



Confirmed Minutes
Burke Shire Council Ordinary Meeting
Thursday 25 July 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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Signed.....

Inclusion | Integrity | Innovation | Infrastructure

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01. Opening of Meeting

The Chair declared the meeting open at 9.03am.

02. Record of Attendance

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

Dan McKinlay; Chief Executive Officer
Chris Wilson; Director of Engineering/ Deputy CEO
Amir Akrami; Senior Engineering Manager
Kimberly Chan; Economic and Community Development Manager
Jordan Marshall; Executive Assistant (Minutes)
Madison Marshall; Corporate Services and Governance Manager
Shaun Jorgensen; Finance and Technology Manager

Apologies

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

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

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

- **Cr Ernie Camp**
- **Amir Akrami; Senior Engineering Manager**
- **Madison Marshall; Corporate Services and Governance Manager**
- **Shaun Jorgensen; Finance and Technology Manager**

Moved: Cr Murray

Seconded: Cr Yanner

Carried 240725.01 5/0

03. Prayer

Cr Murray led Council in prayer.

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 Wednesday 19 June 2024, Special Meeting Wednesday 3 July 2024 and Special Meeting Wednesday 17 July 2024

That the Minutes of the following meetings of Council be confirmed, as presented:

- i. Ordinary Meeting of Council held on Wednesday 19 June 2024**
- ii. Special Meeting of Council held on Wednesday 3 July 2024**
- iii. Special Meeting of Council held on Wednesday 17 July 2024**

Moved: Cr Murray

Seconded: Cr Clarke

Carried 240725.02 5/0

06. Condolences

Council notes the passing of Warwick Richardson and Elva Portch and expresses their condolences to the families.

07. Declaration of Interests

- i. Cr Ernie Camp – Item 11.10 Lease of Property Lease of Property by Council – Lot 601 B1361 – 21 Sloman Street Burketown**

Cr Ernie Camp has informed the meeting that he has a prescribed conflict of interest in Item 11.10 Lease of Property by Council – Lot 601 B1361 – 21 Sloman Street Burketown as my wife and I own the property Council is proposing to lease. Therefore, I will be leaving the meeting when this Item is discussed.

08. Registers of Interests

In accordance with the Local Government Regulation 2012, section 201B (2), The councillor or councillor advisor must, in the approved form, inform the chief executive officer of the particulars required to be included in a register of interests under a regulation for the new interest or the change to the particulars within 30 days after the interest is acquired or the change happens.

09. Consideration of Notice(s) of Motion and Petitions

09.01 Notices of Motion

09.02 Petitions

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

10. Engineering Services Reports

10.01 Works and Services Monthly Update Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Chris Wilson; Director of Engineering/Deputy CEO
DATE REPORT PREPARED:	16 July 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

This report is provided to Councillors for information and outlines the works carried out by the Engineering Department for the month of June 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. The tender results are as follows:

Rego Number	Description	Nett Income
733VTR	Toyota Landcruiser Dual Cab 4x4	\$17,975
025SST	Toyota Hilux Dual Cab 4x4	\$13,320
026SST	Toyota Hilux Single Cab 4x2	\$8,725
027SST	Toyota Hilux Dual Cab 4x4	\$6,000
150SST	Toyota Hilux Single Cab 4x2	\$6,475
115VSU	Toyota Hilux Extra Cab 4x4	\$25,000
QGDD38	Toyota Hilux Dual Cab 4x4	\$10,000
566RPF	Toyota Hilux Single Cab 4x2 (damaged)	\$2,200
316TOE	Toyota Hilux Dual Cab 4x4	\$15,000
639WDR	Toyota Hilux Single Cab 4x4	\$10,200
Total Nett Income		\$114,895

2.1 Parks, Gardens and Cemetery**Burketown:**

- Parks and Gardens have been busy assisting in getting the football grounds/rodeo grounds ready for the events that are coming up.
- Cleaning council accommodation and yards for the new workshop supervisor, house 16 and the SES shed for the vet visit.
- Putting furniture together for house 15.
- Assisting Shannon in cleaning out and setting up events shed.
- Very busy keeping on top of the skips bins and septic pump out at Gregory (influx of tourists)
- Have assisted Jake with staff to do some RMPC work.
- Staff assisting with Rex
- Assisted with RFDS BBQ in the park
- Assisted with stores stocktake
- Working with our daily program (mowing and maintaining parks, town street, cleaning facilities)

Gregory:

- Slashing Airport
- Private works/ slashing back of pub and slashing of a block.
- Mowing and maintaining council property
- Road crew booked into the depot, so doing extra cleaning of staff toilets and depot.
- Had some training on the new time sheets and computers, thanks to Shannon and Jade
- Assisting tourist with information about our area
- Making new gardens and planting of palm trees in the parks
- Daily checks of the water treatment plant
- Weekly rubbish collection



Photos of new plantings in Gregory township

2.2 Roads

Council:

- 2023/24 RMPC Schedule 1A Heavy Shoulder Grading Wills Developmental Road (78A)

RMPC:

- WDR Sign cleaning
- WDR repair earth surface (22 job culvert)
- 562 detailed and degreased ready for BDS mechanical
- Organise traffic lights and freight
- REX
- WDR guidepost install
- Check contractors work being carried out
- WDR pothole patching
- Airport windsock maintenance
- WDR Surface correction/wheel ruts. 50 tonne down and with 50 to go.



Bitumen spraying wind sock circle area



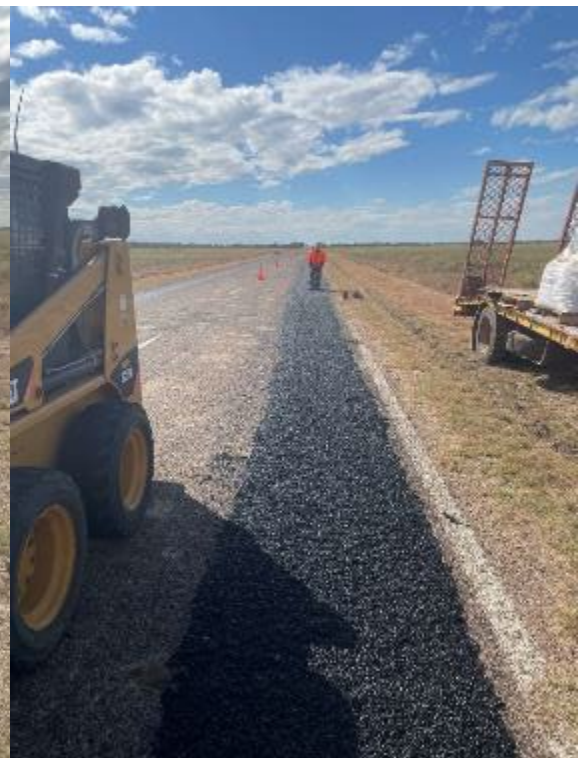
Flushing silt



Silt clearing



Airport windsock and signal circle bitumen spraying



Road surface correction

2.3 Water & Sewerage

- Burketown water usage – 11,467kL. Increased usage due to PYMO watering
- Gregory water usage – 2,8281kL
- Austek and GHD onsite for commissioning of SCADA at Burketown and Gregory
- SOPs ongoing
- Ongoing investigation into causes for low flow rate delivery at GWTP
- Contractor completed upgrade to sluice valves at Burketown, Gregory in progress
- Upgrade to sewer pump stations 1 and 2 in progress
- Contractor commenced defect repairs to smart water meters
- Further repairs to infrastructure for watering the PYMO
- Attend to several minor leaks in town
- Grounds maintenance at the WTP
- Burketown STP – 1,460kL
- Grounds maintenance at the STP and vegetation removal
- Continuing investigations into high pH readings. Consultant will be onsite to investigate issue.
- Blivet has collapsed rotor that requires replacing. Currently offline. Replacement in progress.
- BSTP irrigation system constantly faulting. Investigation ongoing.
- 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
- Slashing and mowing maintenance continues
- Controlled burn planned for July to remove grass outside gable markers
- Damage to eastern perimeter fence
- Potential issue identified with western end of airport grounds crossing boundary into private property

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

In response to the shortage of manpower, BDS Mechanical were engaged and have been working on the following repairs:

- Western star prime movers (116-SPL) – Roof mount A/C units installed along with new hoses for the system and gas
- Western star prime movers (543-JLS) – Roof mount A/C units installed along with new hoses for the system and gas
- CAT Skid steer (MWD04394) – Old A/C system removed with new complete A/C system installed. New door and door glass to also be fitted
- CAT Backhoe (LYJ00462) – Old A/C compressor, evaporator, and receiver dryer removed and new components 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 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 June 2024.

10.01 Works and Services Monthly Update Report

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

Moved: Cr Yanner

Seconded: Cr Poole

Carried 240725.03 5/0

10.02 Capital Works Projects Status Update Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Amir Akrami; Senior Engineering Manager
DATE REPORT PREPARED:	15 July 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 30 June 2024.

2. SUMMARY

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: **87%**
- Average Capital Works Financial Progress: **96%**

The above percentages do not include the progress of the Deferred Projects.

The following is a list of Capital Works Projects including details of the description and status of each project.

The following projects have been carried over to 2024-25 FY:

- Gregory Water Treatment Plant Upgrade
- Gregory and Burketown Intelligent Water Network & Smart Water Meter Upgrade
- Burketown Wharf Recreational Grounds Development
- Burketown Health and Wellbeing, Stage 1, Splash Park Development
- Savannah Way Arts Trail - Burketown Footing
- Burketown - Beames St and Musgrave St Revitalisation Design Project
- Shire Entry Statements Upgrade
- Shire Fleet Renewals 2024-25 Project
- Gregory – Off-street truck parking area and amenities
- Flood Warning Infrastructure - Doomadgee West Road (Lagoon and Branch Creeks).

Also, please note that:

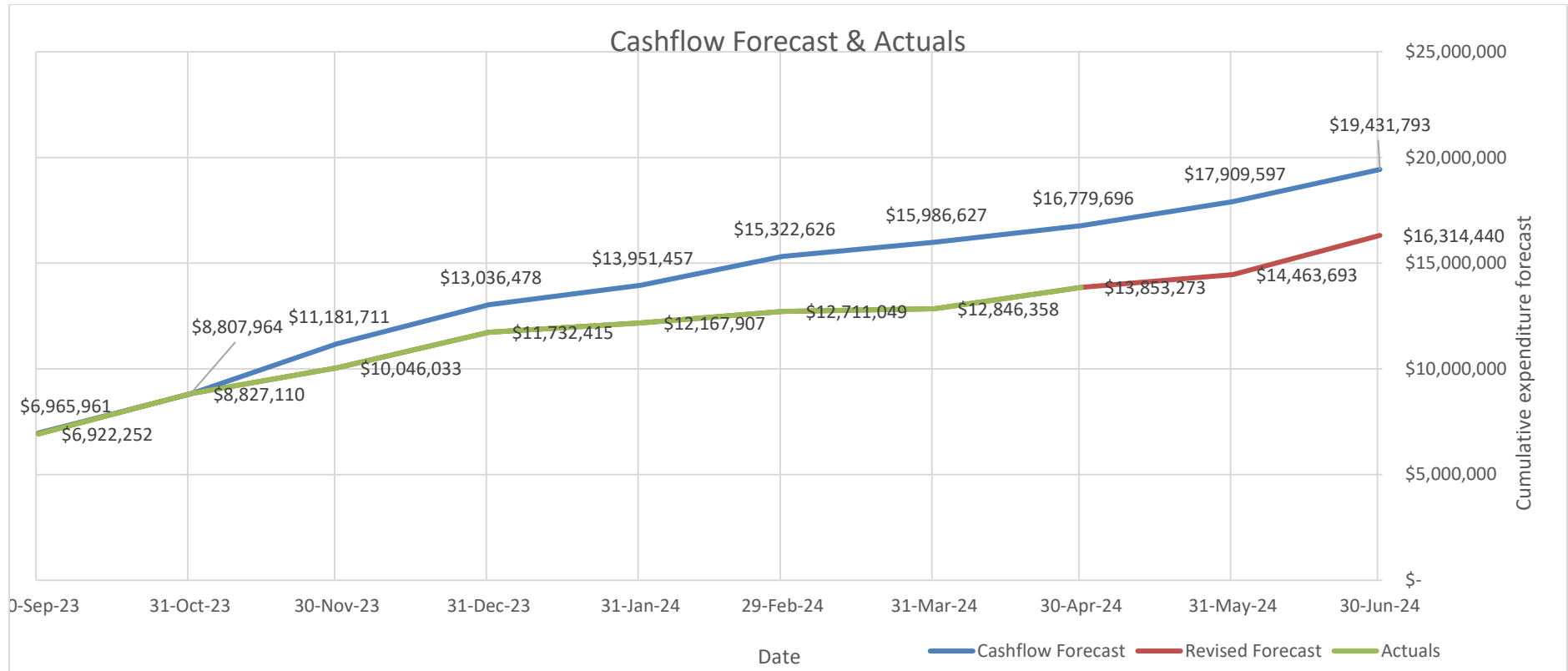
- The remainder of scope of Sewer Network Upgrade (Including Inflow and infiltration) will be consolidated with the scope of 2024-25 Sewer Network Upgrade project. This portion is planned to be delivered in Aug 2024.
- SPS 2&3 Switch Board and pump replacement – Insurance project expected to be completed by 31 July.

3. CASHFLOW

The Cashflow Forecast baseline (blue line), the actuals (black line), and the revised forecasts (brown line) for this financial year are provided below.

The actuals are short by approximately \$3.1m compared to the baseline; however, it's increased by \$600k compared to what was forecasted in May for June's expenditure. The main reasons for the \$3.1m gap are as previously advised and are due to transferring part of the expenditure forecasts for the following major projects to 24-25 FY.

- SCADA and Gregory Water Treatment Plant Upgrade
- Burketown Wharf Recreational Ground Project
- Burketown Health and Wellbeing Precinct



4. CAPITAL WORKS PROGRAM HIGHLIGHTS

Burketown Revitalisation Project

- Council is approaching TMR for additional funds and EOT.
- The consultant is engaging a lighting designer and working on the detailed design.
- TMR funding application opens in July. It is planned to provide a submission.
- 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.

