



Agenda and Business Papers

Burke Shire Council Ordinary Meeting

Wednesday 28 August 2024

9.00am Council Chambers

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

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01. Opening of Meeting

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

02. Record of Attendance

Members	Cr Ernie Camp; Mayor – Chair Cr John Clarke; Deputy Mayor Cr Clinton Murray Cr John Yanner Cr Paul Poole
Officers	Chris Wilson; Acting Chief Executive Officer Amir Akrami; Acting Director of Engineering Chelsea Nelson; People and Culture Manager Kimberly Chan; Economic and Community Development Manager Jordan Marshall; Executive Assistant (Minutes) Madison Marshall; Corporate Services and Governance Manager Shannon Moren; Environmental Health, Local Laws and Facilities Manager Shaun Jorgensen; Finance and Technology Manager
On Leave	Dan McKinlay; Chief Executive Officer

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

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

- Amir Akrami; Senior Engineering Manager
- Chelsea Nelson; People, Performance and Culture Manager
- Shannon Moren; Environmental Health, Local Laws and Facilities Manager
- Shaun Jorgensen; Finance and Technology Manager

03. Prayer

Led by Cr Camp.

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 25 July 2024

That the Minutes of the Ordinary Meeting of Council held on Thursday 25 July 2024 as presented be confirmed by Council.



240725

Unconfirmed Minutes

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

08. Registers of Interests

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

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

09.01 Notices of Motion

None received at time of agenda preparation.

09.02 Petitions

None received at time of agenda preparation.

10. Engineering Services Reports

- 10.01 Engineering Department Monthly Report
- 10.02 Capital Works Projects Status Update Report
- 10.03 DRFA Works Project Status Report
- 10.04 Floraville Road Remediation Stage 1 (Contract No.: 5601-2000-0002)

Engineering Services Reports

10.01 Engineering Department Monthly Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering
PREPARED BY:	Chris Wilson; Director of Engineering
DATE REPORT PREPARED:	18 August 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 July 2024.

2. SUMMARY

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

- The Works and Services Supervisor resigned in July.
- The new Workshop Supervisor commenced work in July.
- The acting Works Manager commenced work at the end of July.
- The new Works and Services Officer commenced work in July.
- The Water Supply Regulator will be conducting an audit of the Burketown WTP in August.
- The CASA inspector will be conducting an audit of the Burketown Airport in September.
- The responsibility for the stores was moved to the Engineering Department and now reports to the Works Manager.

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.
- Very busy keeping on top of the skips bins and septic pump out at Gregory (influx of tourists)
- Staff assisting with Rex
- Working with our daily program (mowing and maintaining parks, town street, cleaning facilities)

Gregory:

- Slashing Airport
- Mowing and maintaining council property

- Road crew booked into the depot, so doing extra cleaning of staff toilets and depot.
- 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

2.2 **Roads**

Council:

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

RMPC:

- 50t cold mix asphalt surface correction treatment on Wills Development Rd.
- Clean all Machinery used during surface correction.
- Wills Development Rd - 21 signs installed.
- Wills Development - 70 guideposts installed.
- Floraville Rd - 15 signs installed.
- Floraville Rd - 60 guideposts installed.
- Move data signs. Truganini Rd and Doomadgee East Rd.
- Clear 250m "V" drain at Darwin Gully on Wills Development Rd.
- Doomadgee East Rd - 60 guideposts installed, 5 signs stood-up.
- 6 km of slashing on Doomadgee East Rd.





Clearing V Drain

2.3 Water and Sewerage

- Ongoing investigation into causes for low flow rate delivery at GWTP.
- Upgrade to sewer pump stations 1 and 2 in progress.
- Further repairs to infrastructure for watering the PYMO.
- Attend to several minor leaks in town.
- Grounds maintenance at the WTP.
- Grounds maintenance at the STP and vegetation removal.
- Continuing investigations into high pH readings. Consultant will be onsite in August to investigate issue.
- 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.

2.5 Waste Management

- Doomadgee Council continued to undertake the weekly rubbish collection while council's rubbish truck is being repaired.

2.6 Workshop and Fleet

In response to the shortage of manpower, BDS Mechanical continued to work on plant item repairs:

- Western star prime mover
- CAT Skid steer
- CAT 140M Grader
- CAT 950K Loader
- CAT Multi tyre roller

Staff began an audit of plant and equipment, and have started a cleanup of the workshop and depot.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Engineering Services Reports

10.02 Capital Works Projects Status Update Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Acting Chief Executive Officer
PREPARED BY:	Amir Akrami; Acting Director of Engineering
DATE REPORT PREPARED:	12 August 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 2024/25 Capital Works Program, from 1 to 31 July 2024.

2. SUMMARY

The total 24-25 FY Capital Works Program budget is \$38,308,000. The total funding for Capital Works program including the WIP for the carryover projects and 24-25 FY budget is: \$40,019,310.00 including \$11,437,310 funding of carry over projects.

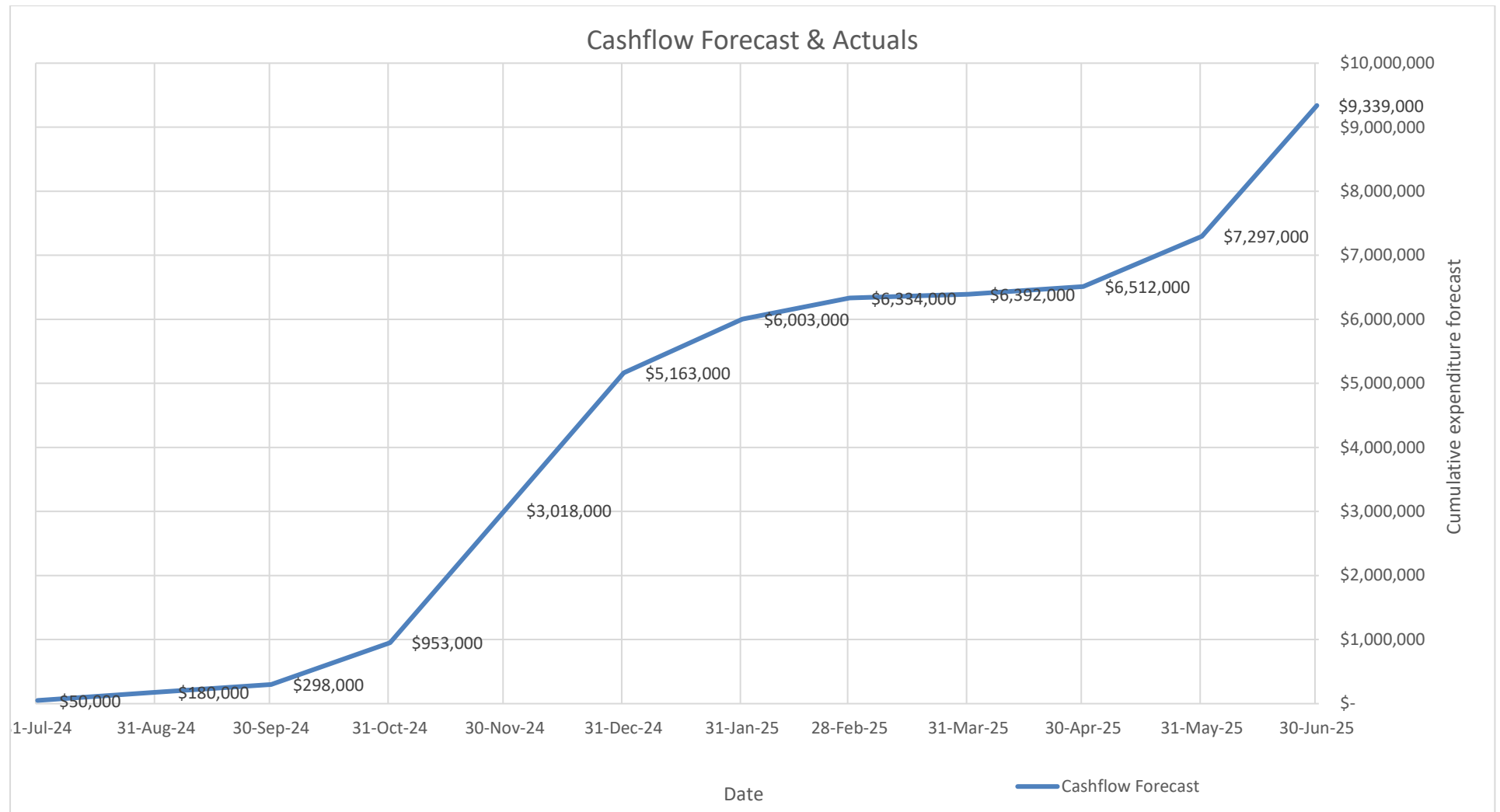
Below please find the summary of the Project and Financial progresses:

- Average Capital Works Program Progress: 20%
- Average Capital Works Financial Progress: 14 %

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

3. CASHFLOW

Below please find the Cashflow Forecast baseline (the blue line), for this financial year. This baseline will be kept unchanged for all the future reports of this financial year and the future revised forecasts and actuals will be compared against this baseline.



4. CAPITAL WORKS PROGRAM HIGHLIGHTS

Burketown Revitalisation Project

- A variation request has been approved by TMR for additional funds, EOT till late Nov 24 and to reflect the scope as discussed with the Major Projects Committee.
- The consultant is engaging a lighting designer and working on the detailed design.

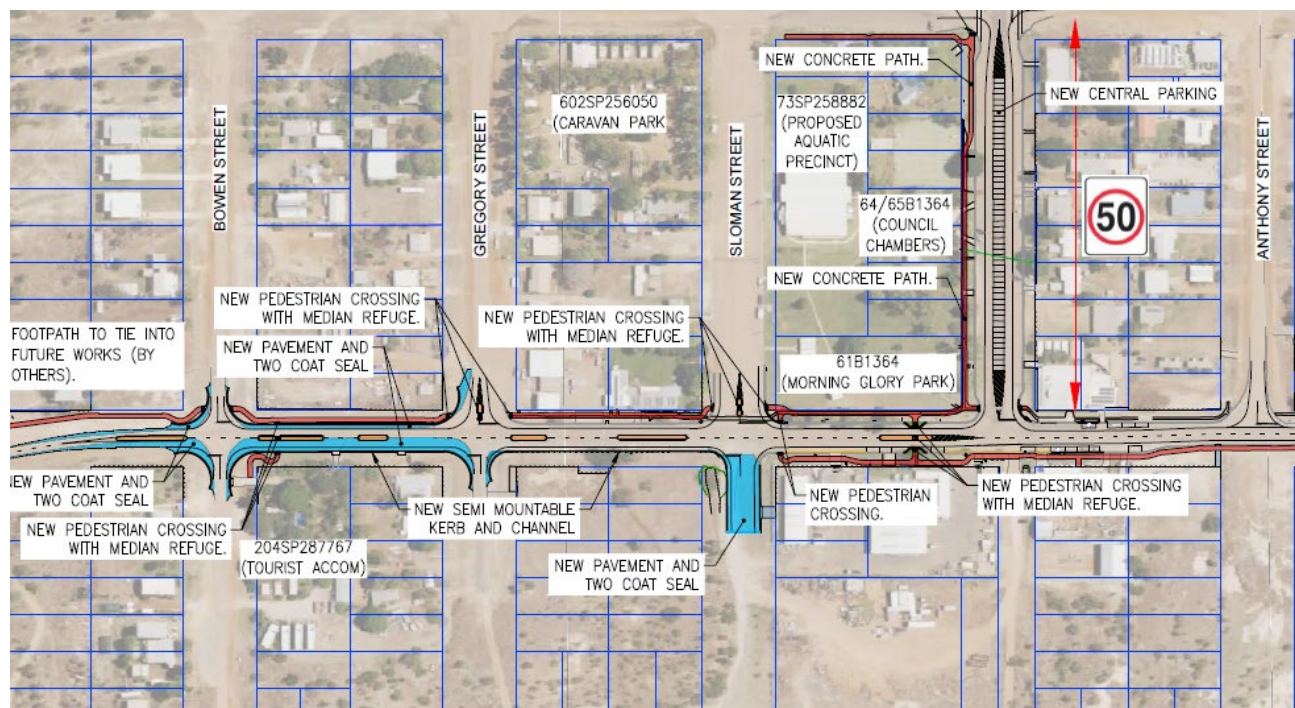


Figure 1(a): Layout of the proposed Pedestrian and Cycleway Path works along Beames St and Musgrave St

