



Agenda and Business Papers
Burke Shire Council Ordinary Meeting
Friday 29 November 2024
9.00am Council Chambers

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

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01. Opening of Meeting

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

02. Record of Attendance

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

03. Prayer

Led by Cr Murray.

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 Tuesday 29 October 2024

That the Minutes of the Ordinary Meeting of Council held on Tuesday 29 October 2024 as presented be confirmed by Council.



241029

Unconfirmed Minutes

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

08. Registers of Interests

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

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

09.01 Notices of Motion

None received at time of agenda preparation.

09.02 Petitions

None received at time of agenda preparation.

10. Engineering Services Reports

- 10.01 Engineering Department Monthly Report
- 10.02 Capital Works Projects Status Update Report
- 10.03 DRFA Works Project Status Report
- 10.04 Reallocation of Works for Queensland 24-27 (W4Q24-27) Proposal

Engineering Services Reports

10.01 Engineering Department Monthly Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering
PREPARED BY:	Chris Wilson; Director of Engineering
DATE REPORT PREPARED:	18 November 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 October 2024 and proposed works for the month ahead.

2. SUMMARY

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

Repainting of existing road linemarking and new school-zone linemarking and town-entry zone linemarking is planned for after the Burketown Street resealing.

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 Roads

Council:

- 2023/24 DRFA Works – Gregory-Lawnhill Rd

RMPC:

- Local Roads:
 - Doomadgee East Rd
 - Monitor Gregory crossing concrete surface damage. Planned works of temporary fixture of damage concrete surface pending.
 - Floraville Rd
 - Conduct weekly general inspections of road.
 - Record defects on Reflect. (Ongoing).
 - Complete asphalt pothole repairs.
 - Burketown Town Roads
 - Complete bitumen patchworks on various streets with 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.
 - Identify and make-safe sinkhole on Wills Development Rd. Isolate area and setup traffic lights.
 - Bitumen surface correction on Wills Development Rd.
- Other:
 - Signage audit and order signs for wet season.
 - RMPC staff member attended HSR training in Mt Isa.

2.3 Water and Sewerage

Consultant onsite.

SWIM Data completed and submitted by due date.

Smart water meter installation approx. 98% complete.

Replaced 6 isolation valves.

Contractor onsite to install water leak sensors.

Burketown:

- Water
 - Water usage – 15,444kl.
 - Upgrade to sewer pump station 1 pipework in progress.
 - Upgrade to sewer pump station 3 completed.
 - Upgrade to sewer pump stations 1 and 2 switchboards in progress.
 - Attend to several minor leaks in town.
 - Repairs to MG Park sprinkler system.
- 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 collaboration with QWRAP in progress.
 - Commenced algaecide program.
 - Vegetation control around lagoons ongoing.

Gregory:

- Water usage – 5,050kl.
- Ongoing investigation into causes for low flow rate delivery at GWTP.
- Ongoing investigation into raw water pipework.

2.4 Airports

- Received final report for CASA inspection of Burketown Airport.
- Submitted Airport consultant's annual Technical Inspection of Burketown Airport to CASA.
- Submitted consultant's annual Electrical Inspection of Burketown Airport to CASA.
- 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.
- Security breach report received of entry gate key being left in padlock at Burketown Airport.

2.5 Waste Management

- Weekly collection service ongoing
- Doomadgee Council were engaged to undertake collection due to truck fault.

2.6 Workshop and Fleet

- Developing a Fleet Servicing Schedule,
- New shelving has been received and installation in progress,

- Windscreen replacement contractor engaged.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Engineering Services Reports

10.02 Capital Works Projects 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:	13 November 2024
LINK TO COUNCIL PLAN/S:	Goal- Asset Sustainability. Council makes appropriate infrastructure investments (operations, maintenance, renewals, upgrades, acquisitions, disposals) to ensure the delivery of appropriate levels of service. These decisions are made with reference to financial, asset and community sustainability.

1. PURPOSE

This report seeks to inform Council of the progress of the Shire's 2024/25 Capital Works Program, from 1 to 31 Oct 2024.

2. SUMMARY

The total 24-25 FY Capital Works Program budget is \$38,333,000. 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.

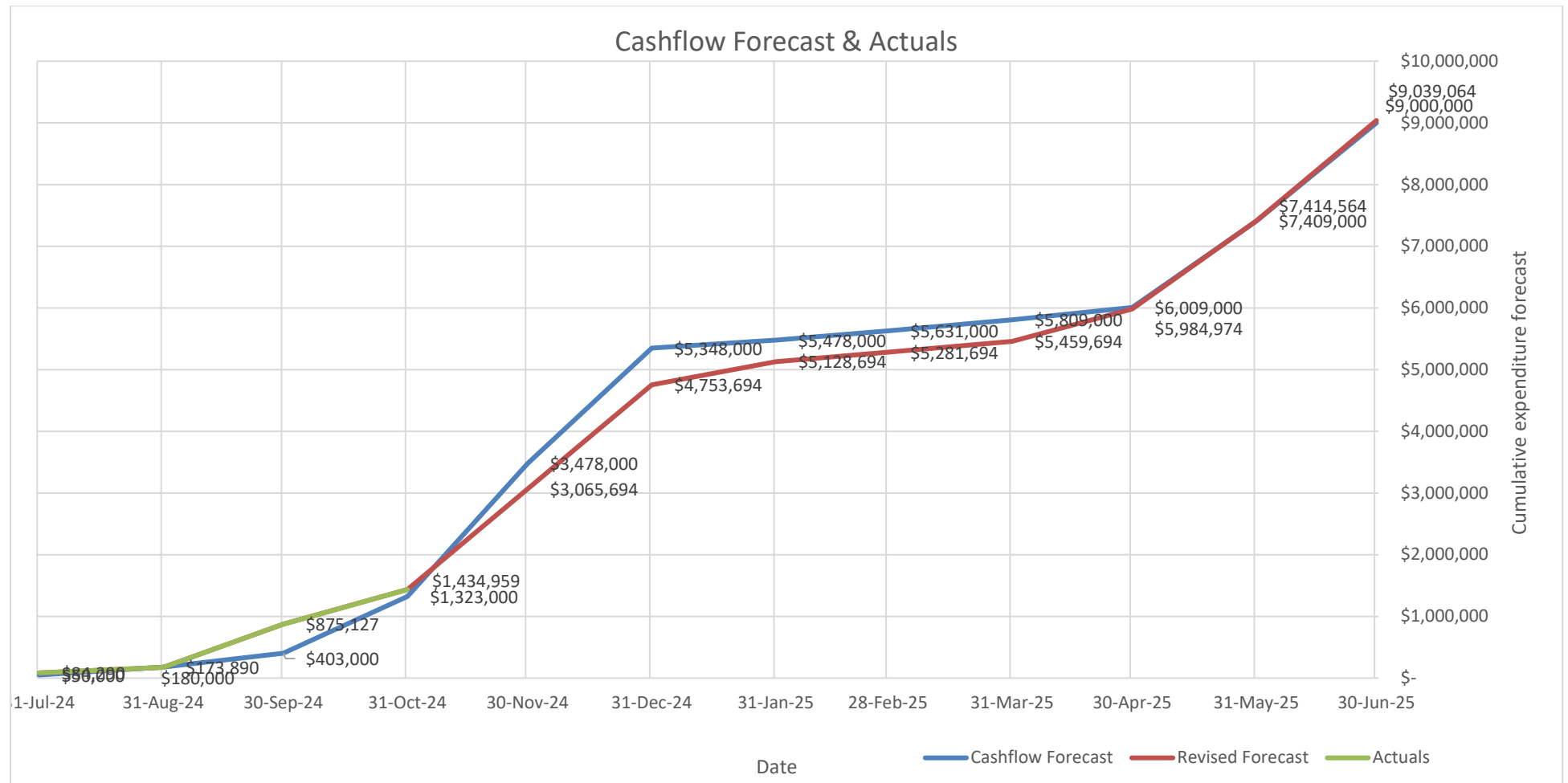
Below please find the summary of the Project and Financial progresses:

- Average Capital Works Program Progress: 25%
- Average Capital Works Financial Progress: 12%

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.. \$110,000. However, moving forward, it's expected that the expenditure drops during the wet season and generally follows the baseline after the wet season (for April-June 2025).



4. CAPITAL WORKS PROGRAM HIGHLIGHTS

- **Burketown Revitalisation Project**
 - Construction funding application has been submitted to TMR.
 - Active Transport Funds application planned to be submitted as matching funds for TMR Cycling grant.
 - Design drawings including the civil and lighting design are planned to be completed by Christmas.

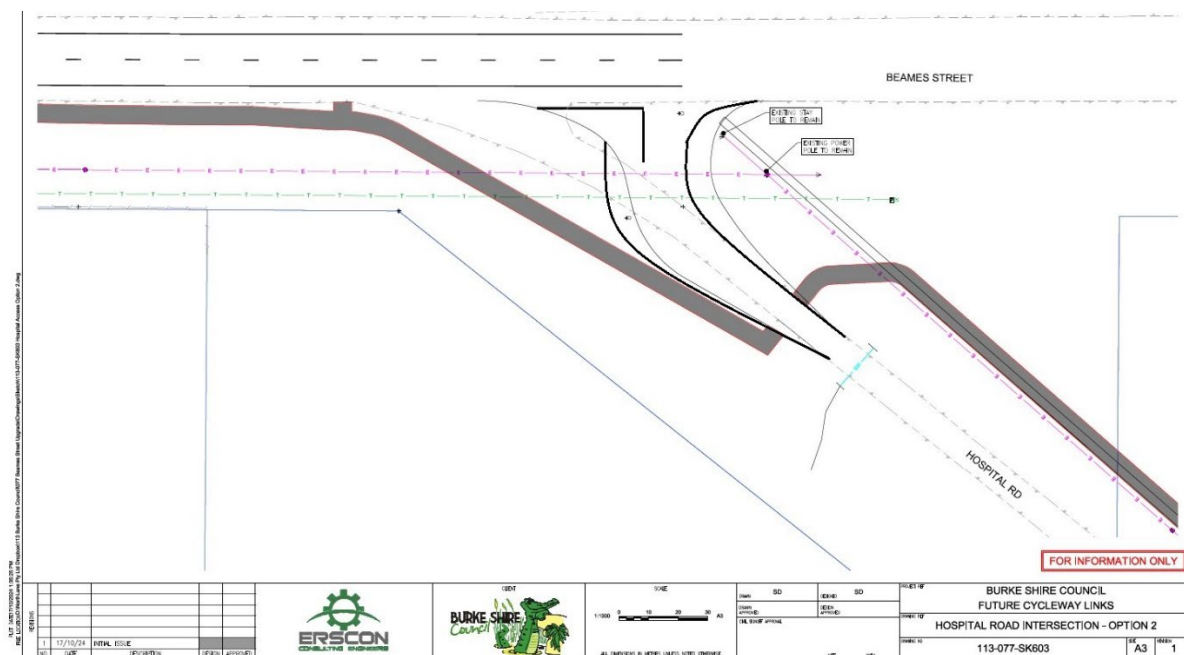


Figure 1: Proposed plan for the rectification of the alignment of Hospital Road intersection

- **Burketown Wharf Recreational Grounds**
 - The Shade structure frame is being installed.
 - Toilet Block design is in progress (by Wagner), sign off by mid November 24. Wagners is delaying the delivery of the toilet block due to not giving high priority to our project.



Figure 2: Shade Structure kit, ready for installation

- Burketown Airport Road Culvert Replacement
 - The construction of culverts is completed, and the earthworks are in progress with 60% completed.
 - Realignment of the channel is in progress.



Figure 3: Airport Road northern Culvert



Figure 4: Airport Road southern Culvert

- Burketown Truganini Culvert Upgrade Project
 - The construction of culvert and causeway are completed, and the earthworks are in progress with 80% completed.
 - Rock protection works are in progress



Figure 5: Truganini Road, Beacon Pile Gully Culvert



Figure 6: Truganini Road, Beacon Pile Gully Causeway

5. OFFICER’S RECOMMENDATION

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

ATTACHMENTS

1. Capital Works Projects 24-25 FY detailed status spreadsheet



Capital Works
Projects 24-25 FY, St

Engineering Services Reports

10.03 DRFA Works Project Status Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering / Deputy CEO
PREPARED BY:	Amir Akrami; Manage Project Management Office
DATE REPORT PREPARED:	15 November 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. SUMMARY

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

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

3. 2023 DRFA RESTORATION WORKS

Burke Shire Council's approved restoration funding (REPA) for the Northern Queensland Monsoon and Flooding event from December 2022 to April 2023, is \$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. Floraville Road has been divided into two stages; Stage 1 includes the first 6km and has been awarded as Package 9 with construction underway; Stage 2 includes the remaining 64km and is expected to be tendered for construction next year. Burke Shire Council has reported \$22,866,968.35 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	Submission Value
REPA	32	Gregory Lawn Hill Road (Gravel)	\$4,531,000
		Lawn Hill National Park Road (Gravel)	
		Riversleigh Road	
	34	Bowthorn Road	\$6,874,000
		Doomadgee West Road (Gravel)	
		Morella Road	
		Nugaburra Road	
	35	FWIN Cameras	\$202,000
	36	Burketown Streets	\$4,291,000
		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	\$1,102,000
	40	Burketown Airport Runway	\$0
	41	Lawn Hill National Park Road (Sealed)	\$18,064,000
		Gregory Lawn Hill Road (Sealed)	
		Doomadgee West Road (Sealed)	
	42	Lawn Hill Creek North Crossing	\$0
	43	Doomadgee East Road	\$15,790,000
	44	Floraville Road	\$94,967,000
	45	Gregory Lawn Hill Road Concrete Mattresses	\$9,319,000
Betterment	50	Burketown Airport – Betterment	\$20,807,000
		Burketown Airport - REPA	\$3,653,000
	51	Doomadgee Lawn Hill Road – LAWN HILL CREEK FLOODWAY RECTIFICATION	\$7,992,000
	52	Gregory Lawn Hill Road – CONCRETE MATTRESS PAVEMENT UPGRADE	\$11,339,000
Total Program Funding			\$198,931,000

4. AWARDED CONTRACTS

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 \$2,870,393.95 with an additional \$302,854.77 in approved variations. There has been \$3,132,488.17 in expenditure certified to date.

Some notable highlights as we approach the completion of the contract include:

- Separable Portion 2 reached Practical Completion on 24th of August 2024, with the defects and liability period ending on 24th August 2025.
- The overall quality of the works has been of high standard however some defects on Lawn Hill National Park Road and Truganini Road have been identified and the Contractor will be rectifying them as soon as possible but is currently focusing their resources on Package 8 so a confirmed date for rectification is still incoming.
- A variation has been issued to remove minor scope items that were completed by Council; these items consist primarily of potholes within Burketown.

Package 5

Contract: 5601-4250-0001 has been awarded to Kenglen Civil Pty Ltd. The package includes restoration works on Doomadgee Lawn Hill Road and the remaining scope of Bowthorn Road. The contract value is \$2,841,391.81 excluding GST, with an additional \$227,329.57 in approved variations. There has been \$1,613,804.26 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 in December 2024, avoiding the risk of a second mobilisation for the Contractor.

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. Contract Works have recently been completed. The contract value is \$1,754,649.40 excluding GST, with an additional \$460,124.62 in approved variations. There has been \$1,528,488.70 in expenditure claimed to date.

Some notable highlights as we progress with construction include:

- The original contract works for Riversleigh Road and Lawn Hill National Park Road are practically complete.
- Hallorans have been awarded the restoration works on Doomadgee Lawn Hill Road, Gregory Lawn Hill Road and Escott Road as a variation to this contract.
- Doomadgee Lawn Hill Road and Gregory Lawn Hill Road are complete and Escott Road is well underway.

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 now complete, and Practical Completion (PC) issued. The contract value is \$2,078,496.81, with an additional \$219,332.87 in approved variations. The full \$2,307,829.66 has been claimed by the Contractor and certified.