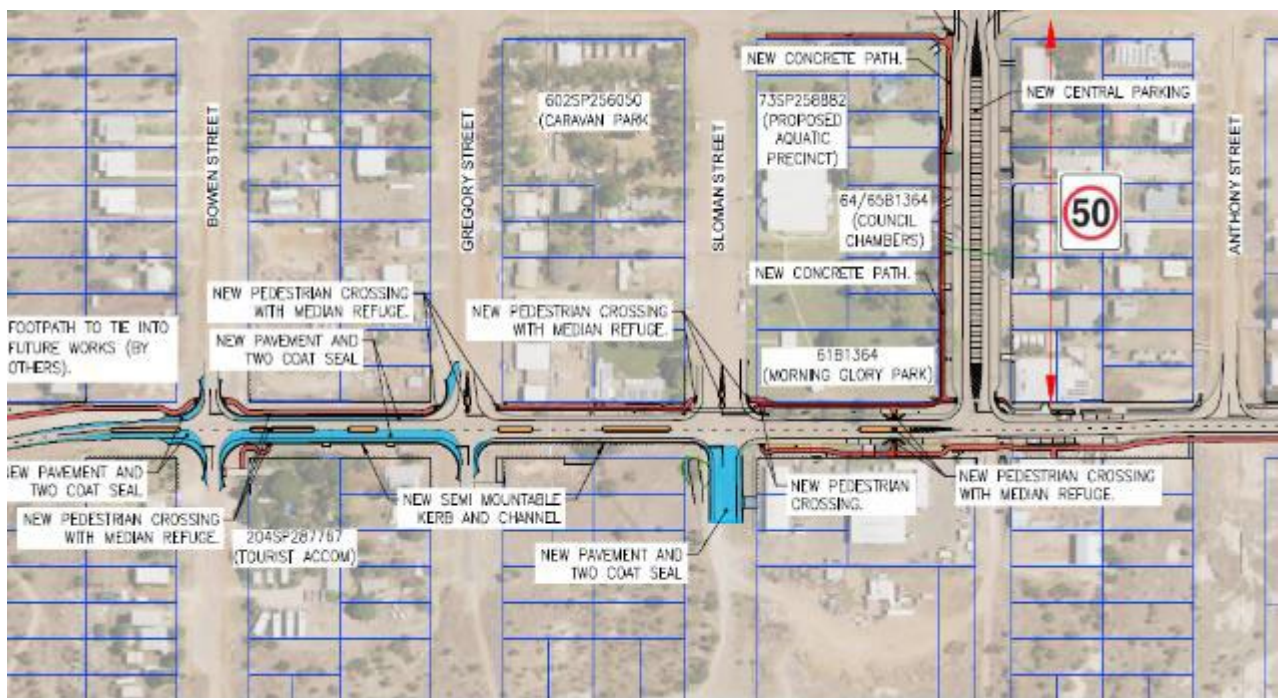


Figure 1(a): Layout of the proposed Pedestrian and Cycleway Path along Beames St and Musgrave St

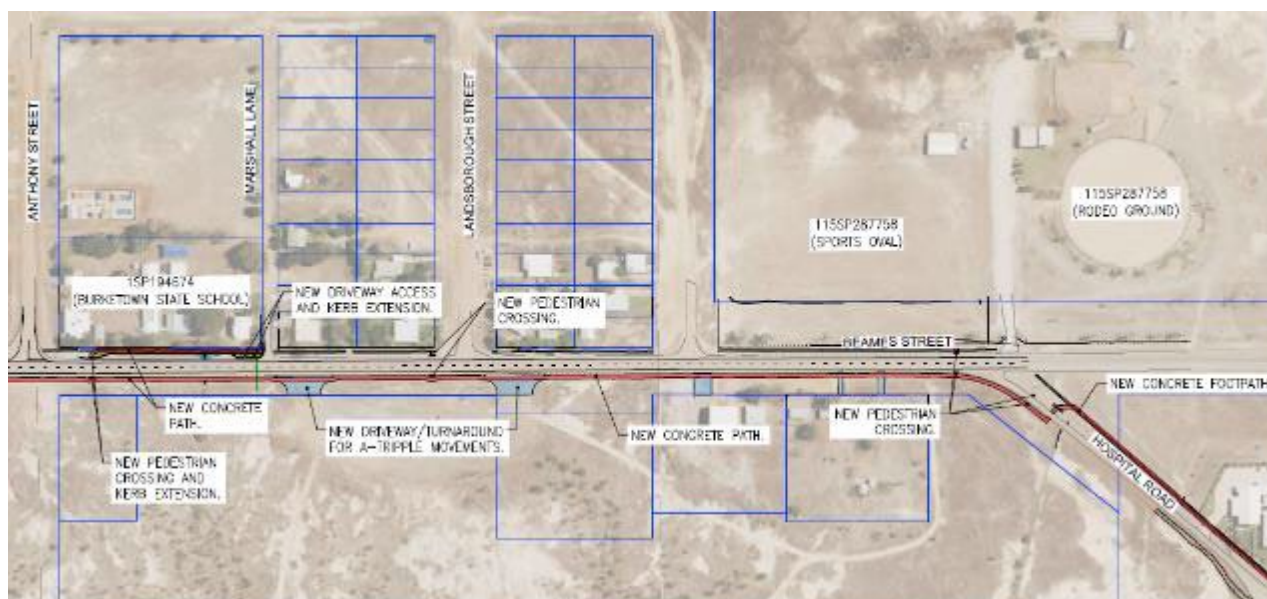


Figure 1(b): Layout of the proposed Pedestrian and Cycleway Path along Beames St and Musgrave St

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

- A price has been received for Gregory River Pump.
- The Designer has sent the design and the performance specs of Gregory WTP Clarifier for Council review. Some changes required which GHD is working on it.
- 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.

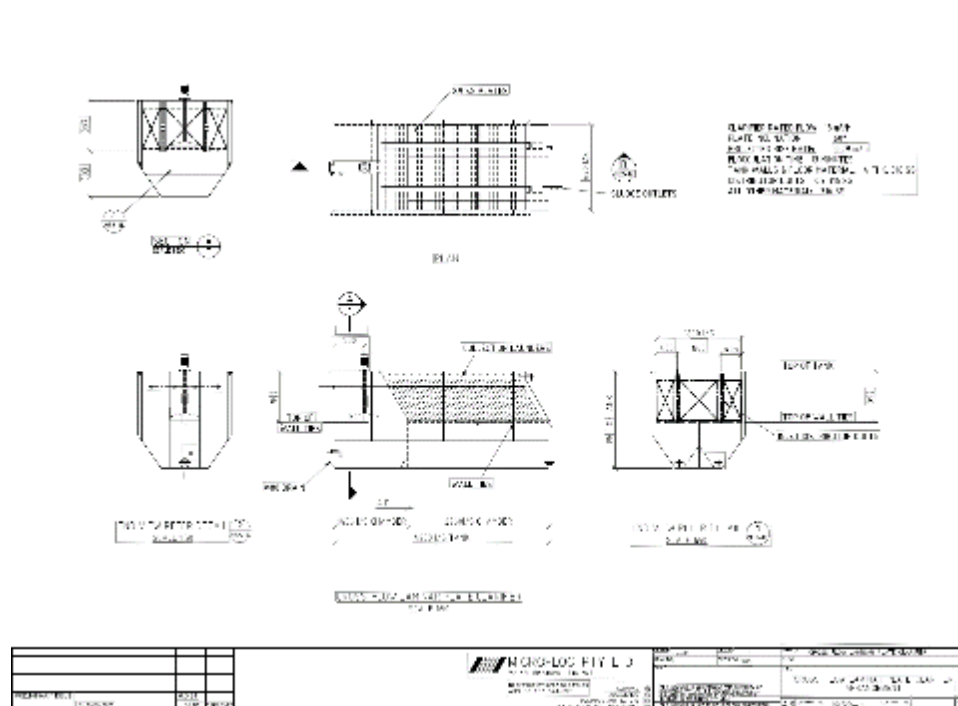


Figure 2: The drawing of the proposed Lamella clarifier for Gregory Water Treatment Plant

Burketown Wharf Recreational Grounds

- Contract Awarded.
- Notice for Possession of Site planned to be organised for around 24 July.
- A meeting is being organised between Truganini Road Culvert Upgrade Contractor (Lohman) and Burketown Wharf Recreational Ground Upgrade Contractor (TJ Wilson) to discuss and coordinate access requirements.



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

5. OFFICER'S RECOMMENDATION

That Council accepts and notes the Capital Works Projects Report for June 2024.

10.02 Capital Works Projects Status Update Report

That Council accepts and notes the Capital Works Projects Report for June 2024.

Moved: Cr Murray

Seconded: Cr Clarke

Carried 240725.04 5/0

10.03 DRFA Works Project Status Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Chris Wilson; Director of Engineering/Deputy CEO
DATE REPORT PREPARED:	15 July 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

This report is provided for information and outlines the DRFA projects for the month of June 2024.

2. BACKGROUND

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. SUMMARY

Burke Shire Council's approved restoration funding (REPA) for the Northern Queensland Monsoon and Flooding event from December 2022 to April 2023 is \$158,793,000 with an additional \$40,138,000 in Betterment funding approved.

The works are divided into 9 Packages with Council crews also undertaking work. Eight of the packages have been awarded to contractors. Package 9 has been divided into two stages, Stage 1 includes the first 6km and Stage 2 including the remaining 64km. Stage 1 is currently in the procurement process and Stage 2 is in the design phase. Burke Shire Council has reported \$8,286,881.44 in program expenditure to date for the delivery of the 2023 DRFA works, and scope rolled over from previous years.

An Extension of Time request has been made to QRA for all 2023 DRFA scopes to be completed by 30/06/2026; EOT's have been granted for Submissions 40 – 45.

4. 2023 DRFA PROGRAM OF WORKS

Table 1: 2023 DRFA Program of Works

Type	Submission 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
		Nugaburra 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

5. AWARDED CONTRACTS

Council Crew

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

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. The final expenditure on the construction works for Package 2 was \$1,617,609.41.

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 were impacted by additional damage during construction, consequently, 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 excluding GST. There has been \$665,312.38 in expenditure claimed to date.

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 excluding GST, with nil expenditure received to date.

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 excluding GST.

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. Works commenced on Morella Road earlier

this month. 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, excluding GST. There has been \$393,185.71 in expenditure claimed to date.

Package 8

Contract 5601-5000-0002 has been awarded to Stabilised Pavements of Australia Pty Ltd. This package includes restoration works on Doomadgee West Road with additional VFM scope. Works are scheduled to begin early August when the Contractor begins transitioning resources in stages as the Package 4 works are completed. The date for Practical Completion is 31 October 2024. The contract value is \$6,841,553.55, excluding GST, with nil expenditure received to date.

6. FORECAST CASHFLOW FOR AWARDED CONTRACTS

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.

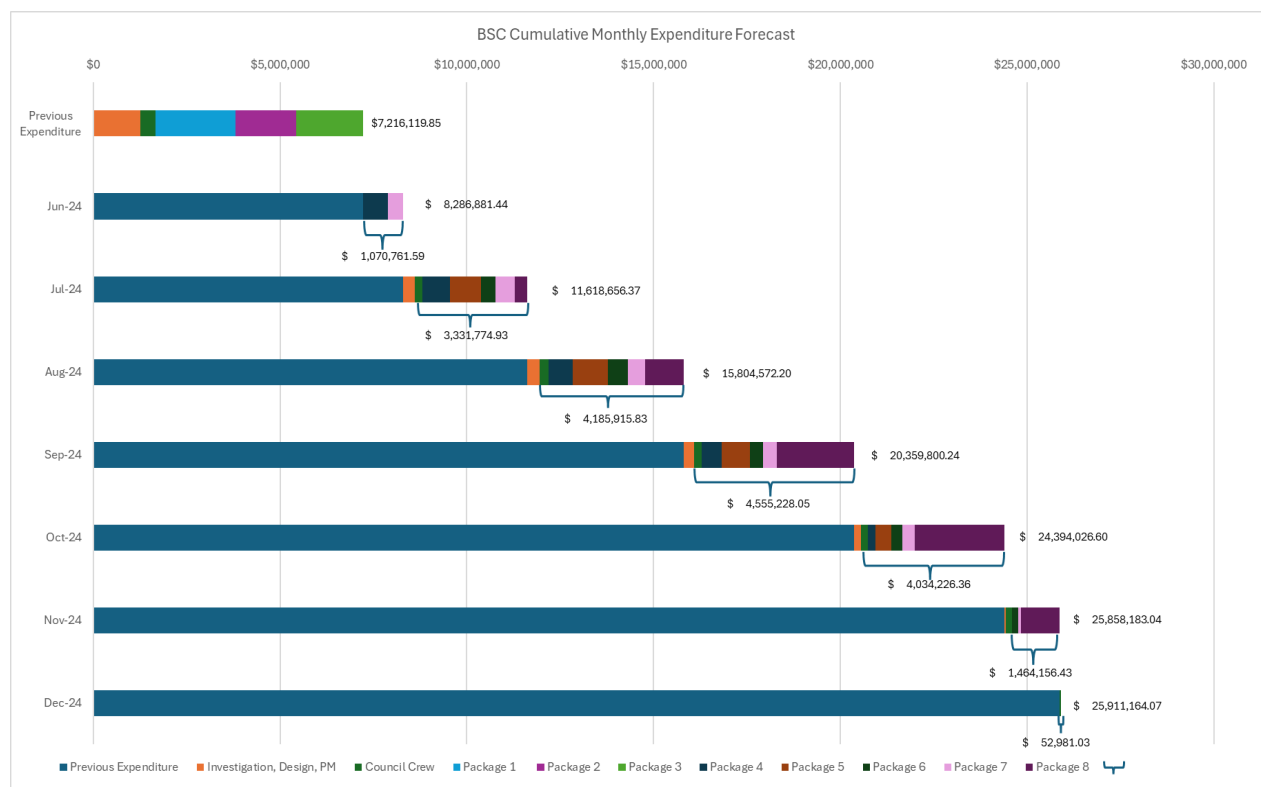


Figure 1 – Forecast monthly cashflow – 2023 DRFA

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

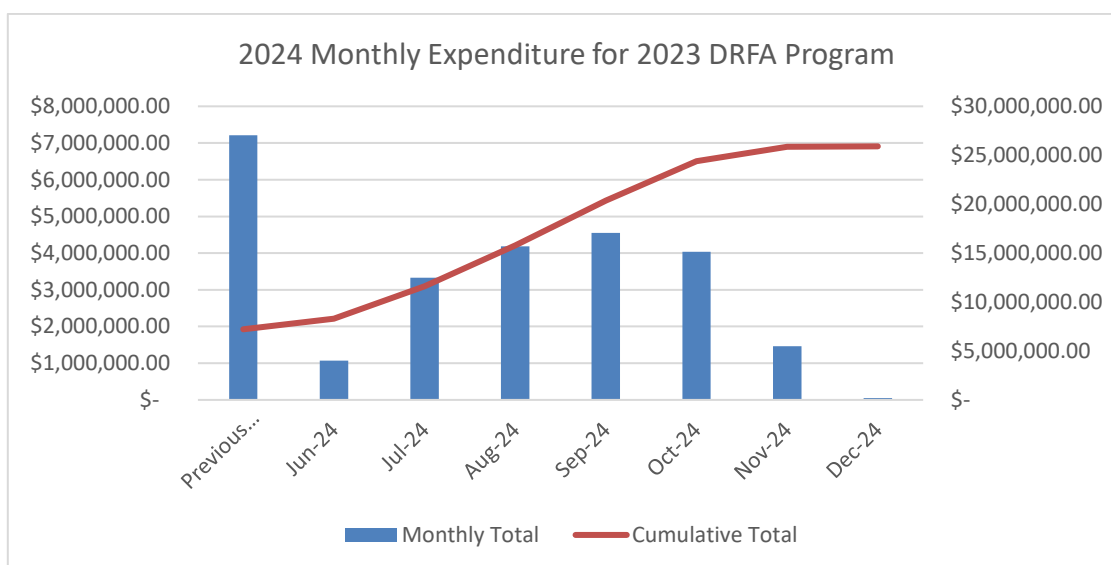


Figure 2 – Monthly expenditure with cumulative costs

Figure 3 shows the progress made on each package as a percentage.