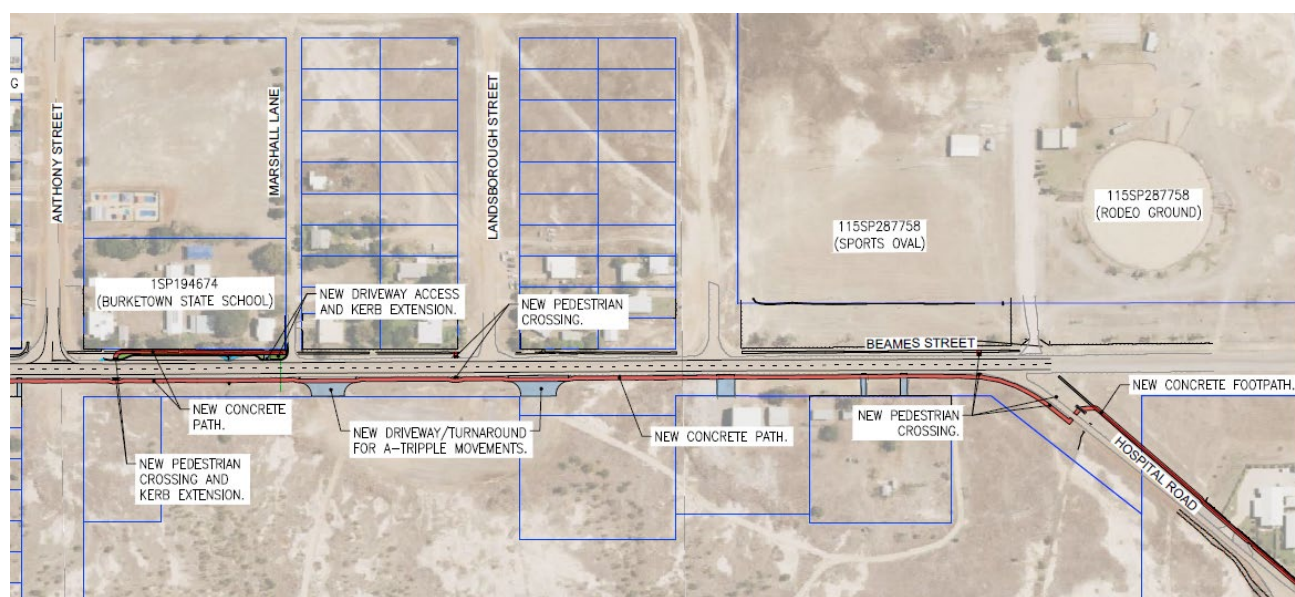


Figure 1(b): Layout of the proposed Pedestrian and Cycleway Path works along Beames St and Musgrave St

Burketown Tirranna Crossing Design and Interim Traffic Management Upgrade

- Option analysis is being finalised for presentation to Council.



Figure 2: Existing flooded crossing

Burketown Wharf Recreational Grounds

- Notice of Possession of the site was submitted to the contractor.
- The contractor completed the placement of erosion protection rock and the cages.
- The contractor has set up the temporary site fence.
- The contractor will soon commence the boxing-out for the footings of the shade structures.



Figure 3: Wharf site set-out, fence, and rock erosion protection

5. OFFICER’S RECOMMENDATION

That Council receive and note the Capital Works Projects Report for July 2024.

ATTACHMENTS

1. Capital Works Project Status



Capital Works
Projects 24-25 FY, St:

Engineering Services Reports

10.03 DRFA Works Project Status Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering
PREPARED BY:	Chris Wilson; Director of Engineering
DATE REPORT PREPARED:	20 August 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 July 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 to date.

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 final stages of the procurement process and Stage 2 is in the design phase. Burke Shire Council has reported \$9,096,895 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 June 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 Rd. 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 Rd. 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 Rd. 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 Rd and the sealed sections of Lawn Hill National Park Rd. The contract value is \$2,717,118.88 with an additional \$322,123.07 in approved variations. There has been \$849,635.50 in expenditure claimed to date.

Some notable highlights as we progress with construction include:

- The inclusion of the 2024 DRFA scope along Lawn Hill National Park Road as a variation has been approved.
- The value-for-money (VFM) stabilisation option for Lawn Hill National Park Rd has been approved.
- Holding works for the creek crossing on Lawn Hill National Park Rd have been proposed due to issues passing through the crossing.
- There were two minor safety incidents in early August, one involving first aid treatment (no LTI). The second involved the need to evade an erratic driver while driving to the site.
- The Contractor is ahead of their construction program
 - Separable Portion 1 was completed on schedule, and
 - Separable Portion 2 is on track for completion by early September, the Date for Practical completion is 31st October 2024.

Package 5

Contract: 5601-4250-0001 has been awarded to Kenglen Civil Pty Ltd. The package includes restoration works on Doomadgee Lawn Hill Rd and the remaining scope from Bowthorn Rd. Kenglen has been awarded a variation to complete 2024 DRFA emergency works to chainage 37-53km along Bowthorn Rd, before returning to the delivery of the 2023 DRFA scope. The contract value is \$2,841,391.68 excluding GST, with \$182,681.31 in expenditure claimed to date.

Some notable highlights as we progress with construction include:

- Contract works have commenced with Bowthorn Rd expected to be completed in August and Doomadgee Lawn Hill Rd to be completed by the end of October 2024. Practical Completion is not required until 31st October 2025.
- A \$59k variation has been awarded to address the higher-than-normal water levels at the Elizabeth Creek crossing which has been hindering works.

Package 6

Contract: 5601-3250-0001 has been awarded to Halloran & Sons Earth Moving Pty Ltd. The package includes restoration works on Riversleigh Rd and the unsealed sections of Lawn Hill National Park Rd. 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.

Some notable highlights as we enter into construction include:

- Partial possession of the site has been granted for gravel stockpiling at GP08
- Set out has been completed on Riversleigh Rd and Lawn Hill National Park Rd
- Reinstatement works for the Louie Creek Crossing are approved.
- Poor gravel conditions identified in Riversleigh Pit #1. On site inspection with NorthLane engineer and contractor to determine alternative expansion area within existing pit limits. Lab testing required to validate.

Package 7

Contract 5601-6800-0001 has been awarded to Durack Civil Pty Ltd. This package includes restoration works on Morella Rd and Nugaburra Rd. Works commenced on Morella Rd 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, with an additional \$133,750.47 in approved variations. There has been \$615,493.65 in expenditure claimed to date.

Some notable highlights as we enter into construction include:

- An extension of time of roughly 2 weeks was granted for the delayed award of the Contract
 - Separable Portion 1 (2021 DRFA works along Morella Rd) was completed on schedule.
 - Separable Portion 2 works are scheduled to be completed by the Date for Practical Completion (31 October 2024)
- The scope change for Morella Rd has been completed as a \$73k variation.
- Morella Rd is completed pending the completion of the final QA. Final inspection found the works to be of high quality.
- Nugaburra Rd works will commence week starting 26th August 2024.

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 in 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.

Some notable highlights as we enter into construction include:

- Possession of Site has been awarded for construction to commence in mid-August.
- The VFM option for elevating and stabilising critical sections of the pavement has been ordered.
- The works are scheduled for completion on 11 October 2024 with the Contractor advising they will bring in extra resources to keep the program on track should the need arise.

6. FORECAST CASHFLOW FOR AWARDED CONTRACTS

The forecasted monthly spending for the whole program is shown in Figure 1.

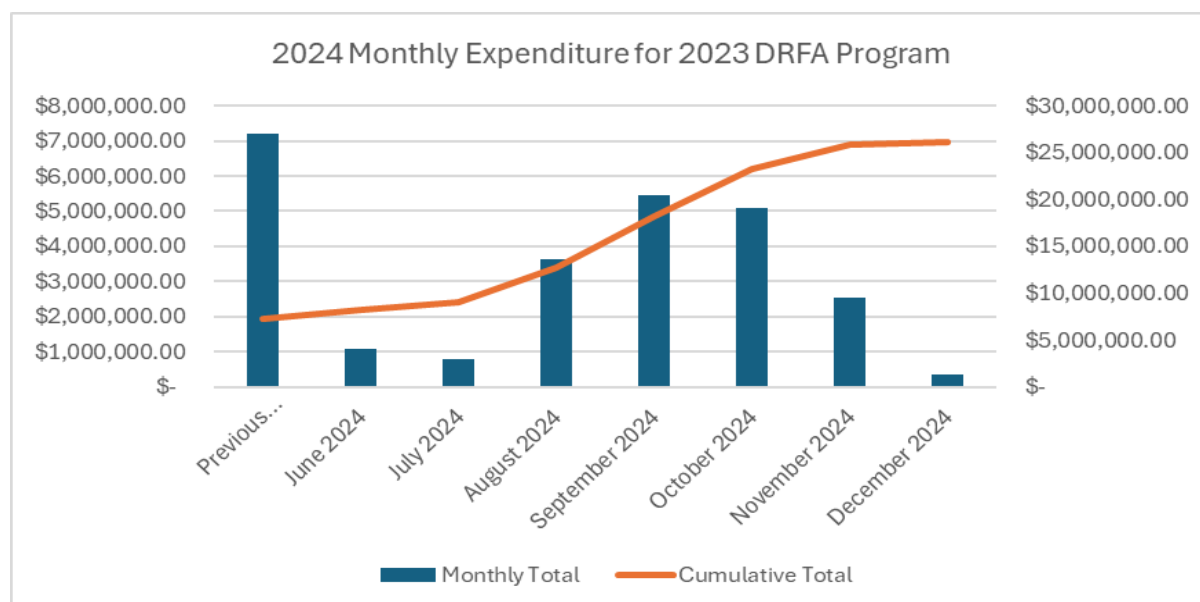


Figure 1 – Monthly expenditure with cumulative costs

The expenditure to date and the forecasted monthly program cash flow for the 2023 DRFA works are shown in Figure 2. This figure displays the contract values for all packages currently awarded or completed under the 2023 DRFA funding.

