



Confirmed Minutes
Burke Shire Council Ordinary Meeting
Tuesday 29 October 2024
9.00am Council Chambers

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01. Opening of Meeting

The Chair declared the meeting open at 9.07am.

02. Record of Attendance

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

**Dan McKinlay; Chief Executive Officer
Chris Wilson; Director of Engineering/ Deputy CEO
Amir Akrami; Manager Project Management Officer
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 – as indicated
Shannon Moren; Environmental Health, Local Laws and Facilities Manager
Shaun Jorgensen; Finance and Technology Manager**

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

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

- **Amir Akrami; Manager Project Management Officer**
- **Chelsea Nelson; People and Culture Manager**
- **Shannon Moren; Environmental Health, Local Laws and Facilities Manager**
- **Shaun Jorgensen; Finance and Technology Manager**

Moved: Cr Camp

Seconded: Cr Poole

Carried 241029.01 5/0

03. Prayer

Led by Cr Clarke.

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Wednesday 18 September 2024 and Special Meeting Monday 14 October 2024

That the Minutes of the Ordinary Meeting of Council held on Wednesday 18 September 2024 and the Special meeting of Council held on Monday 14 October 2024 as presented be confirmed by Council.

Moved: Cr Yanner

Seconded: Cr Murray

Carried 241029.02 5/0

06. Condolences

No condolences were noted for the meeting.

07. Declaration of Interests

i. **Cr Ernie Camp – Prescribed Conflict of Interest - Item 11.05 Lease of Land 21 Sloman Street – Burketown**

Cr Ernie Camp noted that he and his wife own the land being offered to Council to lease 21 Sloman Street, Burketown. Therefore, he has declared a prescribed conflict of interest and will be leaving the meeting when Item 11.05 Lease of Land 21 Sloman Street – Burketown is discussed.

08. Registers of Interests

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

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

09.01 Notices of Motion

09.02 Petitions

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

Attendance

Madison Marshall entered the meeting at 9.14am.

10. 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:	14 October 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 September 2024 and proposed works for the month ahead.

2. SUMMARY

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

Council's consultant conducted the annual Aerodrome Technical Inspections and Electrical Inspections for Burketown and Gregory.

CASA conducted an inspection of Burketown Airport.

Repainting of existing road linemarking and new school-zone linemarking and town-entry zone linemarking is planned for late October.

New Airport Supervisor commenced work at Council.

Conducted interview for Works Manager.

2.1 Parks, Gardens and Cemetery

Burketown:

- First-aid training.
- Pulled all of the old cement footings out of the ground at the cemetery.
- Bec Doing stores for four hours a day this is still working well.
- Assisting RMPC for the next couple of weeks.
- Casual cleaner is working four hours of cleaning and four hours of mowing/ gardening.
- Working on sprinkles in the MGP, quite a few will need to be replaced.
- Stump grinding was done with the trees in the MGP rodeo grounds and a few around town.
- A couple of exit cleans on council units.
- Keeping up with our weekly works program.

Gregory:

- Airport maintenance.
- Slashing council blocks in and around town.
- Water treatment plant maintenance (issues with water treatment plant).
- Trying to keep rubbish pit in some sort of order.
- First-aid training.
- Town Officers have done a great job getting the deck done on the new toilet block (should be able to use once they get cleaned).
- Been very busy helping with the fires in and around Gregory.
- Cleaned all along the river after a very busy long weekend (quite a few visitors to the Gregory).
- Still having a few issues with the power.

2.2 RoadsCouncil:

- 2023/24 DRFA Works – 5 Mile Rd.
- Doomadgee East Rd – holding works repairs.

RMPC:

Local Roads:

- Doomadgee East Rd
 - Bitumen patch deep potholes with ezi premixed asphalt on vulnerable sections of road.
 - Bitumen patch Nicholson crossing with ezi premixed asphalt (exposed reo bars mesh).
 - Replace old PTLs with new PTLs (portable traffic lights) at Gregory crossing.
 - Northlane Engineering conducted an inspection on Gregory crossing concrete surface damage. Planned works of temporary fixture of damage concrete surface pending.
 - Erected extra rough surface signages on corrugated/rough gravel sections of road. Repeater signage every 2kms sections.
- Doomadgee West Rd
 - Conducted inspection run on 30kms of road.
- Floraville Rd
 - Conduct weekly general inspections of road.
 - Record defects on Reflect. (Ongoing)
- Burketown Town Roads
 - Complete bitumen patchworks on various streets with ezi premixed asphalt.
 - Complete defects into accomplishments - Ongoing.
 - Record Line marking defects on all street's intersections + public school zones.

- State Control Roads:
 - Conduct weekly inspections on Wills Development Rd & Gregory - Camooweal Rd.
 - Record defects & accomplishments on both State Control Rds - Ongoing.
 - Planned works forecast for October. (Bitumen patching badly rutted sections on Wills Dev Rd)
- Other:
 - RMPC crew attend Main Roads workshop training in Cloncurry (25-26 Sept).

2.3 Water and Sewerage

Consultant onsite.

SWIM Data completed and submitted by due date.

Burketown:

Water

- Water usage – 13,111kl.
- Upgrade to sewer pump station 1 pipework in progress.
- Upgrade to sewer pump station 2 pipework completed.
- Upgrade to sewer pump stations 1 and 2 switchboards in progress.
- Attend to several minor leaks in town.

Sewerage

- Blivet has collapsed rotor and replacement in progress.
- Irrigation system faulting and investigation in progress.
- Grounds maintenance and vegetation removal.
- Planning for de-silting of lagoons in progress.

Gregory:

- Water usage – 4,104kl.
- Ongoing investigation into causes for low flow rate delivery at GWTP.
- Ongoing investigation into raw water pipework.

2.4 Airports

- CASA completed inspection of Burketown Airport. Awaiting final report.
- Airport consultant completed annual Technical Inspection of Burketown Airport and Gregory Airfield.
- Consultant completed annual Electrical Inspection of Burketown Airport.
- Gregory inspected, repaired, and replaced runway edge lights at Gregory Airfield.
- Repair of Gregory Airfield windsock lighting in progress.
- Daily airport inspections completed.
- Slashing and mowing maintenance continues.

- Contractor removed trees at ends of runways.
- A member of the public left a gate open at Burketown Airport allowing wallabies to enter airside.

2.5 Waste Management

- Weekly collection service ongoing.

2.6 Workshop and Fleet

- Developing a Fleet Servicing Schedule.
- New shelving has been received and installation in progress.
- Contractor has been engaged to replace worn-out hydraulic hoses on equipment.
- New tyre cage has been received and installed.
- Waiting on quotes to undertake repairs on Western Star prime mover.
- New generator for Gregory has been ordered.
- Preparing a windscreen replacement schedule.

3. OFFICER'S RECOMMENDATION

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

10.01 Engineering Department Monthly Report

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

Moved: Cr Camp

Seconded: Cr Murray

Carried 241029.03 5/0

10.02 Capital Works Project Status Update Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson – Director of Engineering/Deputy CEO
PREPARED BY:	Amir Akrami – Manager Project Management Office
DATE REPORT PREPARED:	15 October 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 30 September 2024.

2. SUMMARY

The total 24-25 FY Capital Works Program budget is \$38,333,000. This budget was increased by \$25,000 compared to the last report, further to the approval of Council to increase the budget of Gregory Amenity Upgrade Project due to the sale of the old shower unit. The total funding for Capital Works program including the WIP for the carryover projects and 24-25 FY budget is: \$41,432,310.00 including \$11,850,310 funding of carry over projects.

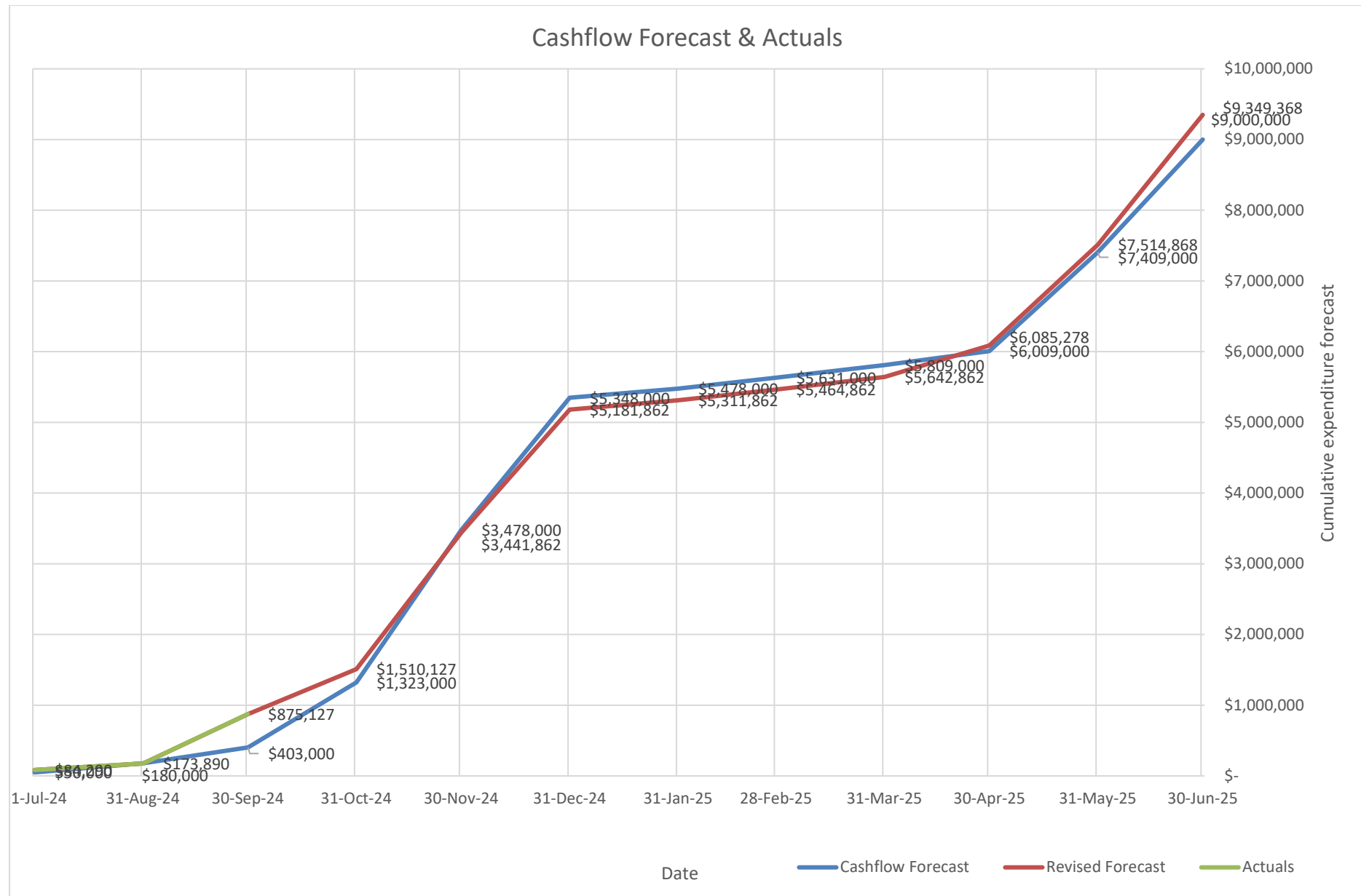
Below please find the summary of the Project and Financial progresses:

- Average Capital Works Program Progress: 22%
- Average Capital Works Financial Progress: 15%

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. The actuals exceeded the forecast for this month by approx. \$470,000. However, moving forward, it's expected that the expenditure generally follows the baseline.



4. CAPITAL WORKS PROGRAM HIGHLIGHTS

- Burketown Revitalisation Project
 - Construction funding application has been submitted.
 - Decisions made by Council in relation to some changes to the design. The final drawings are being prepared.
 - It's expected the Electrical design is completed in October.
 - Draft concept for Hospital Road intersection prepared for review. Please refer to the picture below.