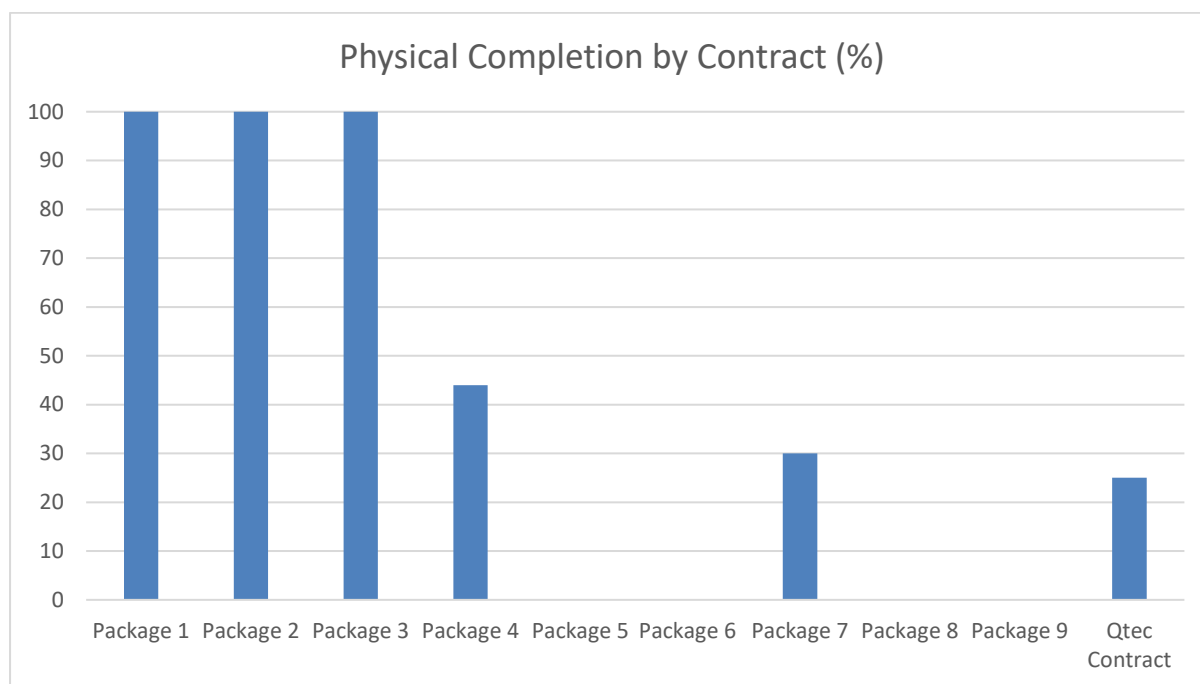


Figure 3 - Physical Completion of Works by Contract

Figure 4 shows the progress made on each asset within the designated package.

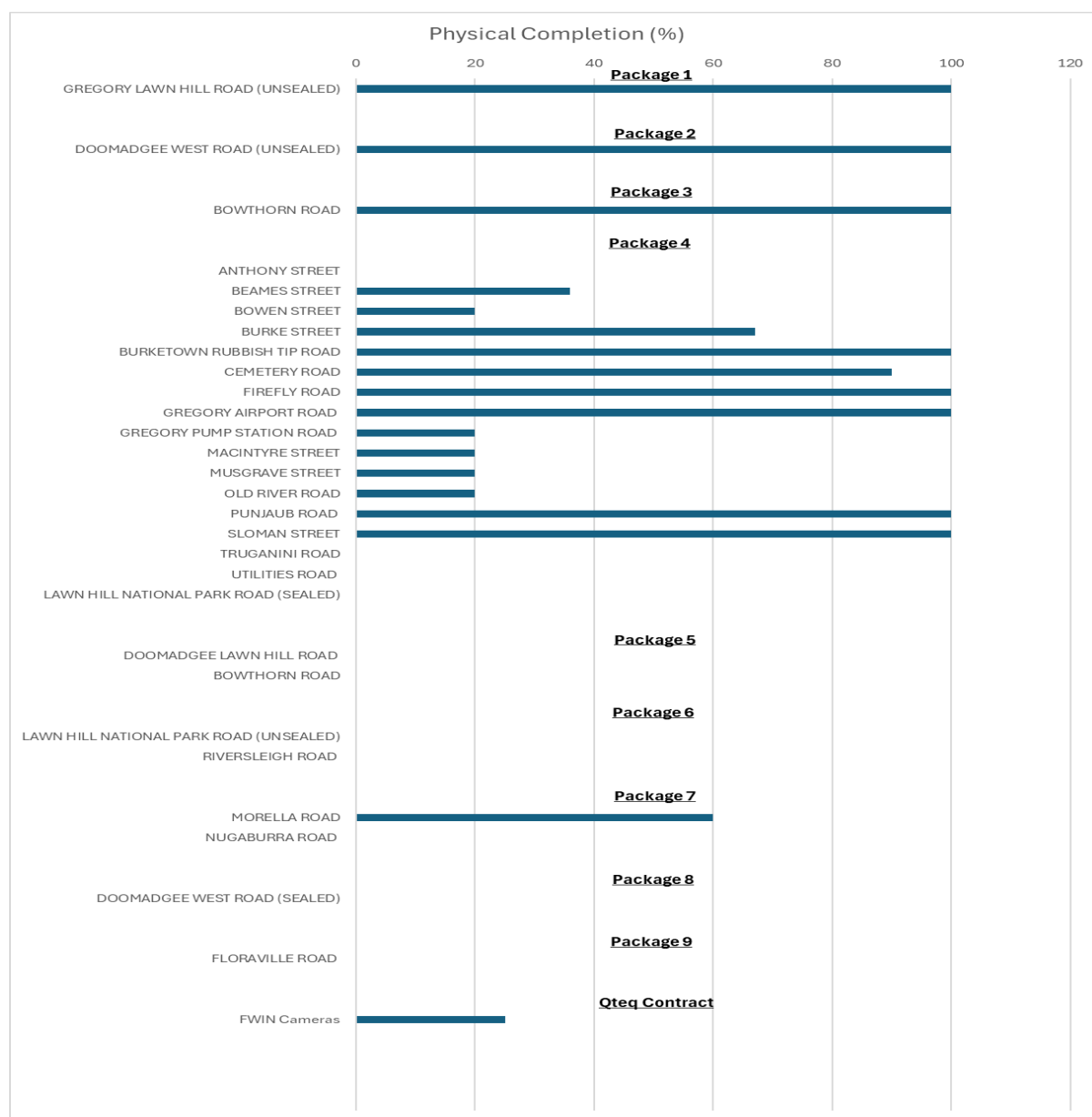


Figure 4 – Physical Completion of Works by Asset

7. PRE-AWARD CONTRACTS

Package 9

Package 9 includes Stage 1 of the restoration works on the first 6km of Floraville Road and is currently in the procurement process.

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 Betterment funding in the final stages of assessment by QRA.

Betterment Project 2: Lawn Hill Creek North Crossing Raised Causeway

The Lawn Hill Creek North Crossing has been approved for \$7,991,954.07 in funding, the funding sources is split between 2023 DRFA and Council co-contribution.

Betterment Project 3: Gregory Lawn Road Concrete Mattresses

The Gregory Lawn Hill Road concrete mattresses have been approved for \$9,319,467.19 in REPA funding under the 2023 DRFA with a further \$11,338,854.69 in Betterment funding lodged in the final stages of approval by QRA.

8. BETTERMENT PROJECT FUNDING

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

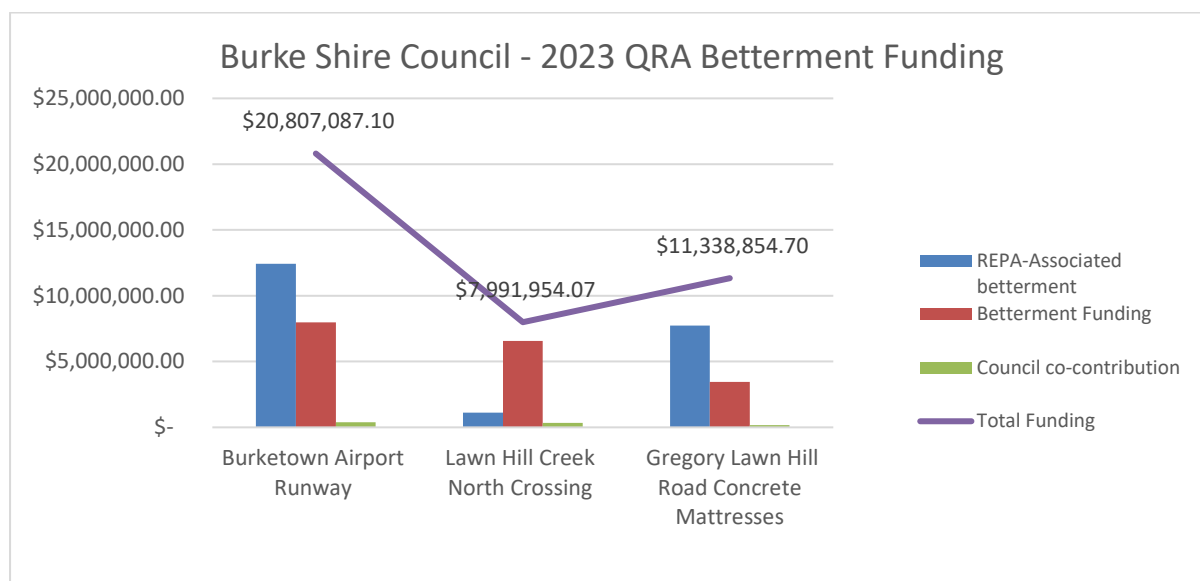


Figure 5 – Funding breakdown for 2023 QRA Betterment projects

9. PROJECT PHOTOS



Image 1 – Morella Road



Image 2 – Punjaub Road

10. OFFICER'S RECOMMENDATION

That Council receive and note the Engineering DRFA Project monthly report for June 2024.

10.03 DRFA Works Project Status Report

Resolution That Council receive and note the Engineering DRFA Project monthly report for June 2024.

Moved: Cr Yanner

Seconded: Cr Murray

Carried 240725.05 5/0

Attendance

Kimberly Chan left the meeting from 9.36am to 9.39am.

10.04 Works for Queensland 24-27 (W4Q24-27) Allocation Proposal

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Amir Akrami; Senior Engineering Manager
DATE REPORT PREPARED:	12 July 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan

1. PURPOSE

The purpose of this report is to present the proposed Works for Queensland (W4Q) 24-27 projects and their respective allocations for the 2024-25 financial year for Council's endorsement.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Works for Queensland (W4Q) program is a Queensland Government initiative aimed at supporting local governments to undertake job-creating maintenance and minor infrastructure projects. This proposal outlines the scope and allocation of funds for the W4Q24-27 program inline with the proposed budget for the upcoming 2024-25 financial year.

3. PROPOSAL

It is proposed to allocate the 2024-25 financial year W4Q24-27 funds to the following projects as detailed in the table below (Table 1).

Project	W4Q Allocation	Scope
Gregory Water Treatment Plant (GWTP) and Scada Upgrade Project	\$110,000	Supply and installation of Gregory River Pump.
Wharf Recreational Upgrade Project	\$285,000	Supply and installation of Burketown Wharf Recreational Grounds Shade structures
Shire Signage	\$100,000	Supply and installation of Burke Shire Entry Signs
Waste Management	\$150,000	1. Full engineering design of the new Burketown waste transfer station (with cost estimate) 2. Concept design of upgraded Gregory Landfill 3. Soil testing of the Gregory site budget permitting 4. Survey work budget permitting.
Sewerage Network	\$200,000	Renewal of Burketown Sewerage Pump Station 3 and Manholes Upgrade

Shire Solar system Development Project	\$200,000	Installation of Solar systems for various Council buildings and workplaces
GWTP Battery Bank Replacement Project	\$200,000	Renewal of GWTP Battery Bank
Shire Flood Level Indicator Upgrade Project	\$75,000	Installation of flood level indicator on local roads at various locations
Tirranna Crossing Design and temp safety works Project	\$350,000	Review design options, select the preferred option and prepare concept and detailed design for the preferred option. Includes survey and geotechnical investigation and interim traffic management arrangement to make the crossing safe.
Total	\$1,670,000	

Table 1: Proposed W4Q allocation to projects and scope

4. FINANCIAL & RESOURCE IMPLICATIONS

The allocation of W4Q funds aims to support the completion of vital infrastructure projects within the shire. The proposed projects have been selected to ensure efficient use of resources and alignment with strategic priorities and the 2024-25 annual budget.

5. RISK

Risk Type	What could happen	Possible consequence
Not allocating funds appropriately	<ul style="list-style-type: none"> Delays or inability to complete essential projects 	<ul style="list-style-type: none"> Decreased community satisfaction and potential safety hazards
Overestimation of project costs	<ul style="list-style-type: none"> Unused funds or need for reallocation 	<ul style="list-style-type: none"> Inefficient use of allocated resources and potential delays in project execution
Underestimation of project costs	<ul style="list-style-type: none"> Insufficient funds to complete projects 	<ul style="list-style-type: none"> Need for additional funding or project scope adjustments, leading to potential delays

6. POLICY & LEGAL IMPLICATIONS

The allocation of W4Q funds and the completion of proposed projects are in line with Council's strategic objectives and legal obligations to provide safe and functional infrastructure for the community.

7. CRITICAL DATES & IMPLICATIONS

Immediate approval of the proposed W4Q24-27 allocations is necessary to ensure timely commencement and completion of projects within the 2024-25 financial year.

8. CONSULTATION

Consultation was undertaken with;

- Dan McKinlay, CEO
- Chris Wilson, Director of Engineering
- Shaun Jorgensen, Finance and Technology Manager
- Kimberley Chan, Economic and Community Development Manager
- Stephanie Little, Peak Services (Grants Management Service)
- Councillors

9. CONCLUSION

The proposed allocation of W4Q24-27 funds to the identified projects will support the development and maintenance of critical infrastructure within the shire, ensuring community needs are met efficiently.

10. OFFICER'S RECOMMENDATION

That Council approves the proposed Works for Queensland (W4Q) 24-27 projects and funding allocations for the 2024-25 financial year as detailed in Table 1.

10.04 Works for Queensland 24-27 (W4Q24-27) Allocation Proposal

That Council approves the proposed Works for Queensland (W4Q) 24-27 projects and funding allocations for the 2024-25 financial year as detailed in Table 1.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 240725.06 5/0

10.05 Sale of Brush Cutter

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Wendy van der Wolf; Contracts and Procurement Coordinator
DATE REPORT PREPARED:	13 July 2024
LINK TO COUNCIL PLAN/S:	Burke Shire Council Corporate Plan 2019-24, Goals, Strategies and Performance Indicators: Assets

1. PURPOSE

This report seeks approval from Council to dispose of a tractor-mounted brush cutter (slasher).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

A Caterpillar brush cutter attachment and fittings were purchased from Hastings Deering in March 2024; however, the equipment is not suitable for purpose due to incompatibility with plant and is surplus to current or immediately foreseeable needs.

Negotiations have been entered into with Hastings Deering to return the items, however as the brush cutter was an ordered item, Hastings Deering will not credit the brush cutter, but it will credit the fittings.