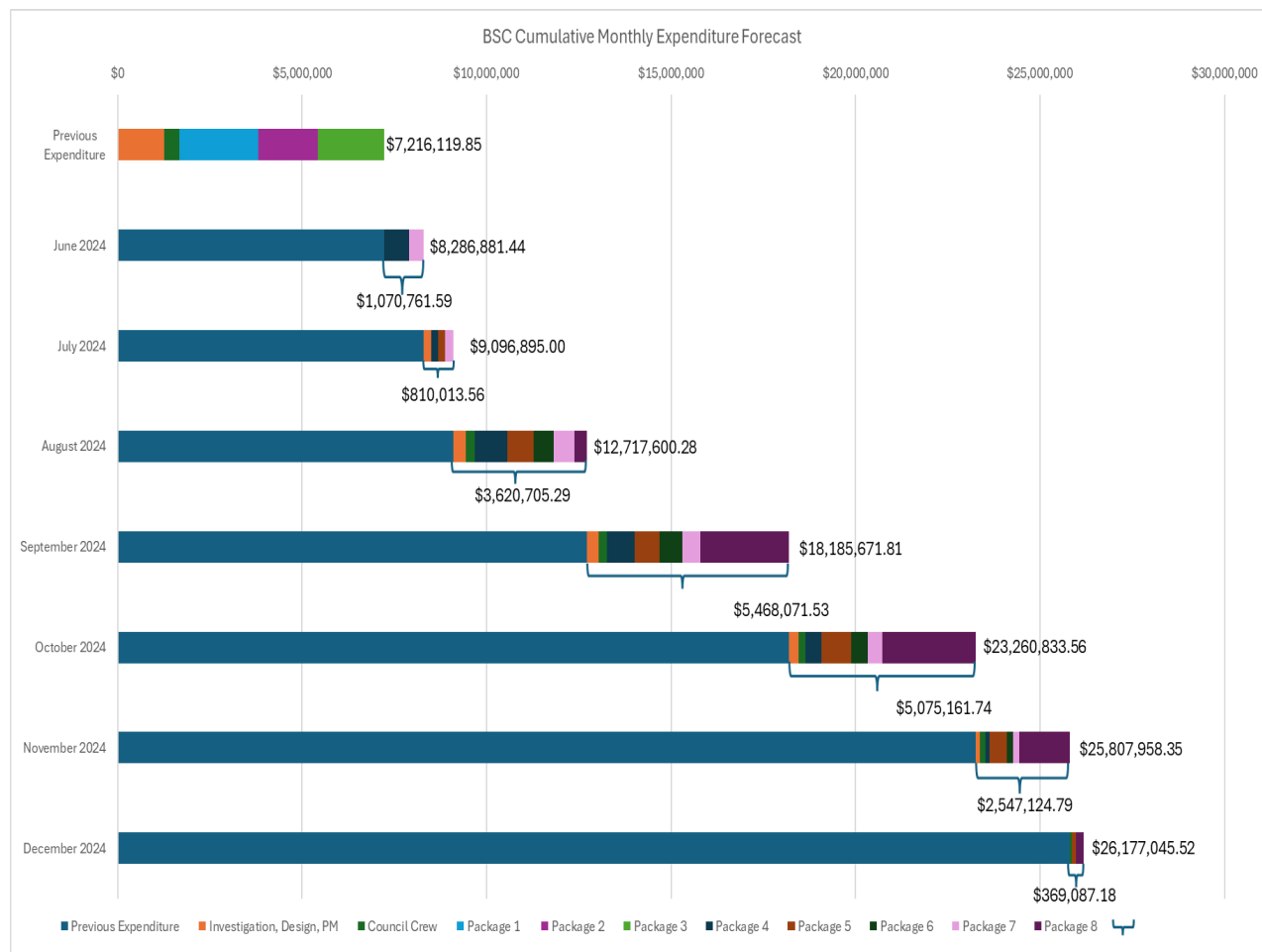


Figure 2 – Forecast monthly cashflow – 2023 DRFA

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

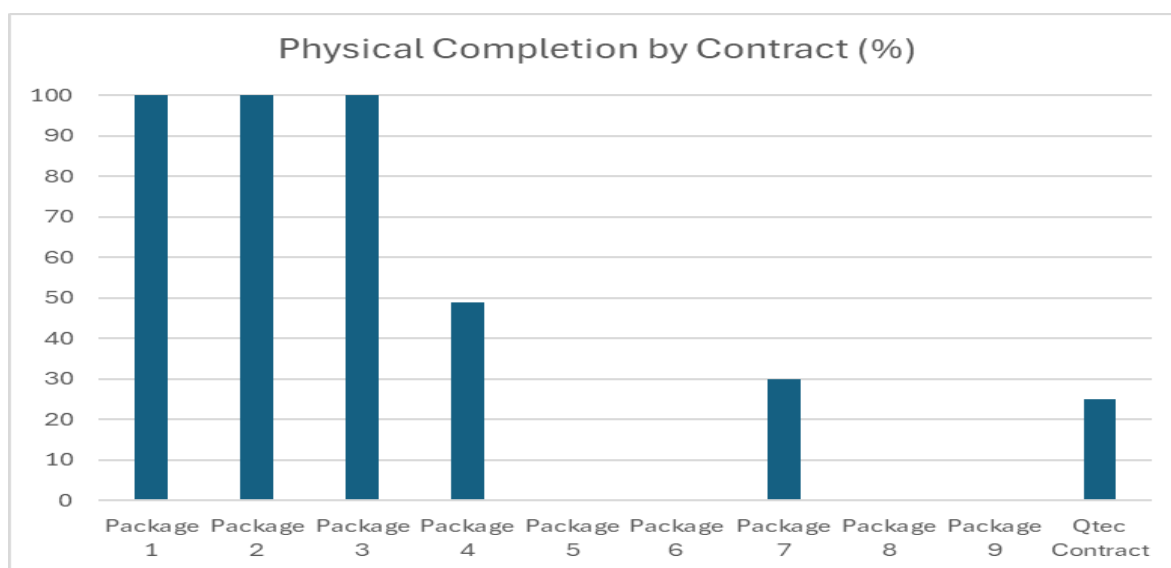


Figure 3 - Physical Completion of Works by Contract

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

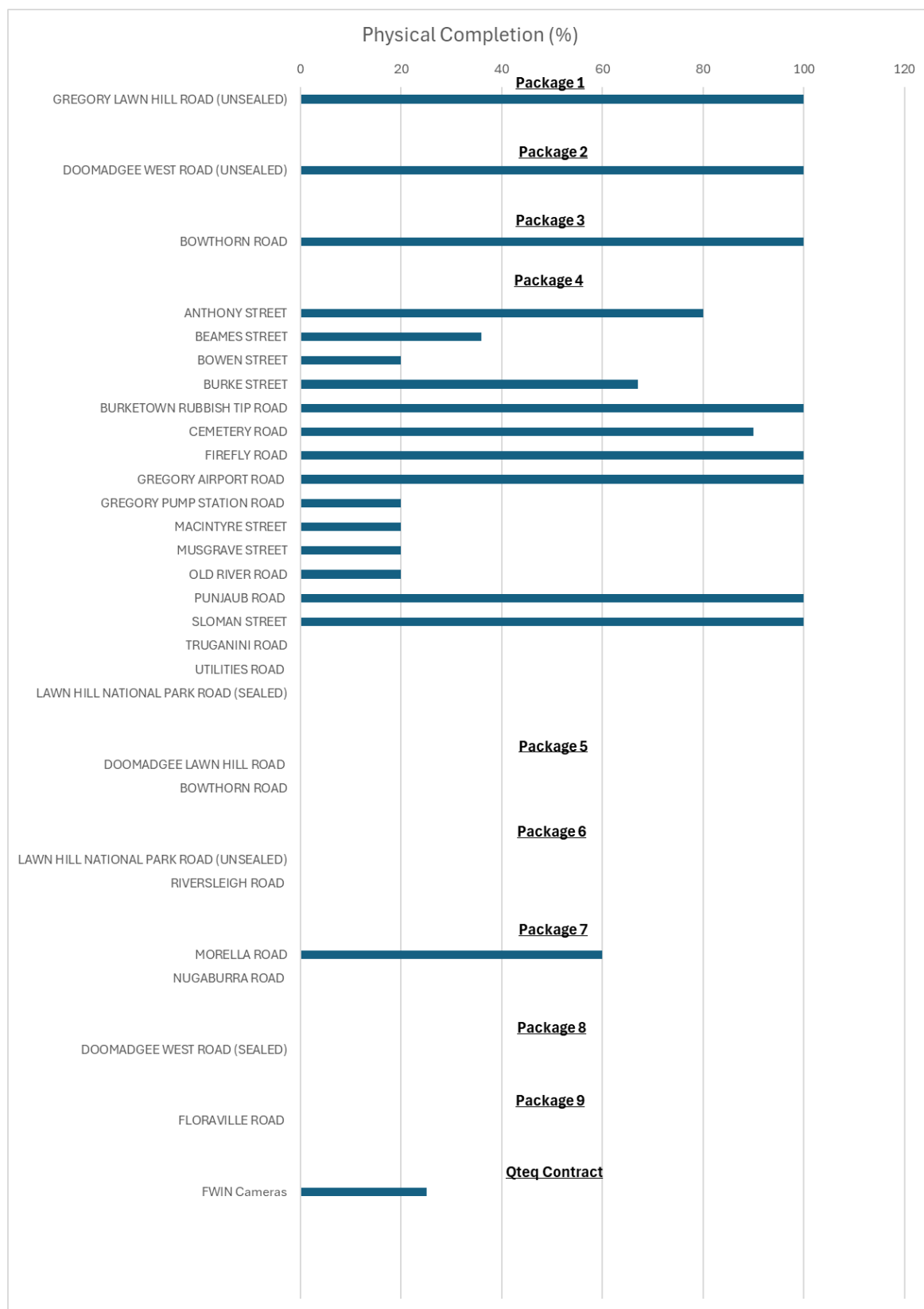


Figure 4 – Physical Completion of Works by Asset

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 Betterment funding.

Betterment Project 2: Lawn Hill Creek North Crossing Raised Causeway

The Lawn Hill Creek North Crossing has been approved for Betterment funding.

Betterment Project 3: Gregory Lawn Road Concrete Mattresses

The Gregory Lawn Hill Road concrete mattresses have been approved for Betterment funding.

8. PROJECT PHOTOS



Image 1 – Morella Road



Image 2 – Punjaub Road

9. OFFICER'S RECOMMENDATION

That Council receives and notes the Engineering DRFA Project monthly report for July 2024.

ATTACHMENTS

Nil

Engineering Services Reports

10.04 Floraville Road Remediation Stage 1 (Contract No.: 5601-2000-0002)

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Acting Chief Executive Officer
PREPARED BY:	Amir Akrami; Acting Director of Engineering
DATE REPORT PREPARED:	20 August 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan – Goals, Strategies and Performance Indicators: Assets

1. PURPOSE

This report provides Council with recommendations to appoint, with provisions, the Principal Contractor to carry out the works designated under the Contract No.: 5601-2000-0002 'Floraville Road Remediation Stage 1' as stated in section 3.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Floraville Road provides critical access to Burketown from the east of the Shire.

NorthLane Consulting Engineers Pty Ltd were commissioned to design and compile tender documents for the remediation of the road.

Upon endorsement of the tenderer from Council, the successful tender will be awarded, and works can commence.