Some notable highlights as we approach the completion of the contract include:

- All works have been completed with Practical Completion reached on 25th October 2024;
- The defects and liability period has commenced and expires on 25th October 2025 at which time the final inspection of the works will be undertaken. The completed works will continue to be monitored throughout the coming year.
- The overall quality of the works has been of high standard.

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 currently 14 November 2024. The contract value is \$6,810,756.75, with an additional \$38,696.30 in approved variations. There has been \$2,097,160.06 in expenditure claimed to date.

Some notable highlights as we progress with construction include:

- Works have been progressing well with high quality finishes noted during inspections
- There have been some impacts on productivity due to wet weather; two wet weather EOT's have been awarded in addition to the EOT awarded for the variation emergent works.
- Currently working through an additional EOT for Wet Weather impacts, revised completion date requested is 6/12/2024.

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 works have been progressing on schedule; the original date for Practical Completion is 30th November 2024. The contract value is \$11,591,907.24, inclusive of \$689,997.00 in variations, with \$2,647,597.17 in expenditure claimed to date.

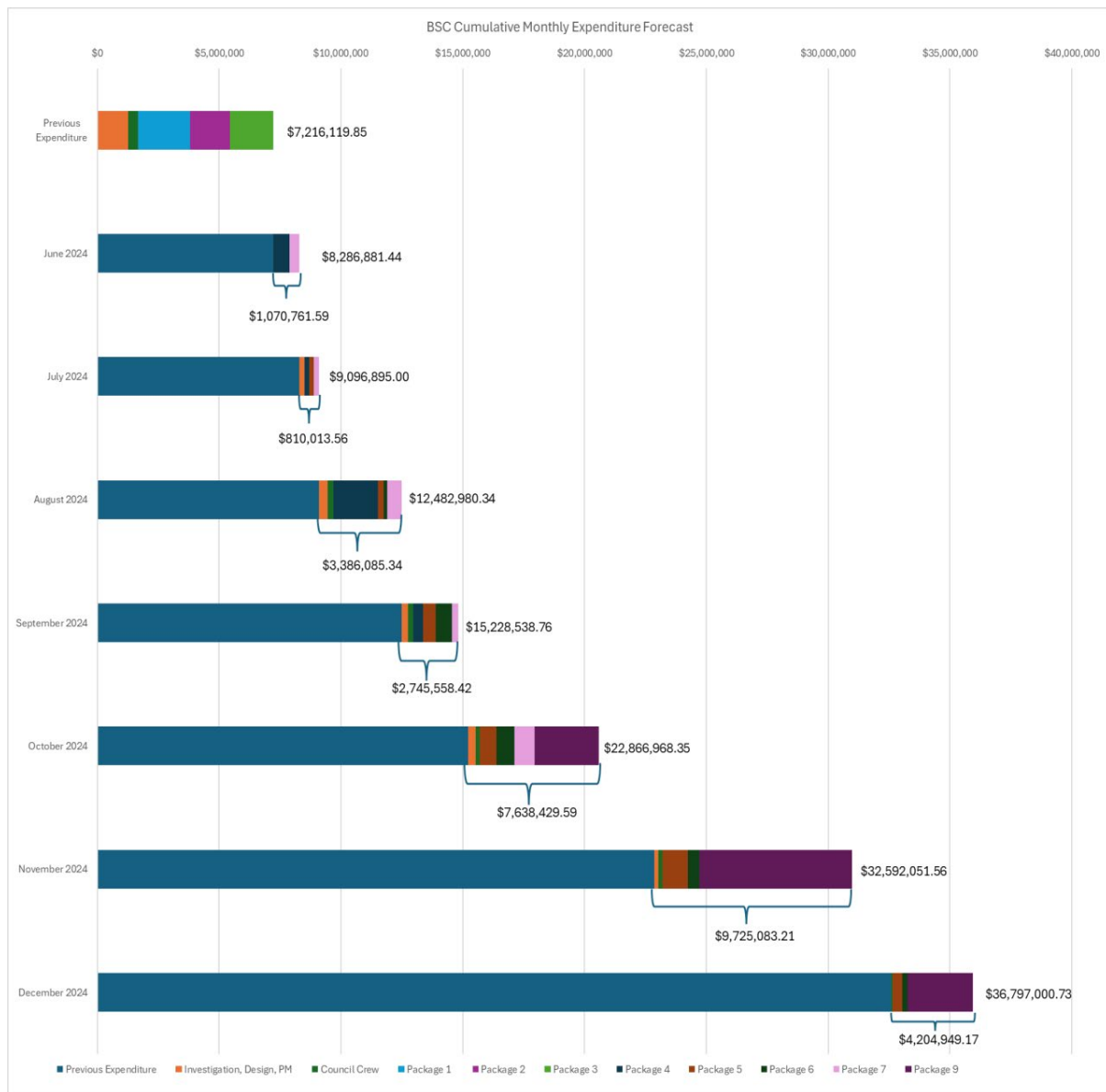
Some notable highlights as we progress with construction include:

- An EOT has been awarded; revised date for Practical Completion is 5th December 2024 – the contractor is tracking well towards this date, pending impacts of recent weather.
- Durack have divided the works into 6 substages of approximately 1km each to optimize their resources. Current status:
 - Three substages are complete.
 - Two substages are ready for final layer of gravel, then ready for sealing
 - The final substage is scheduled for commencement next week.

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

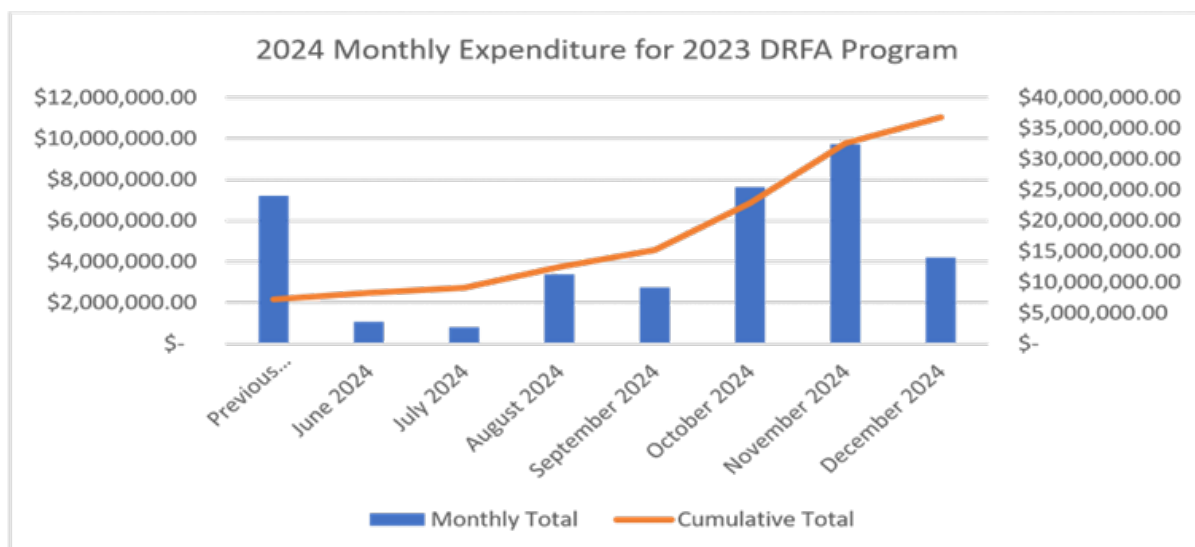


Figure 3 shows the progress made on each package as a percentage.

Figure 3 - Physical Completion of Works by Contract

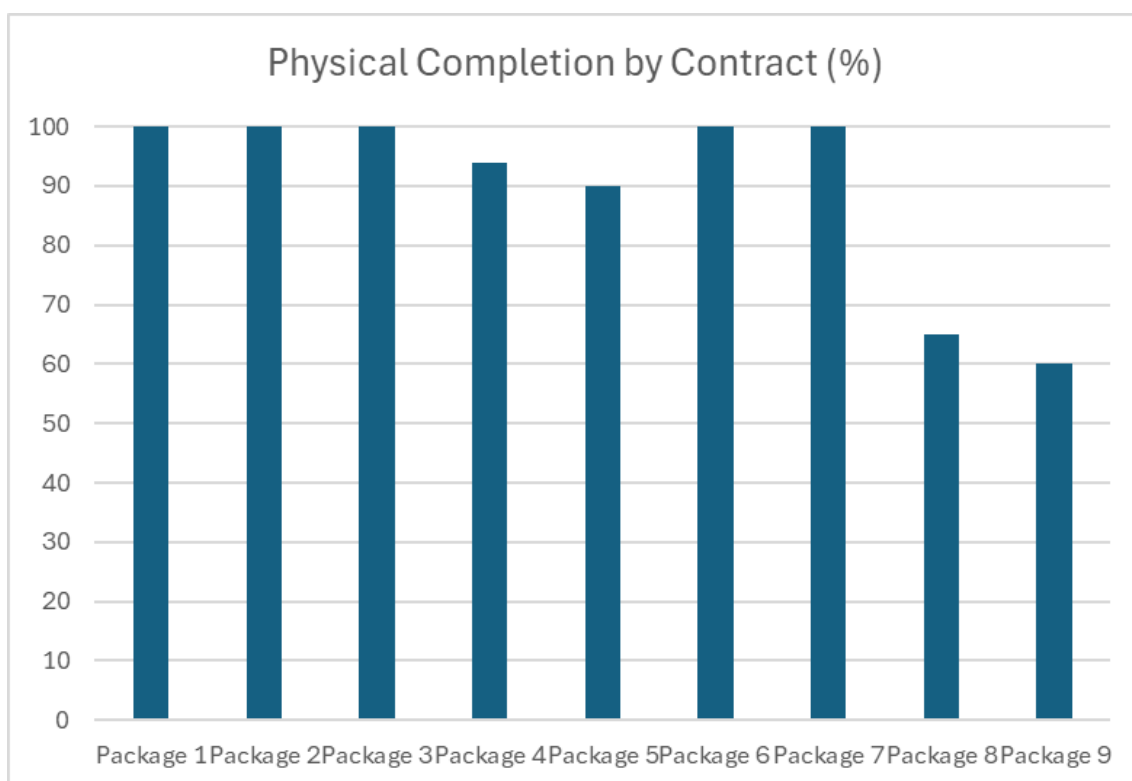
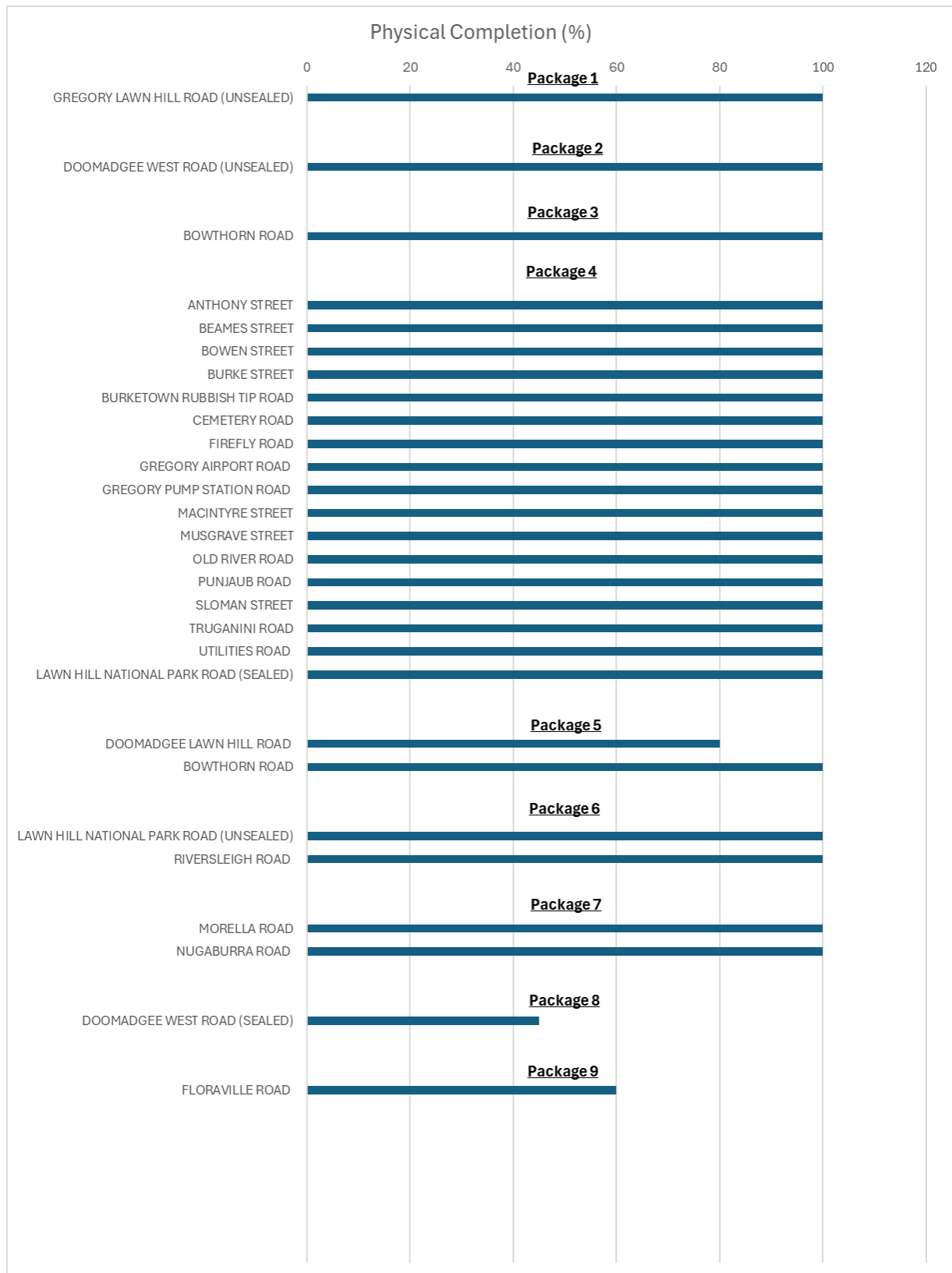


Figure 4 shows the progress made on each asset within the designated package.

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
- 2023 REPA funding for the repair of the scouring of the bank \$3,653,252.52
- 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

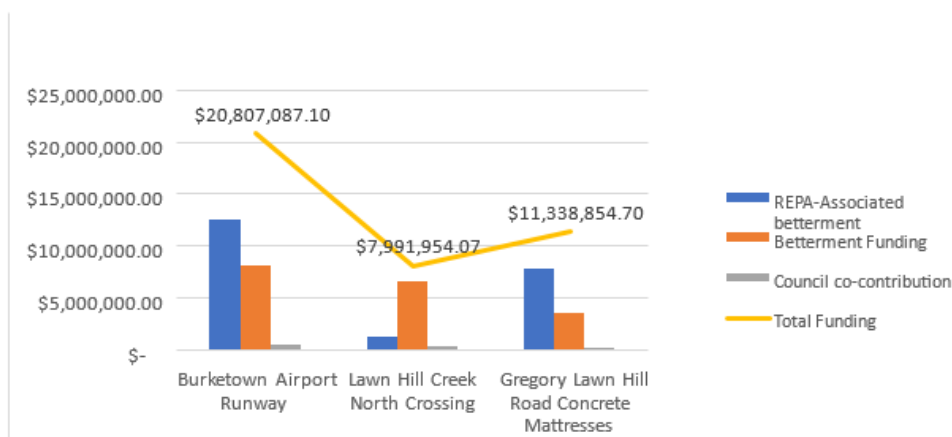
The Gregory Lawn Hill Road concrete mattresses have been approved for \$9,319,467.19 in REPA funding under submission #45. There is a further \$11,338,854.69 in Betterment funding, inclusive of \$7,486,813.19 of REPA-associated betterment. Project scoping is currently underway, with design and Construction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



6. COMPLETED CONTRACTS

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.