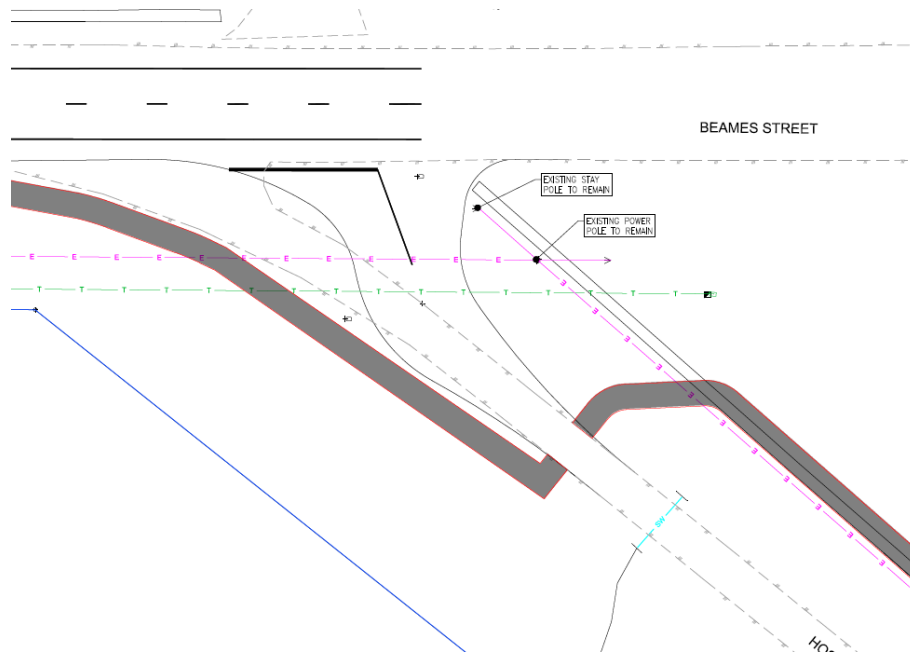


Figure 1: Option1, 70 Degree Hospital Road intersection

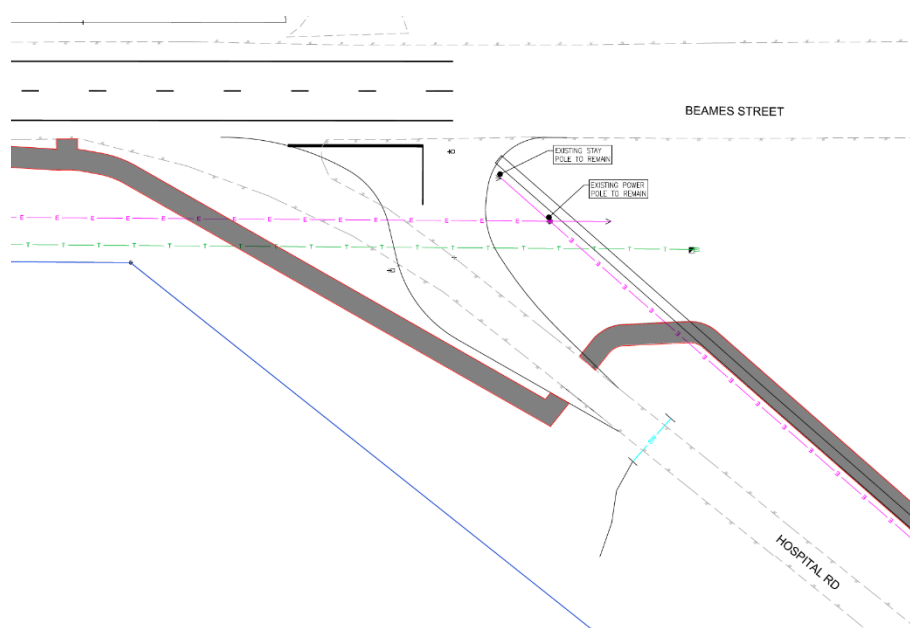


Figure 2: Option 2, 90 Degree Hospital Road intersection

- Burketown Wharf Recreational Grounds
 - The footings of the shade structure have been poured.
 - It's expected the shade structure to be delivered to Burketown by the end of Oct for installation.
 - Toilet Block design is in progress (by Wagner). No change to the delivery date of the toilet block is expected.

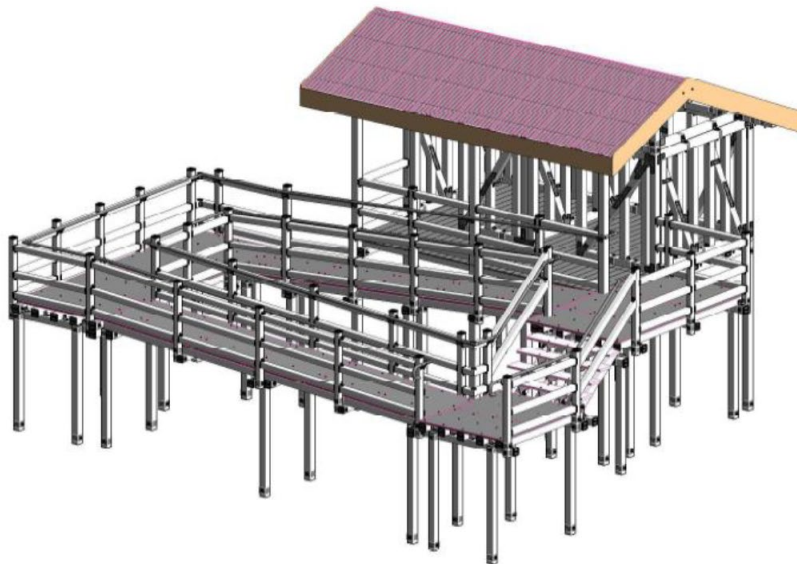


Figure 3: Indicative 3D of the Wharf toilet block

- Burketown Airport Road Culvert Replacement
 - The construction in progress with 60% completed.
 - The small culvert cells have been placed. Aprons have been poured. Wingwalls and headwalls are being prepared for pour.
 - The large culvert slabs have been poured. Aprons are being poured.



Figure 4: Airport Road northern Culvert

- Burketown Truganini Culvert Upgrade Project
 - The construction in progress with 70% completed.
 - The culvert cells have been installed.
 - Wingwalls and headwalls are almost completed.



Figure 5: Truganini Road, Beacon Pile Gully Culvert

5. OFFICER'S RECOMMENDATION

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

10.02 Capital Works Project Status Update Report

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

Moved: Cr Yanner

Seconded: Cr Poole

Carried 241029.04 5/0

10.03 DRFA Works Project Status Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson – Director of Engineering/Deputy CEO
PREPARED BY:	Amir Akrami – Manager Project Management Office
DATE REPORT PREPARED:	15 October 2024
LINK TO COUNCIL PLAN/S:	Goal – Asset Sustainability. Council makes appropriate infrastructure investments (operations, maintenance, renewals, upgrades, acquisitions, disposals) to ensure the delivery of appropriate levels of service. These decisions are made with reference to financial, asset and community sustainability.

1. PURPOSE

This report seeks to inform Council of the progress of the Shire’s 2023/24 Disaster Recovery Funding Arrangement (DRFA) Works Program.

2. BACKGROUND

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

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

3. SUMMARY

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

The works are divided into 9 Packages with Council crews also undertaking work. Eight of the packages have been awarded to contractors. Package 9 has been divided into two stages, Stage 1 includes the first 6km and Stage 2 includes the remaining 64km; Stage 1 has recently commenced construction and Stage 2 is in the design phase. Burke Shire Council has reported \$14,929,842.32 in program expenditure to date for the delivery of the 2023 DRFA works, and scope rolled over from previous years.

An Extension of Time request has been made to QRA for all 2023 DRFA scopes to be completed by 30/06/2026; EOT’s have been granted for Submissions 40 – 45, while EOT’s associated with submissions 50-52 are still under review.

The 2023 DRFA Program of works is tabulated below:

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	50	Burketown Airport – Betterment
		Burketown Airport - REPA
	51	Doomadgee Lawn Hill Road – LAWN HILL CREEK FLOODWAY RECTIFICATION
	52	Gregory Lawn Hill Road – CONCRETE MATTRESS PAVEMENT UPGRADE

4. AWARDED CONTRACTS

Council Crew

Council work crews have been assigned works throughout Burke Shire including restoration works for Escott Road, Five Mile Road and Mellish Park Road.

The Council crew have focused on the 2024 DRFA emergency repair works to facilitate the ongoing delivery of the 2023 DRFA program. They are currently working on Five Mile Road, before moving onto Mellish Park Road and Escott Road respectively.

Package 1

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

Package 2

Contract: 5601-5000-0001 was awarded to Gulf Civil Pty Ltd in July 2023. The package included restoration works on the unsealed sections of Doomadgee West Road. Works commenced on 01/08/2023 and achieved 100% completion on 27/11/2023. The final expenditure on the construction works for Package 2 was \$1,617,609.41.

Package 3

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

Package 4

Contract: 5601-3200-0001 has been awarded to Stabilised Pavements of Australia Pty Ltd. The package includes restoration works on Burketown Streets, Gregory Streets, Truganini Road and the sealed sections of Lawn Hill National Park Road. The contract value is \$2,870,393.93 with an additional \$302,854.77 in approved variations. There has been \$3,093,653.72 in expenditure certified to date.

Some notable highlights as we progress with construction include:

- The works are completed with inspections planned for the coming weeks with Practical Completion expected to be issued shortly.

Package 5

includes restoration works on Doomadgee Lawn Hill Road and the remaining scope of Bowthorn Road. The contract value is \$2,841,391.68 excluding GST, with an additional \$227,329.57 in approved variations. There has been \$919,556.87 in expenditure claimed to date.

Some notable highlights as we progress with construction include:

- Contract works on Bowthorn Road are complete and Doomadgee Lawn Hill Road is well underway. Practical Completion is not required until 31st October 2025.
- The works are expected to be completed prior to December 2024, reducing the risk of the wet season impacting progress.

- Lawn Hill Creek continues to run and is preventing the contractor from accessing works on the eastern side of the creek. Other options for the delivery of this work are being considered.

Package 6

Contract: 5601-3250-0001 has been awarded to Halloran & Sons Earth Moving Pty Ltd. The package includes restoration works on Riversleigh Road and the unsealed sections of Lawn Hill National Park Road. Works have recently been completed, and practical completion will be issued in the coming weeks, ahead of the contract completion date of 31 October 2024. The contract value is \$1,754,649.40 excluding GST, with an additional \$33,839.30 in approved variations. There has been \$815,144.60 in expenditure claimed to date.

Some notable highlights as we progress with construction include:

- Works are practically complete, with closeout quality assurance documents being received.
- The Contractor has been assisting the local stations with fire breaks due to the bush fires. The Contractor has ensured their workers are all up to date on evacuation and safety plans.
- Hallorans are being considered to complete works west of Lawn Hill Creek, where Kenglen Civil is unable to readily access.

Package 7

Contract 5601-6800-0001 has been awarded to Durack Civil Pty Ltd. This package includes restoration works on Morella Road and Nugaburra Road. Works are completed on Morella Road and are near completion on Nugaburra Road. The date for Practical Completion for this contract is 31 October 2024. The contract value is \$2,078,496.81, with an additional \$219,450.47 in approved variations. There has been \$1,476,294.13 in expenditure claimed to date.

Some notable highlights as we progress with construction include:

- Morella Road has been completed. Northlane has completed a final inspection and all works have been accepted.
- Nugaburra Road is forecasted to be completed by 25th October 2024.
- The completed works all present well with a desirable surface finish.
- There are no foreseeable issues with the Contractor reaching Practical Completion before 31st October 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. The date for Practical Completion is 31 October 2024. The contract value is \$6,810,756.75, with an additional \$38,696.30 in approved variations. There has been \$413,741.95 in expenditure claimed to date.

Some notable highlights as we progress with construction include:

- A variation for unsafe potholes on Doomadgee West Road has been ordered and completed.
- A variation to patch the Nicholson River concrete crossing has been ordered, however the works are no longer as urgent as the damage in the crossing has been patched by Council and is no longer prevalent.
- There was a VFM option approved to cement stabilise patch repairs, increasing the width and providing a more resilient restoration standard.