The tender

The tender for the Tender No. 5601-2000-0002 'Floraville Road Remediation Stage 1' was released via Vendor Panel on the 12th of July 2024 and closed on 9th of August 2024.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 15th of August 2024 to discuss and agree on the consensus scoring.

The tender submissions received and the consensus scoring for the Tender are listed in Attachment 1.

Of the 6 tenders received, the evaluation panel concluded that Durack Civil Pty Ltd submitted the preferred proposal.

3. PROPOSAL

That Council, having referenced the Tender Evaluation Report, endorses the recommendations of the Tender Evaluation Panel to the extent that the Contract is, in principle, awarded to Durack Civil Pty Ltd to the amount of \$7,032,998.25 ex GST (inclusive of \$250,476 saving offered during post tender negotiations) with delegated authority to the CEO to negotiate up to the amount of \$8,087,947.98 ex GST (15% project contingency).

4. FINANCIAL & RESOURCE IMPLICATIONS

The total QRA recommended value for the first six kilometres of Floraville Road Remediation is \$9,860,077.94 ex GST, including contingency allowances.

5. RISK

Risk Type	What could happen	Possible consequence
Contract variation – due to wet weather, latent conditions	<ul style="list-style-type: none"> ▪ Increase in Contract Sum 	<ul style="list-style-type: none"> • Project budget contingency allowed ▪ Project Management “on the ground” available at most times
Delays to works – wet weather, latent conditions, slower productivity	<ul style="list-style-type: none"> ▪ Not meeting the funding requirements 	<ul style="list-style-type: none"> • Monitor progress closely with Project Management “on the ground” overview

6. POLICY & LEGAL IMPLICATIONS

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

Instrument	Reference	Details
Local Government Act 2009	Sections 12 and 13 – responsibilities of councillors and employees	Section 12 charges councillors with ensuring the local government achieves its corporate plan. Section 13 charges council employees with carrying out their duties in a way that ensures the local government achieves its corporate plan.
Local Government Act 2009	Section 257	Council authorises the CEO to incur certain expenditure on behalf of Council by way of a delegation made by Council resolution.
Local Government Regulation 2012	Sections 228-238 – Default Contracting Procedures	These Sections in the Regulation provide the requirements for Procurement for contracts valued at \$200,000 and above.
Burke Shire Council Corporate Plan 2019/2024	Vision, Mission, Values	Local Government Principles and Sound Contracting Principles

Instrument	Reference	Details
Burke Shire Council Procurement Policy 2023		Regulate and guide All Council procurement and contracting activities from external parties.

7. CRITICAL DATES & IMPLICATIONS

Tender Award – August 2024

Required Commencement date – September 2024

Construction Practical Completion – 15 November 2024

Any delay in awarding this tender could potentially impact the Contractor's Program, consequently leading to a delay in commencing construction works and possibly extending them into the wet season.

8. CONSULTATION

Consultation has taken place with:

- NorthLane Consulting Engineers Pty Ltd
- Burke Shire Council Evaluation Panel

9. CONCLUSION

The contract should be awarded to Durack Civil Pty Ltd

10. OFFICER'S RECOMMENDATION

That Council:

- Receives and notes the contents of the report and relevant attachments; and
- Awards the Contract to Durack Civil Pty Ltd to the maximum amount of \$7,032,999.00 excl GST; and
- Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of \$8,087,948.00 excl GST.

ATTACHMENTS

1. Tender Evaluation Report



Tender Evaluation
Report - Floraville R

11. Chief Executive Officer Reports

- 11.01 Status Report
- 11.02 Acting Chief Executive Officer Report
- 11.03 Financial Monthly Update Report
- 11.04 Disposals of Defective Council Yellow Plant
- 11.05 2024/25 Donation Requests
- 11.06 Adoption of New Organisational Structure

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 – 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

Completed.

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.
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

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 portaloo 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	NIL	\$2,350.00	\$2,350.00	No request received however, based	\$2,350.00 (Penc Application to b received)

	Annual contribution				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	
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 – 240725.06 – 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.

Status

Completed.

Matter Closed.**Resolution Number – 240725.07 – 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.

Status

In progress.

Resolution Number – 240725.11 – 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).

Status

Completed.

Matter Closed.

Resolution Number – 240725.12 – 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.

Status

Completed.

Matter Closed.

Resolution Number – 240725.13 – 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

Status

No further action.

Matter Closed.

Resolution Number – 240725.14 – 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.

Status

Tender has been advertised.

Matter Closed.

Resolution Number – 240725.15 – 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.

Status

Noted.

Matter Closed.

Resolution Number – 240725.16 – 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.

Status

Noted.

Matter Closed.

Resolution Number – 240725.17 – 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.

Status

Ongoing.

Resolution Number – 240725.21 – Operational Plan 2023-2024 – 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

Status

Completed.

Matter Closed.

1. OFFICER'S RECOMMENDATION

That Council receives and notes the contents of the Status Report as at 28 August 2024.

Chief Executive Officer Reports

11.02 Acting Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Chris Wilson; Acting Chief Executive Officer
PREPARED BY:	Chris Wilson; Acting Chief Executive Officer
DATE REPORT PREPARED:	19 August 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 July 2024.

2. UPDATES

Chief Executive Officer

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.
- Annual Valuation Meeting.
- Special Council Meeting – Tenders.
- Balloon Festival discussion.
- Works Manager Interviews.
- Cultural Heritage Policy discussion.
- Council briefings.
- NWQROC-Zoom meeting.
- Internal Grants meeting.
- GSD board meetings, including catchup
- Meeting at Bidunggu, Robbie Katter and various State Govt Dept representatives. Cr Clarke and Cr Poole also attended.

- Special Budget meeting.
- Burketown CAG meeting.
- Town Planning Session.
- LDMG Briefing
- Elected Members Update.
- Meeting Contractors.

Financial Services and Information Technology

Major focus in July 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 a high priority for 2024/2025.
- Working to finalise the final acquittal of the March 2023 Counter Disaster Operations (CDO) flood claim as well as an additional CDO claim for the 2024 flooding event with the QRA.
- An audit committee meeting was held during August 2024.
- Internal audit 2 (Grant Management Systems) has been finalized with management now responding to the report.
- (Financial statements are in progress for the 2024/2025 external audit (to be finalized by 2nd September 2024).
- Asset indexations are currently being reviewed for 30 June 2024.
- Final PAYG STP exports were completed on time with the ATO; we are investigating some lodgement issues identified by staff during the past week.

Major focus in July 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 (due to be completed late August 2024) with public wifi comms to be installed during September 2024 at this stage.
- Council is participated in an audit review conducted by the Commonwealth Government regarding TV and Radio service coverages across the region. A final report will be ready for the September council meeting.
- Multi Factor Authentication (MFA) deployment will be progressed towards full completion in August 2024.
- QRA and Minister endorsement has been provided for two major grant projects via the NEMA grant submission made during the year; we are waiting on 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 developing Tasking Orders and engaging in drone deployment from September/October at this stage.
- A Starlink kit was also installed onto the Gregory Depot accommodation dongas and depot building; an SD WAN implementation is now planned for installation to this site as well.

People and Culture

EBA related

- JCC meeting held on 15 July

Policies

- Staff Travel Expenses Policy
- Higher Duties Policy

Positions advertised

- Machine Operators / Labourers
- Works Manager
- Administration Officer
- Trainee Project Support Officer
- Works and Services Operations Supervisor

New employees

- Ben Stephen
- Lawrence Hinrichs
- Tracy Risley
- Garry Morris
- Gert Strydom

Terminations

- Jake Green
- Earl Marshall
- Neil Richmond

Training and Professional Development

- Supervisor Training
- Traffic Management Implementation Training
- Workforce Planning Training
- Cert III Plumbing Tafe Block

Other

- Health and wellbeing
 - Move it Burke: bootcamp held on 14 July with 3 attendees in total.

Economic and Community Development

Grants

Awaiting Outcome:

Grant Name	Project Name	Amount of Funding Requested
Regional Precincts and Partnerships Program Stream One	Industrial Estate Planning and Design	\$793,200.00
Regional Precincts and Partnerships Program Stream two	Health and Wellbeing Precinct Stage 1	\$5,121,068.00 (10% co-contribution)
Play Our Way Program Stream 1 – Facilities	Replace playing surface – multipurpose courts. Gregory and Burketown	\$1,717,000.00
Disaster Resilience Funding NEMA	<ul style="list-style-type: none"> Aqura Self Contained Low Orbit Solar Satellite Internet Hub for Gregory Attentis Disaster Ready Intelligence Network 	\$599K (early indication suggests that this grant has been successful but formal communication has not been received.)
Housing Support Program – Community Enabling Infrastructure	Crimson Edge Servicing	~\$3,600, 000.00
Disaster Ready Fund 24-25	Disaster Resilience Master Planning Report	\$100,000.00
NWQ Economic Diversification Strategy Implementation Plan	Town Entry Statements	\$100,000.00

Currently Holding Funding:

Grant Name	Project Name	Amount of Funding Requested
Building Bush Tourism	Wharf Recreational Precinct Footpath	\$200,000.00
Disaster Ready Fund	Wifi hub Gregory Township	\$530,494.00
QRRRF 2023-24	Truganini Road - Stormwater IS Replacement	\$1,083,638.63
Betterment Funding	<ul style="list-style-type: none"> Gregory Lawn Hill Road Concrete Running Surface site 4 and 7 Airport runway pavement remediation Lawn Hill Creek Betterment – raised culvert crossing 	\$18,000,000.00
Building Sustainable Communities Grant Round 2	Burketown Wharf Precinct Area	\$120,000.00
Move it NQ Program	Gregory Move it Program	\$7,000.00
FRRR Strengthening Rural Communities	Community Garden for Burketown Residents	\$25,000.00

Grant Name	Project Name	Amount of Funding Requested
Service Investment Fund	Azure Accelerate – Professional Services	\$10,800.00
Industry Development Fund	Vendor Simplification Project for Remote Councils	\$59,390.00
SES Support Grant 2024-25	Gregory SES Administration and Training Building	\$85,000.00
Active Women’s and Girls Program	Boxing and Fitness Sessions	\$25,000.00
Local Government Sun Safety Grant	Sun Safety Incentive	\$5,000.00
Queensland Seniors Month 2024	Burke Shire Seniors Day Event 2024	\$2,000.00
Get Ready Queensland 24-25	Get Ready Preparedness Events	\$4,800.00
Tackling Regional Adversity through Connected Communities	Burke Shire Mental Health Events	\$66,000.00

Community Projects:

Project Name	Status	Funding Amount
SES Support Grant 2024-25 Gregory SES Administration and Training Building	Planning ongoing. Working with SES coordinator	\$85,000.00
Active Women’s and Girls Program Boxing and Fitness Sessions	Meeting planned post Outback Ball to begin discussions with Taren	\$25,000.00
Local Government Sun Safety Grant Sun Safety Incentive	Progressing – with WHS	\$5,000.00
Queensland Seniors Month 2024 Burke Shire Seniors Day Event 2024	Planning to commence shortly.	\$2,000.00
Get Ready Queensland 24-25 Get Ready Preparedness Events	Planning to commence shortly along with Disaster Management Officer	\$4,800.00
Tackling Regional Adversity through Connected Communities Burke Shire Mental Health Events	Planning for various events underway for this year. Looking at ways to engage stations and tying in mental health month (October) Allocation of \$10k to be put towards events at Hell’s Gate. Remaining funds to be target towards Burketown and Gregory.	\$66,000.00

Project Name	Status	Funding Amount
Move it NQ Program - Gregory Move it Program	Commenced. Second session complete. Difficulties with numbers but working on it.	\$7,000.00
FRRR Strengthening Rural Communities Community Garden for Burketown Residents	Variation request ongoing	\$25,000.00

- Council Website now updated with community grants. To be updated monthly – ongoing.