Appendix A – Project Photos



Image 1 – Doomadgee West Road



Image 2 – Doomadgee West Road



Image 3 – Lawn Hill National Park Road



Image 4 - Lawn Hill National Park – Grading Works



Image 5 – Floraville Road – Lime Stabilisation



Image 6 – Floraville Road – Temporary Works

7. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Engineering Services Reports

10.04 Reallocation of Works for Queensland 24-27 (W4Q24-27) Proposal

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Amir Akrami; Manager Project Management Office
DATE REPORT PREPARED:	15 November 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan

1. PURPOSE

The purpose of this report is to seek Council approval to reallocate W4Q funds for the 2024-25 projects.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The W4Q program, funded by the Queensland Government, supports local governments in implementing job-creating maintenance and infrastructure projects. The original allocations were endorsed by Council on 25 July 2024 for the 2024-27 program period, with initial allocations across various projects. Recently, the Gregory Crossing Project was identified as eligible for funding under the Disaster Recovery Funding Arrangements (DRFA) program, allowing reallocation of W4Q funds from this project to other priority projects.

3. PROPOSAL

It is proposed to adjust the W4Q funding allocations as follows:

1. Reallocate \$350,000 from the Gregory Crossing Project to:
 - Burketown Roads Resealing Project: \$147,000
 - Shire Sewerage Network Upgrade: \$203,000 (to complete works on SPS 1 & 2 switchboards and the Sewerage Network upgrade).

These reallocations are designed to support timely and effective project completions in line with community needs and operational priorities. The adjustments will ensure that critical infrastructure improvements are prioritised, such as the sewerage network upgrades and road resealing, while leveraging DRFA funding for the Gregory Crossing Project.

Following Council approval, a variation will be lodged within the relevant grant portal for W4Q (eGrants) to reallocate W4Q funding as per the above.

4. FINANCIAL & RESOURCE IMPLICATIONS

The reallocation involves a budget adjustment within the approved W4Q program funds, with no increase in the overall budget. These modifications aim to maximise the utility of allocated funds and adhere to the Council's strategic objectives.

5. RISK

Risk Type	What could happen	Possible consequence	Control
The funding body declines the proposed variation for the funding reallocation	The proposed recipient projects do not receive the required additional funds.	The required additional funds for the proposed recipient projects need to be sourced from other resources.	The W4Q 24-27 Guideline allows reallocation of the funds if within the Program objectives. Prepare the Variation Request in a complete manner and in accordance with the guideline.

6. POLICY & LEGAL IMPLICATIONS

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

7. CRITICAL DATES & IMPLICATIONS

Immediate approval of the proposed W4Q24-27 allocations is necessary to ensure timely commencement and completion of projects within the financial year 24-25.

8. CONSULTATION

Consultation was undertaken with;

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

9. CONCLUSION

That there is low risk in reallocating W4Q24-27 as per the above.

10. OFFICER'S RECOMMENDATION

That Council approves the reallocation of \$350,000 from the Gregory Crossing Project to:

- Burketown Roads Resealing Project: \$147,000
- Shire Sewerage Network Upgrade: \$203,000 (to complete works on SPS 1 & 2 switchboards and the Sewerage Network upgrade)

ATTACHMENTS

Nil

11. Chief Executive Officer Reports

- 11.01 Status Report
- 11.02 Chief Executive Officer Report
- 11.03 Finance Monthly Update Report
- 11.04 Budget Review for the 4 months to the end of 31 October 2024
- 11.05 Audit Committee Meeting Minutes August 2024
- 11.06 Queensland Audit Office 2024 Financial Statements and Audit Reports
- 11.07 Queensland Audit Office Roads to Recovery Annual Report 2024
- 11.08 Annual Report for the year ended 30 June 2024
- 11.09 Operational Plan 2024-2025 – September Quarter Review Report
- 11.10 Sport and Recreation Strategy 2019-2024 – September 2024 Quarter Update
- 11.11 Operational Risk Register – Update
- 11.12 Adoption of Council Meeting Dates for 2025
- 11.13 Application for a Development Permit for Material Change of Use – Renewable Energy Facility (Solar Farm)

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. On hold.

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

Lease finalised.

Matter Closed.

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 – 240918.11 – 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

Lease finalised.

Matter Closed.

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 – 241029.06 – 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:
 - 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.

Status

Tender now finalised.

Matter Closed.

Resolution Number – 241029.10 – 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)

- 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.

Status

Finalised.

Matter Closed.

Resolution Number – 241029.11 – 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).

Status

Finalised.

Matter Closed.

1. OFFICER'S RECOMMENDATION

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

Chief Executive Officer Reports

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 November 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 October 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:

- Spent a week in Cairns Office – Staff meetings etc.
- EMT meetings.
- Discussions Procurement.
- Discussions with Patricia Richards – DSDSATSIP.
- Discussion Deanna Holder while in Cairns. Various land issues.
- Discussion with Town Planner Liz Taylor – various planning issues.
- Gulf RWA Working Group.
- Roads Briefing session – Amir.
- Discussions on proposed Splash park.
- GSD Board meeting.
- Discussion Crimson Edge.

- Discussion Community Recovery and Resilience Program – GSD CEO.
- Quarterly discussion with the Office of the Independent Assessor.
- Internal Grants meeting.
- JCC Meeting.
- Police Applicants Interview.
- Gulf Tourism Catchup-GSD CEO.
- Meeting re SES Grant
- Rodeo Grounds Amenities Meeting.
- Council meeting.
- QPS meeting – Doctrine and Guidelines Stakeholder Management -Disaster Recovery.
- Audit Committee Meeting.

Financial Services and Information Technology

Major focus in October 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 completed and ready for signing. Unqualified Audit Achieved.
- R2R Annual Report audit has been completed and ready for signing. Unqualified Audit Achieved.
- Budget Q1 review conducted.
- Annual report commenced and completed during the month (due 30 Days after signing the financial statements).
- Audit Committee held on the 31 October.
- Internal audit 1 commencing 18th of November.

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

- 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.
- Scoping project with new vendor to review TV Terrestrial Broadcasting and Radio services – looking to upgrade the entire system in 2025. We will be seeking DRF funding for this project.
- Investigation into drones has commenced, we have established that there is no further CASA compliance obligations required for council as long as the payload of the drones sought is less than 2kg. We will be seeking DRF funding for this project.

- 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
- 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

- Investigation into Teams calling to migrate from TIPT commenced.

People and Culture

EBA related

- JCC meeting took place on 15 October

Policies

- Nil

Positions advertised

- Water Operator
- Machine Operators / Labourers
- Works Manager
- Administration Officer
- Local Laws Officer
- Director of Strategic Partnerships
- Contracts and Procurement Officer
- Casual Finance Administration Officer

New employees

- Aidan El Majda
- Lionel (Patrick) Kum Sing
- Garrick Karkadoo (casual)

- Samantha Bismark (casual)

Terminations

- Wendy van der Wolf

Training and Professional Development

- Health and Safety Representative training
- LGAQ Workforce Strategy and Planning forum
- Fire Warden training
- Work safely at heights
- Confined space
- LGMA Learning and Development Village Exchange
- LGMA People and Culture Village Exchange
- Inductions

Other

- Health and wellbeing
 - Move it Burke: bootcamp held on 12 October with 6 attendees in total
 - Gym: 204 uses in October

Economic and Community Development

Grants

Submission Stage Grants:

<i>Grant Name</i>	<i>Project Name</i>	<i>Amount of Funding Requested</i>
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
Remote Airport Upgrade Program Round 11	Airport upgrade project TBC	TBC (50% co-contribution required)
Active Transport Program	Burketown cycleway	TBD

Awaiting Outcome:

<i>Grant Name</i>	<i>Project Name</i>	<i>Amount of Funding Requested</i>
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

GRP Round 2	Health and Wellbeing Precinct Stage 1	\$4,096,737 in funding requested
Supply Scheme Fund	Planning Scheme Review	\$100,000.00
NWQMP Tourism Infrastructure Grant	TBC -Burketown Rodeo Ground Amenities upgrade	\$200,000.00 available

Recently Successful:

Grant Name	Project Name	Amount of Funding Requested
Australia Day Grant	Australia Day Event	\$10,000.00

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
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

Grant Name	Project Name	Amount of Funding
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
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)

Unsuccessful Grants:

Grant Name	Project Name	Amount of Funding
NAB Community Grants	Upgrade comms in Nijinda Durlga	\$25,000.00

Community Projects:

Project Name	Status	Funding Amount
SES Support Grant 2024-25 Gregory SES Administration and Training Building	Planning ongoing. Working with SES coordinator	\$85,000.00
Active Women's and Girls Program Boxing and Fitness Sessions	Taren has started this program – regular attendees. Planning for a program to commence in the new year	\$25,000.00
Local Government Sun Safety Grant Sun Safety Incentive	Progressing – with WHS	\$5,000.00
Queensland Seniors Month 2024 Burke Shire Seniors Day Event 2024	Events completed successfully. Acquittal submitted.	\$2,000.00
Get Ready Queensland 24-25 Get Ready Preparedness Events	Planning to commence shortly along with Disaster Management Officer. Scheduled event for the 19 th November	\$4,800.00
Tackling Regional Adversity through Connected Communities Burke Shire Mental Health Events	Macrame Workshop to occur on the 16 th and 17 th of November.	\$66,000.00
Move it NQ Program – Gregory Move it Program	Commenced. Third session to occur on the 16 th November	\$7,000.00
FRRR Strengthening Rural Communities Community Garden for Burketown Residents	Variation approved. Planning commenced.	\$25,000.00
Australia Day Grant	Early Planning Occurring. Nominations to go out before the end of the year.	\$10,000.00

<i>Project Name</i>	<i>Status</i>	<i>Funding Amount</i>
RADF 2024 – 2025	Finalising community grant scheme – to be released prior to the end of the year	\$15,000.00

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

Tourism

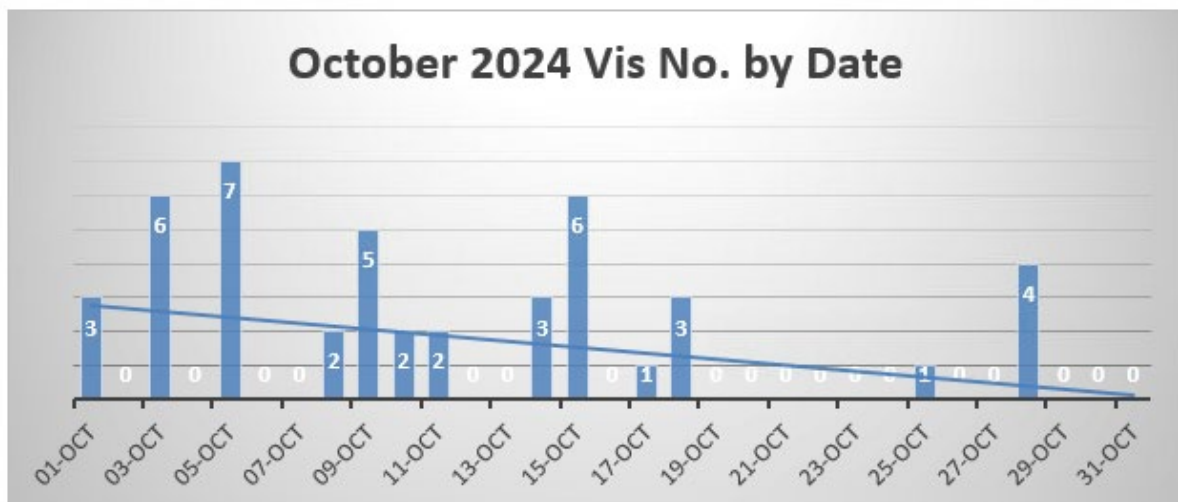
- Signage audit underway. Due to apply for funding for signage ongoing.
 - Currently looking at putting in a new welcome to Burketown Sign at the airport and Hell's Gate Roadhouse – Action Graphics working on this
- Assisting with town entry signage statement project
- Tourism Data (Provided by the Visitor Information Centre) –

Monthly report – October 2024

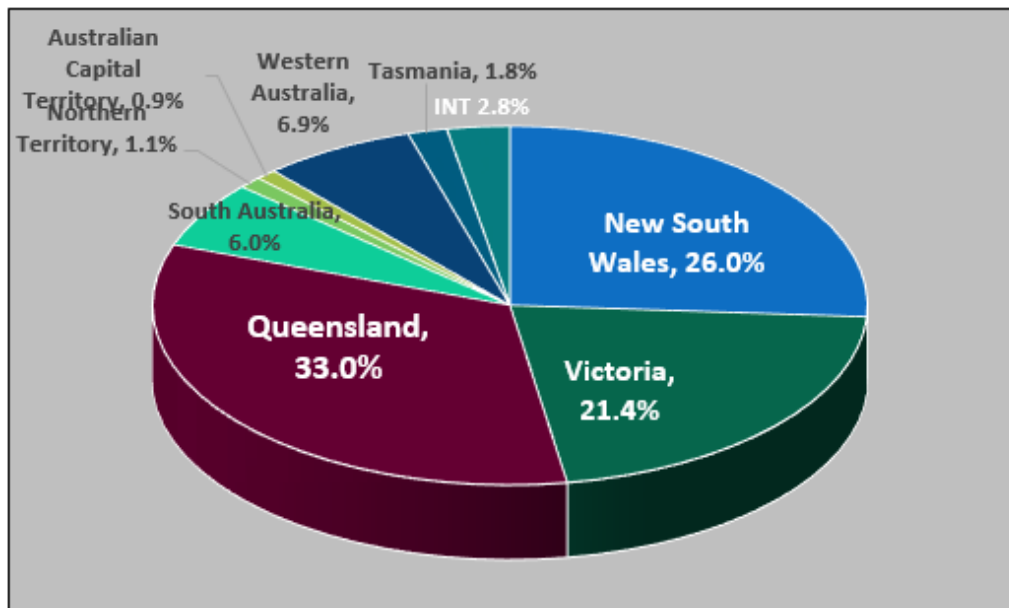
October saw an increase in Visitor Numbers over Last Year but total volume negligible.



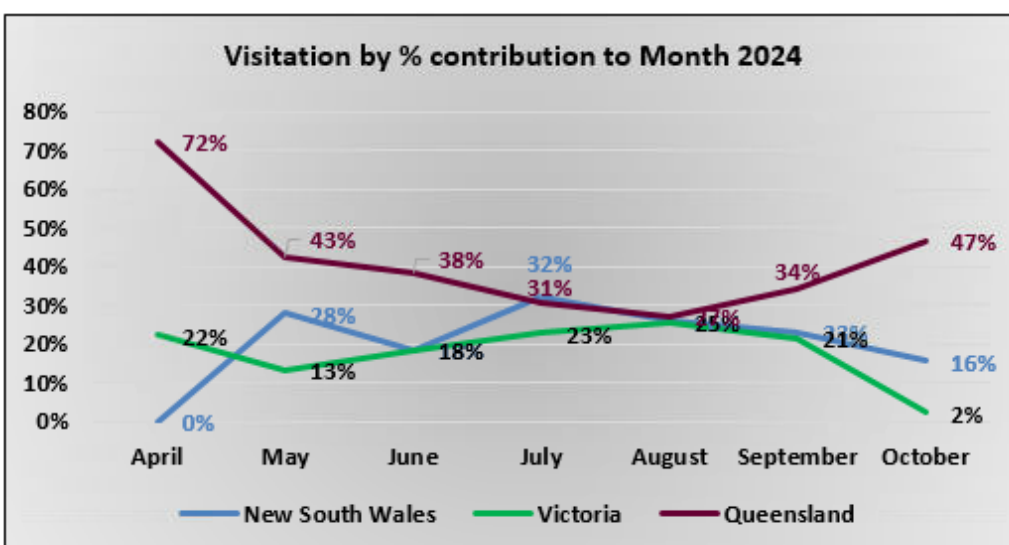
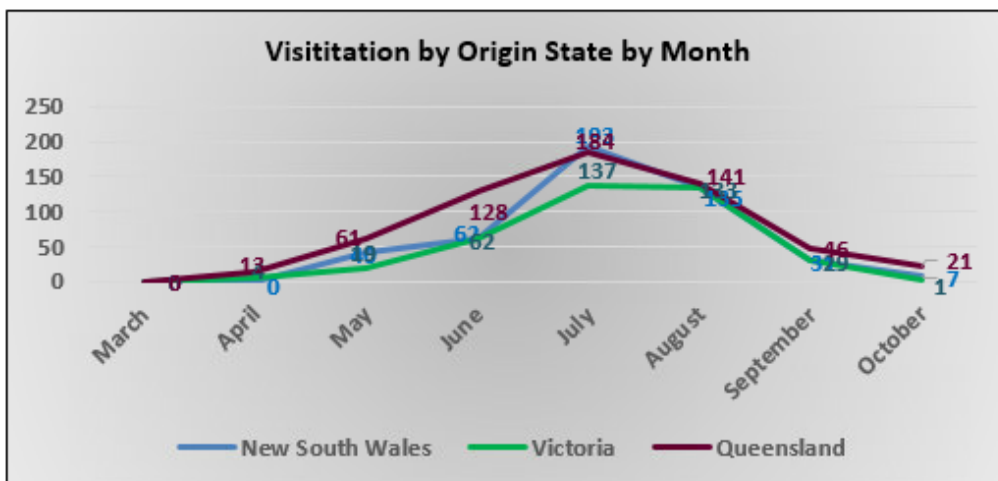
The YTD figures are up by just 168 more visitors or a small 10% jump.