Package 9

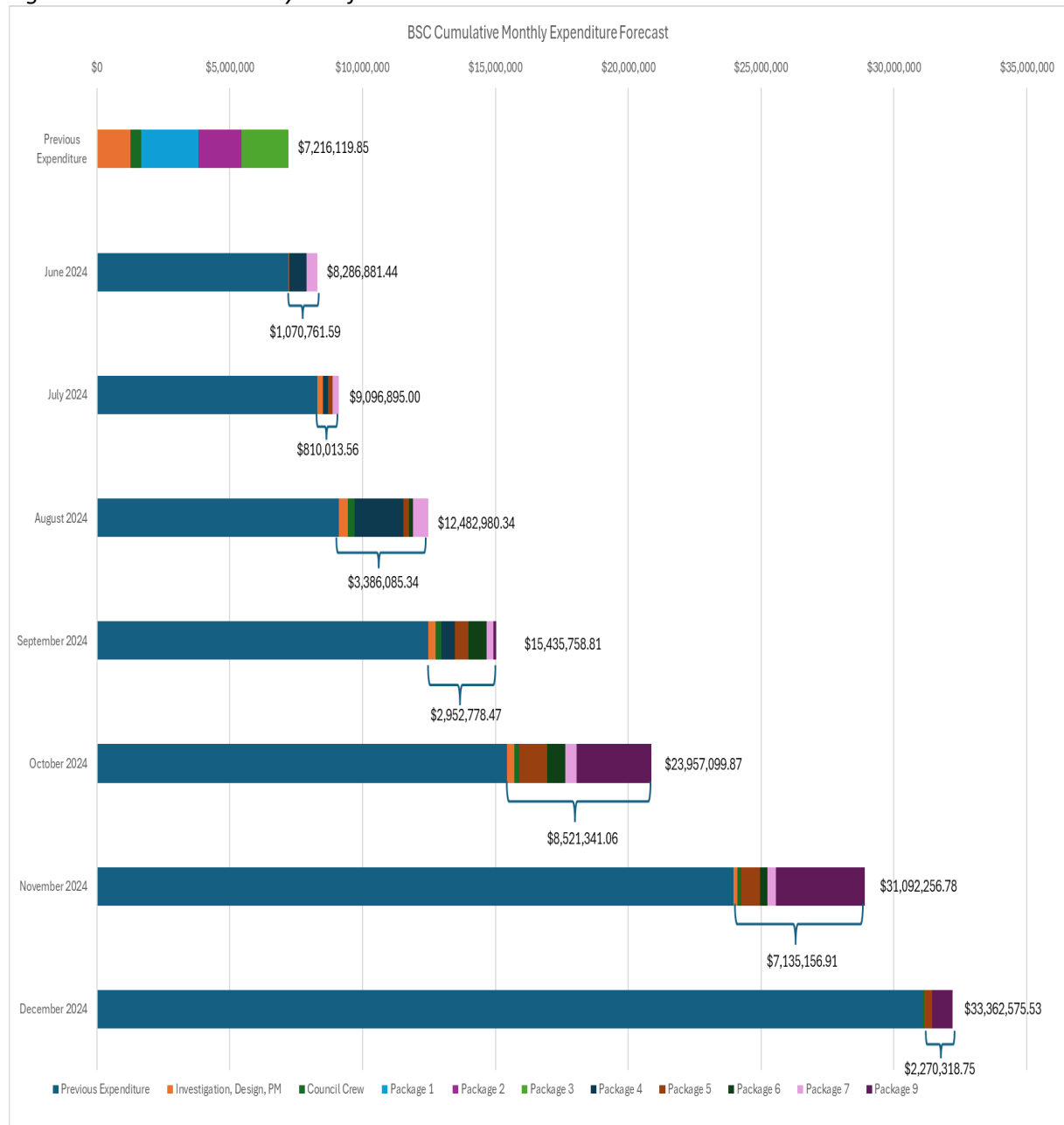
Contract 5601-2000-0002 includes Stage 1 of the restoration works on the first 6km of Floraville Road and was awarded to Durack Civil on 28th August 2024. The Contractor has mobilised to site and works have been progressing on schedule; the date for Practical Completion is 30th November 2024. The contract value is \$7,032,998.24 with nil expenditure received to date.

Some notable highlights as we enter into construction include:

- Works are progressing well with 2km of lime stabilisation completed. The stabilised sections have passed proof roll visual inspections.
- The deliveries of lime and cement have been arriving as scheduled so there has been no impact on production.

Forecast Cashflow for Awarded Contracts

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

Figure 1 – Forecast monthly cashflow – 2023 DRFA

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

Figure 2 – Monthly expenditure with cumulative costs

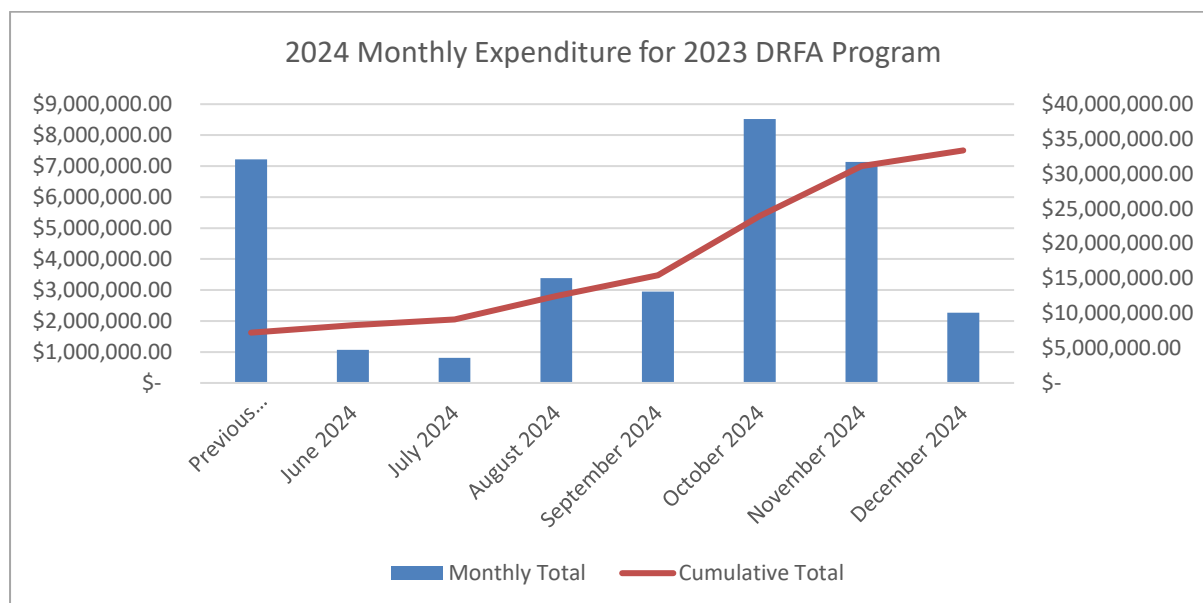


Figure 3 shows the progress made on each package as a percentage.

Figure 3 - Physical Completion of Works by Contract

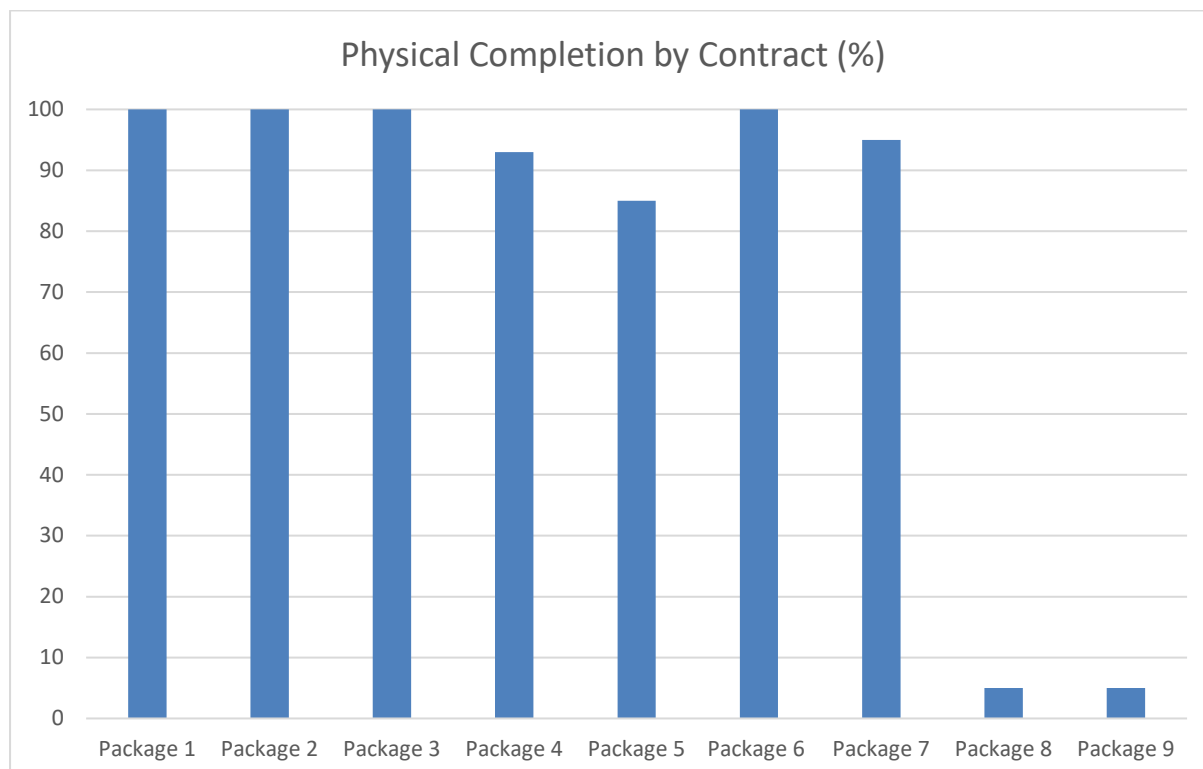
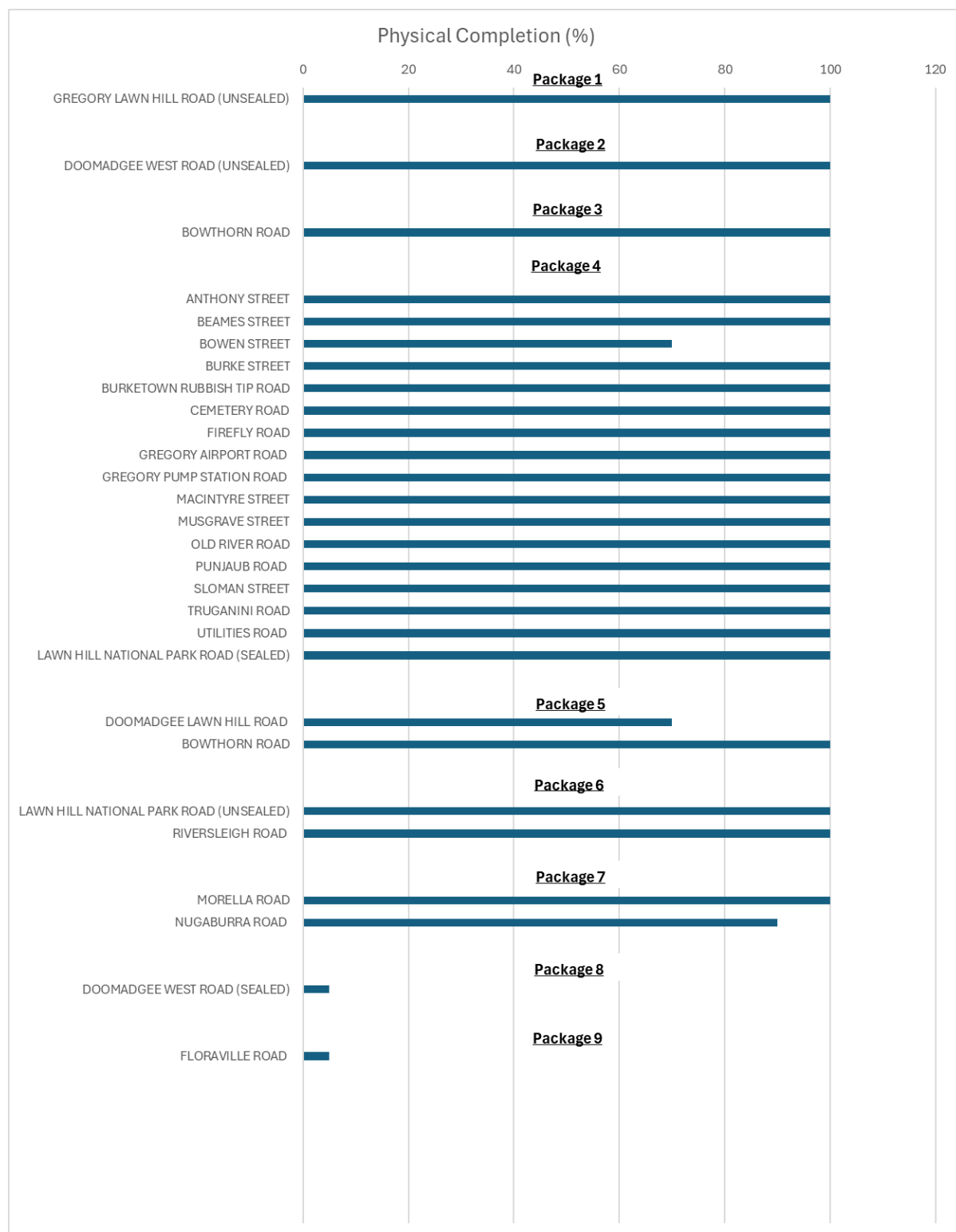


Figure 4 shows the progress made on each asset within the designated package.

