plan will be developed with the new Council to cover this new term of Council.

3. PROPOSAL

The annual Operational Plan 2024-2025 (as attached) is a key financial planning and corporate performance reporting document for Council and is presented in accordance with the legislative requirement of the Local Government Act 2009 and the Local Government Regulation 2012 for adoption.

4. FINANCIAL & RESOURCE IMPLICATIONS

In accordance with the Section 175 of the Local government Regulation 2012 the Operational Plan must be consistent with the annual budget.

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 noncompliant operations.
Compliance	Content requirements of Operational Plan 2023-24 not met	Plan prepared with reference to regulatory requirements.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009	Section 104 Financial management systems.	<p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan.</p> <p>(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.</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually</p>
Local Government Regulation 2012	Division 4 Annual Operational Plan	<p>Section 174 Preparation and adoption of the annual operational plan</p> <p>(1) A local government must prepare and adopt an annual operational plan for each financial year.</p> <p>(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.</p> <p>(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.</p> <p>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</p> <p>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</p> <p>Section 175 Annual operational plan contents</p> <p>(1) (1) The annual operational plan for a local government must—</p> <ul style="list-style-type: none"> a. be consistent with its annual budget; and b. state how the local government will— <ul style="list-style-type: none"> 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

In accordance with the Local Government Regulation 2012, a local government must prepare and adopt an annual operational plan for each financial year and may choose to adopt the annual operation plan at the same time as the budget.

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.

8. CONSULTATION

Consultation on the Operational Plan 2024-25 has been held with both the Executive Management Team and Councillors as part of the 2024-25 budget considerations.

9. CONCLUSION

The Operational Plan has been developed with reference to the objectives, strategies and key performance indicators of the 2019-2024 Corporate Plan.

Key Operational Plan KPI's are included in Management KPI's for the financial year.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the Operational Plan 2024-25, as presented, in accordance with sections 174-175 of the Local Government Regulation 2012.
3. That Council publishes the Operational Plan 2024-25 on Council's website.

ATTACHMENTS

1. Burke Shire Council Operational Plan 2024/2025



2024-25
Operational Plan.do

2024-25 Budget Reports

12.03 2024-2025 Fees and Charges

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:	14 June 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-2024 Operational Plan 2024-25

1. PURPOSE

The proposed Fees and Charges for 2024/2025 are provided in the attached schedule. The adoption of fees and charges forms an integral part of Council's annual budget process and ensures cost recovery fees and charges reflect the true cost of providing the associated service. Adoption of the register of fees and charges also ensures compliance with Council's legislative obligations.

2. BACKGROUND

A review of fees and charges for 2024/2025 has been carried out by council Managers. In a majority of cases a flat increase of 4.2% has been applied over a number of the proposed fees and charges inline with the Council Cost Index provided by the LGAQ.

Upon a more detailed review of the Fees and Charges schedule by both Finance and Administration staff, it was determined that some changes were required for the fee structures pertaining to the following:

- Regulated Dog Registration costs have been referred to the standard listing of the cost of dog registrations. The private works rate has been updated to reflect 20% margin in-line with the council private works documentation and process;
- Duplicated tyre removal fees have been removed from the schedule; and
- Some items have been reworded and amended as part of the standard annual review to maintain more consistency in the schedule.

The above changes have been made to simplify the council Fees and Charges Schedule to make it more approachable for community members and businesses whilst also taking into considerations cost recovery and sustainability outcomes for council.

3. PROPOSAL

Cost recovery fees are set at or as close as possible to full cost, with commercial fees set at rates that reflect market and other associated conditions. In general terms, the cost of services should be borne through fees and charges by those customers who benefit from them.

This position reflects the recovery constraints of Section 97 of the Local Government Act 2009 in that a cost recovery fee, other than an application fee, must not be more than the cost to Council of taking the action for which the fee is charged

4. FINANCIAL & RESOURCE IMPLICATIONS

The fees and charges set by the attached schedule forms a part of Council's revenue raising requirements and provide the source of funding and/or contribution to a number of programs delivered by Council.