3. PROPOSAL

It is proposed to sell the brush cutter with the assistance of Hasting Deering to recoup some of the costs and return fittings for credit/refund.

4. FINANCIAL & RESOURCE IMPLICATIONS

The cost implications are as follows:

Item	Cost \$ ex. GST
Cost of Brush Cutter	\$25,815 (including freight)
Freight for disposal	~\$600

5. RISK

Risk Type	What could happen	Possible consequence
People	<ul style="list-style-type: none">Injury/illness to employees, contractors, members of the community and any other person.	<ul style="list-style-type: none">loading injury mitigated with correct loading procedures.
Environmental	<ul style="list-style-type: none">Land, water, air, flora, and fauna.	<ul style="list-style-type: none">Not applicable

Risk Type	What could happen	Possible consequence
Assets	<ul style="list-style-type: none"> Damage, theft, failures, and maintenance of Council assets. 	<ul style="list-style-type: none"> Asset will be transported using a reputable company and stored in a secure warehouse.
Compliance	<ul style="list-style-type: none"> Compliance with applicable laws, industry codes, standards etc. 	<ul style="list-style-type: none"> Qld Local Government Regulation 2012 allows for Council to dispose of assets by way of sale.
Financial	<ul style="list-style-type: none"> Sustainability, revenue, grants, expenditure. 	<ul style="list-style-type: none"> A loss will be incurred as demonstrated in section 3. FINANCIAL & RESOURCE IMPLICATIONS, however the loss is far greater if the asset is not disposed of.
Reputation	<ul style="list-style-type: none"> Public perception and opinion. 	<ul style="list-style-type: none"> The public may perceive this situation could have been avoided with appropriate management. The persons responsible are no longer employed by Council.
Operations	<ul style="list-style-type: none"> Human Resources, service delivery and Council operations. 	<ul style="list-style-type: none"> Not affected
Technology & Systems	<ul style="list-style-type: none"> Information management and systems of work. 	<ul style="list-style-type: none"> Not affected

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Sections 12 and 13 – responsibilities of councillors and employees	<p>Section 12 charges councillors with ensuring the local government achieves its corporate plan.</p> <p>Section 13 charges council employees with carrying out their duties in a way that ensures the local government achieves its corporate plan.</p>
Local Government Act 2009	Section 104	<p>(1) To ensure it is financially sustainable, a local government must establish a system of financial management that—</p> <p>(a) ensures regard is had to the sound contracting principles when entering into a contract for—</p> <p>(ii) the disposal of assets</p>

Instrument	Reference	Details
Local Government Regulation 2012	Section 224	<p>(6) The "disposal" of a valuable non-current asset by a local government includes the disposal of all or any part of an interest in the asset.</p> <p>(7) A "valuable non-current asset" is—</p> <p>(b) another non-current asset that has an apparent value that is equal to or more than a limit set by the local government.</p> <p>(8) A limit set by the local government under subsection (7)(b) cannot be more than the following amount—</p> <p>(a) for plant or equipment—\$5,000;</p>
Corporate Plan 2014-19		Goals, Strategies and Performance Indicators: Assets
Policy		FIN-POL-014 Asset Disposal Policy

7. CRITICAL DATES & IMPLICATIONS

Hastings Deering has an interested party for the brush cutter. In order to commence negotiations with this party, Council approval is sought for the disposal of the item, and for authority to be delegated to the Chief Executive Officer to negotiate the final price.

8. CONSULTATION

Hastings Deering

Chris Wilson, Director of Engineering

Dan McKinlay, Chief Executive Officer

9. CONCLUSION

Council should approve the sale of the brush cutter and delegate authority to the Chief Executive Officer to negotiate the best final price.

10. OFFICER'S RECOMMENDATION

That Council:

- a. Notes and accepts the contents of the report; and
- b. Acknowledges this item is being disposed in a manner not covered in Council's procurement and disposal policies; and
- c. Instructs the Chief Executive Officer to enter into negotiations for the sale of the brush cutter, facilitated by Hastings Deering; and

- d. Delegates authority to the Chief Executive Officer to enter into negotiations for any and all matters associated with executing the sale of the brush cutter for the best negotiable price.

10.05 Sale of Brush Cutter

That Council:

- a. Notes and accepts the contents of the report; and
- b. Acknowledges this item is being disposed in a manner not covered in Council's procurement and disposal policies; and
- c. Instructs the Chief Executive Officer to enter into negotiations for the sale of the brush cutter, facilitated by Hastings Deering; and
- d. Delegates authority to the Chief Executive Officer to enter into negotiations for any and all matters associated with executing the sale of the brush cutter for the best negotiable price.

Moved: Cr Clarke

Seconded: Cr Poole

Carried 240725.07 5/0

11. Chief Executive Officer Reports

11.01 Status Report

Resolution Number – 221025.08 – Burke Shire Council Economic Development Strategy

That:

- 1) Council note the contents of the report;
- 2) Endorses the Burke Shire EDS Project Plan timeframes, and community consultation process; and
- 3) Endorses the commencement of the development of the Burke Shire ED

Status

Community consultation has occurred in Burketown and Gregory. Economic Development Strategy currently being developed. 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 outlined 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 close after 30th June.

Matter Closed

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

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

Status

Continues to be investigated

Resolution Number – 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

Progressed.

Matter Closed

Resolution Number – 240613.03– 2023 DRFA Restoration Works – Package 8 Contract No.: 5601-5000-0002

- a) That Council note the contents of the report and relevant attachments; and
- b) That Council awards the Contract to Stabilised Pavements of Australia Pty Ltd to the maximum amounts (ex GST) of:
 - i. \$6,810,756.75 (ex GST)
- c) Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract to the maximum values of the Project Budget as follows:
 - i. 2023 DRFA Restoration Works – Package 8: \$8,363,695.66.

Status

Finalised.

Matter Closed

Resolution Number – 240619.10 – Councillor Remuneration 2024/25 Financial Year

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.

Status

Finalised.

Matter Closed

Resolution Number – 240619.11 – 2024-2025 Revenue Policy

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.

Status

Finalised.

Matter Closed

Resolution Number – 240619.12 – Operational Plan 2024-2025

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.

Status

Finalised.

Matter Closed

Resolution Number – 240619.13 – 2024-2025 Fees and Charges

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

Status

Finalised.

Matter Closed

Resolution Number – 240619.14 – Review of Business Activities Policy

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

Status

Finalised.

Matter Closed

Resolution Number – 240619.15 – Investment Policy 2024/2025

THAT the attached Investment Policy be adopted.

Status

Finalised.

Matter Closed

Resolution Number – 240619.16 – Review of Debt Policy 2024-2025

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

Status

Finalised.

Matter Closed

Resolution Number – 240619.17 – 2024/2025 Donation Requests

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/ 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
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

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
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

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 Council marquees 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)

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
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

CareFlight	Contribution decided by Council	\$1,500.00	NIL	\$1,500.00	NIL	\$1,500.00
TOTAL		\$36,500.00	\$29,550.00	\$66,050.00	-	\$66,050.00

Status

Ongoing

Resolution Number – 240703.03 – Airport Drive Culvert Replacements (Contract No.: 0280-4065-0003)

- a) That Council note the contents of the report and relevant attachments; and
- b) That Council awards the Contract to TJ Wilson BCF to the amounts (ex GST) of:
 - i. \$1,208,471.95 ex GST
- c) Delegates authority to the CEO to enter negotiations with any and all matters associated with executing the Contract to the maximum values of the Project Budget as follows:
 - i. Airport Drive Culvert Replacements Contract No.: 0280-4065-0003-: \$1,590,794 (ex GST)

Status

Finalised.

Matter Closed**Resolution Number – 240703.04 – Truganini Road Site 1 Culvert (Contract No.: 0280-4078-0004)**

- a) That Council note the contents of the report and relevant attachments; and
- b) That Council awards the Contract to Lohman Contracting Pty Ltd to the amount (ex GST) of:
 - i. \$1,102,129.31 ex GST
- c) Delegates authority to the CEO to enter negotiations with any and all matters associated with executing the Contract to the maximum values of the Project Budget as follows:
 - i. Tender No 0280-4078-0004 'Truganini Rd Site 1 Culvert': \$1,596,248 (ex GST)

Status

Finalised.

Matter Closed

Resolution Number – 240717.02 – Statement of Estimated Financial Position 2023/24

- a) THAT the Statements of Financial Position and Cashflow 2023/24 be received;
- b) AND THAT the Statement of Income and Expenses 2023/24 and Council Projects Expenditure 2023/24 are noted.

Status

Finalised.

Matter Closed**Resolution Number – 240717.03 – Adoption of 2024-25 Budget and Associated Documents**

Adoption of Revenue Statement, rates and associated matters 2024-25

1. That Council:
 - (a) Adopts, in accordance with section s169 (2) and 172 of the *Local Government Regulation 2012*, the Revenue Statement 2024-2025;
 - (b) Adopts, in accordance with section 81 of the *Local Government Regulation 2012*, the categories into which rateable land is categorised and the description of those categories, as per the first and second columns of the table appearing at section 4.3 of the Revenue Statement 2024-2025;
 - (c) Delegates to the Chief Executive Officer the power, pursuant to sections 81(4) and 81(5) of the *Local Government Regulation 2012*, to identify the rating category to which each parcel of rateable land belongs;
 - (d) Adopts, in accordance with section 94 of the *Local Government Act 2009* and section 80 of the *Local Government Regulation 2012*, the differential general rate to be made and levied for each differential general rate category and, pursuant to section 77 of the *Local Government Regulation 2012*, the minimum general rate to be made and levied for each differential general rate category. This is as per the schedule below;

Residential Categories				
Differential Category	Category Description	Rate in the \$	Minimum General Rate	Capped %
1 – Residential – Burketown <0.8 Ha	Land used, or capable of being used, in whole or in part for residential purposes within the township of Burketown which has an area of less than 0.8 Hectares.	2.24261	\$1,252.80	No Cap
2 – Residential – Gregory <0.8 Ha	Land used, or capable of being used, in whole or in part for residential purposes within the township of Gregory which has an area of less than 0.8 Hectares.	6.19085	\$1,252.80	No Cap
3 – Other Land 0.8Ha <10 Ha- (All Areas)	Land used , or capable of being used, in whole or in part for rural or residential purposes with an area of between 0.8 hectares or more but less than 10 Hectares that is not otherwise categorised.	2.24415	\$1,290.00	No Cap
4 – Multi Residential (All Areas)	Land used, or capable of being used, in whole or in part for the purpose of multi-unit dwellings, including flats or units, guest houses and private hotels.	2.00935	\$1,252.80	No Cap

Commercial and Industry Categories				
Differential Category	Category Description	Rate in the \$	Minimum General Rate	Capped %
10 – Commercial – Burketown	Land used, or capable of being used, in whole or in part for commercial purposes within the township of Burketown.	2.30419	\$1,341.50	No Cap
11 – Commercial – Gregory	Land used, or capable of being used, in whole or in part for commercial purposes within the township of Gregory.	6.84190	\$1,341.50	No Cap
12 - Commercial - Other	Land used, or capable of being used, in whole or in part for commercial purposes outside the townships of Burketown and Gregory.	2.98047	\$1,341.50	No Cap
13 – Clubs and Not for Profit (All Areas)	Land used, or capable of being used, in whole or in part for the purposes of a club, sporting organisation or religious institution.	1.31901	\$1,341.50	No Cap
14 – Transformer Sites (All Areas)	Land used, or capable of being used, in whole or in part for the purpose of a transformer.	3.60043	\$1,538.70	No Cap
15 – Commercial – Rural Tourism	Land used, or capable of being used, in whole or in part for commercial tourism purposes located outside of a township.	10.48662	\$1,340.30	No Cap
16 – Industry – Burketown	Land used, or capable of being used, in whole or in part for industry purposes within the township of Burketown.	1.83858	\$1,341.50	No Cap
17 – Industry – Gregory	Land used, or capable of being used, in whole or in part for industry purposes within the township of Gregory.	6.97471	\$1,341.50	No Cap
Rural Categories				
Differential Category	Category Description	Rate in the \$	Minimum General Rate	Capped %
20 – Rural Land 10 - <1,000 Ha	Land used, or capable of being used, in whole or in part for rural residential or rural grazing purposes which is 10 Hectares or more but less than 1,000 Hectares.	1.17627	\$1,381.40	No Cap
21 – Rural Land 1000 -<300,000 Ha (Grazing Land)	Land used, or capable of being used, in whole or in part for rural grazing purposes which is 1,000 Hectares or more but less than 300,000 Hectares.	0.49851	\$1,381.40	3.6%
22 – Rural Land 300,000 -<500,000 Ha (Grazing Land)	Land used, or capable of being used, in whole or in part for rural grazing purposes which is 300,000 Hectares or more but less than 500,000 Hectares.	0.58079	\$1,381.40	No Cap
23 – Rural Land >=500,000 Ha (Grazing Land)	Land used, or capable of being used, in whole or in part for rural grazing purposes which is 500,000 Hectares or more.	0.38229	\$1,381.40	No Cap
24 – Rural Land >=10Ha (Cropping Cultivation)	Land used, or capable of being used, in whole or in part for rural cropping purposes which is 10 Hectares or more.	3.22281	\$1,381.40	No Cap
Intensive Business and Industry Categories				
Differential Category	Category Description	Rate in the \$	Minimum General Rate	Capped %
30 – Rateable Prospecting	Land with a prospecting permit.	122.89549	\$3,347.40	No Cap

31 – Mining Lease less than 100 Ha	Land used as a mine (pursuant to a Mining Lease issued pursuant to the <i>Mineral Resources Act 1989</i>) for the mining or large scale reprocessing of minerals, with an area of less than 100 Hectares.	122.89549	\$3,347.40	No Cap
32 – Mining Lease 100 -<1,000Ha	Land used as a mine (pursuant to a Mining Lease issued pursuant to the <i>Mineral Resources Act 1989</i>) for the mining or large scale reprocessing of minerals, with an area of 100 Hectares or more but less than 1,000 Hectares.	122.89549	\$33,470.50	No Cap
33 – Mining Lease 1000 -<10,000Ha	Land used as a mine (pursuant to a Mining Lease issued pursuant to the <i>Mineral Resources Act 1989</i>) for the mining or large scale reprocessing of minerals, with an area of 1,000 Hectares or more but less than 10,000 Hectares.	122.89549	\$334,701.70	No Cap
34 – Mining Lease 10,000 -<20,000Ha	Land used as a mine (pursuant to a Mining Lease issued pursuant to the <i>Mineral Resources Act 1989</i>) for the mining or large scale reprocessing of minerals, with an area of 10,000 Hectares or more but less than 20,000 Hectares.	122.89549	\$669,403.30	No Cap
35 – Mining Lease >=20,000Ha	Land used as a mine (pursuant to a Mining Lease issued pursuant to the <i>Mineral Resources Act 1989</i>) for the mining or large scale reprocessing of minerals, with an area of 20,000 Hectares or more.	1,227.37404	\$2,942,970.30	No Cap
37 – Mining Rehabilitation 100 - <250 employees and/ or contractors	Land that is the subject of a mining lease (issued pursuant to the <i>Mineral Resources Act 1989</i>) previously used for large scale mining which employed, at its peak, 100 or more employees and/or contractors, but less than 250 employees and/or contractors, presently being rehabilitated.	122.89549	\$334,701.70	No Cap
38 – Mining Rehabilitation 250 -<500 employees and /or contractors	Land that is the subject of a mining lease (issued pursuant to the <i>Mineral Resources Act 1989</i>) previously used for large scale mining which employed, at its peak, 250 or more employees and/or contractors, but less than 500 employees and/or contractors, presently being rehabilitated.	122.89549	\$669,403.30	No Cap
39 – Mining Rehabilitation > = 500 employees and /or contractors	Land that is the subject of a mining lease (issued pursuant to the <i>Mineral Resources Act 1989</i>) previously used for large scale mining which employed, at its peak, 500 or more employees and/or contractors, presently being rehabilitated.	122.89549	\$1,338,806.60	No Cap
40 - Mining Rehabilitation with incidental activity 100 - <250 employees and /or contractors	Land that is the subject of a mining lease (issued pursuant to the <i>Mineral Resources Act 1989</i>) previously used for large scale mining which employed, at its peak, 100 or more employees and/or contractors, but less than 250 employees and/or contractors, partly being rehabilitated and partly being used for incidental new mining, reprocessing or other activity.	122.89549	\$389,943.40	No Cap