Figure 4 – Physical Completion of Works by Asset



5. PRE-AWARD CONTRACTS

Betterment Project 1: Burketown Airport Runway

The Burketown Airport runway has been approved for \$12,439,419.53 in REPA-associated betterment funding under the 2023 DRFA damage event, with an additional \$7,967,667.57 in associated betterment. Furthermore, there is an additional \$3,653, 252.52 in REPA funding for the repair of the scouring of the bank. The funding breakdown for this project is as follows:

- 2023 DRFA REPA with associated Betterment - \$12,439,419.53
- 2022-23 QLD Betterment Fund - \$7,967,667.57
- Council Contribution - \$400,000.00

Betterment Project 2: Lawn Hill Creek North Crossing Raised Causeway

The Lawn Hill Creek North Crossing has been approved for \$7,991,954.07 in betterment funding, inclusive of \$1,106,997.42 in REPA-associated betterment funding. Project scoping is currently underway, with design and Construction to follow. The funding breakdown for this project is as follows:

- 2023 DRFA REPA with associated Betterment - \$1,106,997.42
- 2022-23 QLD Betterment Fund - \$6,557,101.57
- Council Contribution - \$327,855.08

Betterment Project 3: Gregory Lawn Road Concrete Mattresses

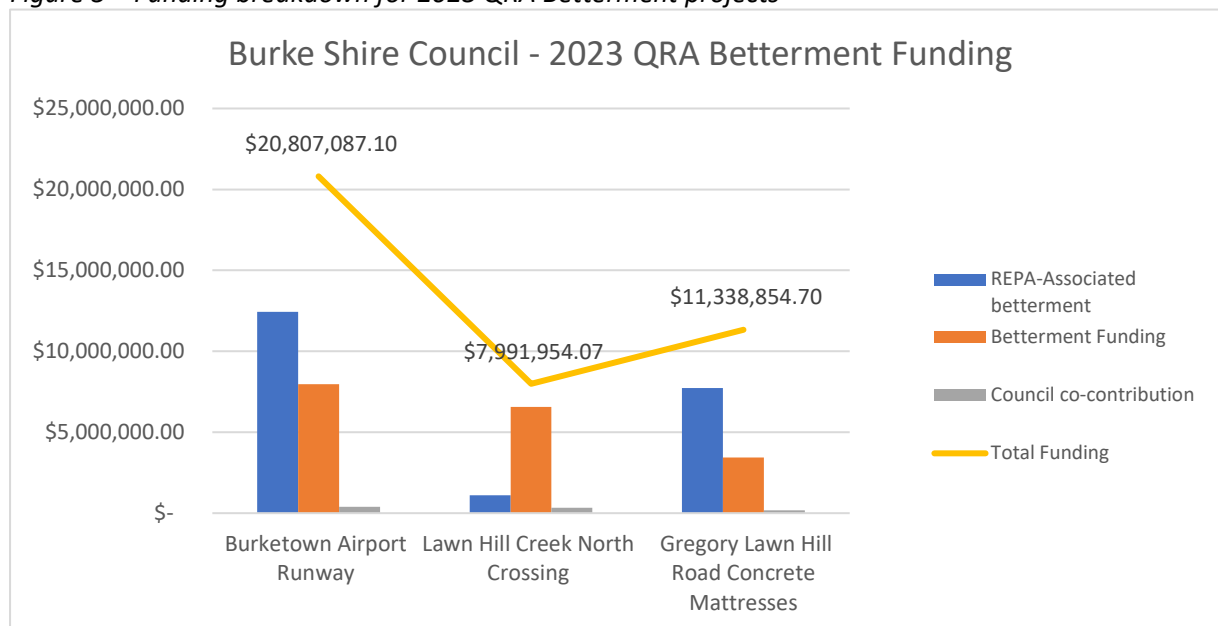
The Gregory Lawn Hill Road concrete mattresses have been approved for \$9,319,467.19 in REPA funding under submission #45. There is a further \$11,338,854.69 in Betterment funding, inclusive of \$7,486,813.19 of REPA-associated betterment. Project scoping is currently underway, with design and Construction to follow. The funding breakdown for the Betterment project is as follows:

- 2023 DRFA REPA with associated Betterment - \$7,486,813.19
- 2022-23 QLD Betterment Fund - \$3,657,041.50
- Council Contribution - \$195,000.00

Betterment Project Funding

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

Figure 5 – Funding breakdown for 2023 QRA Betterment projects



Appendix A – Project Photos



Image 1 – Lawn Hill National Park Road – New Guideposts



Image 2 – Lawn Hill National Park Road – Reconstruct and seal



Image 3 – Lawn Hill National Park Road – Reconstruct and seal



Image 4 - Lawn Hill National Park – Grading Works



Image 5 - Lawn Hill National Park – Grading Works



Image 6 – Doomadgee West Road – VFM Section 1

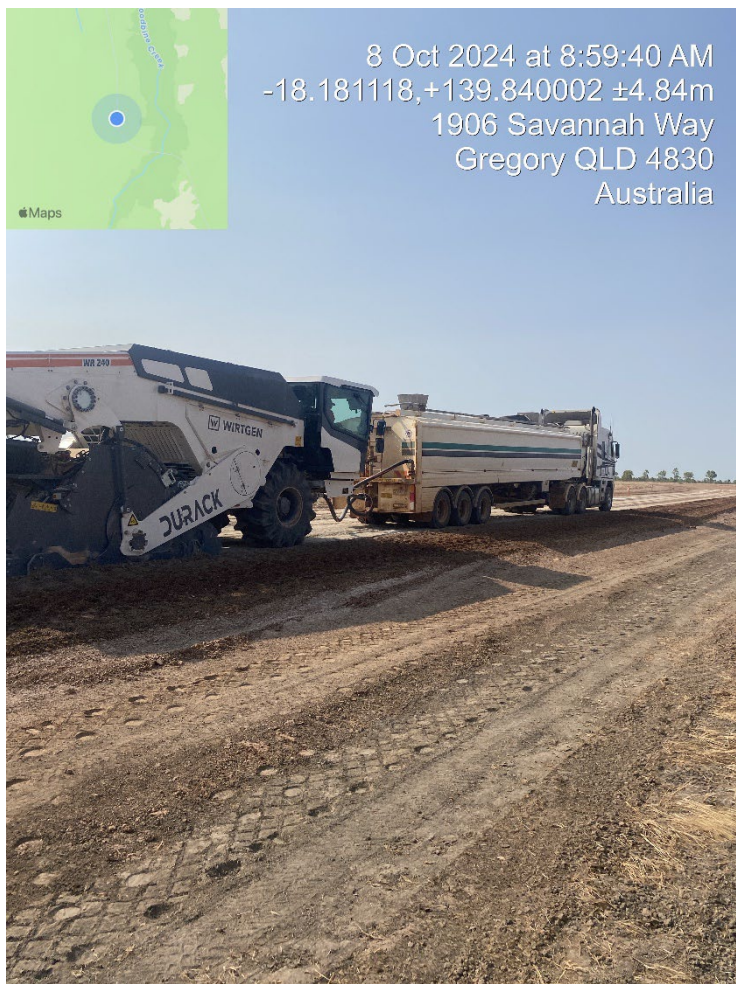


Image 7 – Floraville Road – Lime stabilisation trial

6. OFFICER'S RECOMMENDATION

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

10.03 DRFA Works Project Status Report

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

Moved: Cr Murray

Seconded: Cr Yanner

Carried 241029.05 5/0

Attendance

Madison Marshall left the meeting from 9.45am to 9.47am.

10.04 280-4615-0000 - Burketown Town Streets Reseal Council Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson – Director of Engineering / Deputy CEO
PREPARED BY:	Amir Akrami –Manager Project Management Office
DATE REPORT PREPARED:	24 October 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 provides Council with recommendations to appoint, with provisions, the Principal Contractor to carry out the works designated under Contract No.: '280-4615-0000 - Burketown Town Streets Reseal' as stated in Section 3.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire Council's sealed road assets in Burketown require resealing as part of routine maintenance activities. The reseal proposed by this recommendation will prolong the lifespan of the asset and increase safety. Resealing road assets prevents more costly repairs or reconstruction due to wear from traffic and weather.

The Tender

The tender for the above project was advertised on VendorPanel on 27 September 2024, under a Minor Works Contract. The tender requested pricing for the resealing and reinstatement of line marking for the following assets:

Table 1 Included Scope

Asset ID	Road	Reseal Area (m ²)
9106	Anthony Street	4,016
9102	Bowen Street	3,673
9154	Burke Street	9,706
9110	Firefly Street	372
9103	Gregory Street	4,752
9152	Hospital Road	1,521

Asset ID	Road	Reseal Area (m ²)
9109	Landsborough Street	2,102
9108	Marshall lane	836
9107	Marshall Street	650
9104	Sloman Street	7,245
1021 (Provisional)	Beames Street	15,322

It was noted that the resealing of Cemetery Road was inadvertently omitted from the tender scope, but the recommending officer has considered its inclusion.

Due to the specialised nature of the service, the following list of 12 TMR pre-qualified suppliers were invited to tender:

- 1) Suncoast Asphalt Pty Ltd Building Products & Materials
- 2) Colas Queensland Pty Ltd Building Products & Materials
- 3) Austek Spray Seal Pty Ltd Building Products & Materials
- 4) Roads R Us Pty Ltd Building Products & Materials
- 5) Rpq Mackay Pty Ltd Building Products & Materials
- 6) STABILISED PAVEMENTS OF AUSTRALIA PTY. LIMITED Building Products & Materials
- 7) Koppen Construction Pty Ltd Building Products & Materials
- 8) Boral Resources (Qld) Pty. Limited Building Products & Materials
- 9) Fulton Hogan Industries Pty Ltd Building Products & Materials
- 10) Pioneer North Queensland Pty Ltd Building Products & Materials
- 11) Fgf Bitumen Pty Ltd Building Products & Materials
- 12) QUEENSLAND CENTRAL BITUMEN Building Products & Materials

During the tender period, none of the suppliers requested any additional information.

Tender responses were received from the following suppliers by 3 pm on 9 October 2024 (tender close):

- 1) Boral Resources (Qld) Pty. Limited Building Products & Materials,
- 2) Koppen Construction Pty Ltd Building Products & Materials,
- 3) RPQ Mackay Pty Ltd Building Products & Materials, and
- 4) STABILISED PAVEMENTS OF AUSTRALIA PTY. LIMITED Building Products & Materials

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and held an evaluation meeting on 21 October 2024 to discuss and agree on the consensus scoring. The panel noted that Boral Resources and RPQ did not include pricing for the reinstatement of line marking (non-conforming).

Following post-tender clarifications, the evaluation team reconvened on 23 October 2024 to finalise the scoring. The tender submissions and consensus scoring are listed in Attachment 1.

Of the four tenders received, the evaluation panel concluded that Koppen Construction Pty Ltd submitted the preferred proposal.

Koppen Construction Pty Ltd is a Local Buy registered supplier under the Road and General Civil Construction LB313 Contract. Accordingly, it is proposed that council should engage the contractor under the terms and conditions of Local Buy contract LB313 is subject to the following provisions.

Per the Burke Shire Council Procurement Policy, exemptions to tender requirements under section 6.3 Exemptions to Quotation and Tender Requirements may be applied in the following circumstances:

Section; (b) Utilisation of Approved Contractor Lists, Registers of Pre-Qualified Suppliers & Preferred Supplier Arrangements:

(ii) if the contract is entered into; -

- with a contractor from an Approved Contractor List (ACL) (Goods and services purchased against ACL must comply with the Chapter 6 - Part 3, Division 3, section 231 of the Local Government Regulation 2012)
- with a supplier on a Register of Pre-Qualified Suppliers (RoPS) (Purchases from a supplier on a RoPS must comply with Part 3, Division 3, section 232 of the Local Government Regulation 2012)
- with a supplier with whom a Preferred Supplier Arrangement (PSA) exists (Goods and services purchased against PSA must comply with Part 3, Division 3, section 233 of the Local Government Regulation 2012)
- **under an LGA arrangement such as the LGAQ's 'Local Buy' (Goods and services purchased under an LGA arrangement must comply with Part 3, Division 3, section 234 of the Local Government Regulation 2012)"**

Based on the above assessment in accordance with the Burke Shire Council Procurement Policy, council officers consider it appropriate that council engages in contracting services in accordance with the above noted section b(ii) with Koppen Construction Pty Ltd under contract number 280-4615-0000 - Burketown Town Streets Reseal.

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 **Koppen Construction Pty Ltd** to the amount of **\$372,443.09** with delegated authority to the CEO to negotiate up to the amount of **\$ 500,000** (ex GST) (Project Budget). The increased delegated authority requested pertains to the potential opportunity to award a variation for the resealing of Cemetery Road and adequate contingency for construction.

The tenders received were priced very competitively and Council has the opportunity to access better value for money for the required maintenance activities.

4. FINANCIAL & RESOURCE IMPLICATIONS

The allocated budget for the Gregory and Burketown Street Reseal project is \$500,000. The external funds will be sourced through TIDS, LRCI Round 4 and Works for Queensland 24-27.

The breakdown of this funding is noted in the table below. An additional consideration to also note with council is at this stage, pending the approval of the Works 4 Queensland allocation of grant funding identified below, council intends to make a \$200k saving of own-sourced funding if the Department approves these funds to be allocated to this project.

Project Costing Estimate:					
Council Budget	Budgeted Own-source Funds (\$)	Budgeted Grant Funding (\$)			Total Approved Budget (\$)
Council Approved Budget (Burketown and Gregory Town streets Sealing - Upgrade Project)	200,000	300,000			500,000
Sources of Funding	Own-source Funds (\$)	TIDS Grant Funding (\$)	LRCI R4 Grant Funding (\$)	Works for QLD Grant Funding (Pending Approval) (\$)	Total Expected Costing and Grant Funding (\$)
Expected Grants Income	0	177,000	176,000	147,000	500,000
Expected Project Costing					Costs (\$)
Project Construction					292,443.09
Project Management (external contractor)					25,000
Project Management (internal costs)					10,000
Contingency (12%)					45,000
Total Expected Project Costing					372,443.09
Escalation (35%)					127,556.91
Total Expected Project Costing (Escalated)					500,000
Variance between Approved budgeted and Newly Proposed Costing					\$0

5. RISK

Risk Type	What could happen	Possible consequence
Contract variation – due to wet weather	<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, material supply constraints	<ul style="list-style-type: none"> ▪ Not completing works within the allocated financial year 	<ul style="list-style-type: none"> • Monitor progress closely with Project Management “on the ground” overview
Inadequate funding	<ul style="list-style-type: none"> ▪ Works for Queensland funding program reject the project nomination 	<ul style="list-style-type: none"> • Low risk. • Revisit Officers recommendation

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 the Council’s Procurement Policy. These requirements have been met through the tender process involved with this project.