The price increase parameter for fees and charges has been set in line with Council's long-term financial plan, while recognising the Council Cost Index developed by the Local Government Association of Queensland.

The fees and charges are set in conjunction with the Budget each year to ensure appropriate and responsible revenue raising.

5. POLICY & LEGAL IMPLICATIONS

Pursuant to section 97(1) of the Local Government Act 2009, Council may under a local law or a resolution, fix a cost recovery fee.

Sections 172 and 193 of the Local Government Regulation 2012 establish the requirements for Council's Revenue Statement and Revenue Policy in relation to information on fees and charges.

The fees and charges in the schedules can be amended at any time throughout the year in accordance with legislation.

6. CONSULTATION

Councillors

Chief Executive Officer

Executive Management Team

7. CONCLUSION

The fees and charges for 2024/2025 are set under the provisions of the Local Government Act and are to be applied from the 1st of July 2024. Council is required to make a resolution to adopt all such fees and charges. Fees and Charges can be amended during the financial year.

8. OFFICER'S RECOMMENDATION

THAT Council resolves to adopt the attached Fees and Charges for 2024/2025 with an effective date of 1 July 2024.

ATTACHMENTS

1. Fees and Charges 2024/2025



Burke Shire Council
Fees and Charges 2024/2025

2024-25 Budget Reports

12.04 Review of Business Activities Policy

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

1. PURPOSE

The purpose of this report is to re-adopt the Business Activities Policy in accordance with the Local Government Act 2009 and Local Government Regulation 2012.

2. BACKGROUND

This policy is applicable to all Business Activities of Council that are required by the Local Government Act and/or Local Government Regulation to have National Competitive Policy Principles applied to them, and to any business activities that Council chooses to apply the National Competition Principles.

The policy outlines the following factors:

- Activities of Council that might be identified as business activities (criteria)
- Classification and Requirements of Business Activities
- Prescribed Business Activities
- Roads Activities that might be identified as business activities
- Broad Principles for the Operation of All Business Activities
- The Competitive Neutrality Complaints Process

3. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this Report

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012	Division 2 Section 19	<p>Thresholds for significant business activities—Act, s 43</p> <p>(1) This section prescribes, for section 43(4)(b) of the Act, the threshold that a business activity must meet to be a significant business activity for a financial year (the current financial year).</p>
Local Government Regulation 2012	Division 2 Section 20	<p>Thresholds for significant business activities—Act, s 43</p> <p>(1) This section states the information that a local government must use to identify significant business activities in its annual report for a financial year (the current financial year) under section 45(b) of the Act.</p> <p>(2) The local government must use the following information—</p> <p style="padding-left: 40px;">(a) if the business activity is the provision of combined water and sewerage services—the information about the number of premises connected to a water service stated in the local government’s performance report for the financial year ending immediately before the current financial year;</p> <p style="padding-left: 40px;">(b) for another business activity—the information presented to the local government’s budget meeting for the financial year ending immediately before the current financial year.</p> <p>(3) In this section—</p> <p style="padding-left: 40px;">performance report, of a local government, means a performance report given to the regulator by the local government under the Water Supply (Safety and Reliability) Act 2008, section 142A.</p>

Local Government Act 2009 Section 48	Competitive neutrality complaints	<p>(1) A local government must adopt a process for resolving competitive neutrality complaints.</p> <p>(2) A competitive neutrality complaint is a complaint that—</p> <ul style="list-style-type: none"> (a) relates to the failure of a local government to conduct a business activity in accordance with the competitive neutrality principle; and (b) is made by an affected person. <p>(3) An affected person is—</p> <ul style="list-style-type: none"> (a) a person who— <ul style="list-style-type: none"> (i) competes with the local government in relation to the business activity; and (ii) claims to be adversely affected by a competitive advantage that the person alleges is enjoyed by the local government; or (b) a person who— <ul style="list-style-type: none"> (i) wants to compete with the local government in relation to the business activity; and (ii) claims to be hindered from doing so by a competitive advantage that the person alleges is enjoyed by the local government. <p>(4) A regulation may provide for the process for resolving competitive neutrality complaints.</p> <p>(5) A local government does not have to resolve a competitive neutrality complaint relating to a business activity prescribed under a regulation.</p>
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5. RISK

The annual review of this policy is a risk mitigation activity ensuring the currency of Council policies.