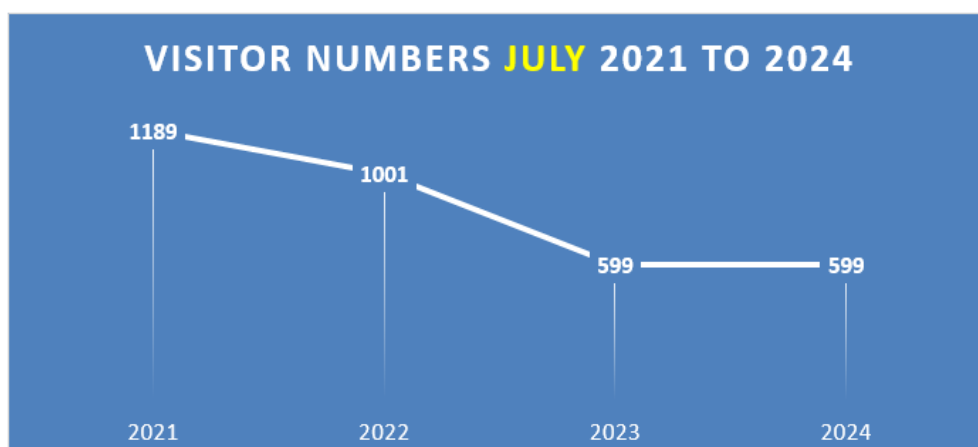
Small Business

- 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.
- Hell’s Gate visit 21st August 2024
- Digi roadshow programs sent out to small businesses. Plans for their visit to occur in September.
- QRIDA visit 7th August for primary producers.

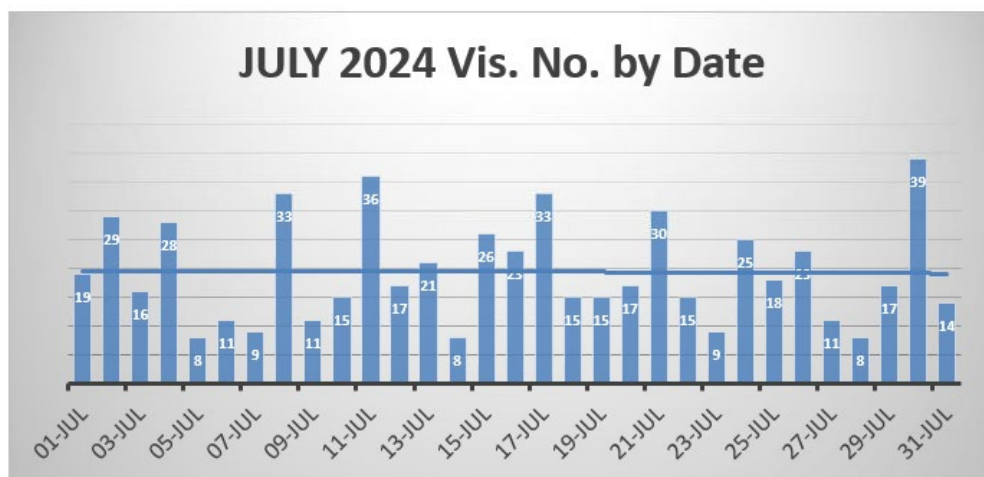
Tourism

- 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.
- Tourism banners being scoped for signs in Burketown and Gregory – delivered – will be put up after the outback ball.
- Tourism Data (Provided by the Visitor Information Centre) –

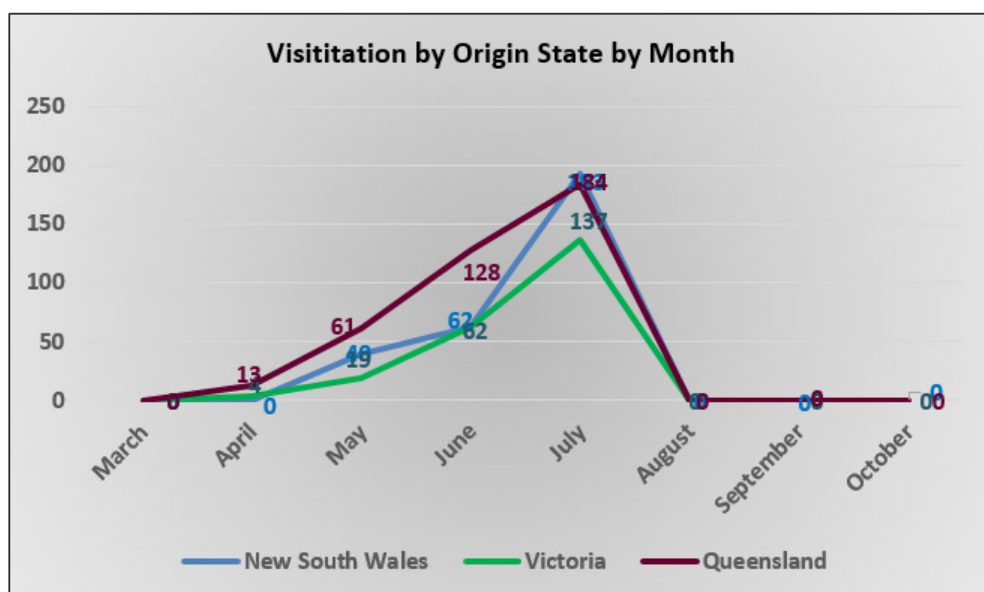
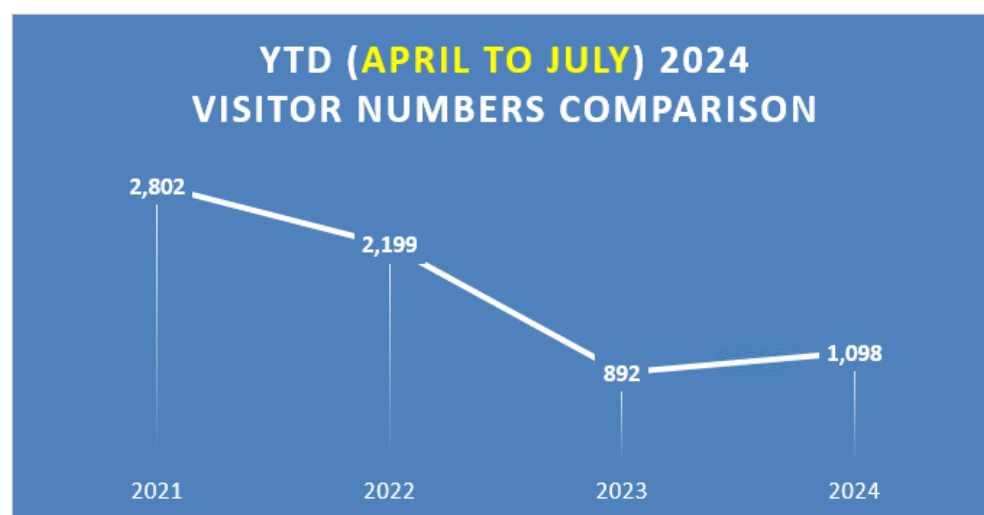
BVIC MONTHLY REPORT – JULY 2024

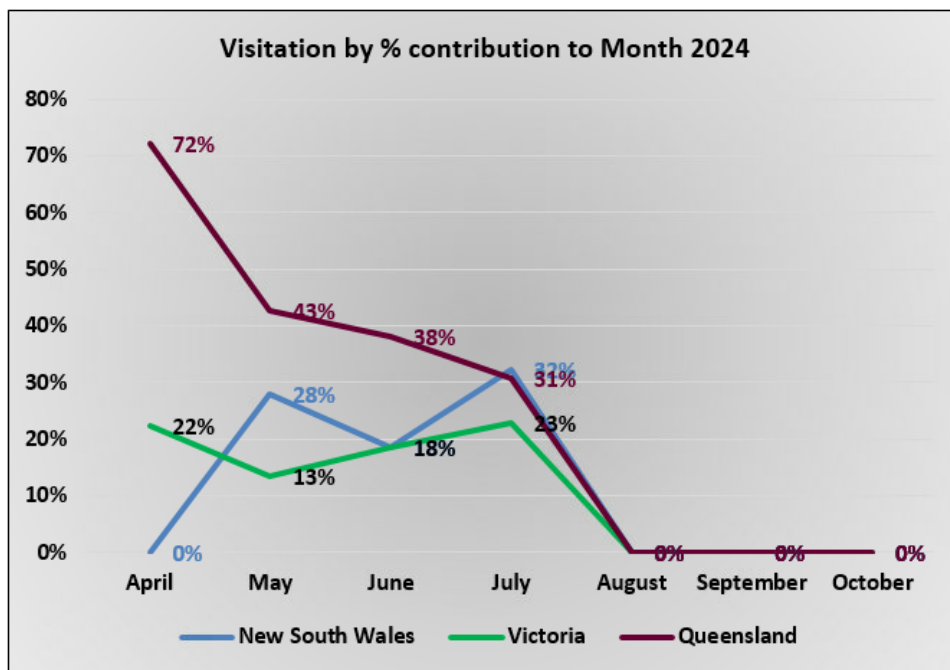


July 2024 Visitor Numbers were 599, exactly the same as July 2023 which is basically an average of about 20 Visitors per day.



Year to Date Figures are slightly ahead from last year but as mentioned in previous reports, this is due to artificial inflation from increased enquiries for NT road conditions in May and early June. Compared to YTD in 2021 we are **-61%** in Visitor Numbers.





One pattern that repeats itself every year regardless of whether the visitor numbers are small or significant is the arrivals by state. QLD always dominates overall but particularly in the early season, whereas NSW and VIC catch up in July and sometimes surpass in August. Understandable given the extra driving distance but it also indicates where marketing focus should occur and what time of the year.

Economic Development

- Draft Economic Development Strategy finalised. Draft Completed. To be presented to new council.

Wet Season

- Temporary housing - dongas demobilization complete. Dongas are now on Sloman Street.

Events

Council Events:

- Order of the outback ball 31 August. Ticket sales close 22nd August.
- Snow white and the seven cool dudes performance Event successful
- Photo competition Notice released. Closes mid-September

Community Events:

- Gregory Gold Cup Day 22 August 2024
- Burke Rodeo and Gymkhana 21st September 2024. Donations associated.
- Battle of the Gulf Football Competition in Burketown 27th July – Event a success.
- CLCAC Gulf Connect Forum 2024 – donations request received. 3rd and 4th September 2024.

Donations

- Ongoing – as outlined above upcoming donations for events are being organized.

Community General

- Survey for event suggestions released – no responses. Looking at extending the date and distribution of hard copies
- Ongoing talks with Services Australia and Australia Post.
- Organization for events during October Mental Health Month and Seniors Day ongoing.
- Investigation and scoping of new amenities at the Burketown Rodeo Grounds. Temporarily linking toilet donga block to main septic line to reduce septic pump out requirements.