41 - Mining Rehabilitation with incidental activity 250 - <500 employees and/ or contractors	Land that is the subject of a mining lease (issued pursuant to the <i>Mineral Resources Act 1989</i>) previously used for large scale mining which employed, at its peak, 250 or more employees and/or contractors, but less than 500 employees and/or contractors, partly being rehabilitated and partly being used for incidental new mining, reprocessing or other activity.	122.89549	\$779,886.70	No Cap
42 - Mining Rehabilitation with incidental activity > = 500 employees and/or contractors	Land that is the subject of a mining lease (issued pursuant to the <i>Mineral Resources Act 1989</i>) previously used for large scale mining which employed, at its peak, 500 or more employees and/or contractors, partly being rehabilitated and partly being used for incidental new mining, reprocessing or other activity.	122.89549	\$1,559,774.80	No Cap
43 - Petroleum Lease < 10000Ha	Petroleum Lease issued with an area less than 10,000 Hectares.	122.89549	\$26,775.70	No Cap
44 - Petroleum Lease 10000 <20000Ha	Petroleum Lease issued with an area of 10,000 hectares or more but less than 20,000 Hectares.	122.89549	\$53,552.60	No Cap
45 - Petroleum Lease > 20000Ha	Petroleum Lease issued with an area 20,000 Hectares or more.	122.89549	\$107,104.10	No Cap
46 - Work Camps 15 - <50	Land used, or capable of being used, in whole or in part for the purpose of an accommodation work camp with 15 or more accommodation units but less than 50 accommodation units.	1.86791	\$7,363.90	No Cap
47 - Work Camps 50 - <100	Land used, or capable of being used, in whole or in part for the purpose of an accommodation work camp with 50 or more accommodation units but less than 100 accommodation units.	1.86791	\$25,102.60	No Cap
48 - Work Camps 100 - <200	Land used, or capable of being used, in whole or in part for the purpose of an accommodation work camp with 100 or more accommodation units but less than 200 accommodation units.	1.86791	\$50,205.20	No Cap
49 - Work Camps 200 +	Land used, or capable of being used, in whole or in part for the purpose of an accommodation work camp with 200 or more accommodation units.	1.86791	\$100,410.40	No Cap

(e) Adopts, in accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, the waste management utility charges to be made and levied, for the supply of waste management services by the Council, as per section 5.1 of the Revenue Statement 2024-2025.

(f) Adopts, in accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, the sewerage utility charges to be made and levied, for the supply of sewerage services by the Council, as per section 5.2 of the Revenue Statement 2024-2025

(g) Adopts, in accordance with section 94 of the *Local Government Act 2009* and sections 99 and 101 of the *Local Government Regulation 2012*, the water utility and consumption

charges to be made and levied, for the supply of water services by the Council, as per section 5.3 of the Revenue Statement 2024-2025;

- (h) Resolves, pursuant to section 102(2) of the *Local Government Regulation 2012*, that a water meter is taken to have been read during the period that starts 2 weeks before, and ends 2 weeks after, the day on which the meter is actually read;
- (i) Adopts, pursuant to section 130 of the *Local Government Regulation 2012*, that the differential general rates made and levied shall be subject to a discount as specified in, and subject to the conditions stated in, section 7.3 of the Revenue Statement 2024-2025;
- (j) Resolves, pursuant to section 133 of the *Local Government Regulation 2012*, that interest be charged on all overdue rates and charges at the rate of 8% per annum, calculated on daily rests as compound interest.
- (k) Resolves, pursuant to section 107 of the *Local Government Regulation 2012* that, Council's rates and charges be levied:
 - (i) for the half year 1 July 2024 to 31 December 2024 - in August/September 2024; and
 - (ii) for the half year 1 January 2025 to 30 June 2025 - in February/March 2025;
- (l) Resolves, pursuant to section 118 of the *Local Government Regulation 2012*, that Council's rates and charges be paid within 30 days of the date of the issue of the rate notice; and
- (m) Adopts, pursuant to sections 120, 121 and 122 of the *Local Government Regulation 2012*, the concessions as detailed in section 8 of the Revenue Statement 2024-2025.

Status

Budget adopted.

Matter Closed

Resolution Number – 240717.04 – Adoption of 2024-25 Budget and Associated Documents

Adoption of Budget and associated matters 2024-25

1. That Council:
 - a) Adopt, pursuant to section 107A of the *Local Government Act 2009* and sections 169 and 170 of the *Local Government Regulation 2012*, Council's Budget for the 2024/2025 financial year, incorporating:
 - a. The statement of Income and Expenditure;
 - b. The statement of Financial Position;
 - c. The Statement of Cashflow;
 - d. The statement of Changes in equity;
 - e. Project Expenditure 2024-2025;
 - f. The long-term financial forecast;
 - g. Sustainability Ratios;
 - h. The Revenue Statement 2024/2025 (adopted by Council resolution earlier in this meeting); and
 - i. The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget, as tabled.

Status

Adopted.

Matter Closed

1. OFFICER'S RECOMMENDATION

That the status report be received and noted as at 25 July 2024.

11.01 Status Report

That the status report be received and noted as at 25 July 2024.

Moved: Cr Camp

Seconded: Cr Clarke

Carried 240725.08 5/0

Attendance

Cheryl Portch entered the meeting between 10.22am to 10.30am.

11.02 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	16 July 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 June 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.
- LGAQ Site Visit-Re Workplace and Governance Workshop.
- Meeting with TTNQ, Gulf Savannah Development and Burke Shire Council re: Tourism.
- The Independent Assessor quarterly discussion with the OIA.
- Meeting re Gulf Cluster.
- Meeting with Inspector-General Emergency Management Practitioner meetings.
- Council Ordinary meeting.
- Council special Meeting-Two Tenders awarded.
- NWQROC-Zoom meeting.
- REX Officers on site re Internal Audit.
- Meeting re Post Office.
- Council Briefing Session.

- WH&S Meeting.
- WH&S Audit Close out meeting.
- Department of Local Government and Planning-Elected Members Update.
- Internal Grants meeting.
- GSD board meetings.
- RFDS \$5,000 Donation Presentation.



Financial Services and Information Technology

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

- Working to finalise the final component of the LGM 2023 Flood insurance claim; \$250k pending, to be paid to council once signed off; this is high priority for 2024/2025.
- Working to finalise the final acquittal of the March 2023 CDO flood claim as well and additional CDO claim for the 2024 flooding event as well with the QRA.
- 2024/2025 annual budget was adopted for 17 July 2024.
- Internal audit 2 (Grant Management Systems) has been progressed and the final report is in finalisation.
- Proforma shell financial statements markups have been provided by the QAO to council.
- Position papers have been provided to external audit for review (complex accounting matters review) – these have now been cleared.
- All insurance renewal schedules have been submitted to LGMS with the insurance premiums charged being in line with budgeted expectations for 2024/2025.
- Year-end rollover was completed with no issues.
- The June 2024 stock take was completed with no issues noted.
- Final PAYG STP exports were completed on time with the ATO.

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

- Starlink redundancy to council main office project has been installed to the admin building, RMT are currently configuring the new SD WAN implementation with public wifi comms to be installed during September 2024 at this stage.
- N-com has been onsite to restore all telecom hut comms.
- An audit is currently underway around regional telecom and TV services as engaged by the state. We meet with the auditors on the 22 of July to conduct an onsite inspection of all equipment.
- MDM is deployed with new devices being configured into it currently.
- MFA deployment will be progressed to completion in full for August 2024.
- QRA and Minster endorsement has been provided for two major grant projects via the NEMA grant submission made during the year; we are pending final approval from the NEMA project funding provider:
 - Aqura Telstra Wifi Hubs – Gregory township.
 - Attentis Smart AI Weather and Environmental Monitoring Stations.
- Council will look to start scoping and engaging in drone deployment from September/October at this stage.
- A starlink kit was also installed onto the Gregory works dongas and depot building.

People and Culture**EBA related**

- JCC meeting scheduled for 15 July.
- EBA negotiations to commence in July.

Policies

- None.

Positions advertised:

- Machine Operators / Labourers.
- Works Manager.
- Project Manager.

New employees

- Neil Richmond.

Terminations

- None.

Training and Professional Development

- Managing a Remote Workforce Webinar.
- Bridge Inspection Training.

Other

- July Newsletter Completed.
- Health and wellbeing
 - Move it Burke: Successful bootcamp held on 15 June with 5 attendees in total.
 - Gym attendance increasing, with a record of at least 153 uses in May and 149 in June.

Economic and Community Development**Grants**

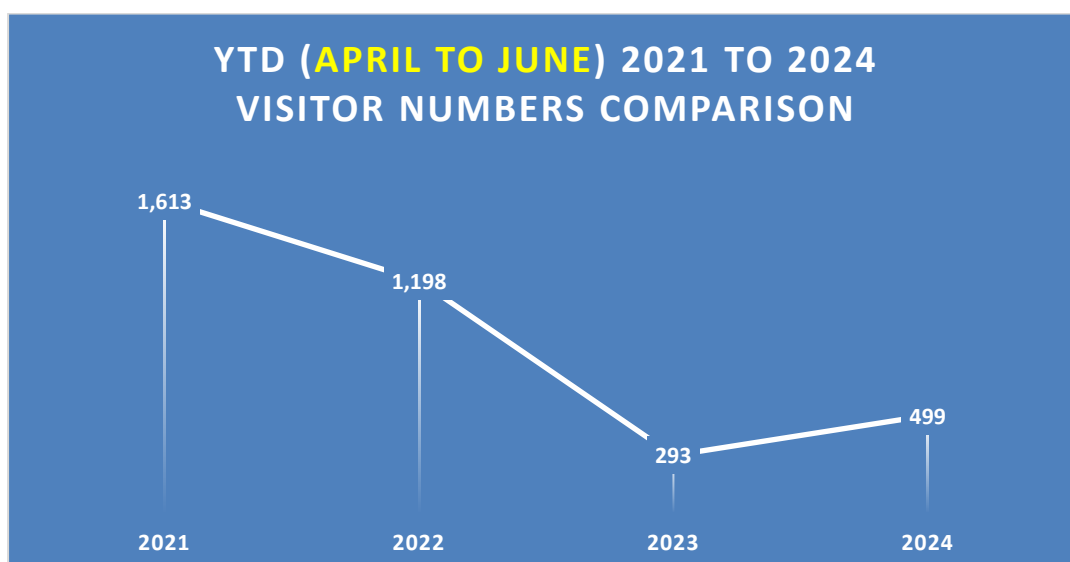
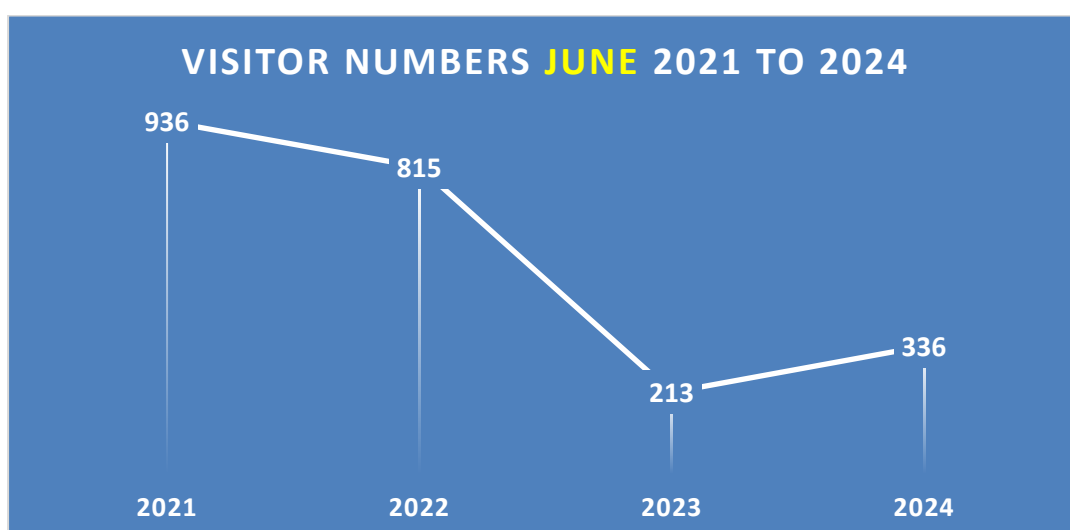
- Several Grants currently being drafted for submission:
 - W4Q 24-27 submitted.
 - LGGSP grants (Planning and Projects).
- Recently Submitted Awaiting Outcomes:
 - Regional Precincts and Partnerships Program Stream Two: Precinct Delivery – Health and Wellbeing Precinct Stage 1 & 2.
 - SES Burketown – Grant for SES mobile Starlink for vehicle submitted \$3k unsuccessful.
 - Play our way program – tennis courts.
 - Regional Precincts and Partnerships Program Stream One: Precinct Development and Planning Industrial Land Precinct.
- Grant currently being worked on:
 - Senior's day grant – planning ongoing.
 - SES Gregory office building – currently scoping options.
 - Move it NQ – working on revised schedule with Taren to boost numbers.
 - SES Support Grant – Gregory SES Power shed. project completed.
 - 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.