QLD remains the largest Point of Origin, but NSW and VIC combined reached over 47% as opposed to QLDs 33% contribution.



Arrival patterns by state of origin for the 3 major contributors remains consistent.



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.

Events

Council Events:

- TRACC workshops ongoing – 16/17th November Macrame Workshops
- Remembrance Day 11th November 2024 – event completed
- Young Ambassador – graduation schedule for the 28th November

Community Events:

- Council participated in the Burketown Community Hub Halloween event
- Community Christmas Parties 13th – 14th December

Donations

Completed donations:

Group/Organisation	Donation and Date
Burketown Rodeo and Sporting Association – Burketown Campdraft	19 – 21 July 2024 Cash - \$5,000.00 In kind – bins and rubbish collection, printing, cleaning of bathrooms, marquees
Burketown Rodeo and Sporting Association – Rodeo and Gymkhana	21 st September 2024 Cash \$3,500 In kind – bins and rubbish collection, printing, cleaning of bathrooms and use of water truck, marquees
QCWA Branch – Horse Sports Family and Fun day	15 th September 2024 Cash \$2,500 In kind – street banners and rubbish collection
Moungibi Housing Co-operative Society Ltd (Football Club) – Battle of the Gulf Football Cluster	27 th July 2024 In kind – chairs, toilets, bins and rubbish collection, use of marquees, use of rodeo ground facilities
Mount Isa School of the Air	Magazine sponsorship and rubbish collection for mini school

2025 Donations (to be completed):

- Burketown Barramundi Fishing Association (Easter Weekend) - \$5,000.00 + rubbish collection and banner signage
- Gregory Camp Draft and Children's Horse Sports (21-22 June 2025) - \$3,000.00 + use of portaloos and skip bins
- Gregory Saddles and Paddles (May day long weekend) - \$6,000.00 + printing and slashing of grounds
- Royal Flying Doctors Service – \$5000,00.00 looking at presenting this at the start of 2025.

- North West Canoe Club (May day long weekend) – 3 skip bins, portaloo use.
- Care Flight - \$1,500.00 looking at presenting this at the start of 2025.

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 releasing this again in the new year.
- 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.

Other

- Crane licence course
- RDA liveability videos scheduled to be filmed at the end of November
- Meeting occurred with Burketown Rodeo Committee to discuss amenities block and future plans for infrastructure at the grounds. Request for in-kind/cash contribution from the club also considered.

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.
- Pest Control Service complete on all Burke Shire Council properties.
- Audit is currently being carried out on roller doors - Council's facilities. Annual maintenance schedule to be put in place to minimise maintenance/requirement for replacement.
- FVS (Mount Isa) have been engaged to carry out annual cleaning and servicing of Council air conditioners.
- Service Agreements currently being drafted for contractors to carry out maintenance works, minimum 2 years – Bulk fuel, building, plumbing, electrical, tree lopping, pest control etc.
- Burketown SES Shed – Shane Adorni has provided quotes to carry out repairs and installation of fencing around both buildings. This is currently being reviewed and an application being prepared for available SES Grant.
- Morning Glory Park Playground –Sand has been delivered and playground is now open.

Local Laws

- There are 2 candidates that will be interviewed in the coming week for the Local Laws Officer position. Ranger Vehicle – Contract signed. Excepted wait time is 3-4 months.
- Abandoned Vehicles –5 abandoned cars have been identified (4 on local roads and 1 on state roads). These have been reported and 4 have been removed. 2 dog attacks have been reported this month which resulted in 1 person being bitten and 1 deceased horse.

- Parks & Gardens Team have been working to clean up vacant Council blocks in Burketown and Gregory.

Environmental Health

- Food Licensing – Due to health reasons and other commitments, the EHO has had to reschedule visit for Food Business inspections. Date to be advised.

Other

- Operational Playground Safety Inspectors course has been rescheduled. Staff to complete in January 2025.

Corporate Services and Governance

- Rex:
 - Processing ASIC cards
 - Organising training for new starter and trying to get sign offs completed.
- Durlga Bookings – starting to enter a busy period for Durlga bookings.
 - Durlga bookings in October – 7 external and 7 internal bookings
 - Quite a number of bookings planned in November.
- Involved in:
 - Administration Officer interviews
 - Disaster Management Guideline workshop in Mount Isa
 - SES Grant meetings
- Upcoming:
 - Get Ready Event – planned for 19/11
 - LDMG meeting – planned for 19/11
 - RRTG Meeting

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Workplace Health and Safety Report for October 2024



Financial Services Reports

11.03 Finance Monthly Update Report

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology
DATE REPORT PREPARED:	21 November 2024
LINK TO COUNCIL PLAN/S:	Operational Plan 2024-25 Council Budget 2024-25

1. PURPOSE OF REPORT

This report has been constructed to provide a snapshot of the progress of council's operations (financial) against budget targets as 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 October 2024.

2. SUMMARY

Council's cash holdings were down by \$1.353mil by the end of October 2024.

Overall council is over budget by 3.31% 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)	14,981,461	30,165,595	50%
Operating Expenses	(2)	12,066,659	32,933,300	37%
Operating Result (Profit/Loss)		2,914,802 -	2,767,705	-105%
Capital Revenue	(3)	669,210	33,953,000	2%
Net Result		3,584,012	31,185,295	11%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	57,122,053	38,309,470
Other Current Assets	(5)	5,275,043	1,402,000
Non Current Assets	(6)	165,396,796	199,998,924
Total Assets		227,793,892	239,710,394
Liabilities (Current)	(7)	53,488,007	36,655,000
Liabilities (Non Current)	(8)	970,771	1,485,415
Total Liabilities		54,458,778	38,140,415
Net Community Assets		173,335,114	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%	19%	42%
² Working Capital Ratio	Greater than 1:1	1.2	1.2
³ Net Financial Liabilities Ratio	Less than 60%	-59%	-82%

Notes:

- (1) **Operating Revenues** - Minimal movement noted for the month of October 2024. Contract Liability revenues to be recognised in November for flood damage works completed year to date.
- (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.

¹Definitions

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

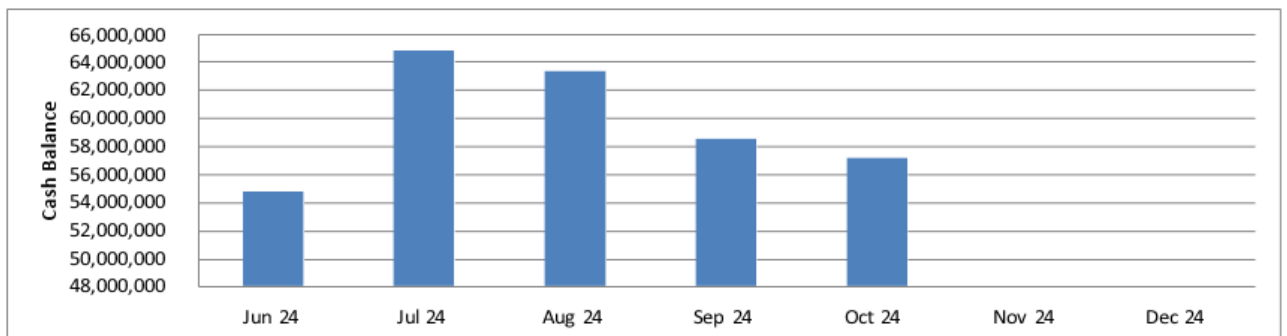
For the month ended 31 October 2024

	Note Ref	31 October 2023	31 October 2024	2024-25 Annual Budget	YTD Progress
		\$	\$	\$	%
Cash flows from operating activities:					
Receipts from customers	(1)	379,226	506,607	5,258,079	10%
Payments to suppliers and employees	(2)	(1,938,869)	(12,428,762)	(43,113,896)	29%
		(7,559,642)	(11,922,155)	(37,855,817)	31%
Rental Income	(3)	72,627	74,970	210,000	36%
Interest Received	(4)	322,351	984,884	1,533,706	64%
Operating Grants and Contributions	(5)	4,619,426	14,059,911	23,526,700	60%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		(2,545,239)	3,197,610	25,270,406	13%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(3,669,918)	(1,494,648)	(38,308,000)	4%
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)	681,246	669,210	33,913,000	2%
Net cash inflow (outflow) from investing activities		(2,988,671)	(825,438)	(4,355,000)	19%
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)	(5,533,910)	2,372,172	(16,440,411)	-14%
Cash at beginning of reporting period		24,460,577	54,749,881	54,749,881	100%
Cash at end of reporting period	(8)	18,926,667	57,122,053	38,309,469	149%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	5.08%	984,884	55,516,941
Westpac General Fund - Trust	-	-	1,604,829
Cash Floats	-	-	283
Total			57,122,053

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	\$ 57,122,053.31	%
Restricted Cash - DRFA Operating Grants	\$ 43,102,636.10	75.46%
Restricted Cash - Non-DRFA Operating Grants	\$ 256,087.98	0.45%
Restricted Cash - Capital Grants	\$ 7,754,769.52	13.58%
GST Liability	-\$ 537,686.26	-0.94%
Unrestricted Cash	\$ 6,546,245.97	11.46%
Contract Assets - Cash to be received by 30 June 2024		
LRCI 2 and 3	\$ 323,000.00	<i>Pending final acquittal approval</i>
Insurance	\$ 250,000.00	<i>Pending finalisation with assessor</i>
Projected Unrestricted Cash	\$ 7,119,245.97	
Prior Month Unrestricted Cash Balance	\$ 8,883,859.21	
Explanation for Movement:	-\$ 2,337,613.24	
Movement is due to council progressing projects and rates/FA grant funded operational spend as per the annual budget. Some amounts for DRFA flood damage works have not been shifted from contract liabilities; this will be corrected for in November 2024.		

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 (5.08%). This is down from 4.83% in September 2024.
- (5) **Operating Grants and Contributions** - No major movements noted for the month.
- (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 October 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 \$1.353mil by the end of October 2024.

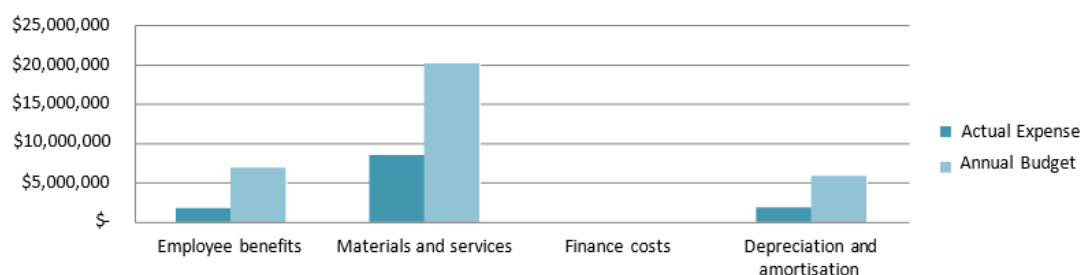
5. STATEMENT OF INCOME AND EXPENDITURE

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.

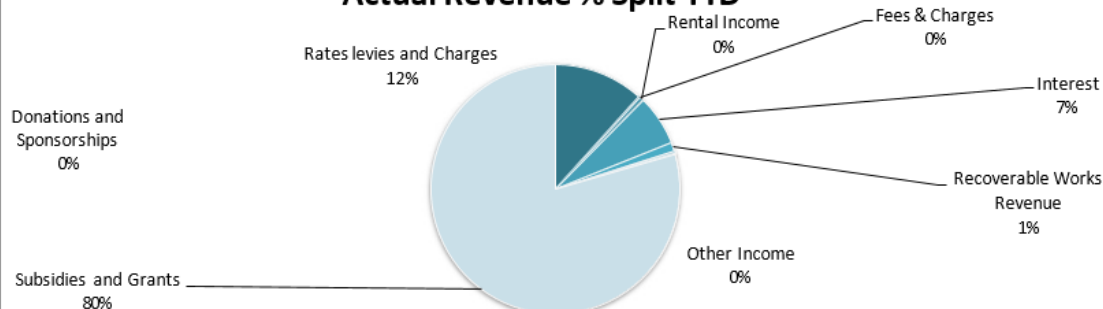
For the month ended 31 October 2024

	Note Ref	31 October 2023	31 October 2024	2024-25 Annual Budget	YTD Progress %
		\$	\$	\$	
Recurrent Revenue					
Rates levies and Charges		1,700,625	1,749,257	3,496,000	50%
Fees & Charges	(1)	37,575	26,987	145,400	19%
Rental Income	(2)	72,627	74,970	210,000	36%
Interest	(3)	322,351	984,884	1,335,000	74%
Recoverable Works Revenue	(4)	28,233	180,552	1,129,895	16%
Other Income	(5)	174	41,191	317,600	13%
Donations and Sponsorships	(12)	-	11,136	5,000	223%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	1,144,500	11,912,484	23,526,700	51%
Total Recurrent Revenue		3,249,619	14,981,461	30,165,595	50%
Capital Revenue					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	681,246	669,210	33,913,000	2%
Total Capital Revenue		681,246	669,210	33,953,000	2%
TOTAL INCOME		3,930,866	15,650,671	64,118,595	24%
Recurrent Expenses					
Employee benefits	(8)	1,660,119	1,758,901	6,893,207	26%
Materials and services	(9)	4,034,649	8,419,743	20,150,093	42%
Finance costs	(10)	8,199	23,662	32,000	74%
Depreciation and amortisation	(11)	1,960,921	1,864,353	5,858,000	32%
TOTAL RECURRENT EXPENSES		7,663,888	12,066,659	32,933,300	37%
NET RESULT		3,733,023	3,584,012	31,185,295	11%

Expenditure Actual v Budget



Actual Revenue % Split YTD



Notes to the Statement of Income and Expenditure:

- (1) Fees & Charges** - This amount is on track with budget.
- (2) Rental Income** - Rental income is on track against budget.
- (3) Interest** - Interest is on track with budget with an effective interest rate provided by the QTC (5.08%). This is down from 4.83% in September 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 November 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)** - No major movements noted for the month.
- (7) Subsidies and Grants (capital)** - No major movement noted for October 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 \$1.758mil against a budget of \$6.893 mil for the year; this is an actual spend of 25.52% year to date.
- (9) Materials and services** - Refer to the cost disaggregation in the operating statement. Currently on track with budget overall.
- (10) Finance costs** - This amount is on track with budget.
- (11) Depreciation and amortisation** - Amount is in line with the expected depreciation spend by 30 October 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

The below report shows the expenditure split between the various organisational departments of council.