Instrument	Reference	Details
<i>Local Government Act 2009</i>	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.
<i>Local Government Act 2009</i>	Section 257	Council authorises the CEO to incur certain expenditure on behalf of Council by way of a delegation made by Council resolution.
<i>Local Government Regulation 2012</i>	Sections 228-238 – Default Contracting Procedures	These Sections in the Regulation provide the requirements for Procurement for contracts valued at \$200,000 and above.
<i>Burke Shire Council Corporate Plan 2019/2024</i>	Vision, Mission, Values	Local Government Principles and Sound Contracting Principles

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

7. CRITICAL DATES & IMPLICATIONS

Tender Award – October 2024

Required Commencement – November 2024

Construction Practical Completion – 29 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 **Koppen Construction Pty Ltd**.

10. OFFICER'S RECOMMENDATION

- a) That Council note the contents of the report and relevant attachments; and
- b) That Council awards the Contract to Koppen Construction Pty Ltd to the maximum amounts (ex GST) of:
 - i. \$ 372,443.09 ex GST.
- c) That Council delegates authority to the CEO to enter into negotiations with any and all matters associated with executing 280-4615-0000 - Burketown Town Streets Reseal Contract to the maximum of \$ 500,000 (ex GST) subject to budget availability.

10.04 280-4615-0000 - Burketown Town Streets Reseal Council Report

- a) That Council note the contents of the report and relevant attachments; and
- b) That Council awards the Contract to Koppen Construction Pty Ltd to the maximum amounts (ex GST) of:
 - ii. \$ 372,443.09 ex GST.
- c) That Council delegates authority to the CEO to enter into negotiations with any and all matters associated with executing 280-4615-0000 - Burketown Town Streets Reseal Contract to the maximum of \$ 500,000 (ex GST) subject to budget availability.

Moved: Cr Yanner

Seconded: Cr Poole

Carried 241029.06 5/0

Attendance

Kimberly Chan left the meeting from 9.51am to 9.53am.

Cr Poole left the meeting from 9.57am to 9.58am.

11. Chief Executive Officer Reports

11.01 Status Report

Resolution Number – 221025.08 – Burke Shire Council Economic Development Strategy

That:

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

Status

Community consultation has occurred in Burketown and Gregory. Economic Development Strategy currently being developed. Ongoing.

Resolution Number – 221209.05 – Burketown Speed Limit Reduction

That the speed limit be reduced from 60 to 30 km per hour when the Beames and Musgrave St Upgrade and Cycleway project is constructed:

1. On Beames St between Sloman St and Marshall Lane, and
2. On Musgrave St between Burke St and Beames St

Status

Matter will be resolved when the Beames and Musgrave Street Upgrade and Cycleway design is finalized. Discussion with DTMR had confirmed that a posted 30 km per hour speed limit is not required. Ongoing.

Resolution Number – 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.

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 grant funding outcomes.

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	\$4,000.00

					however in-kind estimation is based on cost of waterslide use. Use of the Water slide four times a year.	
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 – 240725.07 – 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 – 240725.17 – 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

Report on this agenda.

Resolution Number – 240828.11 - Disposal of Defective Council Yellow Plant

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.

Status

Officers investigating a suitable method for disposal.

In progress.

Resolution Number – 240828.17 - Closed Session Report - Rating Sales Approval to Proceed and Authority for CEO to Negotiate Transfer for Land

That Council:

1. Delegates authority to the CEO to negotiate on behalf of council the transfer of land in return for the consideration of write-off of outstanding rating arrears for the assessments listed in the report.
2. Must obtain valuations for each of the listed assessments and council determine the fair value of each in accordance with section 137 of the Local Government Regulation.
3. Proceed with rating sale in accordance with the council Debt Recovery Policy and section 135 of the Local Government Regulation and in accordance with the advice provided by external debt collectors (Collection House) for the assessment listed in the report.
4. Ensure this rating sales process is carried out in accordance with section 140, section 141, section 142, section 143, section 145, and section 146 of the Local Government Regulation.

Status

In progress.

Resolution Number – 240918.06 – Gregory Public Amenities 0280-4305-0000

That Council:

- a) accepts and notes the contents of the report and relevant attachments; and
- b) approves the transfer of \$25,000 from the auction of the replaced toilet building in Gregory to the Gregory Public Amenities project for the new toilet building.

Status

Completed.

Matter Closed.

Resolution Number – 240918.07 – Airport Runway – Gravel Haulage Council ReportOfficer's Recommendation

That Council:

- a) Accepts and notes the contents of the report; and
- b) Approves the purchase of approximately 40,000t of Type 2.1 pavement material from QCrush Resources through LocalBuy contact number LBR290; and
- c) Delegates financial authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget of \$3,002,000 (excl. GST).

Councillors Recommendation

That the report be deferred to a special meeting within the next two weeks, with further information to be brought back to Council.

Status

Special meeting held.

Matter Closed.

Resolution Number – 240918.11 – Aboriginal Cultural Heritage Protection Agreement

That Council approves:

1. The adoption of the proposed Aboriginal Cultural Heritage Protection Agreement, and instructs the CEO to sign the agreement on behalf of Council.
2. The CEO be delegated to organise appropriate training with Councillors and Council staff, this will include the current Burketown ILUA and proposed Gregory ILUA.

Status

Report adopted by Council and sent to Carpentaria Land Council Aboriginal Corporation for signing.

Resolution Number – 240918.12 – Disposal of Defective Council Plant and Vehicles

That Council:

- a. Notes and accepts the contents of the report; and
- b. Acknowledges 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 522 and 593; 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.

Status

In progress.

Resolution Number – 241014.02 – Airport Runway – Gravel Haulage Council Report

That Council:

- a) Accepts and notes the contents of the report; and
- b) Approves the purchase of approximately 40,000t of Type 2.1 pavement material from QCrush Resources through LocalBuys contact number LBR290; and
- c) Delegates financial authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget of \$3,002,000 (excl. GST).

Amendment to Motion

Cr Camp moves an amendment to the Officer's Recommendation that b) and c) be removed and Council includes the supply of gravel material in the main runway reconstruction project contract.

Moved: Cr Camp
Seconded: Cr Murray
Voted 5/0

That Council:

- a) Accepts and notes the contents of the report; and
- b) Includes the supply of gravel material in the main runway reconstruction project contract.

Status

No further action required.

Matter Closed.

1. OFFICER'S RECOMMENDATION

That Council receives and notes the contents of the Status Report as at 29 October 2024.

11.01 Status Report

That Council receives and notes the contents of the Status Report as at 29 October 2024.

Moved: Cr Camp
Seconded: Cr Yanner
Carried 241029.07 5/0

Attendance

Cr Poole left the meeting from 10.18am to 10.21am.

11.02 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	18 October 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 September 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 in regard to the 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.
- Works Manager discussions and interview.
- Council meeting and briefings.
- Department of Local Govt site visit.
- Discussions Gulf RWA.
- WH&S discussions around audit.
- Discussions Director Strategic Partnership position and finalisation PD.
- Internal Grants meeting.
- GSD board meetings, including catchup

Financial Services and Information Technology

Major focus in September 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.

- March 2023 and 2024 Counter Disaster Operations (CDO) flood claim have been prepared and submitted with the assistance of North Lane. We are currently facilitating queries from the QRA.
- Financial statements audit has been mostly completed; we are currently pending a few final items with audit but expect to be signing statements on schedule for the 31 October 2024. Minimal deficiencies and no significant deficiencies have been noted with an unqualified reported expected to be issued.
- R2R Annual Report is in progress.
- The State Fire return for the quarter has been lodged on schedule.
- SWIM Data was lodged on schedule and in compliance with DNRME.

Major focus in September 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. 2 live outages have occurred where the system has cut-over with minimal to no interruption of council services. This project has been deemed extremely successful.
- Engaged in phase 2 of Starlink redundancy solution; RMT and council are currently shipping a large amount of outdoor AP networking equipment to Burketown to instate a public Wifi network for community. This is an alpha implementation for rural communities and we are not aware of the scale of this type of implementation being completed in any other rural community to date. The concept is to use the council redundancy system from Starlink to build a free to access wifi cloud network for community.
- Council received it's audit review conducted by the Commonwealth Government regarding TV and Radio service coverages across the region.
- Attentis Smart AI Weather and Environmental Monitoring Stations are currently being sought via Telstra off of the successful funding provided by NEMA. This project will commence early 2025 at this stage.
- Commenced scoping Zetifi public wifi solution with RMT, Zetifi and Telstra. We will be putting a funding submission through to the IDF for the following:
 - Solar Starlink powered Zetifi Wifi AP node for the Burketown Wharf Precinct
 - Solar Starlink powered Zetifi Wifi AP node for the Burketown Football Grounds
 - Solar Starlink powered Zetifi Wifi AP node for the Albert River Fishing Area
 - Solar Starlink powered Zetifi Wifi AP node for the Gregory Rodeo Ground
 - Solar Starlink powered Zetifi Wifi AP node for the Gregory Pub
 - Solar Halo Mesh powered Zetifi Wifi AP node for the Gregory short stay accommodation area across from the pub
- This is a first implementation of its kind so we expect there to be some teething issues, however we are confidence this project will be a success if the funding can be sought
- Drones will be reviewed and pursued for early 2025; at this stage comms fortification is the primary focus ahead of the flood season
- Council will also be improving all site UPS and power backup kits on the admin building with new Meraki routers and switches being order for a number of other sites

- The Gregory Depot is also being scoped to be SD Wan'd similar to the Burketown Admin office moving forwards as well
- The 'Know Be For' Cyber Training platform has commenced implementation as well during the month with the first round of Phishing assessments being carried out on council staff

People and Culture

EBA related

- JCC meeting scheduled for 15 October

Policies

- Nil

Positions advertised

- Water Operator
- Machine Operators / Labourers
- Works Manager
- Administration Officer
- Trainee Project Support Officer
- Airport Supervisor
- Local Laws Officer

New employees

- Beau Ah Kit

Terminations

- Sasha Hookey

Training and Professional Development

- RMPC Workshop
- First Aid and CPR
- LGMA Conference
- Traffic Control Part 2

Other

- Health and wellbeing
 - Move it Burke: bootcamp held on 8 September with 6 attendees in total.
 - Gym: 146 uses in September

Economic and Community Development

Grants

Submission Stage Grants:

Grant Name	Project Name	Amount of Funding Requested
NWQMP Tourism Infrastructure Grant	TBC -Burketown Rodeo Ground Amenities upgrade	\$200,000.00 available
Gambling Community Benefit Fund	Food Trailer	\$35,000.00 in funding available
SES Grants 25-26	TBC – upgrades to Burketown SES Shed	Up to \$150,000.00 for facilities

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, 340,392.00
Housing Support Program – Community Enabling Infrastructure	Crimson Edge Servicing	~\$3,600, 000.00
NAB Community Grants	Upgrade comms in Nijinda Durlga	\$25,000.00
GRP Round 2	Health and Wellbeing Precinct Stage 1	\$4,096,737 in funding requested
Supply Scheme Fund	Planning Scheme Review	\$100,000.00
Australia Day Grant	Australia Day Event	\$10,000.00

Recently Successful:

Grant Name	Project Name	Amount of Funding Requested
NWQ Economic Diversification Strategy Implementation Plan	Town Entry Statements	\$100,000.00
Local Government Grants and Subsidies Program (LGGSP) 24-28 - PLANNING STREAM	Burketown Industrial Estate – Planning and Design	\$519,000.00 funded (total project cost \$650,000.00)

- Works for Queensland Funding Submission was also approved.