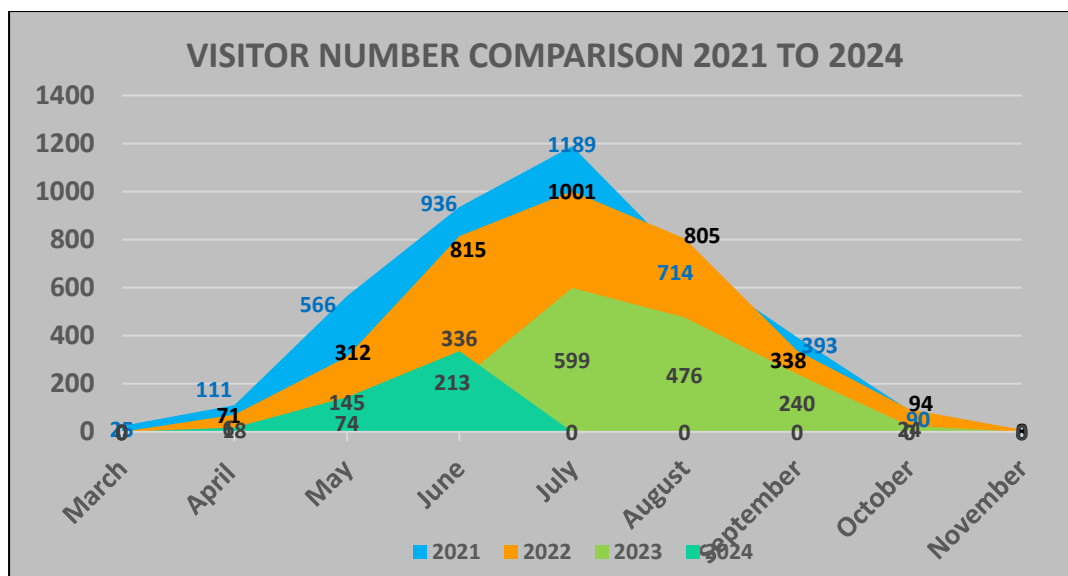
Small Business

- 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 – ongoing.
- Drafting of business façade improvement policy.

Tourism

- Meeting to discuss initial plans for Balloon Festival 2025 held.
- 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.
- Visit to Hell's gate on hold
- Tourism banners being scope for signs in Burketown and Gregory – currently been delivered.
- 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.

Wet Season

- Temporary housing - dongas demobilization to occur mid-July.

Events

Upcoming Council Events:

- Order of the outback ball 31 August.
- Snow white and the seven cool dudes performance August.
- Photo competition.

Upcoming Community Events:

- Burketown Campdraft 19 – 21 July – associated with donations.
- Battle of the Gulf Football Competition in Burketown 27th July – associated with donations.

Donations

- Donations outcomes to be sent after June Meeting – completed .

Community General

- Survey for event suggestions released.
- RFDS simulator event in Burketown successful.
- Community Canteen project proposal finalised.

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

- 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.
- Structural Engineer Engagement – CT Management have completed inspections and reports have been finalized. They will be doing a presentation to Council regarding their findings. Date TBC.
- MPDT Tree Lopping will be onsite in early August to complete boring works, removal and trimming of trees from Airports – Burketown and Gregory and also the Gregory bridge.
- Gregory Cemetery – Water connection to be installed.
- Service Agreements currently being drafted for contractors to carry out maintenance works, minimum 2 years – Bulk fuel, building, plumbing, electrical, tree lopping, pest control etc.
- 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

- In the process of sourcing quotes for a suitable vehicle and equipment required for the Local Laws position.
- EOI will go out for this position in the near future.
- Vet Visit – Gulf Veterinary Services completed their clinic in Burketown from 15th – 17th July. 13 dogs and 3 cats were desexed.

Environmental Health

- Food Licensing – we have engaged Logo Appointments and Peak Services to assist in this space with no success however have managed to contact Trevor Harding, Environmental Health Officer (Brisbane City Council). Currently in the process of trying to negotiate a Service Agreement.
- Investigating funding options and possibility of shared services with Doomadgee Aboriginal Shire Council to assist with engagement of contractor to carry out annual food inspections.
- CLCAC completed annual weed spraying at the Burketown Dump on Tuesday 9th July 2024.
- CLCAC have completed part of the 1080 Baiting Program. Property owners requested a slight adjustment to the schedule which has resulted in the completion date being 31st July 2024.

Other

- Currently completing Certificate IV in Government Investigations

Corporate Services and Governance

- Rex:
 - Completed safety audit on 20 June 2024. Very positive comments received, only a few minor items to sort.

- Working on getting additional staff trained.
- Library:
 - Received and entered into the new library service level agreement with State Library.
- Records:
 - Continuing to work to make improvements in the records area.
- Other:
 - Attended LGAQ visit earlier in month
 - Attended session with GSD and TTNQ
 - Lodged the plan for the 24-25 Get ready funding

3. OFFICER'S RECOMMENDATION

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

11.02 Chief Executive Officer Report

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

Moved: Cr Murray

Seconded: Cr Yanner

Carried 240725.09 5/0

Adjournment

That Council adjourned the meeting from 10.36am to 10.57am for morning tea.

Attendance

Dan McKinlay left the meeting from 11.03am to 11.04am.

11.03 Finance Monthly Update Report

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	18 July 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 June 2024.

2. SUMMARY

Council's cash holdings were up by \$534k by the end of June 2024.

Overall council is under budget by 11.4% when compared with the 30 June 2024 target. We do note a couple of areas currently in follow up being the second part of the 2023 flood insurance claim with LGMS as well as the 2024 flood event CDO funding claim in progress with the QRA. It must also be noted that these figures do not yet contain any financial accruals at this stage and will be subject to change ahead of the final external audit in September 2024.

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

- i. Overall Operating Summary (Actual v Budget)
- ii. Statement of Cash Flows
- iii. Statement of Income and Expenditure
- iv. Organisational Services Performance
- v. Statement of Financial Position
- vi. Rating Arrears Summary
- vii. Exercise of Delegations
- viii. Officer's Recommendations

3. OVERALL OPERATING SUMMARY (ACTUAL V BUDGET)

The below summary shows a brief snapshot of how council is tracking in the current year against the budget for the year as adopted by council for the 30 June 2024.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	17,974,672	27,423,295	66%
Operating Expenses	(2)	27,418,856	30,948,230	89%
Operating Result (Profit/Loss)	-	9,444,184	3,524,935	268%
Capital Revenue	(3)	4,594,234	18,631,100	25%
Net Result	-	4,849,950	15,106,165	-32%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	54,749,881	14,083,661
Other Current Assets	(5)	1,770,089	1,402,000
Non Current Assets	(6)	167,548,924	180,727,175
Total Assets		224,068,894	196,212,836
Liabilities (Current)	(7)	52,465,636	3,540,000
Liabilities (Non Current)	(8)	1,019,868	1,483,120
Total Liabilities		53,485,504	5,023,120
Net Community Assets		170,583,390	191,189,716

Sustainability Outlook¹

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-53%	-52%
² Working Capital Ratio	Greater than 1:1	1.1	1.1
³ Net Financial Liabilities Ratio	Less than 60%	-23%	-21%

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.
- Also noted is that no early payment of the 2024/2025 FA grant was receipted in June which is inconsistent with previous years, this has resulted in a timing issue in relation to revenue receipting as the stipulation of AASB15 and 1058 does not allow for the FA grant to be recognised based on contract terms as they are not sufficiently specific. The result of this is that essentially council revenues are now distorted by the fact that it has not received any actual payments of FA grant revenue physically in the 2023/2024 financial year.
- (2) **Operating Expenses** - Noted that costs are under budget by 11.4%. In relation to employee benefits costs against the budget, we have currently expended \$5.123mil against a budget of \$6.379mil for the year; this is an actual spend of 80.31% year to date.
- (3) **Capital Revenue** - Noted approximately \$1.01mil in capital revenue recognised from contract liabilities during the month of June 2024. Carryover contract liabilities (grant funds) match the budgeted carry overs for 2024/2025.

(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.

Definitions¹

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

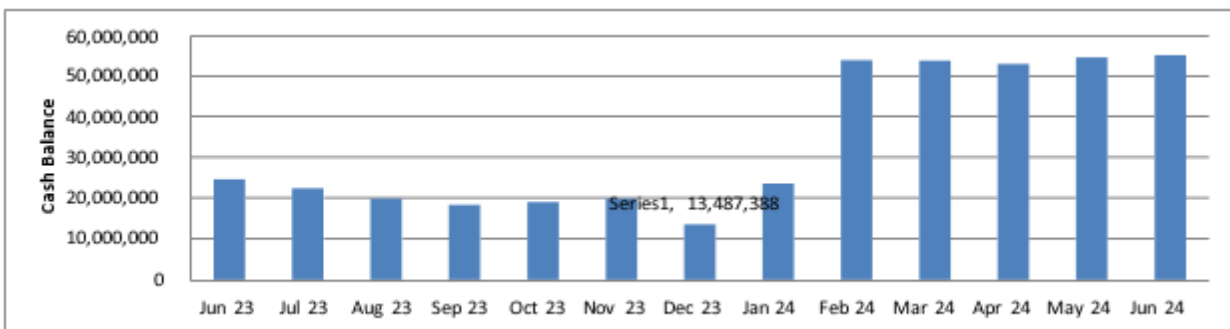
For the month ended 30 June 2024

	Note Ref	30 June 2023 \$	30 June 2024 \$	2023-24 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	6,587,554	5,761,391	5,442,006	106%
Payments to suppliers and employees	(2)	(12,607,709)	(23,519,262)	(33,715,922)	70%
		(6,020,155)	(17,757,870)	(28,273,916)	63%
Rental Income	(3)	216,962	214,680	218,000	98%
Interest Received	(4)	359,868	1,473,637	1,399,000	105%
Operating Grants and Contributions	(5)	19,997,215	50,506,106	20,600,000	245%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		14,553,890	34,436,552	22,217,000	155%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(5,495,221)	(8,812,591)	(23,451,100)	38%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		(169,589)	0	100,000	0%
Capital Grants and Subsidies	(7)	5,424,607	4,665,343	18,531,100	25%
Net cash inflow (outflow) from investing activities		(240,204)	(4,147,248)	(4,820,000)	86%
Cash flows from financing activities:					
Proceeds from Borrowings		-	-	500,000	-
Repayment of Borrowings		-	-	-	-
Net cash inflow (outflow) from financing activities		-	-	-	-
Net increase (decrease) in cash held	(8)	14,313,686	30,289,304	(10,376,916)	-
Cash at beginning of reporting period		10,146,891	24,460,577	24,460,577	-
Cash at end of reporting period	(8)	24,460,577	54,749,881	14,083,660	-

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	4.81%	1,473,637	53,394,103
Westpac General Fund - Trust	-	-	1,355,495
Cash Floats	-	-	283
Total			54,749,881

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents – Restricted Cash (IAS 7)

Total Cash on hand	\$ 54,749,880.90	%
Restricted Cash - DRFA Operating Grants	\$ 49,419,329.52	90.26%
Restricted Cash - Non-DRFA Operating Grants	\$ 86,587.43	0.16%
Restricted Cash - Capital Grants	\$ 1,223,525.91	2.23%
GST Liability	\$ 314,838.45	0.58%
Unrestricted Cash	\$ 3,705,599.59	6.77%
Contract Assets - Cash to be received by 30 June 2024		
LRCI 2 and 3	\$ 323,000.00	<i>Pending final acquittal approval</i>
LRCI 4	\$ 482,288.00	<i>Pending final acquittal approval</i>
Insurance	\$ 250,000.00	<i>Pending finalisation with assessor</i>
RPMC	\$ 128,861.46	<i>Billed to TMR in June 2024</i>
Projected Unrestricted Cash	\$ 4,889,749.05	
Prior Month Unrestricted Cash Balance	\$ 2,791,374.25	
Explanation for Movement:	\$ 914,225.34	
Noted council's restricted cash has improved month on month as revenue recognition was able to be determined on a number of capital projects during the month at the close of the financial year.		

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 June 2024.
- (3) **Rental Income** - Rental income is on track with budget.
- (4) **Interest Received** - Interest has increased significantly comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (4.81%). This is down from 5.23% in May 2024.
- (5) **Operating Grants and Contributions** - Major movement for the month consists of further DRFA revenues have been recognised during the month as well for works completed to date.

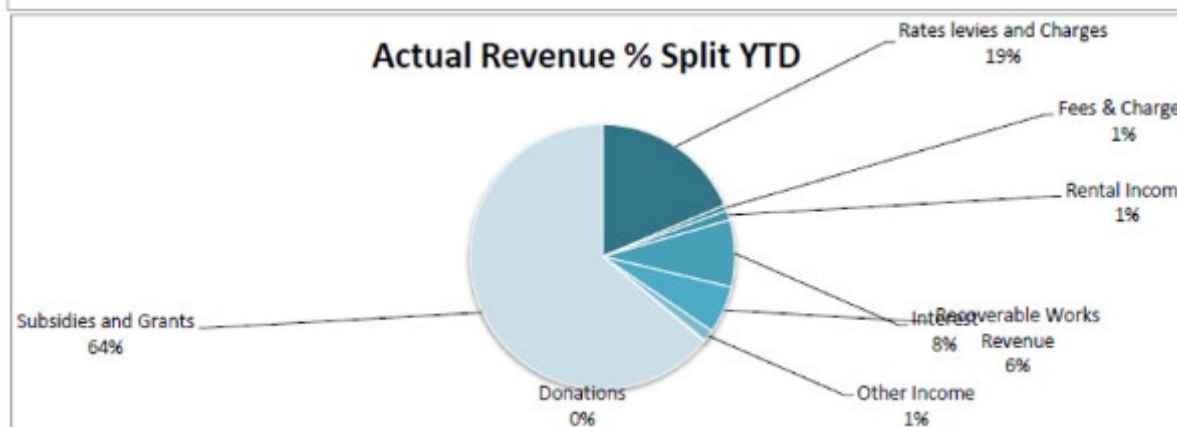
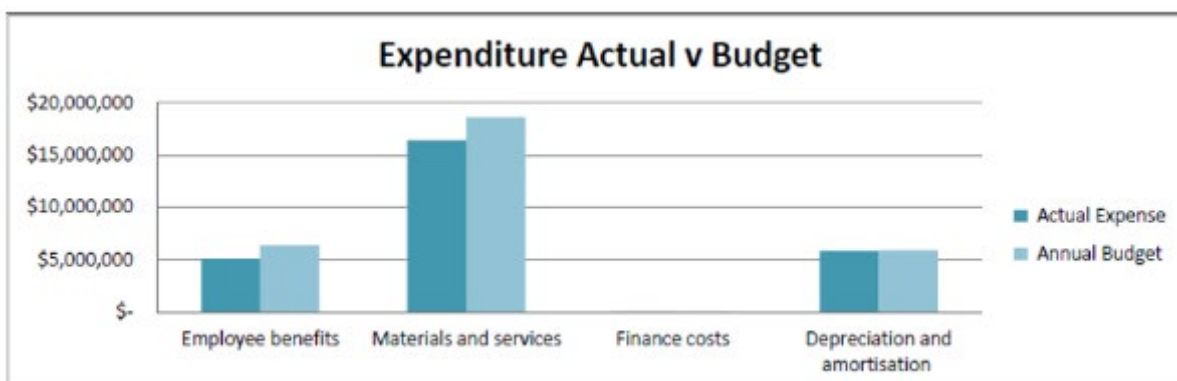
Also noted is that no early payment of the 2024/2025 FA grant was receipted in June which is inconsistent with previous years, this has resulted in a timing issue in relation to revenue receipting as the stipulation of AASB15 and 1058 does not allow for the FA grant to be recognised based on contract terms as they are not sufficiently specific. The result of this is that essentially council revenues are now distorted by the fact that it has not received any actual payments of FA grant revenue physically in the 2023/2024 financial year.
- (6) **Payments for Property, Plant and Equipment** - No major movement noted for May 2024; this is expected to change based on accruals for billings up to and including 30 June 2024 from contractors.
- (7) **Capital Grants and Subsidies** - Noted approximately \$1.01mil in capital revenue recognised from contract liabilities during the month of June 2024. Carryover contract liabilities (grant funds) match the budgeted carry overs for 2024/2025.
- (8) **Net Cash Movement** - Council's cash holdings were up by \$534k by the end of June 2024.