Environmental Health, Locals Laws and Facilities

Building, Facilities & Maintenance

- Vacant properties – House 18 will be occupied by staff members from 28th August 2024. This will result in Unit 4 & Unit 7, Seniors Complex vacancies.
- Accommodation Units, Sloman Street – Power is currently being connected and we are sourcing a contractor to complete installation of sewerage and water services.
- 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 next week to complete boring works, removal and trimming of trees from Airports – Burketown and Gregory and the Gregory bridge.
- Gregory Cemetery – Water connection to be installed. Due to staff shortages, this has been delayed.
- Burketown Rodeo/Show Ground Amenities – Engaging contractor to carry out repairs as a temporary measure to ensure facilities are functional for upcoming events. Sourcing quotes for replacement of 'OLD' Amenities and upgrades to electrical network.
- 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 have received a response and were unsuccessful. There were a large number of applications, and it was a very competitive. Morning Glory Park Playground – Sand is being ordered and inspection of playground equipment is being arranged. We are also exploring the option of training staff to be able to conduct regular inspections – Level 1-2 Operational Inspector (Level 1 – Routine Visual Playground Safety Inspector, Level 2 – Operational Playground Safety Inspector).

Local Laws

- RFQ's are currently being finalized for Ranger vehicle. Equipment required for this position has been purchased (body cams, animal catching equipment). In discussion with other Council's around framework for this position. EOI will go out for this position in the near future. We have received interest from a potential candidate who is based in Cairns.

Environmental Health

- Food Licensing – We are still trying to source a contractor to carry out inspections.
- CLCAC have completed the 1080 Baiting Program – 31st July 2024.

Other

- Currently completing Certificate IV in Government Investigations
- Lease of Lot 51 SP181721 (Department of Defence) is due to expire on 22nd November 2024. Report is currently being prepared to be delivered to Council in September Council Meeting.

Corporate Services and Governance

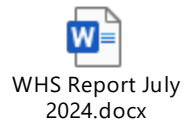
- Rex:
 - Rex trainer was onsite to re-assess staff.
 - Met with Rex in relation to them going into administration.
- Library:
 - Completing annual reporting for the library funding and first 5 forever funding.
- Records:
 - Continuing to work to make improvements in the records area.
- Other:
 - Attended the LGAQ elected member update.

3. OFFICER'S RECOMMENDATION

That Council receives and notes the contents of the Acting Chief Executive Officer's Report for July 2024.

ATTACHMENTS

1. Workplace Health and Safety Report for July 2024



Chief Executive Officer Reports

11.03 Financial Monthly Update Report

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Chris Wilson; Acting Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	22 August 2024
LINK TO COUNCIL PLAN/S:	Operational Plan 2024-25 Council Budget 2024-25

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 2025 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 July 2024.

2. SUMMARY

Council's cash holdings were up by \$10.033mil by the end of July 2024.

Overall council is under budget by 5% when compared with the 30 June 2024 target. We do note it is the first month of operations for the financial year.

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)	6,727,194	30,165,595	22	%
Operating Expenses	(2)	1,021,901	32,933,300	3	%
Operating Result (Profit/Loss)		5,705,293	2,767,705	-206	%
Capital Revenue	(3)	-	33,953,000	0	%
Net Result		5,705,293	31,185,295	18	%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	64,783,135	38,309,470
Other Current Assets	(5)	1,335,148	1,402,000
Non Current Assets	(6)	168,074,825	199,998,924
Total Assets		234,193,108	239,710,394
Liabilities (Current)	(7)	57,223,203	36,655,000
Liabilities (Non Current)	(8)	953,063	1,485,415
Total Liabilities		58,176,266	38,140,415
Net Community Assets		176,016,842	201,569,979

Sustainability Outlook¹

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	85%	-53%
² Working Capital Ratio	Greater than 1:1	1.2	1.1
³ Net Financial Liabilities Ratio	Less than 60%	-132%	-23%

Notes:

- (1) **Operating Revenues** - Major movement for the month consists of the 85% payment of the financial assistance grant in early July 2024.
- (2) **Operating Expenses** - Minimal movement has been noted by management as July is the first month of the new budget year for 2024/2025.
- (3) **Capital Revenue** - Noted approximately \$5.2mil has been received for QRA betterment projects to the balance of cash however these works have not yet commenced and cannot be recognised as revenue yet.

(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 July 2023 in the previous year v July 2024 actuals v the budgeted estimated cashflow for 30 June 2025.

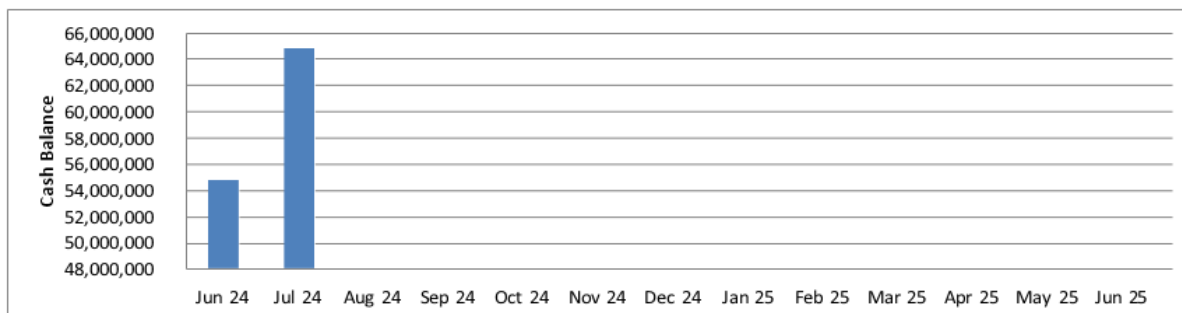
For the month ended 31 July 2024

	Note Ref	31 July 2023 \$	31 July 2024 \$	2024-25 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	(178,403)	426,408	5,258,079	8%
Payments to suppliers and employees	(2)	(973,844)	(2,626,517)	(43,113,896)	6%
		(1,152,247)	(2,200,110)	(37,855,817)	6%
Rental Income	(3)	15,629	21,754	210,000	10%
Interest Received	(4)	92,965	262,049	1,533,706	17%
Operating Grants and Contributions	(5)	517,835	12,027,067	23,526,700	51%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		(525,818)	10,110,760	25,270,406	40%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(1,653,721)	(77,506)	(38,308,000)	0%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		0	0	40,000	0%
Capital Grants and Subsidies	(7)	0	0	33,913,000	0%
Net cash inflow (outflow) from investing activities		(1,653,721)	(77,506)	(4,355,000)	2%
Cash flows from financing activities:					
Proceeds from Borrowings		-	-	500,000	0%
Repayment of Borrowings		-	-	-	0%
Net cash inflow (outflow) from financing activities		-	-	-	0%
Net increase (decrease) in cash held	(8)	(2,179,539)	10,033,254	(16,440,411)	-61%
Cash at beginning of reporting period		24,460,577	54,749,881	54,749,881	100%
Cash at end of reporting period	(8)	22,281,037	64,783,135	38,309,469	169%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	5.41%	262,049	58,792,809
Westpac General Fund - Trust	-	-	5,990,043
Cash Floats	-	-	283
Total			64,783,135

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents – Restricted Cash (IAS 7)

Total Cash on hand	\$ 64,783,135.25	%
Restricted Cash - DRFA Operating Grants	\$ 49,419,329.52	76.28%
Restricted Cash - Non-DRFA Operating Grants	\$ 172,396.79	0.27%
Restricted Cash - Capital Grants	\$ 6,522,065.08	10.07%
GST Liability	\$ 671,970.00	1.04%
Unrestricted Cash	\$ 7,997,373.86	12.34%
Contract Assets - Cash to be received by 30 June 2024		
LRCI 2 and 3	\$ 323,000.00	<i>Pending final acquittal approval</i>
Insurance	\$ 250,000.00	<i>Pending finalisation with assessor</i>
Projected Unrestricted Cash	\$ 8,570,373.86	
Prior Month Unrestricted Cash Balance	\$ 3,705,599.59	
Explanation for Movement:	\$ 4,291,774.27	
Noted council's restricted cash has improved month on month as the first installment of Financial Assistance grant funds have been received for the year from the Department of Local Government.		

Notes to the Statement of Cashflows:

- (1) **Receipts from customers** - On track with budget.
- (2) **Payments to suppliers and employees** - On track with budget.
- (3) **Rental Income** - Rental income is on track with budget.
- (4) **Interest Received** - Interest is on track with budget with an effective interest rate provided by the QTC (5.41%). This is up from 4.81% in June 2024.
- (5) **Operating Grants and Contributions** - Major movement consisted of the payment of the 85% instalment of the Financial Assistance Grant for 2024/2025. This is the first year this grant has been paid on time in the correct accounting period.
- (6) **Payments for Property, Plant and Equipment** - No major movement noted for July 2024 as it is the first month of operations for the financial year.
- (7) **Capital Grants and Subsidies** - No major movement noted for July 2024 as it is the first month of operations for the financial year.
- (8) **Net Cash Movement** - Council's cash holdings were up by \$10.033mil by the end of July 2024.

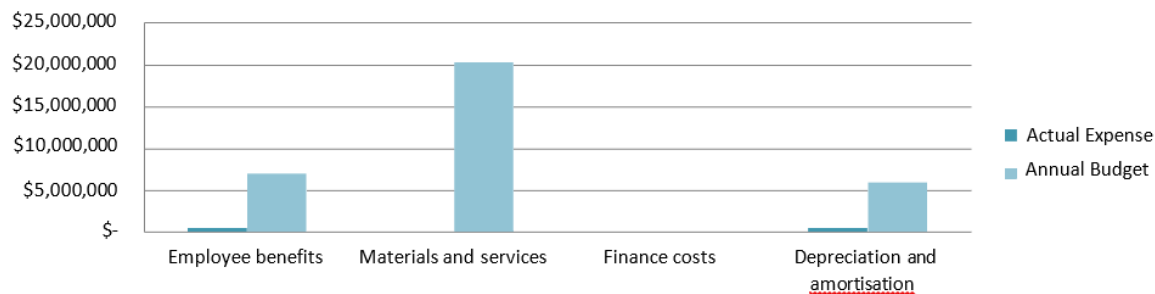
5. STATEMENT OF INCOME AND EXPENDITURE

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.