Currently Holding Funding:

Grant Name	Project Name	Amount of Funding
Building Bush Tourism	Wharf Recreational Precinct Footpath	\$200,000.00
Disaster Ready Fund	Wifi hub Gregory Township	\$530,494.00

Grant Name	Project Name	Amount of Funding
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
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
Disaster Resilience Funding NEMA	Attentis Disaster Ready Intelligence Network	\$224,000.00
Disaster Ready Fund 24-25	Disaster Resilience Master Planning Report	\$100,000.00

Unsuccessful Grants

No recently unsuccessful

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	Taren has started this program – regular attendees	\$25,000.00

<i>Project Name</i>	<i>Status</i>	<i>Funding Amount</i>
Local Government Sun Safety Grant Sun Safety Incentive	Progressing – with WHS	\$5,000.00
Queensland Seniors Month 2024 Burke Shire Seniors Day Event 2024	From seniors meet up it was decided a boat tour with Yagurli was preferred – organised for the 23 rd Oct with lunch afterwards. Councillors Seniors lunch will also occur.	\$2,000.00
Get Ready Queensland 24-25 Get Ready Preparedness Events	Planning to commence shortly along with Disaster Management Officer. Schedule event for the 19 th November	\$4,800.00
Tackling Regional Adversity through Connected Communities Burke Shire Mental Health Events	<p>Planning for various events underway for this year. Looking at ways to engage stations and tying in mental health month (October)</p> <p>Allocation of \$10k to be put towards events at Hell's Gate. Remaining funds to be target towards Burketown and Gregory.</p> <p>Resin workshop complete in October. Macrame workshop planned for November. Engage with Gregory QCWA about the possibility of organising a gardening day.</p>	\$66,000.00
Move it NQ Program – Gregory Move it Program	Commenced. Second session complete. Difficulties with numbers but working on it. October session complete. Early November session planned.	\$7,000.00
FRRR Strengthening Rural Communities Community Garden for Burketown Residents	Variation approved. Planning commenced.	\$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.
- Digi roadshow program visited in September – only one business attended.

- Planning for a pre wet or post wet season workshop underway.

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.
- Assisting with town entry signage statement project
- Tourism Data (Provided by the Visitor Information Centre) –

BVIC MONTHLY REPORT – September 2024

September saw a moderate drop of 44% in Visitor Numbers over Last Year.

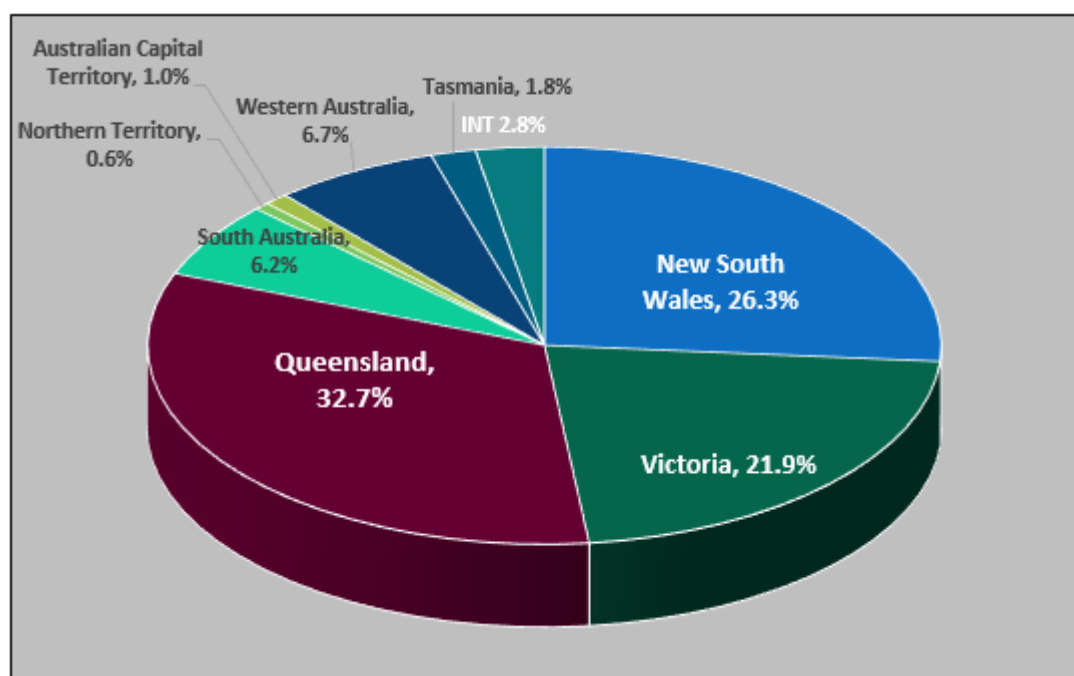


Regardless of the drop in September, thanks to the stronger numbers earlier in the season the YTD figures were already exceeding LY totals.





September averaged just 4.5 Visitors a day. YTD QLD remains the largest Point of Origin but NSW and VIC combined reached 48% as opposed to QLDs 33% contribution.



The season is winding up and the focus is now on 2025.

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:

- TRACC workshops ongoing

- Remembrance Day 11th November 2024
- Staff and community Christmas Parties 13th – 14th December
- Young Ambassador

Community Events:

Community Christmas Parties 13th – 14th December

Donations

- Ongoing – Complete for 2024.

Community General

- RADF Community funding round to be released before the end of 2024 for project to be completed by 30 June 2025.
- 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. Services Australia post submission successful.
- Monthly seniors meeting in Burketown to occur with remaining seniors day funding.
- 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. Grant funding sourced – organising a meeting with the rodeo committee to discuss.
- Plans to go to Gregory to view projects.

Environmental Health, Locals Laws, and Facilities

Building, Facilities and Maintenance

- Vacant properties –Unit 6, Seniors Complex. Plans are progressing for Units on Sloman St. Works Manager (Marshall Lane) house is currently vacant until position is filled.
- I offer to staff member for housing in the Senior Complex however this was declined.
- New Tenant – Unit 7 Senior Complex, Patrick Kumsing
- Outback Pest Control have been engaged to perform pest control services. Inspections and treatment to be carried out in November.
- Gregory Airport – Lighting has been repaired.
- MPDT completed tree lopping in Burketown and Gregory which included both airports and the Gregory bridge.
- Gregory Cemetery – Water connection to be installed. Due to staff shortages, this has been delayed.
- 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.
- Lease of Lot 51 SP181721 (Department of Defence) is due to expire on 22nd November 2024. The original lease commenced on the 23/11/2004. Under the original lease they were entitled to

four(4) options to renew this lease for terms of five years each with each option to be exercised by notice in writing from the Tenant to the Landlord prior to the expiry of the term immediately preceding the option term. The new lease to be granted on the exercise of an option for renewal shall be on the same terms as this lease except for the number of options for renewal remaining. The lease will remain in place until 22 November 2029.

- Burketown SES Shed – Quotes currently being sourced to complete upgrades to the SES Shed. Issues were identified through snap, send solve which need to be resolved. There is an SES Facilities Grant available for 150k that we will look at applying for to cover upgrades.
- Morning Glory Park Playground – More sand has been ordered to ensure we comply with safe fill levels which has delayed the opening of the park. We expect that this will arrive in the next couple of weeks.

Local Laws

- The potential candidate for this position withdrew their application. Position has been re-advertised. Ranger Vehicle – Contract signed. Excepted wait time is 3-4 months.
- Abandoned Vehicles – Currently working with staff and TMR to identify, report and remove abandoned vehicles.

Environmental Health

- Food Licensing – We have managed to secure an EHO (based in Cairns) who is scheduled to conduct food business inspections and water sampling (for business not hooked up to town water) from 4th to 7th November 2024.

We will be looking at setting up a 3-year Service Agreement following his first visit.

Other

- 4 staff members will be completing Operational Playground Safety Inspectors course in November.

Corporate Services and Governance

- Received a library exchange
- Completed the annual library reporting
- Rex trainer was onsite to sign Clairice off on check ins

3. OFFICER'S RECOMMENDATION

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

11.02 Chief Executive Officer Report

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

Moved: Cr Camp

Seconded: Cr Poole

Carried 241029.08 5/0

Attendance

Chelsea Nelson left the meeting at 10.30am.

Adjournment

That Council adjourned the meeting from 10.31am to 10.55am for morning tea, all were present except Kimberly Chan and Madison Marshall.

11.03 Finance Monthly Update Report

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	23 October 24
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 September 2024.

2. SUMMARY

Council's cash holdings were down by \$4.855mil by the end of September 2024.

Overall council is over budget by 0.25% when compared with the 30 June 2024 target. We do note it is the third month of operations for the financial year and significant amounts of flood damage and RMPC works are underway leading to some cost phasing.

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

1. Overall Operating Summary (Actual v Budget)
2. Statement of Cash Flows
3. Statement of Income and Expenditure
4. Organisational Services Performance
5. Statement of Financial Position
6. Rating Arrears Summary
7. Exercise of Delegations
8. Officer's Recommendations

3. OVERALL OPERATING SUMMARY (ACTUAL V BUDGET)

The below summary shows a brief snapshot of how council is tracking in the current year against the budget for the year as adopted by council for the 30 June 2025.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	14,266,192	30,165,595	47%
Operating Expenses	(2)	8,314,758	32,933,300	25%
Operating Result (Profit/Loss)		5,951,434 -	2,767,705	-15%
Capital Revenue	(3)	212,500	33,953,000	1%
Net Result		6,163,934	31,185,295	20%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	58,475,653	38,309,470
Other Current Assets	(5)	5,013,705	1,402,000
Non Current Assets	(6)	165,632,898	199,998,924
Total Assets		229,122,256	239,710,394
Liabilities (Current)	(7)	51,775,007	36,655,000
Liabilities (Non Current)	(8)	962,668	1,485,415
Total Liabilities		52,737,675	38,140,415
Net Community Assets		176,384,581	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%	42%	66%
² Working Capital Ratio	Greater than 1:1	1.2	1.2
³ Net Financial Liabilities Ratio	Less than 60%	-82%	-123%

Notes:

- (1) **Operating Revenues** - Major movement for the month consists approximately \$4.7mil of DRFA funded flood damage revenue being able to be recognised due to works being completed so far for the year.
- (2) **Operating Expenses** - Operating expense have increased during the month due to works increasing for DRFA funded flood damage and RMPC works being carried out on state roads for the month. This is consistent with the revenues noted above being recognised in reciprocation to this expenditure being incurred.
- (3) **Capital Revenue** - Minimal capital revenues have been recognised year to date; works are still being completed and minimal revenue can be recognised year to date so far. This is expected to increase in the coming months.

(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.

¹ Definitions

¹ The working capital ratio: measures council's ability to offset short term obligations with current assets.

² The net financial liabilities ratio: measures council's ability to increase borrowings where necessary.

³ The operating surplus ratio: measures council's ability to cover operational costs through operational revenues.

4. STATEMENT OF CASH FLOWS

Short outline describing the proposal. The below statement shows a comparison between the cashflow of September 2023 in the previous year v September 2024 actuals v the budgeted estimated cashflow for 30 June 2025.

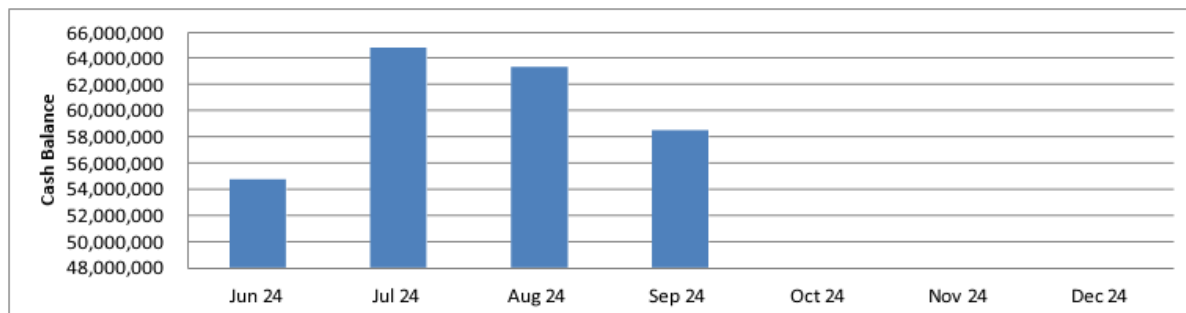
For the month ended 30 September 2024

	Note Ref	30 September 2023 \$	30 September 2024 \$	2024-25 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	(605,490)	772,682	5,258,079	15%
Payments to suppliers and employees	(2)	(5,671,523)	(10,542,599)	(43,113,896)	24%
		(6,277,013)	(9,769,918)	(37,855,817)	26%
Rental Income	(3)	54,771	55,684	210,000	27%
Interest Received	(4)	251,751	747,344	1,533,706	39%
Operating Grants and Contributions	(5)	944,454	13,271,825	23,526,700	56%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		(5,026,038)	4,304,936	25,270,406	17%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(1,931,232)	(791,664)	(38,308,000)	2%
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)	778,360	212,500	33,913,000	1%
Net cash inflow (outflow) from investing activities		(1,152,872)	(579,164)	(4,355,000)	13%
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)	(6,178,910)	3,725,772	(16,440,411)	-23%
Cash at beginning of reporting period		24,460,577	54,749,881	54,749,881	100%
Cash at end of reporting period	(8)	18,281,667	58,475,653	38,309,469	153%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	4.83%	747,344	52,296,945
Westpac General Fund - Trust	-	-	6,178,425
Cash Floats	-	-	283
Total			58,475,653

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	\$ 58,475,653.25	%
Restricted Cash - DRFA Operating Grants	\$ 42,980,700.62	73.50%
Restricted Cash - Non-DRFA Operating Grants	\$ 226,087.98	0.39%
Restricted Cash - Capital Grants	\$ 7,465,396.52	12.77%
GST Liability	\$ 365,088.50	0.62%
Unrestricted Cash	\$ 7,438,379.63	12.72%
Contract Assets - Cash to be received by 30 June 2024		
LRCI 2 and 3	\$ 323,000.00	<i>Pending final acquital approval</i>
Insurance	\$ 250,000.00	<i>Pending finalisation with assessor</i>
Projected Unrestricted Cash	\$ 8,011,379.63	
Prior Month Unrestricted Cash Balance	\$ 8,883,859.21	
Explanation for Movement:	-\$ 1,445,479.58	
Movement is due to council progressing projects and rates/FA grant funded operational spend as per the annual budget.		