6. CRITICAL DATES & IMPLICATIONS

This policy will apply until the next respective review date as defined by either the Act, Regulation or Policy.

7. CONSULTATION

Councillors

Chief Executive Officer

Finance and Technology Manager

8. CONCLUSION

The Business Activities Policy be re-adopted as is required to be adopted annually under the Local Government Act 2009.

9. OFFICER'S RECOMMENDATION

THAT Council re-adopts the Business Activities Policy as part of the annual review carried out by officers.

ATTACHMENTS



FIN-POL-016
Business Activities P

1. Business Activities Policy (Statutory)

2024-25 Budget Reports

12.05 Investment Policy 2024/2025

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

1. PURPOSE

To provide Council with a contemporary investment policy based on an assessment of financial risk within the legislative framework of the Statutory Bodies Financial Arrangements Act 1982 (the Act) and its regulation. The report aims to adopt this policy as is required under the Local Government Act 2009 for the 2024-2025 year.

2. BACKGROUND

The intent of this document is to outline Burke Shire Council's investment policy and guidelines regarding the investment of surplus funds, with the objective to maximise earnings within approved risk guidelines and to ensure the security of funds.

Section 104(5) of the Local Government Act 2009 requires a local government to have an Investment Policy as part of its financial management system.

Section 191 (1) of the Local Government Regulation 2012 requires that a local government must prepare and adopt an investment policy.

191(2) The investment policy must outline—

- (a) the local government's investment objectives and overall risk philosophy; and
- (b) procedures for achieving the goals related to investment stated in the policy.

Part 6 (Division 1, section 42) of the Statutory Bodies Financial Arrangement Act 1982 regulates Council's ability to invest. Schedule 3 of the Statutory Bodies Financial Arrangement Regulation 2007 provides that Council may pursue Category 1 investments only.

3. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this report.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009	Section 104(5)	(c) the following financial policies of the local government— (i) investment policy
Local Government Regulation 2012	Section 191 (1)	(1) A local government must prepare and adopt an investment policy. (2) The investment policy must outline— (a) the local government’s investment objectives and overall risk philosophy; and (b) procedures for achieving the goals related to investment stated in the policy.

5. RISK

Risk Type	What could happen	Possible Consequences
Governance Compliance	Policy is not adopted for 2024-2025	Council is not compliant with the local Government Act 2009 and Local Government Regulation 2012

6. CRITICAL DATES & IMPLICATIONS

Investment Policy is adopted for the 2024-2025 financial year.

7. CONSULTATION

Councillors

Executive Management Team

Finance and Technology Manager

8. CONCLUSION

The Investment Policy is to be adopted annually under the Local Government Act 2009.

9. OFFICER’S RECOMMENDATION

THAT the attached Investment Policy be adopted.

ATTACHMENTS

- Investment Policy 2024-2025



M. Investment
Policy 2024-25 - FINA

2024-25 Budget Reports

12.06 Review of Debt Policy 2024-2025

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

1. PURPOSE

The purpose of this report is to re-adopt the Debt Policy in accordance with the Local Government Act 2009 and Local Government Regulation 2012 for the 2024-2025 financial year in accordance with Section 192 of the Local Government regulation 2012.

2. BACKGROUND

This policy is required and applicable to any and all consideration Council places towards the securing of Debt or Loan facilities from external financing providers (i.e. the QTC).