It is expected that movements should be no more than 8.33% month on month (100% divided by 12 months).
Benchmark for October 2024 33.33%

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

Organisational Services					Comments
	31 October 2023	31 October 2024	2024-25 Annual Budget	YTD Progress %	
	\$	\$	\$		
Recurrent Expenses					
Corporate Governance Costs	284,154	275,810	1,048,000	26.37%	On track with budget.
Administration Costs	1,080,801	1,281,073	4,283,400	29.84%	On track with budget.
Recoverable Works Expenses	242,850	312,381	934,000	33.45%	Works are on track with crews mobilised to complete them more productively when compared to previous years.
Engineering Services	3,304,198	7,901,272	17,524,500	45.06%	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	329,772	234,530	1,028,000	22.81%	On track with budget.
Net Plant Operating Costs	- 573,101	- 478,454	- 750,000	63.83%	This amount will adjust overtime as predicted <u>inline</u> with budget. Management will monitor at this stage.
Planning and Environmental Expenses	32,151	34,916	352,000	9.92%	On track with budget.
Community Services Costs	983,943	815,117	2,615,400	23.52%	On track with budget.
Finance Costs	8,199	23,662	32,000	73.94%	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	1,960,921	1,864,353	5,858,000	31.83%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
TOTAL RECURRENT EXPENSES	7,663,888	12,066,660	32,933,300	36.64%	Slightly over budget due to cost phasing for works conducted on flood damage.
Capitalised Wages	-	74,170	217,000	34%	On track with budget.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 31 October 2024

	31 October 2024	2024-25 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	57,122,053	38,309,470
Trade and other receivables	3,851,232	1,000,000
Inventories	445,614	300,000
Other financial assets	978,197	102,000
Non-current assets classified as held for sale	-	-
Total current assets	62,397,096	39,711,470
Non-current Assets		
Receivables	-	-
Property, plant and equipment	283,722,496	295,443,386
Accumulated Depreciation	- 118,325,700	- 95,444,462
Intangible assets	-	-
Total non-current assets	165,396,796	199,998,924
TOTAL ASSETS	227,793,892	239,710,394
Current Liabilities		
Trade and other payables	53,213,476	36,465,000
Borrowings	-	-
Provisions	274,531	190,000
Other	-	-
Total current liabilities	53,488,007	36,655,000
Non-current Liabilities		
Trade and other payables	55,410	55,415
Interest bearing liabilities	-	-
Provisions	915,361	930,000
Other	-	500,000
Total non-current liabilities	970,771	1,485,415
TOTAL LIABILITIES	54,458,778	38,140,415
NET COMMUNITY ASSETS	173,335,114	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)	30,264,093	24,545,959
Other reserves	-	-
TOTAL COMMUNITY EQUITY	173,335,114	201,569,979

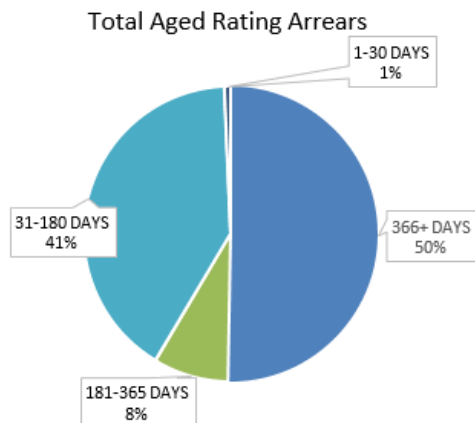
8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 21 November 2024.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	86,156	22,934	143,806	1,920	254,816
SEWERAGE	8,483	4,190	34,925	325	47,923
GARBAGE	5,716	3,918	21,301	217	31,151
WATER	109,460	20,679	76,415	1,398	207,953
WATER CONSUMPTION	140,955	5,886	10,064	1,071	157,976
STATE GOVT EMERGENCY	4,346	1,722	6,252	83	12,403
LEGAL FEES	6,376	-	-	-	6,376
Total	361,492	59,329	292,764	5,013	718,597
Prior Month (August)	363,811	69,571	85,859	1,959	521,200
Movt \$	- 2,319	- 10,243	206,905	3,053	197,397
Movt %	-0.64%	-14.72%	240.98%	155.83%	37.87%

Debt Collection Actions Executed for October 2024:

	Number of assessments	Amount Outstanding
<i>Ratepayers subject to further legal rectification</i>	2	\$ 245,441.19
<i>Assessments to progress to Rating Sale</i>	1	\$ 76,123.50
(\$) Sum of Debt Actions in progress		\$ 321,564.69
(%) of Total Rating Arrears		45%



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)
\$50.11 Rates Interest Write-off	Nil	Finance and Technology Manager

Debt Write off requested > \$1,000

Nil

10. OFFICER’S RECOMMENDATION

That the financial report for 31 October 2024 be received and noted.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.04 Budget Review for the 4 months to the end of 31 October 2024

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgenson; Finance and Technology Manager
DATE REPORT PREPARED:	21 November 2024
LINK TO COUNCIL PLAN/S:	Operational Plan/Budget

1. PURPOSE

The purpose of the following budget review is to establish any significant or tentative deviations of actuals costs against the original budget set for the 2024/25 financial year and to advise of any amendments to its budget pursuant to section 170(1) of the Local Government Regulation 2012. These review items will be separated into the categories of 'Operating' and 'Capital'.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the budget for the 2024/25 financial year on the 17th of July 2024. Council's actual year to date revenue and expenditure is reviewed on a monthly basis. Any significant variances between year-to-date financial performance and budget estimates are investigated and reported. Section 170 (3) of the Local Government Regulation 2012 provides that a Local Government may by resolution amend the budget for the financial year at any time before the end of the financial year. Year to date financial performance has been assessed against original budget estimates and the follow review will outline any amendments required in accordance with the Local Government Regulation 2012.

3. PROPOSAL

That Council acknowledges and endorses revised changes to the 2023/24 Budget. Please note these changes per the below table:

Summary of Proposed Budget Amendments To the end of October 2024			
Proposed Amendments			
	Oct 24 Movt \$	Oct 24 Movt \$	Total \$
<u>Income</u>			
Flood Damage REPA 22/23	15,500,000.00		
Flood Damage REPA 20/21	(500,000.00)		
Flood Damage REPA 21/22	1,250,000.00		
DRFA Flood Emergent Works 23/24	(1,290,000.00)		
Flood Damage REPA 23/24	1,500,000.00		
Total DRFA Flood Damage Grant Revenue		16,460,000.00	
Capital Grants (Aggregate)	27,304,921.00		
Total Capital Grants (Aggregate)		27,304,921.00	
Total Income			43,764,921.00
<u>Expenses</u>			
<u>Operational Expenses</u>			
Internal Audit	(7,000.00)		
Total Finance and Admin Costs		(7,000.00)	
Workshop Operating	(32,000.00)		
Total Community Services Costs		(32,000.00)	
Flood Damage REPA 22/23	(15,500,000.00)		
Flood Damage REPA 20/21	500,000.00		
Flood Damage REPA 21/22	(1,250,000.00)		
DRFA Flood Emergent Works 23/24	1,290,000.00		
Flood Damage REPA 23/24	(1,500,000.00)		
Total DRFA Flood Damage Grant Expenditure		(16,460,000.00)	
Community Garden	25,000.00		
Capital budget expense increase		25,000.00	
Roads Maintenance	72,000.00		
Capital budget expense increase		72,000.00	
Operating Movement			58,000.00
<u>Capital Expenses</u>			
Capital Expenses (Ownsource - Aggregate)	128,000.00		
Capital Expenses (Ownsource - Aggregate)	(27,304,921.00)		
Capital Expenses (Ownsource - Aggregate)		(27,176,921.00)	
Total Expenses			(43,578,921.00)
October 2024 Budget Proposed Amendments (Surplus)			186,000.00
Total Annual 2024-25 Budget Amendments (Surplus)			186,000.00

4. FINANCIAL & RESOURCE IMPLICATIONS

This recommendation requires changes to the current year budget as follows:

For Engineering Services costs, an additional \$16.46M was identified for flood damage costs and revenues (with a net impact of NIL) to deliver critical road infrastructure repairs as funded under the QRA.

For Engineering Services costs, an additional sum of \$32k has also been identified in order to replace the workshop roller doors.

For Engineering Services costs, \$72k has been noted as being required for works for Truganini road within the capital program and as such management would like to re-allocate these funds from roads general maintenance to the capital expenditure schedule.

For Finance and Administration costs; an additional sum has been identified as required to ensure 2 internal audits are carried out for the financial year of 2024/2025 in accordance with the Local Government Regulation 2012.

For Community Services costs; \$25k has been noted as being required to be shifted to capital expenditure to deliver the community garden project funded under FRRR 2024/2025 funding.

For Capital Project Expenditure, an aggregate movement of \$27.30M of funding (for QRA Betterment Projects) has been identified with a cost increase of \$27.17M. Council project engineering has identified a saving of \$128k in relation to own-sourced capital project costs for the quarter 1 budget review.

Other budget areas to note:

- It was identified that Grant Writing costs are higher than expected for 31 October 2024; management will continue to monitor and review this balance. This is due to a large number of grant funding submissions being engaged for the year to date.
- Recruitment costs are also higher than the pro-rata anticipated cost up to 31 October 2024; management will continue to monitor and review this balance.
- Counter Disaster Costs will also be revised after the 2025 wet season to ensure any recoverable costs are claimed back from the relevant funding body.

5. POLICY & LEGAL IMPLICATIONS

Compliance with the Local Government Act 2009 and Section 170 of the Local Government Regulation 2012.

6. CRITICAL DATES & IMPLICATIONS

Section 170 (3) of the Local Government Regulation 2012 defines Council's ability to amend its budget. The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

7. CONSULTATION

- Executive Management Team; and
- Council.

8. CONCLUSION

A total surplus of \$186k will be reported for the year up to 31 October 2024 as a result of savings identified in the capital works program.

9. OFFICER'S RECOMMENDATION

That the following resolutions be endorsed by council:

1. In accordance with section 170(3) of the Local Government Regulation 2012, council is to revise and amend the Burke Shire Council budget adopted for the financial year 2024/2025 as follows.

Summary of Proposed Budget Amendments			
To the end of October 2024			
Proposed Amendments			
	Oct 24 Movt	Oct 24 Movt	Total
	\$	\$	\$
Income			
Flood Damage REPA 22/23	15,500,000.00		
Flood Damage REPA 20/21	(500,000.00)		
Flood Damage REPA 21/22	1,250,000.00		
DRFA Flood Emergent Works 23/24	(1,290,000.00)		
Flood Damage REPA 23/24	1,500,000.00		
Total DRFA Flood Damage Grant Revenue		16,460,000.00	
Capital Grants (Aggregate)	27,304,921.00		
Total Capital Grants (Aggregate)		27,304,921.00	
Total Income			43,764,921.00
Expenses			
Operational Expenses			
Internal Audit	(7,000.00)		
Total Finance and Admin Costs		(7,000.00)	
Workshop Operating	(32,000.00)		
Total Community Services Costs		(32,000.00)	
Flood Damage REPA 22/23	(15,500,000.00)		
Flood Damage REPA 20/21	500,000.00		
Flood Damage REPA 21/22	(1,250,000.00)		
DRFA Flood Emergent Works 23/24	1,290,000.00		
Flood Damage REPA 23/24	(1,500,000.00)		
Total DRFA Flood Damage Grant Expenditure		(16,460,000.00)	
Community Garden	25,000.00		
Capital budget expense increase		25,000.00	
Roads Maintenance	72,000.00		
Capital budget expense increase		72,000.00	
Operating Movement			58,000.00
Capital Expenses			
Capital Expenses (Ownsource - Aggregate)	128,000.00		
Capital Expenses (Ownsource - Aggregate)	(27,304,921.00)		
Capital Expenses (Ownsource - Aggregate)		(27,176,921.00)	
Total Expenses			(43,578,921.00)
October 2024 Budget Proposed Amendments (Surplus)			186,000.00
Total Annual 2024-25 Budget Amendments (Surplus)			186,000.00

ATTACHMENTS

1. 2024-25 Budget and Long Term Financial Forecast



**2024-25 Budget
and Long Term Fina**

2. 2023-24 Budget Review 1 Operating Statement



**2023-24 Budget
Review 1 Operating**

3. 2024-25 Capital Works Summary



**2024-25 Capital
Works Summary.pdf**

Chief Executive Officer Reports

11.05 Audit Committee Meeting Minutes August 2024

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	1 November 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance - external, internal audit and Audit Committee requirements are satisfied.

1. PURPOSE

The purpose of this report is to recommend the adoption of the Burke Shire Council Audit Committee meeting minutes for the August 2024 Audit Committee meeting.

2. BACKGROUND

Section 211 of the Local government Regulations 2012 states that the audit committee of a local government must—

(1)(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.

The committee convened on the 6th August 2024 to facilitate council's audit committee function as outlined by the Local Government Regulation 2012 to discuss the following matters:

- Grants Management Internal Audit Findings Report
- Re-appointment of Internal Auditor
- Internal Audit Plan 2024-27
- Interim External Audit Findings
- Update on Year End External Audit Progress
- Briefing on Audit Committee Charter for 2024/2025
- Audit committee performance assessment process and scorecard

These minutes were approved at the Audit Committee meeting on the 31th October 2024.

3. FINANCIAL & RESOURCE IMPLICATIONS

That council must ensure compliance with the Local Government Regulation 2012. There are no financial or resource implications associated with this report.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012	Section 211	<p>(1) The audit committee of a local government must—</p> <p>(a) meet at least twice each financial year; and</p> <p>(b) review each of the following matters—</p> <ul style="list-style-type: none"> (i) the internal audit plan for the internal audit for the current financial year; (ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate; (iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212; (iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and <p>(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.</p>
Audit Committee Charter		These minutes must comply with the Audit Committee Charter.

5. RISK

Risk Type	What could happen	Possible Consequences
Financial	The audit committee does not meet.	There is no oversight of internal and external audit functions of council by key representatives to ensure the transparency and review of such functions.

6. CRITICAL DATES & IMPLICATIONS

Nil, but minutes should be received and noted by Council on the timely basis.

7. CONSULTATION

- Tony Walsh (Chairman Audit Committee)
- Mayor
- Chief Executive Officer
- Finance and Technology Manager

8. CONCLUSION

It is appropriate for Council to receive, note and acknowledge the recommendations and actions from the Audit Committee.

9. OFFICER'S RECOMMENDATION

That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 6 August 2024.

ATTACHMENTS

1. Audit Committee Minutes August 2024



**Audit Committee
Minutes August 202**

Chief Executive Officer Reports

11.06 Queensland Audit Office 2024 Financial Statements and Audit Reports

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	1 November 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- external, internal audit and Audit Committee requirements are satisfied.

1. PURPOSE

The purpose of this report is to present the 2024 Financial Statements, 2024 Final Management Letter, 2024 Representation Letter, 2024 Management Letter and 2024 Audit Closing Management Report to council as reviewed and certified by the Queensland Audit Office.

2. BACKGROUND

Under section 213 of the Local Government Regulation 2012 a copy of the Auditor General's observation report of a local government's financial statements is to be presented to Council.

The attached reports provide details of audit matters and other information related to the audited financial statements 2024. Management notes that whilst some matters remain in-progress for resolution by management for 30 June 2024, Burke Shire Council has maintained an unmodified opinion upon its control environment and finances for the 2023-2024 financial year.

Management also notes that the financial statements and management representations were reviewed by the Audit Committee and signed on the 31 October 2024.

As corroborated by both external audit and the audit committee, Burke Shire Council is like many neighboring councils has been significantly impacted by the payment timing of the 2024/2025 Financial Assistance Grant which has skewed its sustainability ratio performance for 2023/2024 when compared to the previous financial years. This is stated within the notes of the financial statements and has been raised with both the Queensland Audit Office and the Department of local Government.

3. FINANCIAL & RESOURCE IMPLICATIONS

Having good internal financial controls in place will improve council's financial efficiencies.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 213	This section states that a copy of the Auditor General's observation report of a local government's financial statements is to be presented to council.

5. RISK

Risk Type	What could happen	Possible Consequences
Financial	Inadequate internal financial controls.	Financial implications and organisation inefficiencies.

6. CRITICAL DATES & IMPLICATIONS

The Queensland Audit Office 2024 Closing Management Report 2024 and associated audit deliverables 2024 are presented at the next ordinary/special meeting of Council after it is received.