Notes to the Statement of Cashflows:

- (1) **Receipts from customers** - On track with budget. Impacted by the movement of rates levying; we expected this to correct as rates amounts are paid to council during the course of the next 2-6 months.
- (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 (4.83%). This is down from 5.19% in August 2024.
- (5) **Operating Grants and Contributions** - Major movement for the month consists approximately \$4.7mil of DRFA funded flood damage revenue being able to be recognised due to works being completed so far for the year.
- (6) **Payments for Property, Plant and Equipment** - No major movement noted at this stage. We expect this expenditure to increase during the course of the year.
- (7) **Capital Grants and Subsidies** - No major movement noted for September 2024 so far; this revenue will increase in unison with the increase in expenditure for Payments for Property, Plant and Equipment.
- (8) **Net Cash Movement** - Council's cash holdings were down by \$4.855mil by the end of September 2024.

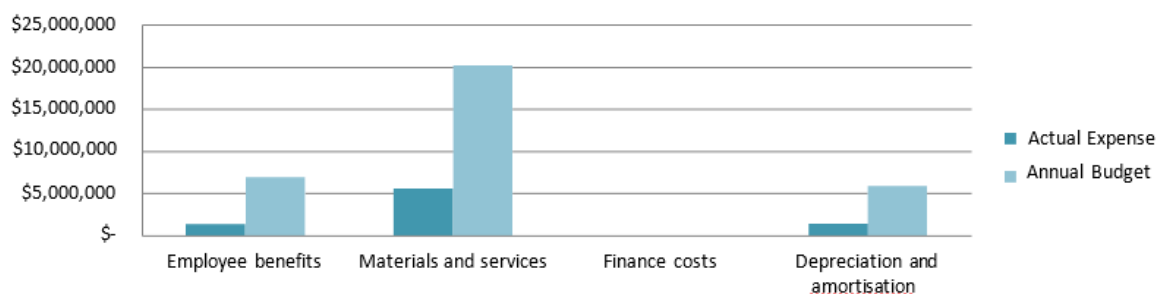
5. STATEMENT OF INCOME AND EXPENDITURE

The below statement shows a comparison between the income and expense statement of September 2023 in the previous year v September 2024 actuals v the budgeted income and expenditure for 30 June 2025.

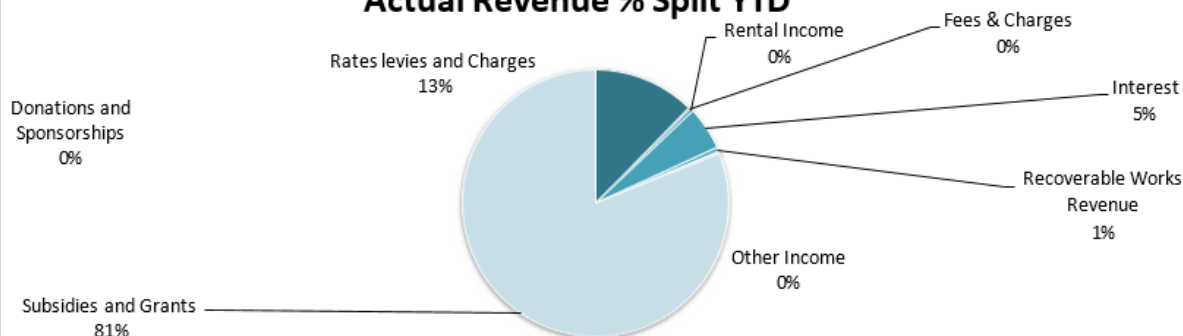
For the month ended 30 September 2024

	Note Ref	30 September 2023 \$	30 September 2024 \$	2024-25 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,700,625	1,772,160	3,496,000	51%
Fees & Charges	(1)	28,102	23,300	145,400	16%
Rental Income	(2)	54,771	55,684	210,000	27%
Interest	(3)	251,751	747,344	1,335,000	56%
Recoverable Works Revenue	(4)	28,233	71,142	1,129,895	6%
Other Income	(5)	319	19,719	317,600	6%
Donations and Sponsorships	(12)	-	11,136	5,000	223%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	1,144,500	11,565,707	23,526,700	49%
Total Recurrent Revenue		3,151,198	14,266,192	30,165,595	47%
Capital Revenue					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	778,360	212,500	33,913,000	1%
Total Capital Revenue		778,360	212,500	33,953,000	1%
TOTAL INCOME		3,929,558	14,478,692	64,118,595	23%
Recurrent Expenses					
Employee benefits	(8)	1,264,191	1,367,554	6,893,207	20%
Materials and services	(9)	2,105,183	5,534,426	20,150,093	7%
Finance costs	(10)	6,265	17,968	32,000	56%
Depreciation and amortisation	(11)	1,467,541	1,394,810	5,858,000	24%
TOTAL RECURRENT EXPENSES		4,843,180	8,314,758	32,933,300	25%
NET RESULT		913,622	6,163,934	31,185,295	20%

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 (4.83%). This is down from 5.19% in August 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 October 2024 report to council. It should be noted an opening balance reversal will be posted for 2023/2024 at this stage during October per the findings of external audit.
- (5) **Other Income** - Minimal movement to report for the month.
- (6) **Subsidies and Grants (operating)** - Major movement for the month consists approximately \$4.7mil of DRFA funded flood damage revenue being able to be recognised due to works being completed so far for the year.
- (7) **Subsidies and Grants (capital)** - No major movement noted for September 2024 so far; this revenue will increase in unison with the increase in expenditure for Payments for Property, Plant and Equipment.
- (8) **Employee benefits** - In relation to employee benefits costs against the budget, we have currently expended \$1.367mil against a budget of \$6.893 mil for the year; this is an actual spend of 19.84% 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 inline with the expected depreciation spend by 30 September 2024.
- (12) **Donations and Sponsorship Revenue** - This is made up of revenue received from sponsorship for the Order of the Outback Ball which was held in August 2024.
- (13) **Sale of non-current assets** - Nil movements noted at this stage.

6. BURKE SHIRE COUNCIL FINANCIAL PERFORMANCE

It is expected that movements should be no more than 8.33% month on month (100% divided by 12 months).
 Benchmark for September 2024 25.00%

% YTD Actual expense v Annual Budget

YTD actual v budget is on track

YTD actual v budget is unfavourable (1%-5% movement larger than expected)

YTD actual v budget requires review (>5% movement larger than expected)

Organisational Services					Comments
	30 September 2023 \$	30 September 2024 \$	2024-25 Annual Budget \$	YTD Progress %	
Recurrent Expenses					
Corporate Governance Costs	213,001	233,049	1,046,000	22.28%	On track with budget.
Administration Costs	844,397	982,089	4,293,400	22.41%	On track with budget.
Recoverable Works Expenses	143,588	287,733	934,000	30.81%	Works are on track with crews mobilised to completely them more productively when compared to previous years.
Engineering Services	1,657,074	5,227,922	17,524,500	29.83%	Slightly over, this will be due to the works being completed for DRFA falling subject to cost phasing. This is to be expected considering the value of the works estimated at this stage.
Utility Services Costs	287,981	156,293	1,028,000	15.20%	On track with budget.
Net Plant Operating Costs	- 457,138	- 472,790	750,000	63.04%	This amount will adjust overtime as predicted inline with budget. Management will monitor at this stage.
Planning and Environmental Expenses	31,944	22,955	352,000	6.52%	On track with budget.
Community Services Costs	668,527	484,728	2,615,400	18.53%	On track with budget.
Finance Costs	6,265	17,968	32,000	56.15%	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	1,467,541	1,394,810	5,858,000	23.81%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
TOTAL RECURRENT EXPENSES	4,843,180	8,314,757	32,933,300	25.25%	On track with budget.
Capitalised Wages	-	50,692	217,000	23%	On track with budget.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 30 September 2024

	30 September 2024 \$	2024-25 Annual Budget \$
Current Assets		
Cash and cash equivalents	58,475,653	38,309,470
Trade and other receivables	3,608,055	1,000,000
Inventories	562,016	300,000
Other financial assets	843,634	102,000
Non-current assets classified as held for sale	-	-
Total current assets	63,489,358	39,711,470
Non-current Assets		
Receivables	-	-
Property, plant and equipment	283,019,512	295,443,386
Accumulated Depreciation	- 117,386,614	- 95,444,462
Intangible assets	-	-
Total non-current assets	165,632,898	199,998,924
TOTAL ASSETS	229,122,256	239,710,394
Current Liabilities		
Trade and other payables	51,500,476	36,465,000
Borrowings	-	-
Provisions	274,531	190,000
Other	-	-
Total current liabilities	51,775,007	36,655,000
Non-current Liabilities		
Trade and other payables	55,410	55,415
Interest bearing liabilities	-	-
Provisions	907,258	930,000
Other	-	500,000
Total non-current liabilities	962,668	1,485,415
TOTAL LIABILITIES	52,737,675	38,140,415
NET COMMUNITY ASSETS	176,384,581	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)	33,313,559	24,545,959
Other reserves	-	-
TOTAL COMMUNITY EQUITY	176,384,581	201,569,979

8. RATING ARREARS

The below report shows the outstanding aged rating arrears as at 23 October 2024.

Rating Type	366+ DAYS \$	181-365 DAYS \$	31-180 DAYS \$	1-30 DAYS \$	Total \$
GENERAL	91,394	25,734	4,587	162,561	284,277
SEWERAGE	8,618	4,095	480	42,405	55,598
GARBAGE	5,686	3,860	367	23,469	33,382
WATER	109,145	20,126	4,386	77,782	211,440
WATER CONSUMPTION	140,449	5,405	4,646	10,052	160,553
STATE GOVT EMERGENCY	4,458	1,770	218	6,320	12,766
LEGAL FEES	6,376	-	-	-	6,376
Total	366,125	60,992	14,685	322,590	764,391
Prior Month (August)	363,811	69,571	85,859	1,959	521,200
Movt \$	2,315	-8,580	-71,174	320,630	243,192
Movt %	0.64%	-12.33%	-82.90%	16363.45%	46.66%

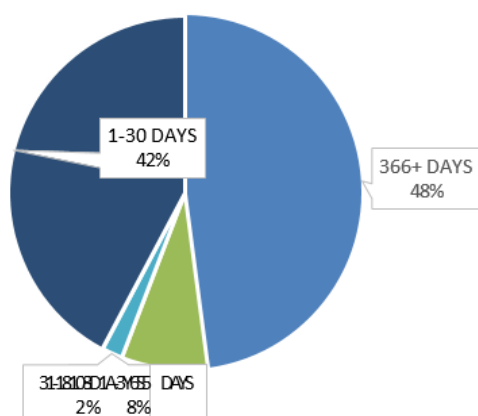
Debt Collection Actions Executed for September 2024:

	Number of assessments	Amount Outstanding
Ratepayers subject to further legal rectification	2	\$ 243,789.61
Assessments to progress to Rating Sale	1	\$ 75,631.20

(\$) Sum of Debt Actions in progress **\$ 319,420.81**

(%) of Total Rating Arrears **42%**

Total Aged Rating Arrears



9. EXERCISE OF DELEGATIONS

Clause 9 of Council's Rate Debt Recovery Policy determines how debtors can enter into a plan to pay their outstanding debts (rates and charges and other receivables) to Council. Clause 11 delegate's authority to negotiate payment plans to the CEO. The following delegations were exercised.

Debt Write off (Amount written off)	Payment arrangement and repayment term	Authorising officer (CEO)
Nil	\$7,661.26 at \$500 per fortnight \$7,726.67 at \$400 per fortnight \$5,848.06 at \$626 per week \$8,850.08 at \$200 per fortnight	CEO and Finance and Technology Manager

Debt Write off requested > \$1,000

Nil

10. OFFICER'S RECOMMENDATION

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

11.03 Finance Monthly Update Report

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

Moved: Cr Poole

Seconded: Cr Yanner

Carried 241029.09 5/0

Attendance

Chris Wilson left the meeting from 11.24am to 11.29am.

11.04 Sale of Vacant Lots in Township of Gregory – Tender OPS007-25

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

1. EXECUTIVE SUMMARY

This report provides Council with a summary of tenders received for the sale of 3 Residential vacant lots in the township of Gregory. Due to commercial sensitivity this report is confidential.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council went out to tender for the following residential vacant lots in the Township of Gregory.