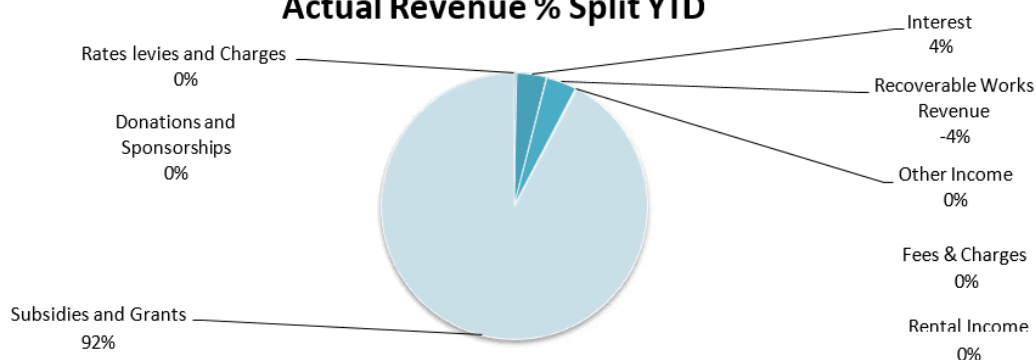
For the month ended 31 July 2024

	Note	31 July 2023	31 July 2024	2024-25 Annual Budget	YTD Progress
	Net	\$	\$	\$	%
Recurrent Revenue					
Rates levies and Charges		10,275	-	3,496,000	0%
Fees & Charges	(1)	4,943	2,484	145,400	2%
Rental Income	(2)	15,629	21,754	210,000	10%
Interest	(3)	92,965	262,049	1,335,000	20%
Recoverable Works Revenue	(4)	273,776	269,603	1,129,895	-24%
Other Income	(5)	319	589	317,600	0%
Donations and Sponsorships	(12)	-	11,136	5,000	223%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	-	6,698,785	23,526,700	28%
Total Recurrent Revenue		397,269	6,727,194	30,165,595	22%
Capital Revenue					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	-	-	33,913,000	0%
Total Capital Revenue		-	-	33,953,000	0%
TOTAL INCOME		397,269	6,727,194	64,118,595	10%
Recurrent Expenses					
Employee benefits	(8)	581,618	502,855	6,893,207	7%
Materials and services	(9)	456,553	24,846	20,150,093	0%
Finance costs	(10)	2,372	6,033	32,000	19%
Depreciation and <u>amortisation</u>	(11)	494,850	488,167	5,858,000	8%
TOTAL RECURRENT EXPENSES		1,535,393	1,021,901	32,933,300	3%
NET RESULT		- 1,138,124	5,705,293	31,185,295	18%

Expenditure Actual v Budget



Actual Revenue % Split YTD



Notes to the Statement of Income and Expenditure:

- (1) **Fees & Charges** - This amount is on track with budget.
- (2) **Rental Income** - Rental income is on track against budget.
- (3) **Interest** - Interest is on track with budget with an effective interest rate provided by the QTC (5.41%). This is up from 4.81% in June 2024.
- (4) **Recoverable Works Revenue** - It should be noted financial is currently finalising 30 June accounts for audit and this balance will be subject to some minor carry forward changes and will be adjusted for the August 2024 report to council.
- (5) **Other Income** - Minimal movement to report for the month.
- (6) **Subsidies and Grants (operating)** - Major movement consisted of the payment of the 85% instalment of the Financial Assistance Grant for 2024/2025. This is the first year this grant has been paid on time in the correct accounting period.
- (7) **Subsidies and Grants (capital)** - No major movement noted for July 2024 as it is the first month of operations for the financial year.
- (8) **Employee benefits** - In relation to employee benefits costs against the budget, we have currently expended \$502k against a budget of \$6.893 mil for the year; this is an actual spend of 7% 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** - This amount is on track with budget.
- (11) **Depreciation and amortisation** - Amount is in-line with the expected depreciation spend by 31 July 2024.
- (12) **Donations and Sponsorship Revenue** - This is made up of revenue received from sponsorship for the Order of the Outback Ball to be held in August 2024.
- (13) **Sale of non-current assets** - Nil movements noted at this stage.

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 July 2024 8.33%

% YTD Actual expense v Annual Budget
■ YTD actual v budget is on track
■ YTD actual v budget is unfavourable (1%-5% movement larger than expected)
■ YTD actual v budget requires review (>5% movement larger than expected)

Organisational Services					Comments
	31 July 2023 \$	31 July 2024 \$	2024-25 Annual Budget \$	YTD Progress %	
Recurrent Expenses					
Corporate Governance Costs	110,705	121,062	1,046,000	11.57%	Budgets will be investigated further however amount will be due to cost phase from one off transactions at this stage.
Administration Costs	359,368	224,835	4,293,400	5.24%	On track with budget.
Recoverable Works Expenses	305,512	164,328	934,000	17.59%	Works are on track with crews mobilised to completely them more productively when compared to previous years. This amount will also contain accruals amounts yet to be processed to 30 June 2024.
Engineering Services	198,178	145,138	17,524,500	0.83%	On track with budget.
Utility Services Costs	90,488	60,987	1,028,000	5.93%	On track with budget.
Net Plant Operating Costs	- 150,949	- 259,572	- 750,000	34.61%	This amount will adjust overtime as predicted inline with budget. Management will monitor at this stage.
Planning and Environmental Expenses	- 57	404	352,000	0.11%	On track with budget.
Community Services Costs	124,928	70,419	2,615,400	2.69%	On track with budget.
Finance Costs	2,372	6,033	32,000	18.85%	Distorted due to percentage approach to reporting. Value is low and has increased due to significant increases to council QTC interest returns for 2024/2025 as the balance of cash held is higher than expected at current.
Depreciation	494,850	488,167	5,858,000	8.33%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
TOTAL RECURRENT EXPENSES	1,535,391	1,021,901	32,933,300	3.10%	On track with budget.
Capitalised Wages	-	14,616	217,000	7%	On track with budget.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 31 July 2024

	31 July 2024	2024-25 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	64,783,135	38,309,470
Trade and other receivables	1,344,187	1,000,000
Inventories	498,585	300,000
Other financial assets	- 507,624	102,000
Non-current assets classified as held for sale	-	-
Total current assets	66,118,283	39,711,470
Non-current Assets		
Receivables	-	-
Property, plant and equipment	283,501,166	295,443,386
Accumulated Depreciation	- 115,426,341	95,444,462
Intangible assets	-	-
Total non-current assets	168,074,825	199,998,924
TOTAL ASSETS	234,193,108	239,710,394
Current Liabilities		
Trade and other payables	56,948,672	36,465,000
Borrowings	-	-
Provisions	274,531	190,000
Other	-	-
Total current liabilities	57,223,203	36,655,000
Non-current Liabilities		
Trade and other payables	55,410	55,415
Interest bearing liabilities	-	-
Provisions	897,653	930,000
Other	-	500,000
Total non-current liabilities	953,063	1,485,415
TOTAL LIABILITIES	58,176,266	38,140,415
NET COMMUNITY ASSETS	176,016,842	201,569,979
Community Equity		
Shire capital	39,529,889	73,482,889
Asset revaluation reserve	103,541,131	103,541,131
Retained surplus/(deficiency)	32,945,819	24,545,959
Other reserves	-	-
TOTAL COMMUNITY EQUITY	176,016,842	201,569,979

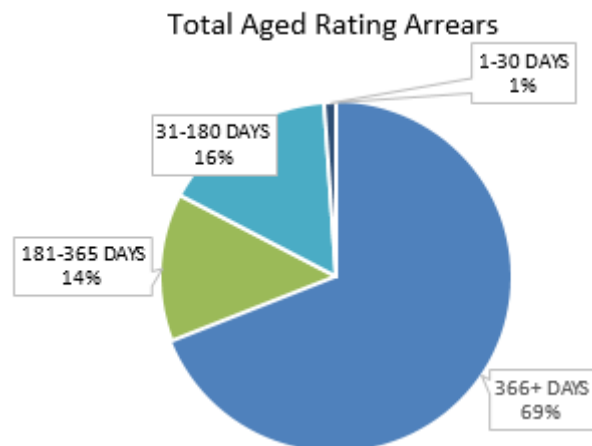
8. RATING ARREARS SUMMARY

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

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	95,572	24,422	40,208	1,768	161,970
SEWERAGE	5,845	4,107	5,153	161	15,264
GARBAGE	4,147	2,605	4,827	130	11,709
WATER	106,842	20,252	25,407	1,674	154,174
WATER CONSUMPTION	127,528	17,063	4,384	1,632	150,608
STATE GOVT EMERGENCY	4,959	1,367	2,537	97	8,960
LEGAL FEES	6,376	-	-	-	6,376
Total	351,268	69,815	82,516	5,462	509,062

Debt Collection Actions Executed for July 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 Actions Pending</i>	1	\$ 32,498.14
(\$) Sum of Debt Actions in progress		\$ 461,234.92
%(of Total Rating Arrears		91%



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

Ratepayer Matter - \$2,531.29 to be written off

10. OFFICER’S RECOMMENDATION

That Council receive and note the financial report to 31 July 2024.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.04 Disposal of Defective Council Yellow Plant

DEPARTMENT:	Office of Chief Executive Officer
RESPONSIBLE OFFICER:	Chris Wilson; Acting Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	20 August 2024
LINK TO COUNCIL PLAN/S:	Goal – Asset Sustainability - Council operates, maintains, and utilises Council assets to deliver efficient and cost-effective services to the community.

1. PURPOSE

This report assesses the economic viability of multiple pieces of council plant and seeks council's approval for the disposal or sale of old, unused, and severely defective yellow plant currently held by the Burke Shire Council.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

For August 2024, a review of existing council fleet and plant was carried out with the assistance of the Workshop Supervisor of Burke Shire Council. As part of this review, it was identified that the following yellow plant should be considered for disposals in accordance with FIN-POL-014 (Non-current Asset Disposal Policy):

Plant 519 – Isuzu Jet Patcher Truck

BSC Workshop Supervisor's Commentary:

The Isuzu Jet Patcher Truck plant number 519 is considered uneconomical to repair due to several factors. The machine has been left idle for years with emulsion in the body and lines, causing significant damage. Repairing it would require dismantling the entire truck, replacing, or cleaning all affected parts, and could cost at minimum \$100,000 to commence actioning repair works with an unknown sum at this stage required to restore this truck to an operational condition. Additionally, parts have been removed from the truck over time to service other vehicles. The total labour and parts costs make repairing the truck financially impractical.

It should also be noted that this piece of plant was used last in 2019 and council currently has no operators trained in its use. This training would incur further costs should council decide it wishes to repair this piece of plant.

Plant 547 – Tractor

BSC Workshop Supervisor's Commentary:

The tractor 547 is deemed uneconomical to repair. It already required a new engine costing around \$30,000 and still needs a new transmission, which would cost an additional \$30,000. Since the cost of a brand-new tractor is just over \$72,000, repairing 547 is not cost-effective. It's recommended to sell the tractor as is, along with the spare new/refurbished motor, and either replace it with a new tractor or allocate the funds elsewhere. The bucket assembly from 547 could be repurposed for use on tractor 546, which is in better condition.

3. PROPOSAL

Council management recommends that the commentary provided by the Workshop Supervisor be followed in relation to the condition assessment of plant item 519 and 547 carried out and in accordance with the Burke Shire Council Non-Current Asset Disposal Policy (FIN-POL-014) section 5.1; both of the above plant should be disposed of/sold off as is.

4. FINANCIAL & RESOURCE IMPLICATIONS

Financial implications as noted above by the fleet supervisor's commentary are noted below:

Plant 519

- The estimated cost to commence repairs is \$100k with no quantifiable limit to the cost ceiling at this stage.
- Replacement of parts removed from the plant items over time is estimated to be at least \$50k to \$100k.
- Council has no trained operators for this piece of plant; at this stage we do not know the extent of training required nor the costs for this exercise, however we would anticipate this would also incur further unbudgeted costs in the current and in forward years beyond the current estimated training budget.
- All of the above makes this plant un-economical to repair.
- This piece of plant has not been used since approximately 2019 with no foreseeable use for the pre-existing roadworks programme for the Burke Shire Council.
- The initial purchase cost of this piece of plant was \$299,545 in 2010; making the above noted cost to repair a majority of the value to replace the plant if council were to consider the purchase of a new piece of plant at a later date.