5. STATEMENT OF INCOME AND EXPENDITURE

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

For the month ended 30 June 2024

	Note Ref	30 June 2023 \$	30 June 2024 \$	2023-24 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		3,262,105	3,351,546	3,365,000	100%
Fees & Charges	(1)	140,243	123,102	147,400	84%
Rental Income	(2)	216,962	214,680	218,000	98%
Interest	(3)	359,868	1,473,637	1,399,000	105%
Recoverable Works Revenue	(4)	1,330,559	1,045,708	1,139,895	92%
Other Income	(5)	124,894	250,337	549,000	46%
Donations	(12)	-	31,143	5,000	623%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	12,008,308	11,484,519	20,600,000	56%
Total Recurrent Revenue		17,442,938	17,974,672	27,423,295	66%
Capital Revenue					
Sale of non-current assets	(13)	-	-	100,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	5,424,607	4,594,234	18,531,100	25%
Total Capital Revenue		5,424,607	4,594,234	18,631,100	25%
TOTAL INCOME		22,867,544	22,568,906	46,054,395	49%
Recurrent Expenses					
Employee benefits	(8)	4,387,281	5,123,557	6,379,591	80%
Materials and services	(9)	8,742,399	16,431,997	18,640,639	88%
Finance costs	(10)	55,232	36,697	18,000	204%
Depreciation and amortisation	(11)	5,369,961	5,826,605	5,910,000	99%
TOTAL RECURRENT EXPENSES		18,554,874	27,418,856	30,948,230	89%
NET RESULT		4,312,671	4,849,950	15,106,165	-32%



Notes to the Statement of Income and Expenditure:

- (1) **Fees & Charges** - This amount is on track with budget.
- (2) **Rental Income** - Rental income is on track against budget.
- (3) **Interest** - Interest has increased significantly comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (4.81%). This is down from 5.23% in May 2024.
- (4) **Recoverable Works Revenue** - RMPC billings are on track with some minor items expected to be billed after 30 June 2024 and accrued for.
- (5) **Other Income** - 50% of the estimated flood claim insurance reimbursement funds have been received with a further \$250k pending finalisation for the 2024/2025 FY with LGM.
- (6) **Subsidies and Grants (operating)** - Major movement for the month consists of further DRFA revenues have been recognised during the month as well for works completed to date.

Also noted is that no early payment of the 2024/2025 FA grant was receipted in June which is inconsistent with previous years, this has resulted in a timing issue in relation to revenue receipting as the stipulation of AASB15 and 1058 does not allow for the FA grant to be recognised based on contract terms as they are not sufficiently specific. The result of this is that essentially council revenues are now distorted by the fact that it has not received any actual payments of FA grant revenue physically in the 2023/2024 financial year.
- (7) **Subsidies and Grants (capital)** - Noted approximately \$1.01mil in capital revenue recognised from contract liabilities during the month of June 2024. Carryover contract liabilities (grant funds) match the budgeted carry overs for 2024/2025.
- (8) **Employee benefits** - In relation to employee benefits costs against the budget, we have currently expended \$5.123mil against a budget of \$6.379mil for the year; this is an actual spend of 80.31% 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 June 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 processed and reflected in the audited financial reports for 2023/2024.

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 June 2024 100.00%					% 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						
	30 June 2023	30 June 2024	2023-24 Annual Budget	YTD Progress	Comments	
	\$	\$	\$	%		
Recurrent Expenses						
Corporate Governance Costs	886,099	864,924	955,800	<div></div> 90.49%	On track with budget.	
Administration Costs	3,135,194	3,516,614	3,933,950	<div></div> 89.39%	On track with budget.	
Recoverable Works Expenses	918,819	812,815	1,024,000	<div></div> 79.38%	On track with budget.	
Engineering Services	5,303,761	11,839,396	14,497,100	<div></div> 81.67%	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	1,183,448	851,916	1,040,500	<div></div> 81.88%	On track with budget.	
Net Plant Operating Costs	- 487,910	573,392	785,000	<div></div> 73.04%	On track with budget.	
Planning and Environmental Expenses	78,188	71,641	374,500	<div></div> 19.13%	On track with budget.	
Community Services Costs	2,118,331	4,171,640	3,979,380	<div></div> 104.83%	Above budget, approximately \$250k is to be followed up with the QRA in relation to the 2024 flood event CDO response; this process is currently in progress.	
Finance Costs	48,982	36,697	18,000	<div></div> 203.87%	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	5,369,961	5,826,606	5,910,000	<div></div> 98.59%	On track with budget.	
Other Expenses	-	-	-	0.00%	On track with budget.	
TOTAL RECURRENT EXPENSES	18,554,874	27,418,856	30,948,230	<div></div> 88.60%	On track with budget.	
Capitalised Wages	-	172,961	247,000	<div></div> 70%	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 30 June 2024

	30 June 2024	2023-24 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	54,749,881	14,083,661
Trade and other receivables	1,439,251	1,000,000
Inventories	485,978	300,000
Other financial assets	- 155,140	102,000
Non-current assets classified as held for sale	-	-
Total current assets	56,519,970	15,485,661
Non-current Assets		
Receivables	-	-
Property, plant and equipment	282,975,265	276,171,637
Accumulated Depreciation	- 115,426,341	95,444,462
Intangible assets	-	-
Total non-current assets	167,548,924	180,727,175
TOTAL ASSETS	224,068,894	196,212,836
Current Liabilities		
Trade and other payables	52,271,878	3,400,000
Borrowings	-	-
Provisions	193,758	140,000
Other	-	-
Total current liabilities	52,465,636	3,540,000
Non-current Liabilities		
Trade and other payables	83,115	83,120
Interest bearing liabilities	-	-
Provisions	936,753	900,000
Other	-	500,000
Total non-current liabilities	1,019,868	1,483,120
TOTAL LIABILITIES	53,485,504	5,023,120
NET COMMUNITY ASSETS	170,583,390	191,189,716
Community Equity		
Shire capital	39,529,889	58,060,989
Asset revaluation reserve	103,541,131	103,316,184
Retained surplus/(deficiency)	27,512,367	29,812,543
Other reserves	-	-
TOTAL COMMUNITY EQUITY	170,583,390	191,189,716

8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 30 June 2024.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	95,110	25,416	53,503	1,174	175,204
SEWERAGE	5,805	4,075	13,212	156	23,247
GARBAGE	4,574	2,849	11,615	130	19,168
WATER	106,545	21,134	42,671	1,151	171,500
WATER CONSUMPTION	126,531	16,877	4,967	1,000	149,375
STATE GOVT EMERGENCY	4,960	1,477	4,887	76	11,401
LEGAL FEES	6,376	-	-	-	6,376
Total	349,901	71,829	130,855	3,687	556,272

Debt Collection Actions Executed for June 2024:

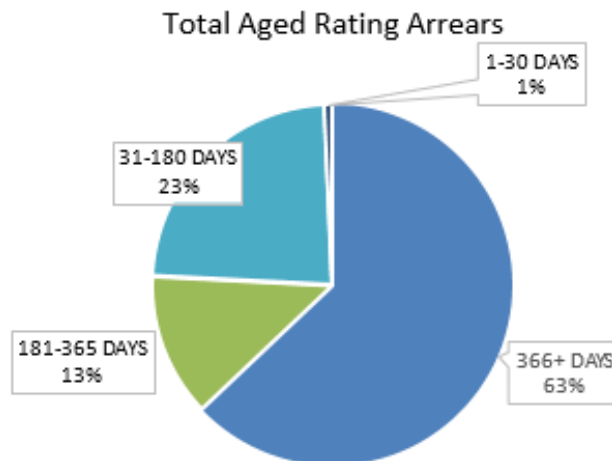
	Number of assessments	Amount Outstanding
<i>Rate Payers individually contacted by council</i>	19	\$ 54,813.74
<i>Rate Payers referred to Debt Collection</i>	16	\$ 139,733.51
<i>Ratepayers subject to further legal rectification</i>	2	\$ 234,189.53
<i>Potential Rating Sale</i>	1	\$ 32,498.14
<i>Actions Pending</i>		

(\$) Sum of Debt Actions in progress

\$ 461,234.92

(%) of Total Rating Arrears

83%



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 30 June 2024 be received and noted.

11.03 Finance Monthly Update Report

That the financial report for the 30 June 2024 be received and noted.

Moved: Cr Poole

Seconded: Cr Murray

Carried 240725.10 5/0

11.04 Re-appointment of Altius Advisors as Internal Auditor

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Chief Finance and Technology Manager
DATE REPORT PREPARED:	18 July 2024
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

The purpose of this council report is to recommend for approval the appointment of Altius Advisors as the internal auditor for council for the duration of the Burke Shire Council internal audit plan; from 2024 to 2027.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Internal Audit Plan (2024 - 2027) was adopted by council as part of the 20th June 2024 council meeting. The plan is based on the identification of key risk assessments and assumptions provided by management and looks to have these key risk areas interrogated and reviewed by an external agent to determine the existence of PIO's or performance enhancing observations that can assist in minimising organisational risk.

An expression of interest was sought from Altius Advisors to provide a proposal to Burke Shire Council for the administration of the council internal audit plan for the duration of this plan as stipulated (from 2024 to 2027).

3. PROPOSAL

After much consideration and the engagement of Altius Advisors for the duration of the 2021-2024 internal audit plan as well as consultation with the Burke Shire Council Audit Committee on the 27th May 2024; management considers this firm to have the sufficient skills and knowledge to act as the external agent to administrate the internal audit plan for Burke Shire Council for the duration of the internal audit plan (from 2024 to 2027).

Management notes that in reference section 6.3(b)(ii) of the Burke Shire Council Procurement Policy (FIN-POL-001), that council may enter into a contract without inviting tenders or quotations under the circumstance whereby a supplier has an LGA arrangement with Local Buy in compliance with section 234 of the Local Government Regulation 2012.

Management notes that Altius Advisors meet this criterion in reference to local buy contract number 'Business Management Services BUS272'. Additionally, Altius Advisors meet also meet the sound principles of procurement whereby Altius Advisors offer a quality and fit for purpose service at a cost that is appropriate for Burke Shire Council.

4. FINANCIAL & RESOURCE IMPLICATIONS

As outlined on page 19 of the expression of interest provided by Altius Advisors:

Financial year	Visit 1	Visit 2	Visit 3	Totals
2024-25	\$14,500.00	\$12,500.00	\$7,500.00	\$34,500.00
2025-26	\$13,500.00	\$15,000.00	n/a	\$28,500.00
2026-27	\$15,000.00	\$12,500.00	n/a	\$27,500.00
Total				\$90,500.00

5. RISK

Risk Type	What could happen	Possible consequence
Business and financial reporting risk.	<ul style="list-style-type: none"> Inadequate identification of key business risks. 	<ul style="list-style-type: none"> Critical errors or impacts to operations Increased risk of fraud due to insufficient organisational controls Potential of unsustainable operations to continue without identification

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>LGR2012</i>	s207	For each financial year a local government must prepare, carry out, report on and comply with an annual internal audit plan
<i>FIN-POL-001 Procurement Policy</i>	6.3 6.3(b)(ii)	<p>Council may enter into a contract without inviting tenders or quotations under either of the following circumstances.</p> <ul style="list-style-type: none"> under an LGA arrangement such as the LGAQ's 'Local Buy' (Goods and services purchased under an LGA arrangement must comply with Part 3, Division 3, section 234 of the Local Government Regulation 2012)

7. CRITICAL DATES & IMPLICATIONS

To appoint Altius Advisors as internal auditor for the 3-year period of 2024-25, 2025-26 and 2026-27.

8. CONSULTATION

Internal Audit Committee

CEO

Chief Finance and Technology Manager

9. CONCLUSION

Per the expression of interest provided to the Burke Shire Council for the provision of internal audit services from 2024 to 2027, management has determined that both the price and quality of the internal audit services would be fit for purpose for Burke Shire Council and engagement of Altius Advisors would be in compliance with council procurement policy.

10. OFFICER'S RECOMMENDATION

THAT Burke Shire Council appoints Altius Advisors as its internal audit provider for the duration of the Burke Shire Council Internal Audit plan (2024 to 2027).

11.04 Re-appointment of Altius Advisors as Internal Auditor

THAT Burke Shire Council appoints Altius Advisors as its internal audit provider for the duration of the Burke Shire Council Internal Audit plan (2024 to 2027).

Moved: Cr Murray

Seconded: Cr Yanner

Carried 240725.11 5/0

11.05 Appointment of Acting Chief Executive Officer

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	01 July 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- Council is committed to financial, asset, environmental and community sustainability and secures these ends through efficient and effective decision-making processes. This, in turn, promotes community confidence, employee pride and stakeholder satisfaction with the organisation.

1. PURPOSE

Appointment of Acting Chief Executive Officer.

2. BACKGROUND

The Chief Executive Officer will be absent from Council during the period Monday 12 August 2024 until Friday 13 September 2024. It is recommended that Chris Wilson, Director Engineering Services/Deputy CEO be appointed as CEO during that period.

3. FINANCIAL & RESOURCE IMPLICATIONS

Nil

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009.	Section 195-Appointing an acting chief executive officer.	A local government may appoint a qualified person to act as the chief executive officer during— (b) any period, or all periods, when the chief executive officer is absent from duty or cannot, for another reason, perform the chief executive officer's responsibilities.

5. RISK

Nil

6. CRITICAL DATES & IMPLICATIONS

The acting period will cover Monday 12 August 2024 until Friday 13 September 2024.

7. CONSULTATION

Chris Wilson – Director Engineering Services/Deputy CEO

Mayor

8. CONCLUSION

Nil

9. OFFICER'S RECOMMENDATION

That Council appoint Chris Wilson- Director Engineering Services/Deputy CEO as the Acting Chief Executive Officer, effective from Monday 12 August 2024 until Friday 13 September 2024.

11.05 Appointment of Acting Chief Executive Officer

That Council appoint Chris Wilson- Director Engineering Services/Deputy CEO as the Acting Chief Executive Officer, effective from Monday 12 August 2024 until Friday 13 September 2024.

Moved: Cr Camp

Seconded: Cr Clarke

Carried 240725.12 5/0

11.06 Change to Schedule of Council Meeting Dates for 2024

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Madison Marshall; Corporate Services and Governance Manager
DATE REPORT PREPARED:	15 July 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

1. PURPOSE

To present and adopt proposed changes to the Council meeting dates for the remainder of 2024.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The schedule of Council Meetings dates for 2024 were originally adopted at the December 2023 Council meeting and then re-adopted at the March 2024 Post Election meeting. Since adopting, it has been identified that these clash with various NWQROC meetings and the LGAQ conference. Additionally, it works better for EMT staff if meetings are held on Wednesdays rather than Thursdays due to the clash with the Rex flights.

3. PROPOSAL

That Council reschedules the ordinary meetings in line with the proposed changes noted below. Meetings will be scheduled to start at 9.00am on proposed dates.