7. CONSULTATION

- Audit Committee
- CEO
- Management
- External Auditors

8. CONCLUSION

In accordance with section 213 of the Local Government Regulation 2012, the 2024 Financial Statements, 2024 Representation Letter and 2024 Audit Closing Management Report are now presented to Council.

9. OFFICER'S RECOMMENDATION

That the Queensland Audit Office 2024 Financial Statements, Representation Letter, 2024 Management Letter and 2024 Audit Closing Management Report are now presented to Council to be received.

ATTACHMENTS

1. 2023-2024 Financial Statements



2024 Burke Shire
Council - financial s

2. 2023-2024 Representation Letter



BSC Management
Representation Lett

3. 2023-2024 Audit Closing Management Report



BSC Closing Report
2024 [signed].pdf

4. 2023-2024 Management Letter



BSC Final
Management Letter.

Chief Executive Officer Reports

11.07 Queensland Audit Office Roads to Recovery Annual Report 2024

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	1 November 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- external, internal audit and Audit Committee requirements are satisfied.

1. PURPOSE

The purpose of this report is to present the 2024 Roads to Recovery Annual Report and 2024 Representation Letter to council as reviewed and certified by the Queensland Audit Office.

2. BACKGROUND

Under section 6.2(vi)(b) of the Roads to Recovery 2019 funding terms and conditions, council must provide a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:

- (i) the Chief Executive Officer's financial statement is based on proper accounts and records; and
- (ii) the Chief Executive Officer's financial statement is in agreement with the accounts and records; and
- (iii) the expenditure referred to in subparagraph (a)(iv) has been on the construction and/or maintenance of roads; and
- (iv) the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the funding recipient's own source expenditure is based on, and in agreement with, proper accounts and records.

The attached reports provide details of audit matters and other information related to the audited Roads to Recovery Annual Report 2024. Burke Shire Council has maintained an unmodified opinion upon its administration of the Roads to Recovery Program of funding for the 2024 financial year.

3. FINANCIAL & RESOURCE IMPLICATIONS

Having good internal financial controls in place will improve council's financial efficiencies.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Roads to Recovery 2019 Terms and Conditions of Funding	Section 6.2(vi)(b)	<p>Council must provide a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:</p> <p>(i) the Chief Executive Officer's financial statement is based on proper accounts and records; and</p> <p>(ii) the Chief Executive Officer's financial statement is in agreement with the accounts and records; and</p> <p>(iii) the expenditure referred to in subparagraph (a)(iv) has been on the construction and/or maintenance of roads; and</p> <p>(iv) the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the funding recipient's own source expenditure is based on, and in agreement with, proper accounts and records.</p>

5. RISK

Risk Type	What could happen	Possible Consequences
Financial	Inadequate management of grant funds.	Council would be required to pay these funds back to department.

6. CRITICAL DATES & IMPLICATIONS

The audited Roads to Recovery Annual Report 2024 is presented and noted by council.

7. CONSULTATION

External Auditors

8. CONCLUSION

The audited Roads to Recovery Annual Report 2024 and 2024 Representation Letter are now presented to Council.

9. OFFICER'S RECOMMENDATION

That the audited Roads to Recovery Annual Report 2024 and 2024 Representation Letter are now presented to Council and be received.

ATTACHMENTS

1. 2023-2024 R2R Annual report



2024 Burke Shire
Council Roads to Re

2. 2023-2024 R2R Representation Letter



BSC Management
Representation lette

Chief Executive Officer Reports

11.08 Annual Report for the year ended 30 June 2024

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	18 November 2024
LINK TO COUNCIL PLAN/S:	Operational Plan – Good Governance

1. PURPOSE

To adopt Burke Shire Council's Annual Report year ended 30 June 2024.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under Chapter 5 Part 3 Division 3 Section 182 of the Local Government Regulation 2012, Council is required to adopt the Annual Report for each financial year.

The annual report for the financial year has been prepared for consideration in accordance with the relevant legislative provisions. The report documents Council's financial performance and operational progress for the financial year, presents reports from the Mayor and CEO, and includes background information about Burke Shire and its councillors.

3. PROPOSAL

That Council adopts the 2023-2024 Annual Report.

4. FINANCIAL & RESOURCE IMPLICATIONS

The CEO and Finance and Technology Manager have briefed Council on the key financial ratios and broader financial statements for the 2023-2024 financial year.

The Audit Committee also reviewed the financial statements and ratios at the 31 October 2024 meeting.

5. RISK

Not applicable concerning acceptance of this Report.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Detail	Comment
Corporate Plan 2019-2024 Operational Plan for reporting year	Corporate Planning Framework	The annual report is a key record of Council's performance for the year against the operational plan and the budget.
Local Government Regulation 2012 Chapter 5 Part 3 Division 3 Annual Report	<p>(1) A local government must prepare an annual report for each financial year.</p> <p>(2) The local government must adopt its annual report within 1 month after the day the auditor general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.</p> <p>(3) However, the Minister may, by notice to the local government, extend the time by which the annual report must be adopted.</p> <p>(4) The local government must publish its annual report on its website within 2 weeks of adopting the annual report.</p>	<p>Division 3 explains what an annual report for a local government must contain including particulars relating to:</p> <p>Financial statements (s183)</p> <p>Community financial report (s184)</p> <p>Particular resolutions (s185)</p> <p>Councillor information (s186)</p> <p>Administrative action complaints (s187)</p> <p>Overseas travel (s188)</p> <p>Expenditure on grants to community orgs (189)</p> <p>Other contents e.g.: progress towards the outcomes of the corporate and operational plans; internal audit report; registers; concessions for rates and charges; invitations to change tenders etc. (s190)</p>
Australian Accounting Standard ASA 720 'Other information'	Annual report finalisation and auditing standard – auditor to consider the final version of the annual report before it is tabled.	The aim is to avoid misalignment between the annual report prepared by management and the audited financial report in order to avoid material inconsistencies that could reduce reader confidence and affect credibility of management and auditor.

7. CRITICAL DATES & IMPLICATIONS

The Annual Report must be adopted within one month after the day the Auditor General gives the Auditor-General's Audit Report about the Local Governments financial statements for the financial year. Council signed it.

8. CONSULTATION

- Mayor and Councillors
- CEO

- Managers
- Queensland Audit Office

9. CONCLUSION

The Annual Report reflects the Corporate Plan for 2019–2024. The Annual Report is the formal reporting mechanism to the community, respective Government Agencies and other stakeholders.

10. OFFICERS RECOMMENDATION

1. That Council note the contents of the report; and
2. That in accordance with section 182 (1) and (2) of the Local Government Regulation, Council adopts the Burke Shire Council annual report as presented for the financial year ended 30 June 2024; and
3. That the annual report so adopted will be published on Council’s website within 2 weeks of this decision, in accordance with section 182 (4) of the Local Government Regulation 2012.

ATTACHMENTS

1. 2024 Burke Shire Council Annual Report



2023-24 Annual
Report FINAL.pdf

Chief Executive Officer Reports

11.09 Operational Plan 2024-2025 – September Quarter Review Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	22 November 2024
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (Governance, finance, risk)

1. PURPOSE

To provide Council with an outline of progress made through the September 2024 Quarter towards the achievement of Council's 2024/2025 Operational Plan.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

3. PROPOSAL

That Council receives and notes the contents of the September 2024 quarter review report of progress towards implementation of the 2024/2025 Operational Plan.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Risk Type	What could happen	Possible consequence
Strategic and operational alignment	Non-alignment between Corporate Plan, Operational Plan and Budget.	ineffective, inefficient and non-compliant operations.
Compliance	Content requirements of operational Plan 2022-23 not met.	Compliance

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local government Act 2009	Section 104 Financial Management systems.	<p>5) (a) (v) The system of financial management established by a local government must include an annual operational plan.</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan.</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually.</p>
Local Government Regulation 2012	Division 4 annual Operational Plan.	<p>Section 174 Preparation and adoption of the annual operational plan</p> <p>(1) A local government must prepare and adopt an annual operational plan for each financial year.</p> <p>(2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.</p> <p>(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.</p> <p>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</p> <p>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</p>
Local Government Regulation 2012.	Division 4 Annual operational plan.	<p>Section 175 Annual operational plan contents</p> <p>(1) The annual operational plan for a local government must—</p> <ul style="list-style-type: none"> a. be consistent with its annual budget; and b. state how the local government will— <ul style="list-style-type: none"> i. progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and ii. manage operational risks

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

The Executive Management Team have contributed to the update of the September quarter Operational Plan.

This report highlights Council's implementation of the 2024/2025 Operational Plan actions/projects for the September 2024 quarter of the 2024/2025 Financial Year.

9. CONCLUSION

This report highlights Council's implementation of the 2023/2024 Operational Plan actions/projects for the September 2024 quarter of the 2024/2025 Financial Year.

10. OFFICER'S RECOMMENDATION

That Council receives and notes the contents of this report and attachments regarding Council's progress towards the implementation of the 2024/2025 Operational Plan for the September 2024 quarter.

ATTACHMENTS



2024-25

Operational Plan - C

1. Operational Plan 2024/2025 – September 2024 Quarter

Chief Executive Officer Reports

11.10 Sport and Recreation Strategy 2019-2024 – September 2024 Quarter Update

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	5 November 2024
LINK TO COUNCIL PLAN/S:	Burke Shire Council Sport and Recreation Strategy 2019-24

1. PURPOSE

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required to do a quarterly update on the 5 year Sports and Recreation Strategy that was adopted by Council in July 2019.

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

3. PROPOSAL

Continue quarterly update of strategy.

4. FINANCIAL & RESOURCE IMPLICATIONS

The majority of items listed for delivery in the Sport and Recreation Strategy have been fully funded through external grants. A number of these projects are now completed. These included:

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

The Wharf Precinct Recreation area is progressing at the moment.

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

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

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

Delegated authority has been given to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract for the Burketown Health & Wellbeing Precinct to the maximum budget value of \$4,552,000 (ex. GST).

Lights have also been installed Albert River Fishing Bridge.

5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

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

7. CRITICAL DATES & IMPLICATIONS

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

Next year a new 5 year Sports and Recreation Strategy will be developed by this Council.

8. CONSULTATION

Periodic consultation is taking place between Council and:

Club and Association representatives

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

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Sport and Recreation Strategy – September 2024 Quarter Report



Chief Executive Officer Reports

11.11 Operational Risk Register – Update

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	21 November 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-2024-Goal-Good governance. Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

1. PURPOSE

To adopt the updated Council's Operational Risk Register.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council's Operational Risk Register reflects the organisation wide commitment to a consistent approach to managing risks. The management of risk is not the responsibility of a particular department, team, or service within Council, but a shared responsibility across the organisation. The acceptance of risk ownership is required by each staff member at every level within the organisation.

Council wishes to foster and promote a 'risk aware' but not 'risk averse' culture throughout the organisation. The purpose of the Operational Risk Register is to assist individuals in considering risks and opportunities in a consistent manner.

Councils Risk Management Framework adopted by Council in October 2020 identified the following risk categories:

- Assets
- Financial Sustainability
- Emergency and Disaster
- Environment
- Governance and Compliance
- ICT
- Public Health
- Reputation and Service Delivery
- Workforce
- Workplace and Public Safety

The Operational Risk Register was adopted by Council at the November 2022 Council meeting.

3. PROPOSAL

Senior Management have brainstormed each risk category to determine risks identified, previous progress and current progress towards mitigating risk.

Summary of each risk category in the table below identifies Control Likelihood, Level of Control, Consequence Level and total risk rating.

Summary of Risks Identified					
Risk	Details	Control Likelihood	Level of Control	Consequence Level	Total Risk Rating
1	Assets	Possible-3	Marginal	High-4	High-7
2	Financial Sustainability	Possible-3	Satisfactory	High-4	High-7
3	Emergency and Disaster	Almost Certain-5	Satisfactory	Extreme-5	Extreme-10
4	Environmental	Likely-4	Weak	High-4	High-8
5	Governance and Compliance	Possible-3	Good	High-4	High-7
6	ICT	Likely-4	Satisfactory	Extreme-5	Extreme-9
7	Public Health	Likely-4	Marginal	Extreme-5	Extreme-9
8	Reputation and Service Delivery	Likely-4	Satisfactory	High-4	High-8
9	Workforce	Possible-3	Good	High-4	High-7
10	Workplace and Public Safety	Likely-4	Good	Extreme=5	Extreme-9

4. FINANCIAL & RESOURCE IMPLICATIONS

Minimisation of risk will have a positive impact on Council's finances and help insure sustainability.

5. RISK

Refer detailed Operational Risk Register.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Details
Local Government Act 2009	Refer Delegations
Local Government Regulation 2012	Enterprise Risk Management Policy
SO 31000:2018-Risk Management - Guidelines	Enterprise Risk Management Policy

7. CRITICAL DATES & IMPLICATIONS

The progress on the Strategic Risk Register will be reviewed by Council and Management half yearly.

8. CONSULTATION

Management Group

9. CONCLUSION

Strategic risks are:

- Identified and assessed;
- Treatment options are prioritised and implemented;
- Actions are assigned; and
- Performance is monitored and reviewed.

The Operational Risk Register It is not designed solely to eliminate risk, but rather to manage the risks involved in all Council activities, to maximise opportunities and minimise risk.

10. OFFICER'S RECOMMENDATION

That the updated Operational Risk Register dated 29 November 2024 be adopted.

ATTACHMENTS



Burke Shire Council
Operational Risk Re

1. Operational Risk Register

Chief Executive Officer Reports

11.12 Adoption of Council Meeting Dates for 2025

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Madison Marshall; Corporate Services and Governance Manager
DATE REPORT PREPARED:	12 November 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

1. PURPOSE

To present and adopt proposed council meeting dates for 2025.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In 2024, Council Meetings were held on either the fourth Wednesday or Thursday of each month. Some meetings were changed due to conflicting dates with external meetings or conferences.

3. PROPOSAL

That Council holds the ordinary meetings on the fourth Wednesday of each month commencing at 9.00am, with the exceptions noted below for the reasons noted below.

January	Wednesday 22	
February	Wednesday 26	
March	Wednesday 26	
April	Wednesday 30	Moved back 1 week due to public holidays
May	Wednesday 28	
June	Wednesday 25	
July	Wednesday 23	
August	Wednesday 27	
September	Wednesday 24	
October	Wednesday 15	Moved forward 1 week due to LGAQ conference scheduled for 20-22 October
November	Wednesday 19	Moved forward 1 week to allow sufficient time between November and December meetings
December	Friday 12	Moved earlier due to Council shutdown

4. FINANCIAL & RESOURCE IMPLICATIONS

This is budgeted for in Council's normal operations.

5. POLICY & LEGAL IMPLICATIONS

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

6. CRITICAL DATES & IMPLICATIONS

It is timely to decide the meetings now, in order to advertise the public notice of meetings for next year as required under section 254B of the Local Government Regulation 2012.

7. CONSULTATION

- CEO

8. CONCLUSION

That the 2025 Council meeting dates are adopted to meet legislative requirements.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the dates below for the Ordinary Meetings of Council in 2025:-

January	Wednesday 22
February	Wednesday 26
March	Wednesday 26
April	Wednesday 30
May	Wednesday 28
June	Wednesday 25
July	Wednesday 23
August	Wednesday 27
September	Wednesday 24
October	Wednesday 15
November	Wednesday 19
December	Friday 12

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.13 Application for a Development Permit for Material Change of Use – Renewable Energy Facility (Solar Farm)

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Elizabeth Taylor; Town Planner
DATE REPORT PREPARED:	1 November 2024
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- external, internal audit and Audit Committee requirements are satisfied.