The policy outlines the following factors:

- The principle surrounding the acquisition of Debt for Council
- Purpose of borrowings
- Repayment term requirements
- Proposed new borrowings (10-year assessment)
- Loan drawdowns

3. FINANCIAL & RESOURCE IMPLICATIONS

No directly applicable implications, however the consideration as provided for in the 2024-2025 annual budget to drawdown on debt financing for the Water Park Capital project is directly impacted from the adoption of this report and associated policy. Additionally, Council may not legally access debt unless the above considerations have been determined to be inclusive in the Debt Policy.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012	Section 192	<p>(1) A local government must prepare and adopt a debt policy for a financial year.</p> <p>(2) The debt policy must state—</p> <p>(a) the new borrowings planned for the current financial year and the next 9 financial years; and</p> <p>(b) the period over which the local government plans to repay existing and new borrowings.</p>

5. RISK

The annual review of this policy is a risk mitigation activity ensuring the currency of Council policies.

6. CRITICAL DATES & IMPLICATIONS

This policy will apply until the next respective review date as defined by either the Act, Regulation or Policy.

7. CONSULTATION

Councillors

Chief Executive Officer

Finance and Technology Manager

8. CONCLUSION

The Debt Policy be re-adopted as is required to be adopted annually under the Local Government Regulation 2012 Section 192.

9. OFFICER'S RECOMMENDATION

THAT Council re-adopts the Debt Policy as part of the annual review carried out by officers.

ATTACHMENTS

1. Debt Policy (Statutory)



K. Debt Policy
2024-25 - FINAL.docx

2024-25 Budget Reports

12.07 2024/2025 Donation Requests

DEPARTMENT:	Economic and Community Development
RESPONSIBLE OFFICER:	Kimberly Chan; Economic & Community Development Manager
REPORT PREPARED BY:	Cheryl Portch; Community Development & Administration Officer
DATE REPORT PREPARED:	11 June 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan - Healthy, Inclusive, Sustainable Communities. Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire.

1. PURPOSE

To provide information to Council regarding the donation requests received for the 2024/25 financial year from various community groups and organisations.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under section 194 of the Local Government Regulation 2012, a local government may give a grant or (donation) to a community organisation if the local government is satisfied that the grant will be used for a purpose that is in the public interest and that the community organisation meets the criteria stated in the local government's community grants policy (ADM-POL-011).

3. PROPOSAL

It is proposed that Council provide in-kind and financial assistance as per the table below:

Group/ Organisation	Event Details Date	2023/2024 Donation/Community Grant (Cash + In-kind)	Adopted Council Budget 2023/2024	In-kind Donation/Community Grant Request Received	Total of Cash Donations/Community Grant + In-kind Donations Requested for 2024/2025	In-Kind Donation/Community Grant Request Particulars
Burketown Rodeo & Sporting Association	Burketown Campdraft 19-21 July 2024	\$3,867.05	\$5,000.00	Received \$5,000.00 Cash + ~\$2,500.00 In-kind	\$7,500.00	One large skip bin and rubbish collection Cleaning and use of bathrooms Advertising and printing of flyers and programs Use of Council machinery (and operator)
Burketown Rodeo & Sporting Association	Burketown Rodeo & Gymkhana Date TBC	NIL	NIL	Received \$3,500.00 Cash + ~\$2,500.00 In-kind	\$6,000.00	Printing of program (5 x A3 approx. \$13) Use of Council machinery (and operator) Skip Bin & green bins Cleaning of bathrooms and provision of supplies for use.

Group/ Organisation	Event Details Date	2023/2024 Donation/Community Grant (Cash + In-kind)	Adopted Council Budget 2023/2024	In-kind Donation/Community Grant Request Received	Total of Cash Donations/Community Grant + In-kind Donations Requested for 2024/2025	In-Kind Donation/Community Grant Request Particulars
QCWA Gregory Branch	Gregory QCWA Horse Sports & Family Fun Day Date TBC - September 2024	\$2,500.00	\$2,800.00	Received \$2,500.00 Cash + ~\$300.00 in-kind	\$2,800.00	Erect the street banners to advertise the event Rubbish Collection
Burketown Barramundi Fishing Organisation	World Barramundi Fishing Championships Easter Weekend	\$3,303.23 (used by Moungibi Housing for the Burketown Fishing Competition as the Burketown Barramundi Fishing Organisation event was cancelled)	\$5,000.00	Received \$5,000 Cash + ~\$500.00 in-kind	\$5,500.00	Rubbish collection Banner signage