Lot on Plan	Area	Address
Lot 69 RP743009	1145 m2	7 Clarke Street, Gregory, QLD, 4830
Lot 70 RP743009	953 m2	5 Clarke Street, Gregory, QLD, 4830
Lot 71 RP743009	1078 m2	3 Clarke Street, Gregory, QLD, 4830

The Tender was issued on the 5th of August 2024 and closed at 2pm AEST on the 28th of August 2024.

Under conditions of tender, it was clarified that the tender invitation was not an offer but a request for Tenderers to submit a tender for the purchase of the Lot/s.

The conditions of tender noted that vacant lots are not fully serviced and there is no sewerage or electrical infrastructure. Water access is available to the vacant lots and connection to water infrastructure is available through Council upon payment of the relevant fee.

Submission Summary

Tenderer	Lot 69	Lot 70	Lot 71	Purpose	Timeline
Marc Adamson	\$40,000	\$30,000	\$20,000	Build a small residence/ dwelling to house future staff and possibly a small shed	Within two years.
Ruby Wilson	\$21,000	\$20,000	\$20,500	Business & Residential (house)	2-5 Years
Joel Adorini* only tendering for 1 block	\$10,000	\$10,000	\$10,000	Residential (house)	2 years (2026)
Waanyi Jamba PTY Ltd	\$28,000	\$28,000	\$28,000	Residential (workers accom)	18 months

Tenderer	Lot 69	Lot 70	Lot 71	Purpose	Timeline
Shane Adorini		\$10,000	\$10,000	Residential	2 years

Proposed use of properties

- Marc Adamson submitted a proposal for use as being for 'expansion of business'. Build a small residence/ dwelling to house future staff and possibly a small shed.
- Ruby Wilson stated the purpose for Lot 69 being 'to build a shed to run a mechanical workshop and for Lot 70 being 'business of a market garden for the purpose of selling fresh fruit and vegetables.
- Waayni Jamba PTY Ltd- Residential (workers accommodation) Proposal

3. FINANCIAL IMPLICATIONS

No income was budgeted for the sale of the blocks in the 2024/2025 budget. To date \$325,000 has been received and constrained. There is an expectation that revenue received will be utilised towards Gregory Depot improvements.

4. POLICY & LEGAL IMPLICATIONS

Council is required to 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.

5. CONSULTATION

Consultation has taken place with:

- Councillors
- Chief Executive Officer
- Deputy Chief Executive Officer/Director of Engineering
- Contracts and Procurement Coordinator-
- Preston Law-Cairns

6. CONCLUSION

The tenders were advertised as follows:

- Public notices
- Social Media
- Cairns Post
- Townsville Bulletin
- Mount Isa –North West Star

Tenders were opened under strict control by Wendy Van der Wolf (Contracts and Procurement Coordinator) - Burke Shire Council office, Cairns.

The attached Planning Guideline has been prepared to assist landowners and their consultants to design development of a Dwelling house, in compliance with the 2020 Planning Scheme; and if

desired to operate a Home- based business, on land in the Township Zone – Residential Precinct in Gregory.

7. OFFICER'S RECOMMENDATION

- 1) That Council note the contents of the report and relevant attachments; and
- 2) That Council awards the tenders for the vacant lots as follows:

Lot #	Address	Tenderer	Tendered Price	Intended use of Lot
Lot 69 RP743009	7 Clarke Street, Gregory, QLD, 4830	Marc Adamson	\$40,000	Build a small residence/ dwelling to house future staff and possibly a small shed Within two years.
Lot 70 RP743009	5 Clarke Street, Gregory, QLD, 4830	Marc Adamson	\$30,000	Build a small residence/ dwelling to house future staff and possibly a small shed Within two years.
Lot 71 RP743009	3 Clarke Street, Gregory, QLD, 4830	Waanyi Jamba PTY Ltd	\$28,000	Residential (workers accom)-18 months

- 3) That Council resolve that revenue received for the sale of the blocks be allocated in whole or part to the upgrade of the Gregory Depot.

11.04 Sale of Vacant Lots in Township of Gregory – Tender OPS007-25

- 1) That Council note the contents of the report and relevant attachments; and
- 2) That Council awards the tenders for the vacant lots as follows:

Lot #	Address	Tenderer	Tendered Price	Intended use of Lot
Lot 69 RP743009	7 Clarke Street, Gregory, QLD, 4830	Marc Adamson	\$40,000	Build a small residence/ dwelling to house future staff and possibly a small shed Within two years.

Lot 70 RP743009	5 Clarke Street, Gregory, QLD, 4830	Marc Adamson	\$30,000	Build a small residence/ dwelling to house future staff and possibly a small shed Within two years.
Lot 71 RP743009	3 Clarke Street, Gregory, QLD, 4830	Waanyi Jamba PTY Ltd	\$28,000	Residential (workers accom)-18 months

- 3) That Council resolve that revenue received for the sale of the blocks be allocated in whole or part to the upgrade of the Gregory Depot.

Moving Amendment to Motion

Move amendment to the motion.

Moved: Cr Camp

Seconded: Cr Clarke

Vote 5/0

Amended motion

- 1) That Council note the contents of the report and relevant attachments; and
- 2) That Council awards the tenders for the vacant lots as follows:

Lot #	Address	Tenderer	Tendered Price	Intended use of Lot
Lot 69 RP743009	7 Clarke Street, Gregory, QLD, 4830	Marc Adamson	\$40,000	Build a small residence/ dwelling to house future staff and possibly a small shed Within two years.
Lot 70 RP743009	5 Clarke Street, Gregory, QLD, 4830	Marc Adamson	\$30,000	Build a small residence/ dwelling to house future staff and possibly a small shed Within two years.

Lot 71 RP743009	3 Clarke Street, Gregory, QLD, 4830	Ruby Wilson	\$20,500	Business & Residential (house)
<p>3) That Council resolve that revenue received for the sale of the blocks be allocated in whole or part to the upgrade of the Gregory Depot.</p> <p>Moved: Cr Yanner Seconded: Cr Murray Carried 241029.10 5/0</p>				

Attendance

Kimberly Chan and Madison Marshall entered the meeting at 11.33am

Prescribed Conflict of Interest

Cr Ernie Camp declared that he has a prescribed conflict of interest in relation to Item 11.05 Lease of Land 21 Sloman Street – Burketown. This prescribed interest is in relation to Cr Camp and his wife owning the property Council is proposing to lease. Cr Camp left the meeting at 11.33am, taking no part in discussions or decisions.

11.05 Lease of Land 21 Sloman Street – Burketown

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	24 October 2024
LINK TO COUNCIL PLAN/S:	Good Governance Council is committed to financial , asset, environmental and community sustainability and secures these ends through efficient and effective decision- making processes. This, in turn, promotes community confidence, employee pride and stakeholder satisfaction with the organisation.

1. PURPOSE

To enter into a Lease between Ernest Camp and Kylie Camp and Council over the whole of land of Lot 601 on Crown Plan B 1361, comprising 1012 m2. 21 Sloman Street.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has been discussing for some time the Purchase or Lease of a suitable property to relocate some Temporary Cabins that Council has recently purchased. These dongas were previously utilised as Temporary Cabins as a result of the flooding in the Burke Shire over the last two years.

This property is very suitable as :

- It is located in the higher part of town
- Ideal size
- Close to facilities in town
- Is fully serviced
- Close to Council operations



It is also noted that the lease is necessary for operational purposes:

- there is limited housing availability in the area for attracting and retaining staff;
- the inability of employees to rely on the open housing market in a remote area;
- the need for accommodation to ensure staff availability for critical or emergency roles; and
- provision of accommodation for temporary or contract workers.

Permitted use- Residential cabins for housing of the Lessee's casual/temporary employees, contractors, and invitees from time to time.

3. PROPOSAL

The proposal is to lease Lot 601 on Crown Plan B 1361. Proposed Lease is attached. Key details are as follows:

- Lessor Ernie and Kylie Camp
- Term of Lease-Commencement date 01/11/2024. Expiry date 31/10/2034
- Rent-first Year of Term \$1,800 plus GST
- Rent review Annually on each anniversary of the commence date
- Rent review method -CPI review
- Permitted use-Residential cabins for housing of casual/temporary Lease, employees, contractors and invitees from time to time.

- At least three (3) months prior to the Expiry Date, the Lessor may notify the Lessee in writing of its intention to purchase the Buildings by submitting a formal offer to purchase (which may be accepted or rejected by the Lessee in the Lessee's absolute discretion). The Lessee must provide written acceptance or rejection of the Lessor's offer within thirty(30) days of receiving the notice.
- (During the last thirty (30) days of the Term, the Lessee must remove the Buildings unless purchased by the Lessor under clause [] and all fittings, additions, signage and other branding it has erected or affixed to the Premises during the Term, and the Lessee must make good any damage caused in the removal, unless otherwise expressly agreed between the parties.
- If the Lessor wishes to sell the Land at any time during the Term, the Lessor hereby grants the Lessee a first right of refusal to purchase the Land.
- The Lessor warrants that it will not enter into any contract of sale with a third party unless the Lessor has first provided the Lessee with written notice offering the Lessee the option to purchase the Land on the same terms and conditions as any proposed sale.
- The Lessee must notify the Lessor in writing of its decision to purchase the Land within 30 days of receiving notice of the Lessor's intention to sell under clause 14.2. If the Lessee does not provide such notice within this period, the Lessee will be deemed to have declined the offer.
- The Lessee may surrender this Lease at any time by giving no less than three (3) months' notice in writing to the Lessor.

4. FINANCIAL & RESOURCE IMPLICATIONS

The annual lease commences at \$1,800 plus GST, rent review annually on each anniversary of the commence date. Rent review method -CPI review. Under the agreement.

The Lessee must pay, or is responsible for ensuring the payment of, all charges for Services during the Term by the due date for payment, whether or not imposed on the Lessor, the Lessee, the Premises, or the Services.

The Lessee must pay all rates and levies charged or imposed by the local government authority at any time during the Term and whether assessed, charged, imposed, or levied upon or in respect of the Premises, or the use or occupation of the Premises, the Land, or any part thereof.

The Lessee must pay all operating expenses associated with the use of the Premises, including but not limited to telephone and telecommunications, and costs associated with obtaining any relevant permits, licences, and authorisations.

5. RISK

Not applicable concerning the acceptance of this report.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	S 4 (2)	To ensure the system of local government is accountable, effective, efficient and sustainable, Parliament requires— (a) anyone who is performing a responsibility under this Act to do so in accordance with the local government principles; and (b) any action that is taken under this Act to be taken in a way that— (i) is consistent with the local government principles; and (ii) provides results that are consistent with the local government principles, in as far as the results are within the control of the person who is taking the action.
<i>Local Government Act 2009</i>	<i>Section 104 (3) Sound Contracting Principles</i>	The sound contracting principles are: (a) value for money; (b) open and effective competition; (c) the development of competitive local business and industry; (d) environmental protection (e) ethical behaviour and fair dealing.
<i>Land Title Act 1994</i>	Part 9, Subdivision B of the Act	leases longer than three years must be registered to ensure they are enforceable against third parties.

7. CRITICAL DATES & IMPLICATIONS

As the Council Cabins are now on Mr and Mrs Camp's land this lease should be finalised as soon as possible. Under the lease agreement we are aiming to date the lease 1st November 2024.

8. CONSULTATION

- Preston Law
- Ernie and Kylie Camp
- Environmental Health, Local Laws and Facilities Manager
- Councillors

9. CONCLUSION

The Local government Act GA and the Local Government Regulations primarily focus on regulating the disposal of a local government's interest in land as the property owner or lessor. On the other hand, the legislation provides limited oversight for transactions where a local government wishes to lease a property from an external entity. There is nothing preventing Council from doing so, as long as it is guided by the general principles of good government and sound contracting practices.

10. OFFICER'S RECOMMENDATION

That:

- a) Burke Shire Council Enter into a property lease from Ernie and Kylie Camp for 21 Sloman Street Burketown as detailed in the Attachment 1 below.
- b) 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 property Lease (Draft attached).

11.05 Lease of Land 21 Sloman Street – Burketown

That:

- a) **Burke Shire Council Enter into a property lease from Ernie and Kylie Camp for 21 Sloman Street Burketown as detailed in the Attachment 1 below.**
- b) **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 property Lease (Draft attached).**

Moved: Cr Poole

Seconded: Cr Yanner

Carried 241029.11 4/0

Attendance

Cr Camp entered the meeting at 11.37am.

12. Closed Session Reports

That Council notes no closed session reports were received for the meeting.

13. Mayoral Report

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

Moved: Cr Poole

Seconded: Cr Yanner

Carried 241029.12 5/0

14. Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Yanner

Carried 241029.13 5/0

15. Late Business

That Council notes no late business was received.

16. Deputations and presentation scheduled for meeting

That council noted no deputations or presentations were scheduled for the meeting.

17. Closure of meeting

The Chair declared the meeting closed at 11.50am.

I hereby certify that these pages numbered 1 to 78 – constitute
the Confirmed Ordinary minutes of the Council Meeting of Burke
Shire Council held on Tuesday 29 October 2024.

Mayor Cr Ernie Camp