APPLICANT:	Ergon Energy Attention: Tom Sexton 26 Reddacliff Street NEWSTEAD QLD 4006
APPLICATION:	Application for a Development Permit for Material Change of Use – Renewable Energy Facility (Solar Farm)
ADDRESS:	Lot 55 Wills Developmental Road Burketown
REAL PROPERTY DESCRIPTION:	Lot 55 SP280661
ZONE:	Township Zone – Industrial Precinct
APPENDIX:	Appendix 1: Concept Plans Appendix 2: SARA Decision Notice

1. INTRODUCTION

This Application is made by Ergon Energy (EE), who aims to achieve decarbonisation of community electricity supply by installing Solar Farms at isolated network locations. It is expected that the Solar Farm will provide a minimum of 50% of Burketown's electricity. The site is described as Lot 55 SP280661 and is located in the industrial area of Burketown, in proximity to the airport.

The Material Change of Use (MCU) Application seeks a Development Permit for:

- Renewable Energy Facility – (Solar Farm).

The site is located within the Township Zone – Industrial Precinct, under the Burke Shire Planning Scheme 2020 (PS) and requires Code Assessment.

2. SITE AND LOCALITY

The site is large, with an area of 9.2 hectares, it is vacant, rectangular in shape, generally level, devoid of vegetation and suitable for industrial development.

The site is bounded to the north, east and west by unformed road reserves and has extensive frontage to Wills Developmental Road to the south. The airport is located further south of the site and Council services are located nearby to the west.

The site is currently Council owned land and a contract of sale between EE and Council is afoot to facilitate the Solar Farm development.

3. PROPOSED DEVELOPMENT

The proposed development is for the establishment of a 1200kW Solar Farm and 1000kWh of lithium battery energy storage to operate the Burketown network in diesel-off mode. The Solar Farm will connect to the network via the existing 22kv powerline that transects the site. This will reduce genset operating hours and extend the useful life of the genset and reduce diesel fuel consumption at the EE depot, located in town.

The Solar Farm will be operated remotely and will be located in the northwestern corner of the site and cover an area of approximately 2.4 hectares, or approximately 26% of the total site, refer Locality Plan below.



The project involves:

- the erection of over 2000 550W solar panels, with a tilt angle of 15 degrees at ground level, in rows spaced 3.5 metres apart to allow for maintenance and to reduce self-shading;
- battery storage system, located in a 40ft shipping container;
- control building, fenced with high security industrial spear top style fencing a minimum of 3.0 metres in height; and
- 2.5-metre-high perimeter fencing around the facility.

The project will result in the clearing of 2.4 hectares, being the Solar Farm compound footprint and the vehicular access track. Vehicular access will be provided along a dedicated gravel access track, via an unformed road reserve that connects direct to the State Controlled Road (SCR).

Traffic impacts associated with the development will be limited to, primarily, the construction period with minimal maintenance traffic generated once the Solar Farm is operational. A Traffic Study was submitted in support of the Application and concludes that the development will have no discernible impact on the surrounding road network due to the limited amount of traffic generated, with the highest number of vehicles generated during the 12-month construction period. In addition, a

“swept path” assessment determined that all vehicles (large and small) can safely and efficiently access the site without crossing into the on-coming traffic lane.

Referral of the Application to the State Government has resulted in a condition specifying the standard of vehicular access for the development, required to and from the State Controlled Road (Wills Developmental Road).

The entire site is identified as subject to flooding under the PS. Based on a site survey, the northwestern corner of the site has an approximate ground level height of between 5.8 metres and 5.75 metres AHD. The maximum Q100 flood height is 6.6 metres AHD and the maximum Q200 flood height is 6.7 metres AHD. All essential electrical infrastructure (control building, transformers, battery storage and inverters) will be designed with a freeboard of Q200 + 300mm (7.0 metres AHD). This will ensure the Solar Farm can continue to function during and after major flood events. In addition, all perimeter fencing will be permeable to allow floodwater to travel through the Solar Farm compound.

The Burketown Airport is in close proximity to the site. However, the site is not located on the approach or departure route to the runway and the orientation of the solar arrays will not generate reflective surfaces that distract or blind pilots. In addition, all buildings and solar arrays associated with the Solar Farm will be significantly lower than the 20 metre AHD Obstacle Limitation Surface.

EE considers that the project will have the following significant community benefits:

- Greater local energy resilience and independence;
- Reduced reliance on fossil fuels;
- Community education and awareness of the benefits to the community; and
- Improved environmental outcomes.

A copy of the Concept Plans is attached at Appendix 1

4. TOWN PLANNING ASSESSMENT

Relevant statutory planning documents include the:

- Planning Act 2016; and
- Burke Shire Planning Scheme 2020.

Planning Act 2016

The Planning Act 2016 (PA) is the principal regulatory framework for land use planning and assessment in Queensland. The Act sets out the assessment process and identifies relevant referral agencies. The Application has been assessed and processed under the PA.

Burke Shire Planning Scheme 2020

Under the PS the site is included in the Township Zone – Industrial Precinct and the proposed development falls under the land use definition of Renewable Energy Facility. The land use is Code assessable in the Township Zone – Industrial Precinct.

Referral Agencies

The Application was referred to the State as an ‘Infrastructure Related Referral’ – State transport corridor. A copy of the State Decision Notice is attached at Appendix 2. The State has imposed four (4) conditions on the approval:

- Condition 1- No direct access between the site and the State Controlled Road;

- Condition 2 – All-movements Type C rural access connection from the SCR;
- Construction Management Plan (traffic); and
- Stormwater management control.

Town Planning Assessment

The Application is Code assessable and requires assessment against the following relevant provisions of two PS Codes:

- Township Zone Code; and
- General Development Code.

Township Zone Code

The outcomes sought for development in the Industrial Precinct of the Township Zone are:

- This precinct enables the establishment of a wide range of industries.*
- Industries are established and consolidated in this precinct to minimise potential conflict with nearby sensitive land uses.*
- Industries manage impacts to acceptable levels to maintain acceptable levels of amenity.*
- The location of industrial development does not compromise the safety or efficiency of the local and state-controlled road network.*

The relevant Assessment Benchmarks of the Township Zone Code are PO1, PO2, PO3, PO4, PO20 & PO21.

ASSESSMENT BENCHMARKS		
PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	COMMENT
<u>PO1</u> Development is consistent with the existing built form in terms of size, design, siting and physical characteristics. The appearance and siting of buildings, other structures, car parking areas or signage is compatible with the local streetscape character, the style and design of nearby buildings, and is respectful and sympathetic to any heritage place or item identified in Schedule 5 –Local heritage register or the SPP mapping– Environment, Cultural heritage.	<u>AO1</u> No Acceptable outcome provided	The proposed development is well setback from the site frontage and is located in a generally undeveloped industrial area of the town. No detrimental impacts in terms of industrial character and amenity will result.

ASSESSMENT BENCHMARKS		
PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	COMMENT
<p><u>PO2</u></p> <p>Development with frontage to a State controlled road must have safe access points that do not adversely impact on the safety and efficiency of the road.</p>	<p><u>AO2.1</u></p> <p>Vehicular access is provided from a local road.</p> <p><u>AO2.2</u></p> <p>Where a site has no frontage to the State controlled road, development does not require new or changed access to the State controlled road.</p> <p>OR</p> <p>Vehicular access is consistent with the function and design of the State-controlled road.</p>	<p>Safe access will be provided direct from a local access road to the SCR.</p> <p>Condition 2 of the State Decision Notice requires access to meet the SCR standard of a Type C Rural Access.</p>
<p><u>PO3</u></p> <p>Commercial and industrial uses that support and service the residential areas are centrally located where they can be conveniently and safely accessed without having an adverse impact on residential amenity.</p>	<p><u>AO3.2</u></p> <p>Industrial uses are established in the Industrial precinct.</p>	Complies
<p><u>PO4</u></p> <p>Industrial land uses are protected from encroachment by incompatible land uses.</p>	<p><u>AO4</u></p> <p>Sensitive land uses do not compromise the viability of existing or future industrial development and are not located within close proximity of the Industrial precinct or the waste and sewage treatment plants.</p>	The Solar Farm will not be located near any sensitive land uses.
<p><u>PO20</u></p> <p>Buildings and other structures are consistent with the dominant density, type, character and scale of development sought in an Industrial area.</p>	<p><u>AO20.1</u></p> <p>A maximum of one (1) vehicle access point is provided to the site, except where Service station or Transport depot, which can have two (2) vehicles access points.</p> <p><u>AO20.3</u></p> <p>Landscaping in the form of native trees and shrubs is</p>	<p>Complies</p> <p>The Solar Farm is set back approximately 80 metres from the site boundary with the</p>

ASSESSMENT BENCHMARKS		
PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	COMMENT
	<p>provided along all road frontages of the site for a minimum depth of 2 metres.</p> <p><u>AO20.4</u></p> <p>Development is provided with a designated waste collection area that is:</p> <ul style="list-style-type: none"> located on a concrete slab; located to the side or rear of the premises; screened from public view with a 1.8m fence. <p><u>AO20.5</u></p> <p>Advertising devices are limited to window signs, wall signs and pylon signs. Roof signs, above awning signs or product advertising signs are not permitted.</p>	<p>road and will have a low built form profile.</p> <p>No landscaping is proposed in this instance.</p> <p>By virtue of the way Solar Farms are operated remotely there is no requirement for a designated waste collection area.</p> <p>No advertising signs proposed.</p>
<p><u>PO21</u></p> <p>Uses, other than industrial uses, are limited and are consistent with and make a positive contribution to the economy and character of the industrial precinct, and do not detract from the commercial precinct as being the primary location for commercial development.</p>	<p><u>AO21</u></p> <p>Dominant development in the Industrial Precinct is industrial uses.</p>	<p>While not a traditional or typical industrial activity, a Solar Farm is considered an appropriate activity to establish on land in the Township Zone – Industrial Precinct.</p>

The proposed Solar Farm development complies with the objectives sought for the Industrial Precinct and the relevant Assessment Benchmarks of the Township Zone Code.

General Development Code

The outcomes sought for ensuring development in the Shire is located, designed, and managed in a safe and efficient manner are:

1. *Development has a safe and efficient site layout.*

2. *Development does not detract from the Shire's unique building design, is complementary to the scale of neighbouring uses, and contributes to the character of the street and the locality.*
3. *Development on Local heritage register:*
 - (a) *does not result in the demolition or removal of a local heritage place, unless there is no prudent and feasible alternative;*
 - (b) *conserves the physical features, fabric and contents that contribute to the cultural heritage significance of the local heritage place; and*
 - (c) *safeguards archaeology and archaeological potential, and ensures they are appropriately investigated and artefacts appropriately managed.*
4. *The erosion prone area in the coastal management district is maintained as a development free buffer zone unless:*
 - (a) *the development cannot be feasibly located elsewhere; and*
 - (b) *it is coastal dependent, or temporary, readily relocatable and/or able to be Abandoned;*
 - (c) *redevelopment of existing permanent buildings is located to avoid or mitigate coastal erosion risks.*
5. *An appropriate level of servicing and infrastructure is provided to new development and is connected to Council infrastructure where available.*
6. *The site layout protects the amenity of the area including residential, industrial and commercial uses, allows sufficient areas for access, parking, manoeuvring and landscaping on the site and safe and efficient access and egress.*
7. *Assets of the Council are protected.*
8. *Any planned earthworks ensure that existing drainage regimes are maintained or Improved.*
9. *Development in a natural hazard area is avoided or mitigated to protect people and property and enhance the community's resilience to natural hazards.*

The relevant Assessment Benchmarks of the General Development Code are PO1, PO4, PO5, PO6, PO7, PO8, PO10, PO13, PO15, PO16, PO18, PO30, PO31, PO34, PO37, PO39, PO43 and PO44.

ASSESSMENT BENCHMARKS		
PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	COMMENT
<p><u>PO1</u></p> <p>Development in flood hazard areas is designed and located to minimise susceptibility to and potential impacts of flooding and does not significantly impede the flow of flood waters through the site</p> <p>or</p> <p>worsen flood flows external to the site, through the site or</p>	<p><u>AO1.1</u></p> <p>Where development is located within an area identified as flood hazard on the flood hazard maps (as identified in Schedule 2 — Flood mapping):</p> <ol style="list-style-type: none"> i. Development is sited on part of the site which is outside of the flood hazard area; or ii. Where this cannot be achieved: 	<p>EE undertook a Flood Assessment of the site and has determined that essential infrastructure will be located at Q200 + 300mm freeboard = 7.0 metres AHD.</p> <p>The design will also ensure that flood waters are not impeded.</p>

ASSESSMENT BENCHMARKS		
PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	COMMENT
worsen flood flows external to the site.	<p>The finished flood levels of all habitable rooms are a minimum of 300mm above the defined flood level identified in Schedule 6; and</p> <p>Flood levels of non habitable rooms (other than class 10 buildings) are above the defined flood level identified in Schedule 6.</p> <p><u>AO1.2</u></p> <p>Development, excluding development in the Rural zone, located in the flood hazard area on the flood hazard maps (as identified in Schedule 2 — Flood mapping) does not involve:</p> <ul style="list-style-type: none"> • filling with a height greater than 150mm; • filling with a height greater than 200mm in the Industrial precinct; or • block or solid walls. 	<p>Any approval will be conditioned accordingly.</p> <p>No filling on site will exceed 200mm - Complies</p>
<p><u>PO4</u></p> <p>The size and bulk of new buildings associated with development maintains and enhances the intended local character of the location (zone and/or precinct) by avoiding over-development of the site, and allowing for development at a consistent scale, siting and intensity to nearby development.</p>	<p><u>AO4</u></p> <p>Total development on the site has a maximum site cover in accordance with Table 7.2.1.4 — Building heights, setbacks and site coverage.</p>	<p>Complies, as the maximum site cover allowed under Table 7.2.1.4 is 85% in the Industrial Precinct.</p> <p>The entire Solar Farm compound only comprises 26% of the total site area.</p>

ASSESSMENT BENCHMARKS		
PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	COMMENT
<p><u>PO5</u></p> <p>Buildings and structures are setback from the front, side and rear boundaries generally consistent with:</p> <ul style="list-style-type: none"> the intended form, function and character of development in the respective zone or zone precinct; and prevailing setbacks of existing development in the same zone or zone precinct in the locality; and amenity outcomes for adjoining development, streetscapes and public spaces. 	<p><u>AO5</u></p> <p>Unless otherwise prescribed in a zone code, or other Acceptable outcome within the General development code, development provides setbacks in accordance with Table 7.2.1.4 — Building heights, setbacks and site coverage.</p>	<p>Complies with the building height and setbacks for development in the Industrial Precinct listed in Table 7.2.1.4, of:</p> <p>Building height – maximum 15 metres;</p> <p>Building setbacks – front – minimum 6m, and side and rear – minimum 2 metres.</p>
<p><u>PO6</u></p> <p>Landscaping is provided to enhance the visual appeal of development and soften the appearance of the built form. The majority of landscaping is to be undertaken on the principal street frontage of the development.</p>	<p><u>AO6</u></p> <p>Except in the Commercial precinct of the Township zone and the Rural zone, a minimum of 10% of the total development area is landscaped with native trees and shrubs endemic to the local area.</p>	<p>The development is low profile and located in the northwestern corner of a large 9.2 hectare site – no landscaping proposed.</p>
<p><u>PO7</u></p> <p>New development retains the character and amenity of the area, including minimising or avoiding adverse impacts from heavy vehicle or traffic generation on residential or rural residential roads.</p>	<p><u>AO7</u></p> <p>Development involving heavy transport activities establishes in the Industrial precinct of the Township zone or in the Rural zone.</p>	<p>The Solar Farm is well located in the Industrial Precinct.</p>