Plant 547

- Minimum estimated cost to repair the tractor would be \$60k.
- The cost of a new tractor would be approximately \$72k.
- It would be more economically viable to replace the tractor than to repair it at this stage based on the mechanical advice provided by council officers.

5. RISK

Risk Type	What could happen	Possible consequence
Repairing heavily defected plant	<ul style="list-style-type: none"> Funds spent on plant that would otherwise be more economically viable to simply replace instead of repairing 	<ul style="list-style-type: none"> Excessive council funds spent repairing plant with no clear result as to whether the plant will operate better and cheaper than if council were to simply replace the plant. Further undiagnosed problems presenting themselves which will incur further costs.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>FIN-POL-014</i>	Section 5.1	<p>Recommend to Dispose.</p> <p>Before any asset is disposed of, it is necessary to determine that it is appropriate for disposal. In deciding and recommending an asset for disposal, employees must consider the following common criteria for determining whether assets may be suitable for disposal:</p> <ul style="list-style-type: none"> (a) No longer required; (b) Unserviceable or beyond economic repair; (c) Technologically obsolete; (d) Operationally inefficient; (e) Surplus to current or immediately foreseeable needs; (f) Part of an asset replacement program; and/or (g) Contains any environmentally sensitive or hazardous material. <p>In deciding and recommending an asset for disposal, senior managers should consider the needs of all Council programs. This could take the form of a notice communicating surplus assets.</p>

7. CRITICAL DATES & IMPLICATIONS

It is recommended the plant noted in the above report be disposed of immediately.

8. CONSULTATION

- Acting CEO
- Finance and Technology Manager
- Workshop Supervisor

9. CONCLUSION

In conclusion, based on the recommendation of qualified officers of council as well as the observation of management, it would be more economically responsible for council to write off both plant items 519 and 547 due to the cost to repair these plant items based on their current conditions when compared to the cost to simply replace them outright.

10. OFFICER'S RECOMMENDATION

That Council:

- a. Notes and accepts the contents of the report; and
- b. Acknowledges one or both of these items may be disposed in a manner not covered in Council's procurement and disposal policies; and
- c. Instructs the Chief Executive Officer to arrange the sale of plant items 519 and 547; and
- d. Delegates authority to the Chief Executive Officer to enter into negotiations for any and all matters associated with executing the sale of these plant items for the best negotiable price.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.05 2024/25 Donation Requests

DEPARTMENT:	Economic and Community Development
RESPONSIBLE OFFICER:	Kimberly Chan; Economic and Community Development Manager
REPORT PREPARED BY:	Kimberly Chan; Economic and Community Development Manager
DATE REPORT PREPARED:	15 August 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan – Healthy, Inclusive, Sustainable Communities. Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive, and sustainable communities in the Burke Shire.

1. PURPOSE

To provide information to Council regarding the additional donation request received for the 2024/25 financial year from the Carpentaria Land Council Aboriginal Corporation.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

3. PROPOSAL

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

No request for this event was made in 2023/24.

Group/ Organisation	Event Details and Date	Total of Cash Donations Requested for 2024/2025	In-Kind Donation Particulars Requested for 2024/2025
Carpentaria Land Council Aboriginal Corporation	Gulf Connect 2024 Forum – Green Economics and Economic Development Forum and 40 th Year Celebrations 3 rd and 4 th September 2024	NIL	<ul style="list-style-type: none"> • Two portable toilets for dinner at night on star gazing site on salt pans (3rd September) • Wheelie bins and one large steel bin to be placed at the rodeo grounds. Steel bin to be emptied as required. • Use of rodeo ground facilities • Daily use of sewerage truck to empty trailer units as required. • Use of amenities and area to set up tent city at football grounds (Phillip Yanner Memorial Oval). • Use of Nijinda Durlga Hall including use of toilets, kitchen, part of portable stage and board/meeting rooms. • Use of Burke Shire chairs and tables, portable PA system for forum in the hall. • Use of Burke Shire Marquees • Provision of toilet paper for toilets at hall, rodeo ground and football oval • Water lines mark-out for marquee pegs

4. FINANCIAL & RESOURCE IMPLICATIONS

The request received for this donation is as follows:

	FY 2024/25
Cash	NIL
In-Kind	\$10,000.00
Total Expenditure	\$10,000.00
Total Budgeted for donations for 24/25	\$79,050.00(including resolution 240619.17 donations)

5. POLICY & LEGAL IMPLICATIONS

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

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

7. CONSULTATION

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

8. CONCLUSION

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

One of the requirements for Donations is that a set of Audited Financial Statements must be received by Council where the value of Donation is over \$1,000 cash or in-kind contribution. Payment of Donations will be subject to a current financial Statements being received.

9. OFFICER'S RECOMMENDATION

That Council:

- 1) Receives and notes the contents of the report; and
- 2) Approves the donation request from Carpentaria Land Council Aboriginal Corporation for the 2024/25 financial year as follows:

Group/ Organisation	Event Details & Date	Total of Cash Donations/ Community Grant Requested for 2024/2025	In-Kind Donation/Community Grant Request Particulars Requested for 2024/2025
Carpentaria Land Council Aboriginal Corporation (CLCAC)	Gulf Connect 2024 Forum – Green Economics and Economic Development Forum and 40 th Year Celebrations 3 rd and 4 th September 2024	NIL	<ul style="list-style-type: none"> • Two portable toilets for dinner at night on star gazing site on salt pans (3rd September) • Wheelie bins and one large steel bin to be placed at the rodeo grounds. Steel bin to be emptied as required. • Use of rodeo ground facilities • Daily use of sewerage truck to empty trailer units as required. • Use of amenities and area to set up tent city at football grounds (Phillip Yanner Memorial Oval). • Use of Nijinda Durlga Hall including use of toilets, kitchen, part of portable stage and board/meeting rooms. • Use of Burke Shire chairs and tables, portable PA system for forum in the hall. • Use of Burke Shire Marquees • Provision of toilet paper for toilets at hall, rodeo ground and football oval • Water line marking for marquee pegs

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.06 Adoption of New Organisational Structure

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Chelsea Nelson; People and Culture Manager
DATE REPORT PREPARED:	2 August 2024
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

This report is designed to update Council's organisational structure to accommodate both the imminent introduction of new positions and longer-term changes to be enacted as staff naturally turn over.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last amended its organisational structure on 29/01/2024 with the following amendments:

- **Change to position titles:**
 - Town and Rural Services Team Leader (Gregory Caretaker)
 - Town and Rural Services Officer (Gregory Caretaker)
 - Workshop and Fleet Supervisor (Workshop Manager)
 - Machine Operator/Labourers (Specific machine operator positions – Roller/Grader)
 - General Labourer (Trainee Water and Sewer Officer)
- **Change to reporting lines:**
 - Senior Engineering Manager, Water & Roads now part of the Executive Management Team
 - General Labourer under Works and Services Operations, shifted to Roads
- **New/removed positions:**
 - New temporary position: Project Manager
 - Terminated temporary position: Administration Officer (Economic Development)

3. PROPOSAL

That the attached amended Organisational Structure be endorsed.

Changes from Current to Proposed Structure:

- **Change to position titles:**
 - Director Strategic Partnerships (previously Director Community, Economic Development & Regulatory Services)
 - Environmental Health, Local Laws, and Facilities Manager, EHLLFM (previously Community and Communications Manager)
 - Economic and Community Development Manager, ECDM (previously Economic Development Manager)
 - Manager Project Management Office, Manager PMO (previously Senior Engineering Manager)
 - Infrastructure Engineer (previously Senior Project Engineer)
- **Change to reporting lines:**
 - EHLLFM, reporting to CEO (previously Director)
 - Water and Sewer Supervisor, reporting to Works Manager (previously DoE)
 - Infrastructure Engineer, reporting to DoE (previously Manager PMO)
 - Inventory and Maintenance Officer, reporting to Works Manager (previously Finance & IT Manager)
 - WHS and Training Officer, reporting to DoE (previously WHS Contractor)
 - Community Development & Administration Officer, reporting to ECDM (Previously EHLLFM)
 - Administration Officer, reporting to Corporate Services and Governance Manager (Previously EHLLFM)
- **New/removed positions:**
 - Created: Project Manager (previously a temporary role)
 - Created: Finance Officer
 - Created: Trainee Project Support Officer
 - Created: Airport Supervisor
 - Removed: Deputy Road Construction Supervisor
 - Removed: WHS Contractor

4. FINANCIAL & RESOURCE IMPLICATIONS

Role	Change	Saving/ Expense	Notes
Project Manager	Created	\$171,976	
Finance Officer	Created	\$93,583	
Trainee Administration Officer	Created	\$89,935	
Airport Supervisor	Created	\$0	Budget from removed Deputy Construction Supervisor utilised
TOTAL COST		\$355,494	

As per the table above, the proposed changes have been budgeted in the 2024-25 financial year.

5. POLICY & LEGAL IMPLICATIONS

As per s196 of the Local Government Act 2009 (the Act):

Appointing other local government employees

- (1) A local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government's responsibilities.*
- (2) The local government may employ local government employees for the performance of the local government's responsibilities.*

This report is designed to provide an appropriate resolution to satisfy our requirement under S196 (1) of the Act.

Any appointments are to be made in consideration of Council's Recruitment Policy and Council's Equal Employment Opportunity obligations.

This report is not proposing to summarily remove any positions, make any roles redundant or make any staff member any worse off.

6. RISK

Nil for this report.

7. CRITICAL DATES & IMPLICATIONS

A number of changes are already in effect, and we would like to commence recruitment of newly created vacant roles as soon as possible. We therefore request that the proposed Organisational Structure be adopted as soon as practicable.

8. CONSULTATION

- Councillors
- CEO
- Executive Management Team
- Staff affected by the change in reporting line and change in position title.

9. CONCLUSION

Through the adoption of the proposed Organisational Structure, Council will refresh its structure and provide greater support to the engineering department.

The proposed Organisational Structure seeks to implement a more streamlined organisational structure with clearer lines of report.

The Director Strategic Partnerships position is largely funded by dropping the Director Community, Economic Development & Regulatory Services position which was already budgeted.

10. OFFICER'S RECOMMENDATION

That Council:

- 1) receives and notes the contents of the report; and
- 2) adopts the revised organisational structure as submitted.

ATTACHMENTS

1. Current organisational structure



BSC Organisational
Chart - Council adopt

2. Proposed organisational structure



Proposed BSC
Organisational Chart;

12. Closed Session Reports

Council will move into a closed session to discuss confidential items as defined in the Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 254 J (3) (d and h).

- (a) the appointment, discipline, or dismissal of the chief executive officer;
- (b) industrial matters affecting employees;
- (c) the local government's budget;
- (d) rating concessions;
- (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
- (f) matters that may directly affect the health and safety of an individual or a group of individuals;
- (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
- (h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
- (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

12.01 Closed Session Report - Waste Management Utility Charges Write-Off

12.02 Closed Session Report - Rating Sales Approval to Proceed and Authority for CEO to Negotiate Transfer for Land

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. Late Business

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

16. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled for the meeting.

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Wednesday 18 September 2024.