Month	Original Date	Proposed Date Change	Comments
September	Thursday 26	Wednesday 18	Clashes with the NWQROC meeting - propose it gets pushed a week
October	Thursday 24	Wednesday 30	Clashes with LGAQ conference - propose it gets pushed a week
November	Thursday 21	Wednesday 20	Propose it gets pushed a day earlier
December	Thursday 12	Friday 13	Clashes with NWQROC meeting - propose it gets pushed a day later

4. FINANCIAL & RESOURCE IMPLICATIONS

This is budgeted for in Council's normal operations.

5. POLICY & LEGAL IMPLICATIONS

<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p> <p>254B Public notice of meetings</p>	<p>254B Public notice of meetings</p> <p>(1) A local government must, at least once in each year, publish a notice of the days and times when—</p> <p>(a) its ordinary meetings will be held; and</p> <p>(b) the ordinary meetings of its standing committees will be held.</p> <p>(2) The notice mentioned in subsection (1) must be published on the local government’s website, and in other ways the local government considers appropriate.</p> <p>(3) A local government must display in a conspicuous place in its public office a notice of the days and times when—</p> <p>(a) its meetings will be held; and</p> <p>(b) meetings of its committees will be held.</p> <p>(4) A local government must, as soon as practicable, notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified.</p>
<p>Local Government Regulation 2012</p> <p>Chapter 8 Administration</p> <p>Part 2 Local government meetings and committees</p> <p>257 Frequency and place of meetings</p>	<p>257 Frequency and place of meetings</p> <p>(1) A local government must meet at least once in each month.</p> <p>(2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.</p> <p>(3) All meetings of a local government are to be held—</p> <p>(a) at 1 of the local government’s public offices; or</p> <p>(b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.</p>

6. CRITICAL DATES & IMPLICATIONS

It is timely to decide the meeting dates now, in order to advertise upcoming meetings as required under section 254B of the Local Government Regulation 2012.

7. CONSULTATION

- CEO

8. CONCLUSION

That the proposed date changes for the remaining 2024 Council meetings are adopted to meet legislative requirements.

9. OFFICER'S RECOMMENDATION

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

August	Wednesday 28
September	Wednesday 18
October	Wednesday 30
November	Wednesday 20
December	Friday 13

11.06 Change to Schedule of Council Meeting Dates for 2024

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

August	Wednesday 28
September	Wednesday 18
October	Wednesday 30
November	Wednesday 20
December	Friday 13

Moved: Cr Murray

Seconded: Cr Yanner

Carried 240725.13 5/0

11.07 Council Properties to Tender

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shannon Moren; Environmental Health, Local Laws and Facility Manager
DATE REPORT PREPARED:	16 July 2024

1. PURPOSE

This report details the proposed sale by tender of three blocks of land at Gregory.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

After an investigation by Shannon Moren- Manager Environmental Health, Local Laws and Facilities in relation to vacant blocks owned by Council, a total of 4 vacant blocks of land were identified as surplus to Council's requirements. It is also evident through queries from the public that there is interest in purchasing vacant land, in particular in the Gregory area.

After a further Council briefing it was determined that the following vacant blocks be tendered:

- 69-RP 743009 (Gregory)
- 70-RP 743009 (Gregory)
- 71-RP 743009 (Gregory)
- 99 -SP 311927 (Burketown)

3. PROPOSAL

The proposal is to offer the above four blocks for tender. It is proposed to have a tender period of three weeks.

The tender invite will state that the only service to the land blocks is water access (Gregory blocks only), Burketown land block is partially fenced and access to water, sewerage and power.

These blocks are recommended to go to tender as they are surplus to Council's requirements, have ongoing maintenance costs and if sold, will generate future rates income.

All four Residential blocks will be sold "As is where is".

4. FINANCIAL & RESOURCE IMPLICATIONS

- Blocks have to be tidied up for sale.
- Any sales will generate income not budgeted. Additional rates revenue will also be generated. There will also be no future maintenance costs.

- Revenue generated will be included in the September 2024 quarter budget review and will be allocated as follows:
 - Gregory blocks proceeds -Will go towards upgrade of the Gregory Depot and will be added to the fund setup for that purpose.
 - Burketown Block proceeds -Will go towards future Council housing in Burketown and will be added to the fund setup for that purpose.
- Blocks will be valued by an independent Valuer.

5. RISK

Risk Type	What could happen	Possible consequence
Individual blocks	<ul style="list-style-type: none"> • Individual blocks do not sell 	<ul style="list-style-type: none"> • Council has to retain blocks • Ongoing maintenance costs

6. POLICY & LEGAL IMPLICATIONS

Pursuant to section 228(2)(a) of the *Local Government Regulation 2012*, the Request for Tender is an invitation for interested parties to submit a written Tender for the purchase of the Lots on the terms set out in the Conditions of Tender.

7. CONSULTATION

Consultation has taken place with:

- Councillors
- Chief Executive Officer
- Environmental Health, Local Laws and Facilities Manager

8. CONCLUSION

An additional clause will be included in the tender document to advise what the tenderer proposes to do with the block tendered and anticipated time frames.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report and relevant attachments; and
2. That Council invite tenders for sale of the following vacant lots:
 - a. 69-RP 743009 (Gregory)
 - b. 70-RP 743009 (Gregory)
 - c. 71-RP 743009 (Gregory)
 - d. 99-SP 311927 (Burketown)

3. That proceeds received from the sales be allocated as follows:

- Gregory blocks proceeds to be allocated to the fund setup for future Gregory Depot improvements.
- Burketown block proceeds to be added to the Sale of Property Burketown fund.

11.07 Council Properties to Tender

1. That Council note the contents of the report and relevant attachments; and

2. That Council invite tenders for sale of the following vacant lots:

- a. 69-RP 743009 (Gregory)
- b. 70-RP 743009 (Gregory)
- c. 71-RP 743009 (Gregory)
- d. 99-SP 311927 (Burketown)

3. That proceeds received from the sales be allocated as follows:

- Gregory blocks proceeds to be allocated to the fund setup for future Gregory Depot improvements.
- Burketown block proceeds to be added to the Sale of Property Burketown fund.

Amendment to motion

Cr Ernie Camp moved an amendment to No. 2 and 3 removing the Burketown block from the resolution. The revised resolutions are as follows:

1. That Council note the contents of the report and relevant attachments; and

2. That Council invite tenders for sale of the following vacant lots:

- a. 69-RP 743009 (Gregory)
- b. 70-RP 743009 (Gregory)
- c. 71-RP 743009 (Gregory)

3. That proceeds received from the sales be allocated as follows:

- Gregory blocks proceeds to be allocated to the fund setup for future Gregory Depot improvements.

Moved: Cr Camp

Seconded: Cr Clarke

Carried 240725.14 5/0

11.08 Operational Plan 2023-2024 – April to June 2024 Quarter Review Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	17 May 2024
LINK TO COUNCIL PLAN/S:	Goal – Good Governance-Council develops, implements and maintains an effective and compliant governance framework (Governance, finance, risk)

1. PURPOSE

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

3. PROPOSAL

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

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Risk Type	What could happen	Possible consequence
Strategic and operational alignment	<ul style="list-style-type: none">Non-alignment between Corporate Plan, Operational Plan and Budget.	<ul style="list-style-type: none">ineffective, inefficient and non-compliant operations.
Compliance	<ul style="list-style-type: none">Content requirements of operational Plan 2022-23 not met.	<ul style="list-style-type: none">Compliance

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>
Local Government Regulation 2012.	Division 4 Annual operational plan.	<p>Section 175 Annual operational plan contents</p> <p>(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

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

8. CONSULTATION

The Executive Management Team have contributed to the update of the April 2024 to June 2024 quarter Operational Plan.

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

9. CONCLUSION

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

Where a target has not been met this has been appropriately articulated.

10. OFFICER'S RECOMMENDATION

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

11.08 Operational Plan 2023-2024 – April to June 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 April 2024 to June 2024 quarter.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 240725.15 5/0

11.09 Sport and Recreation Strategy 2019-2024 – April to June 2024 Quarter Update

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	18 July 2024
LINK TO COUNCIL PLAN/S:	Burke Shire Council Sport and Recreation Strategy 2019-24

1. PURPOSE

To provide the April 2024 to June 2024 Quarter update on the implementation of the Burke Shire Council Sport and Recreation Strategy 2019-24.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

3. PROPOSAL

Continue quarterly update of strategy.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

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

Design has been completed for the Burketown Health & Wellbeing Precinct as follows:

- Stage 1
Splash Park and Playground
- Stage 2
Gym
Amenities - toilets and changing facilities
Swimming pool
Landscaping

The current preferred location is Morning Glory Park.

A tender has been awarded for the Water Splash Park, subject to funding, to Swimplex to the maximum value of \$3,001,000 (ex. GST) subject to a successful funding application and availability of sufficient budget; and

Delegated authority has been given 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).

A tender has also been let for the Wharf Precinct Development to Tim and Jil Wilson Carpentry.

Lights have also been installed Albert River Fishing Bridge.

5. RISK

Risk Type	What could happen	Possible consequence
Resources and Reputation	<ul style="list-style-type: none"> ▪ Council unable to deliver the strategy due to resourcing issues. 	<ul style="list-style-type: none"> ▪ Dissatisfaction with Council from key stakeholders: community, funding agencies etc.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Corporate Plan 2019-24	Goals	Community: Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire.

Instrument	Reference	Details
Corporate Plan 2019-24	Strategies	<p>Community</p> <ol style="list-style-type: none"> 1. Council provides facilities, spaces, services, events and activities that promote and support community engagement, health, well-being and sustainability. 2. Council supports and/or partners with organisations, services, events and activities that promote and support community engagement, health, well-being and sustainability. 3. Council acts (directly or through facilitation, advocacy or partnerships) to address accommodation issues that impact on community well-being and sustainability.

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

Periodic consultation is taking place between Council and:

Club and Association representatives

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

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

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

11.09 Sport and Recreation Strategy 2019-2024 – April to June 2024 Quarter Update

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

Moved: Cr Murray

Seconded: Cr Yanner

Carried 240725.16 5/0

Prescribed Conflict of Interest

Cr Ernie Camp declared that he has a prescribed conflict of interest in relation to Item 11.10 Lease of Property by Council – Lot 601 B1361 – 21 Sloman Street Burketown. This prescribed interest is in relation to Cr Camp and his wife owning the property Council is proposing to lease. Cr Camp left the meeting at 11.56am, taking no part in discussions or decisions.

11.10 Lease of Property by Council – Lot 601 B1361 – 21 Sloman Street Burketown

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	19 July 2024
LINK TO COUNCIL PLAN/S:	Goal - Good Governance Council is committed to financial , asset, environmental and community sustainability and secures these ends through efficient and effective decision- making processes. This, in turn, promotes community confidence, employee pride and stakeholder satisfaction with the organisation.

1. PURPOSE

The purpose of this report is to get approval from Council to lease -Lot 601 B1361-21 Sloman Street Burketown from E and K Camp.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has recently purchased two Cabins from John Lyng Group for \$35,000 each (GST exclusive). These cabins were utilised by residents as a result of the March 2023 Monsoonal Floods in Burketown.

There is a serious shortage of accommodation in the Burke Shire and both these demountable one bedroom cabins will be utilised by Burke Shire Council for staff accommodation. Which is very much needed.

Lot 601 B1361-21 Sloman Street Burketown is an ideal location for these cabins as the cabins are located right in the middle of town and the block is fully serviced. It is also in a less flood prone area of Burketown. The block is also a perfect size and layout to accommodate both the cabins. It is also close to Council facilities.

3. PROPOSAL

It is proposed that Council leases Lot 601 B1361-21 Sloman Street Burketown for a period of 10 years with an option to purchase clause.

4. FINANCIAL & RESOURCE IMPLICATIONS

Council will pay an annual lease fee of \$1,800 (excluding GST). This is calculated at 6 % of the independent valuation of \$30,000. Council will also pay the Annual Rates on the property of \$1,252 of General Rates and Utility Charges on top.

Council will charge a market rent charge to the tenants. This is a return on Councils investment which will probably end up at a cost of \$110,000-\$120,000. This includes Cabin costs plus installation costs, including verandas, car shelters and driveways (metal).

5. RISK

Nil regarding this report.

6. POLICY & LEGAL IMPLICATIONS

- Land Act 1994;
- Land Regulation 2020;
- Local Government Act 2009; and
- Local Government Regulation 2012;

7. CRITICAL DATES & IMPLICATIONS

Will commence from the date of the execution of the agreement.

8. CONSULTATION

Councillors

Kimberly Chan -Economic and Community Development Manager

Shannon Moren-Environmental Health, Local Laws and Facilities Manager

Shaun Jorgensen -Finance and Technology Manager

Solicitors

9. CONCLUSION

The property value and lease calculation was prepared by Travis Whiteman Senior Valuation Consultant, Advisory, Pacific-Marsh/Asset Val.

10. OFFICER'S RECOMMENDATION

That:

1. A lease be prepared with E and K Camp for the lease of Lot 601 B1361-21 Sloman Street Burketown for ten years, with an option to purchase clause.
2. Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to enter into finalising and executing any and all matters associated with, or in relation to the Lease.

11.10 Lease of Property by Council – Lot 601 B1361 – 21 Sloman Street Burketown

That:

1. A lease be prepared with E and K Camp for the lease of Lot 601 B1361-21 Sloman Street Burketown for ten years, with an option to purchase clause.
2. Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to enter into finalising and executing any and all matters associated with, or in relation to the Lease.

Moved: Cr Poole

Seconded: Cr Clarke

Carried 240725.17 4/0

Attendance

Cr Camp entered the meeting at 12.00pm.

12. Closed Session Reports

No closed session reports were received for the meeting.

13. Mayoral Report

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

Moved: Cr Poole

Seconded: Cr Yanner

Carried 240725.18 5/0

Attendance

Dan McKinlay left the meeting at 12.15pm.

14. Councillor Reports

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

Moved: Cr Yanner

Seconded: Cr Camp

Carried 240725.19 5/0

15. Late Business

That Council accept a late business item for the following four (4) motions to be considered at the LGAQ Annual Conference in October:

- **Motion 1 – Impact of Carbon Farming on Social, Communal and Economic Fabric of Local Communities**
- **Motion 2 – Effects of Charitable Trusts Upon LG Funding Base**
- **Motion 3 – Future Energy Provision in Queensland**
- **Motion 4 – Cash as an Acceptable Default Payment Method**

Moved: Cr Poole

Seconded: Cr Murray

Carried 240725.20 5/0

15.01 LGAQ Annual Conference – Submission of Motions

15.01 LGAQ Annual Conference – Submission of Motions**That the following motions for the LGAQ Annual Conference be approved:**

- **Motion 1 – Impact of Carbon Farming on Social, Communal and Economic Fabric of Local Communities**
- **Motion 2 – Effects of Charitable Trusts Upon LG Funding Base**
- **Motion 3 – Future Energy Provision in Queensland**
- **Motion 4 – Cash as an Acceptable Default Payment Method**

Moved: Cr Camp**Seconded: Cr Poole****Carried 240725.21 5/0**

Attendance

Kimberly Chan left the meeting at 12.29pm.

16. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled for the meeting.

17. Closure of meeting

The Chair declared meeting closed at 12.30pm.

I hereby certify that these pages numbered 1 to 93 – constitute the
Confirmed Ordinary minutes of the Council Meeting of Burke Shire
Council held on Thursday 25 July 2024.

Mayor Cr Ernie Camp