Group/ Organisation	Event Details Date	2023/2024 Donation/Com munity Grant (Cash + In- kind)	Adopted Council Budget 2023/2024	In-kind Donation/Community Grant Request Received	Total of Cash Donations/Commu nity Grant + In- kind Donations Requested for 2024/2025	In-Kind Donation/Community Grant Request Particulars
Gregory District Sporting Association	Gregory Camp draft & Children's Horse Sports 21-22 June 2025	\$4,000.00	\$5,000.00	Received \$3,000 Cash + \$2,000.00 in-kind	\$5,000.00	Use of portaloo Skip Bin use
Gregory Downs Jockey Club	Gregory Saddles & Paddles Date TBC	\$8,486.60	\$8,500.00	Yes \$6,000.00 Cash + ~\$2,500 in-kind	\$8,500.00	Printing race books & program Support to slash the grounds Skip Bin

Group/ Organisation	Event Details Date	2023/2024 Donation/Community Grant (Cash + In-kind)	Adopted Council Budget 2023/2024	In-kind Donation/Community Grant Request Received	Total of Cash Donations/Community Grant + In-kind Donations Requested for 2024/2025	In-Kind Donation/Community Grant Request Particulars
Moungibi Housing Co- operative Society Ltd- Football Club	Host Battle of the Gulf Football Cluster 27 July 2024, General use of Phillip Yanner Sports Oval Facilities	Nil	NIL	Yes In-kind ~\$10,000.00	\$10,000.00	<i>Battle of the Gulf 27 July 2024</i> 130 chairs Skip bin and 8 wheely bins 2 x portable toilets Use of showground/ rodeo ground area. <i>General use of Phillip Yanner Sports Oval Facilities</i> Use of ground facilities including toilets, shower, kitchen area and lights.
Mt Isa School of the Air	Magazine page sponsorship Annual contribution	NIL	\$350.00	Not received	\$2,350.00	No request received however, based on previous figures, and events run by Mt Isa School of the Air from 2023/2024 financial year an estimation of costs have been calculated. Hall hire for annual school camps in Burketown and Gregory. Rubbish collection

Group/ Organisation	Event Details Date	2023/2024 Donation/Community Grant (Cash + In-kind)	Adopted Council Budget 2023/2024	In-kind Donation/Community Grant Request Received	Total of Cash Donations/Community Grant + In-kind Donations Requested for 2024/2025	In-Kind Donation/Community Grant Request Particulars
Royal Flying Doctors	Contribution decided by Council previous years	\$5,000.00	\$5,000.00	NIL	\$5,000.00	NIL
North West Canoe Club	Gregory Saddles and Paddles Date TBC	\$2,287.44	\$2,500.00	Not received.	\$2,500.00	No request received for 2024/2025 however in-kind estimation is based on previous years. 3 skip bins – Check point 3, 4 and at finish line Portaloo use
Burketown Kindergarten	Miscellaneous events	Nil	\$300.00	Not received	\$400.00	No request received for 2024/2025 however in-kind estimation is based on previous years. Printing as needed.

Group/ Organisation	Event Details Date	2023/2024 Donation/Com munity Grant (Cash + In- kind)	Adopted Council Budget 2023/2024	In-kind Donation/Community Grant Request Received	Total of Cash Donations/Commu nity Grant + In- kind Donations Requested for 2024/2025	In-Kind Donation/Community Grant Request Particulars
Burketown State School	School activities	\$750.00	NIL	Not received.	\$4,000.00	No request received for 2024/2025 however in-kind estimation is based on cost of waterslide use. Use of the Water slide four times a year.
Care flight	Contribution decided by Council	NIL	NIL	NIL	\$1,500.00	NIL
QCWA Gregory Branch	Power supply to the Gregory Health Clinic	NIL	NIL	Yes ~\$3,000.00 in kind	\$3,000.00	Power supply coverage for the Gregory Health Clinic
Sundry Donations	Donations requests to be approved at Council discretion – funerals, event support etc.	\$6,032.96	\$5,000.00	NIL	\$5,000.00	NIL
TOTAL		\$36,227.28	\$30,450.00		\$69,050.00	