ASSESSMENT BENCHMARKS		
PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	COMMENT
<p><u>PO8</u></p> <p>The height of development:</p> <ul style="list-style-type: none"> maintains the overall low rise scale and character of development in the Shire reflects the intended form, function and character of development in the respective zone or precinct; and integrates with existing surrounding development without introducing adverse amenity impacts. 	<p><u>AO8</u></p> <p>Unless otherwise prescribed in a zone code, buildings and structures have a maximum height in accordance with Table 7.2.1.4 — Building heights, setbacks and site coverage.</p>	<p>Building heights, at less than 8.5 metres, is significantly less than the 15 metres permitted.</p>
<p><u>PO10</u></p> <p>The proposed development accommodates sufficient car parking on site to meet the peak parking demand of the use at any point in time.</p>	<p><u>AO10</u></p> <p>Carparking is provided at the rates as per table 7.2.1.5.</p>	<p>There will be adequate parking space available on site for maintenance crew, once the Solar Farm is operational.</p>
<p><u>PO13</u></p> <p>The design of access, parking and manoeuvring within the site:</p> <ul style="list-style-type: none"> is adequate for the type and volume of traffic generated by the use; does not adversely impact on the traffic network external to the site; caters for safe pedestrian access; and provides for disabled access. 	<p><u>AO13.1</u></p> <p>Vehicle crossovers and driveways are designed in accordance with Council standards.</p> <p><u>AO13.2</u></p> <p>Car parking and manoeuvring areas are designed in accordance with:</p> <ul style="list-style-type: none"> AS2890.1 — Parking Facilities; AS2890.1 — Accessible (Disabled) Parking; and Austroads AP-34/95 - Design Vehicles and Turning Path Templates. 	<p>The access track, servicing the Solar Farm has a length of approximately 80 metres. A condition on any approval will require the access track to be profiled to provide camber to facilitate runoff and be surfaced with compacted gravel to maintain longevity. The operator of the Solar Farm will be required to maintain the access track in good order, during the life of the project.</p>

ASSESSMENT BENCHMARKS		
PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	COMMENT
<p><u>PO15</u></p> <p>All development has an adequate supply of potable water and can provide for appropriate treatment and disposal of effluent and other waste water.</p>	<p><u>AO15.1</u></p> <p>In the Township zone, all development is connected to Council's reticulated water supply network in accordance with:</p> <ul style="list-style-type: none"> Water Services Association of Australia (WSAA), 2011, "WSA 03-11 Water Supply Code of Australia "Version 3.1; and Queensland Department of Energy and Water Supply, 2010, Planning Guidelines for Water Supply and Sewerage. <p>OR</p> <p>In the Recreation and open space, Rural and Rural residential zones, a potable water supply is provide by one (1) 0,000L water tank.</p> <p><u>AO15.2</u></p> <p>In the Township zone, all development is connected to Council's reticulated sewerage network.</p> <p>OR</p> <p>In the Recreation and open space, Rural, and Rural residential zones, sewage disposal is provided and connected generally in accordance with the Queensland Plumbing and Wastewater Code.</p>	<p>The Solar Farm requires minimal urban services due to the nature of the operation.</p> <p>On that basis a condition will be placed on any approval requiring potable water be provided via water tank/s and an on-site effluent disposal system suitable for the use and the impacts of flooding be provided.</p>

ASSESSMENT BENCHMARKS		
PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	COMMENT
<p><u>PO16</u></p> <p>Stormwater is collected and discharged to ensure no impacts on adjoining land owners, Council or State infrastructure while also ensuring environmental values of waters in the Shire are maintained.</p>	<p><u>AO16</u></p> <p>In all zones, stormwater drainage is provided in accordance with:</p> <ul style="list-style-type: none"> Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013; and Pilgrim, DH, (ed)., Australian Rainfall & Runoff – A Guide to Flood Estimation, Institution of Engineers, Australia, Barton, ACT, 1987. 	<p>The minor on-site earthworks required to facilitate the development (occupying 26% of the site) will not adversely alter the existing stormwater discharge characteristics of the site.</p> <p>A condition will be place on any approval requiring earthworks associated with the Solar Farm development to be minimised, in order to maintain existing ground levels.</p>
<p><u>PO18</u></p> <p>Development does not adversely impact on essential infrastructure.</p>	<p><u>AO18.1</u></p> <p>All proposed structures and buildings are clear of any Council easements and underground infrastructure located within the site boundaries.</p> <p><u>AO18.2</u></p> <p>All invert crossing(s) and driveways are clear of all gully pits, street lights, power poles and other infrastructure located within the road reserve with a minimum separation distance of 1m.</p>	<p>The proposed development does not conflict with any above or below ground Council infrastructure.</p>
<p><u>PO30</u></p> <p>Development involving essential community infrastructure remains functional to meet community needs during and after flood events.</p>	<p><u>AO30</u></p> <p>No Acceptable Outcome provided.</p>	<p>The Solar Farm is being developed in accordance with the findings of a Flood Assessment, to ensure it will continue to operate during and after flood events.</p>

ASSESSMENT BENCHMARKS		
PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	COMMENT
<p><u>PO31</u></p> <p>Development directly, indirectly and cumulatively avoids any increase in water flow velocity or flood level and does not increase the potential for flood damage either on-site or on other properties.</p>	<p><u>AO31</u></p> <p>Where development is located within an area identified as flood hazard on the flood hazard maps (as identified in Schedule 2 —Flood mapping):</p> <ul style="list-style-type: none"> • A flood study determines the development site is located outside of the defined flood level; or • A hydraulic and hydrology report, prepared by a suitably qualified professional, demonstrates that the development; <ul style="list-style-type: none"> i. maintains the flood storage capacity on the subject site, and ii. does not increase the volume, velocity, concentration or flow path alignment of stormwater flow across sites upstream, downstream or in the general vicinity of the subject site; and iii. does not increase stormwater ponding on-sites upstream, downstream or in the general vicinity of the subject site. 	<p>The final design of the Solar Farm compound will ensure:</p> <ul style="list-style-type: none"> • the flood storage capacity of the site is maintained; • it does not increase the volume; velocity concentration or flow path alignment of stormwater flows; • it does not increase stormwater ponding off site.
<p><u>PO34</u></p> <p>Natural processes and the protective function of landforms and vegetation along the coastline and riverbanks in the Coastal Management District are maintained.</p>	<p><u>AO34</u></p> <p>No Acceptable Outcome provided.</p>	<p>The development of the Solar Farm will have minimal site impacts.</p>

ASSESSMENT BENCHMARKS		
PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	COMMENT
<p><u>PO37</u></p> <p>Development on or adjoining the stock route network (SPP mapping —Economic Growth, Agriculture, Stock Route Network) does not compromise the connectivity and integrity of the network and protects ongoing, efficient and safe use by travelling stock by:</p> <ul style="list-style-type: none"> maintaining the extent of the stock route network, including where pasturage rights exist maintaining access to watering facilities and other stock route infrastructure using access works that are robust and fit-for-purpose, and provide for the safe passage of stock traversing the stock route where transport or other linear infrastructure crosses a stock route, providing a practical solution to allow stock to move across the infrastructure safely and in a timely manner (for example grade separation). 	<p><u>AO37</u></p> <p>No Acceptable Outcome provided.</p>	<p>The site is located adjacent to Wills Developmental Road which is identified as a stock route.</p> <p>The proposal will not compromise the continued use of the stock route based on the following:</p> <ul style="list-style-type: none"> Works within the stock route will be limited to a vehicle crossover/ access track, which will not impede stock movements. The Solar Farm is to be operated remotely with access to the site limited to routine maintenance crews only. This will significantly reduce the potential for conflict between stock route users and vehicles which very occasionally accessing the Solar Farm. Solar Farm activities will occur approximately 80 metres from the stock route ensuring no interaction between stock route uses and Solar Farm operations. The Solar Farm will not deteriorate land corridor connections
<p><u>PO39</u></p> <p>Development does not result in a loss of additional values associated with the stock route network including recreational, environmental and heritage values.</p>	<p><u>AO39</u></p> <p>No Acceptable Outcome provided</p>	<p>As above</p>

ASSESSMENT BENCHMARKS		
PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	COMMENT
<p><u>PO43</u></p> <p>Development does not interfere with the function of airports, airstrips and aviation facilities.</p>	<p><u>AO43</u></p> <p>Development is designed and constructed to mitigate adverse impacts on the function of the airport, airstrip or aviation facility.</p> <p>OR</p> <p>Development complies with this outcome where written confirmation from Air Services Australia confirms that the development will not impair the continued function of the airport, airstrip or aviation facility.</p>	<p>The proposal will not adversely impact on the safe and efficient operation of the Burketown airport given the following:</p> <ul style="list-style-type: none"> • The proposal will not result in a building height that exceeds obstacle limitation surfaces (20m); • The site is not located on the approach/ departure route to the runway; • The use is compatible with the operation of the airport in that it does not introduce emissions which increase air turbulence, reduce visibility or compromise the operation of aircraft; • The use does not attract wildlife that could increase hazards for aircraft. • The orientation of the solar arrays will ensure that the use does not result in reflective surfaces which distract or confuse pilots during approach or departure procedures.

ASSESSMENT BENCHMARKS		
PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	COMMENT
<u>PO44</u> Development does not involve permanent or temporary physical obstructions that will adversely affect the airport's operational airspace area identified on maps BTN AF1 and BTN AF2.	<u>AO44.1</u> Development involving a permanent or temporary building, structure or landscaping does not enter operational airspace areas identified on maps BTN AF1 and BTN AF2.	The height of proposed structures will not enter operational airspace as identified within BTN AF1 and BTN AF2.
	<u>AO44.2</u> Development on land within the area identified on maps BTN AF1 and BTN AF2 as operational airspace, does not involve transient intrusions within the operational airspace.	The development will not result in transient intrusions within operational airspace.

The proposed Solar Farm development complies with the relevant Assessment Benchmarks of the General Development Code.

5. OTHER MATTERS

The Solar Farm development will occupy 26% of the site, in the northwestern corner. It is possible that the balance of this vacant site might be developed and/or reconfigured at a later date for industrial development. Should the connection of the Solar Farm to the existing 22kv network that transects the site, extend outside the Solar farm compound and across part of the balance area of the site, EE is to be advised that an Easement will be required at the time of any future development, which may impact on future development options and/or subdivision layout/design options.

6. FINANCIAL & RESOURCE IMPLICATIONS

The fees for the assessment of Material Change of Use applications are established in the budget process and are reviewed annually. The applicable assessment fee has been paid in line with Council's 2024-2025 Schedule of Fees and Charges.

7. POLICY & LEGAL IMPLICATIONS

Council is required to deal with and assess the Development Application in the context of:

- Planning Act 2016;
- Planning Regulation 2017;
- North Queensland Regional Plan;
- State Planning Policy; and
- Burke Shire Council Planning Scheme 2020

8. CRITICAL DATES & IMPLICATIONS

To meet Ergon expectations this report needs to be considered at the November Council meeting.

9. CONSULTATION

Matter has been discussed with Council.

10. CONCLUSIONS

The proposed development complies with the requirements of the relevant provisions of the PS and can be approved subject to reasonable and relevant conditions.

The proposed development also provides community benefit and is therefore supported and recommended to Council for approval.

11. OFFICER'S RECOMMENDATION

That Council resolves:

1. That Ergon Energy be advised that if the connection of the Solar Farm to the existing 22kv network that transects the site, extends outside the Solar farm compound and the balance of Lot 55 (6.8ha) is proposed to be developed and/or reconfigured in the future for industrial development; an Easement may be required at the time of any future development, which may impact on future development options and/or subdivision layout/design options for the balance area of the site.
2. In accordance with the Planning Act 2016, the applicant be notified that the Application for a Development Permit for a Material Change of Use for Renewable Energy Facility – (Solar Farm) on land located at Lot 55 Wills Developmental Road, Burketown and described as Lot 55 SP280661, is approved subject to the conditions detailed below.

APPENDIX A: ASSESSMENT MANAGER CONDITIONS (COUNCIL)

General

1. The development shall be undertaken substantially in accordance with the submitted and approved Concept Plans and submitted documentation, except as modified by this approval, to the satisfaction of the Chief Executive Officer or delegate.

NAME	PLAN NUMBER	DESCRIPTOR	DATED
Energy Queensland	DA100B	Locality Plan	28 March 2024
Energy Queensland	DA101B	Site Plan	28 March 2024
Energy Queensland	DA102B	Proposed Layout Plan	28 March 2024
Energy Queensland	DA201B	Elevations	28 March 2024
Energy Queensland	DA001B	View of Solar Array from Road	28 March 2024

Energy Queensland	DA002B	View of Solar Array on site	28 March 2024
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2. Any future plumbing and/or building work on the site shall be carried out generally in accordance with any relevant Council's requirements and all State and Council regulatory controls, to the satisfaction of the Chief Executive Officer or delegate.
3. This development approval lapses six (6) years after the day that the development approval takes effect, unless extended under the Planning Act 2016.
4. Any re-profiling of the site to accommodate the Solar Farm and achieve flood immunity for critical infrastructure shall ensure stormwater and runoff from the site is drained to a lawful point of discharge, in such a way that it does not concentrate flow on site or on any adjoining or downstream sites, or the road reserves, nor does it create ground erosion problems on site or adjoining or downstream sites, or the road reserves, to the satisfaction of the Chief Executive Officer or delegate.
5. The final design of the Solar Farm compound must minimise earthworks, so that any fill does not exceed 200mm (excluding small areas required to be elevated to accommodate critical infrastructure, refer condition 6, below), and ensures:
 - a. the flood storage capacity of the site is maintained; and
 - b. there is no increase in the volume and/or velocity concentration or flow path alignment of stormwater flow; and
 - c. there is no increase in stormwater ponding on or off site.

To the satisfaction of the Chief Executive Officer or delegate.
6. All critical infrastructure associated with the Solar Farm, (specifically the control building, transformers, battery storage equipment and solar panel inverters) must be designed and sited within the compound to achieve a freeboard of Q200 (6.7m + 0.3m) = 7.0 metres, to the satisfaction of the Chief Executive Officer or delegate.
7. All fencing associated with the Solar Farm compound must be permeable to allow unimpeded run-off of flood water and must be erected prior to commencement of the use, to the satisfaction of the Chief Executive Officer or delegate.
8. Installation of a potable water supply, in the form of water tank/s, with a capacity suitable to service the maintenance crew of the development, to the satisfaction of the Chief Executive Officer or delegate.
9. Installation of an on-site effluent disposal system, with a capacity suitable to service the maintenance crew of the Solar Farm. The on-site effluent disposal system must be of a type and to a standard that is environmentally safe for use in areas that flood on a regular basis, to the satisfaction of the Chief Executive Officer or delegate.
10. The access track to the Solar Farm, to be constructed on part of an unformed road reserve, and also on site, is required to:
 - a. be profiled with a camber that facilitates runoff; and
 - b. be surfaced with compacted gravel; and
 - c. be maintained for the life of the project by the Solar Farm operator; and

- d. be constructed, in conjunction with the Type C Rural Access, required by the State, prior to the commencement of the construction of the Solar Farm, or the delivery to the site, of any equipment and/or materials associated with the Solar Farm.

To the satisfaction of the Chief Executive Officer or delegate.

- 11. Should any of the Council's assets be damaged during the construction of the Solar Farm and associated services/works the cost of the reinstatement of all such assets shall be met by the applicant/proponent, to the satisfaction of the Chief Executive Officer or delegate.
- 12. Car parking spaces of compacted gravel are to be provided within the Solar Farm compound, to meet the demand generated by maintenance personnel, to be constructed prior to commencement of the use, to the satisfaction of the Chief Executive Officer or delegate.
- 13. The applicant shall ensure the Solar Farm compound is maintained in a clean and tidy condition at all times, to the satisfaction of the Chief Executive Officer or delegate.
- 14. During the construction stage of the development, contact details (mobile and email) for both the Site Supervisor and the Ergon Energy Project Manager must be provided to Council, prior to commencement of any work associated with the project.
Should either of these senior staff leave, prior to the construction stage of the development being finalised, updated contact details of new personnel must be provided to Council immediately, to the satisfaction of the Chief Executive Officer or delegate.
- 15. Should the Solar Farm reach an 'end of life' stage, the proponent is required to provide Council with a draft Decommissioning Plan for consideration, approval and endorsement. Prior to decommissioning commencing on site a final Decommissioning Plan must be endorsed and signed off by both parties, to the satisfaction of the Chief Executive Officer or delegate.

ATTACHMENTS

- 1. Concept Plans



- 2. SARA Decision Notice for Solar Farm



12. Closed Session Reports

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

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. Late Business

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

16. Deputations and presentation scheduled for meeting

Council notes no deputations or presentations were scheduled for the meeting.

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Friday 13 December 2024.