4. FINANCIAL & RESOURCE IMPLICATIONS

The requests received for the FY2024/25 are as follows:

	FY 2024/25
Cash	\$36,500.00
In-Kind	\$32,550.00
Total Expenditure	\$69,050.00
Total Budgeted	\$69,050.00

5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012	<p>s189 Expenditure on grants to community organisations</p> <p>The annual report for a financial year must contain a summary of—</p> <p>(a) the local government’s expenditure for the financial year on grants to community organisations; and</p> <p>(b) expenditure from each councillor’s discretionary fund, including—</p> <p>(i) the name of each community organisation to which an amount was allocated from the fund; and</p> <p>(ii) the amount and purpose of the allocation.</p> <p>s194 Grants to community organisations</p> <p>A local government may give a grant to a community organisation only—</p> <p>(a) if the local government is satisfied—</p> <p>(i) the grant will be used for a purpose that is in the public interest; and</p> <p>(ii) the community organisation meets the criteria stated in the local government’s community grants policy; and</p> <p>(b) in a way that is consistent with the local government’s community grants policy.</p> <p>s195 Community grants policy</p> <p>A local government must prepare and adopt a policy about local government grants to community organisations (a "community grants policy"), which includes the criteria for a community organisation to be eligible for a grant from the local government.</p>
ADM-POL-011 Grants to Community Organisations Policy	<p>Under Council’s Grants to Community Organisations Policy, applications for \$1,000 or more – cash contribution, will require provision of set of audited financial statements.</p>

6. CRITICAL DATES & IMPLICATIONS

The donation request relates to events scheduled to be held in the 2024/25 financial year.

7. CONSULTATION

Consultations (if needed) will take place closer to the events.

8. CONCLUSION

The provision of financial support from Council, by way of donations, is a vital contribution to numerous local groups to deliver events and services for the Burke Shire community.

One of the requirements for Donations is that a set of Audited Financial Statements must be received by Council where the value of Donation is over \$1,000. Some have been received but Council is still waiting on others. Payment of Donations will be subject to current financial Statements being received.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council approves the donation requests for the 2024/25 financial year as follows:

Schedule of Recommended Donations 2024- 2025

Group/ Organisation	Event Details Date	Cash Donation/Com munity Grant Request Received	In-Kind Donation / Community Grant Request Received	Total of Cash Donations/Comm unity Grant + In- kind Donations Requested for 2024/2025	In-Kind Donation/Community Grant Request Particulars	Donation/Commu nity Grant and/or In-Kind Recommended to Council for Endorsement
Burketown Rodeo & Sporting Association	Burketown Campdraft 19-21 July 2024	\$5,000.00	\$2,500.00	\$7,500.00	One large skip bin and rubbish collection Cleaning and use of bathrooms Advertising and printing of flyers and programs Use of Council machinery	\$6,500.00
Burketown Rodeo & Sporting Association	Burketown Rodeo & Gymkhana Date TBC	\$3,500.00	\$2,500.00	\$6,000.00	Printing of program (5 x A3 approx. \$13) Use of Council machinery Skip Bin & green bins Cleaning of bathrooms and provision of supplies for use.	\$5,000.00
QCWA Gregory Branch	Gregory QCWA Horse Sports & Family Fun Day Date TBC - September 2024	\$2,500.00	\$300.00	\$2,800.00	Erect the street banners to advertise the event Rubbish Collection	\$2,800.00

Group/ Organisation	Event Details Date	Cash Donation/Com munity Grant Request Received	In-Kind Donation / Community Grant Request Received	Total of Cash Donations/Comm unity Grant + In- kind Donations Requested for 2024/2025	In-Kind Donation/Community Grant Request Particulars	Donation/Commu nity Grant and/or In-Kind Recommended to Council for Endorsement
Burketown Barramundi Fishing Organisation	World Barramundi Fishing Championships Easter Weekend	\$5,000.00	\$500.00	\$5,500.00	Rubbish collection Banner Signage	\$5,500.00
Gregory District Sporting Association	Gregory Camp draft & Children's Horse Sports 21-22 June 2025	\$3,000.00	\$2,000.00	\$5,000.00	Use of portaloos Skip Bin use	\$5,000.00
Gregory Downs Jockey Club	Gregory Saddles & Paddles Date TBC	\$6,000.00	\$2,500	\$8,500.00	Printing race books & program Support to slash the grounds	\$8,500.00

Group/ Organisation	Event Details Date	Cash Donation/Community Grant Request Received	In-Kind Donation / Community Grant Request Received	Total of Cash Donations/Community Grant + In- kind Donations Requested for 2024/2025	In-Kind Donation/Community Grant Request Particulars	Donation/Community Grant and/or In-Kind Recommended to Council for Endorsement
Moungibi Housing Co- operative Society Ltd- Football Club	Host Battle of the Gulf Football Cluster 27 July 2024, General use of Phillip Yanner Sports Oval Facilities	NIL	\$10,000.00	\$10,000.00	<i>Battle of the Gulf 27 July 2024</i> 130 chairs Skip bin and 8 wheely bins 2 x portable toilets Use of showground/ rodeo ground area. <i>General use of Phillip Yanner Sports Oval Facilities</i> Use of ground facilities including toilets, shower, kitchen area and lights.	\$10,000.00
Mt Isa School of the Air	Magazine page sponsorship Annual contribution	NIL	\$2,350.00	\$2,350.00	No request received however, based on previous figures, and events run by Mt Isa School of the Air from 2023/2024 financial year an estimation of costs have been calculated. Hall hire for annual school camps in Burketown and Gregory. Rubbish collection	\$2,350.00 (Pending Application to be received)

Group/ Organisation	Event Details Date	Cash Donation/Community Grant Request Received	In-Kind Donation / Community Grant Request Received	Total of Cash Donations/Community Grant + In- kind Donations Requested for 2024/2025	In-Kind Donation/Community Grant Request Particulars	Donation/Community Grant and/or In-Kind Recommended to Council for Endorsement
Royal Flying Doctors	Contribution decided by Council previous years	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
North West Canoe Club	Gregory Saddles and Paddles Date TBC	NIL	\$2,500.00	\$2,500.00	No request received for 2024/2025 however in-kind estimation is based on previous years. 3 skip bins – Check point 3, 4 and at finish line Portaloo use	\$2,500.00
Burketown Kindergarten	Miscellaneous events	NIL	\$400.00	\$400.00	No request received for 2024/2025 however in-kind estimation is based on previous years. Printing as needed.	\$400.00
Burketown State School	School activities	NIL	\$4,000.00	\$4,000.00	No request received for 2024/2025 however in-kind estimation is based on cost of waterslide use. Use of the Water slide four times a year.	\$4,000.00

Group/ Organisation	Event Details Date	Cash Donation/Com munity Grant Request Received	In-Kind Donation / Community Grant Request Received	Total of Cash Donations/Comm unity Grant + In- kind Donations Requested for 2024/2025	In-Kind Donation/Community Grant Request Particulars	Donation/Commu nity Grant and/or In-Kind Recommended to Council for Endorsement
Sundry Donations	Donations requests to be approved at Council discretion – funerals, event support etc.	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
QCWA Gregory Branch	Power supply to the Gregory Health clinic	NIL	\$3,000.00	\$3,000.00	Power supply coverage for the Gregory Health Clinic	\$3,000.00
CareFlight	Contribution decided by Council	\$1,500.00	NIL	\$1,500.00	NIL	\$1,500.00
TOTAL		\$36,500.00	\$32,550.00	\$69,050.00	-	\$69,050.00

ATTACHMENTS

Nil

13. Closed Session Reports

No closed session reports were received for the meeting.

14. Mayoral Report

Report to be provided to meeting.

15. Councillor Reports

Councillors will provide reports to the meeting.

16. Late Business

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

17. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled for the meeting.

18. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 25 July 2024.