



Agenda and Business Papers
Burke Shire Council Ordinary Meeting
Friday 13 December 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 Ben Stephen; Acting Works Manager Chelsea Nelson; People and Culture Manager Kimberly Chan; Economic and Community Development Manager Jordan Marshall; Executive Assistant (Minutes) Madison Marshall; Corporate Services and Governance Manager Shannon Moren; Environmental Health, Local Laws and Facilities Manager
On Leave	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

03. Prayer

Led by Cr Camp.

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Friday 29 November 2024

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



241129

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 Update

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:	3 December 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 November 2024 and proposed works for the month ahead.

2. SUMMARY

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

An inspection of various projects was conducted with Councillors, QRA and Northlane.

Most staff have been involved with preparation works for the wet season.

Most staff attended the snake awareness training.

2.1 Parks, Gardens and Cemetery

Burketown:

- 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.
- 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)
- Still having a few issues with the power.

2.2 Roads

Council:

- 2023/24 DRFA Works – Gregory-Lawnhill Rd.
- 2023/24 DRFA Works – Mellish Park Rd.

RMPC:

- Local Roads:

Gregory-Lawnhill Rd.

- Assist Road Crew with traffic management (Traffic Control) for emergent surface correction works.
- Conduct pothole surface correction (with asphalt premix) on MacAdams creek crossing.
- Install new creek crossing signs on MacAdams – Reports of heavy vehicle unaware of call up points.
- Inspect and conduct Reflect report for Archie creek crossing - DRFA works.

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.
- Record completed defects into Reflect - Ongoing.

- State Control Roads:

- Conduct weekly inspections on Wills Development Rd and Gregory-Camooweal Rd.
- Maintain sinkhole on Wills Development Rd under traffic lights.
- Bitumen surface correction on Wills Development Rd.

- Other:

- Signage audit and order signs for wet season
- TMI level II training booked for 9th Dec 2024 - conducted at Nijinda Durlga Hall.
- RMPC crew assisted W&S crew on WTP works due to staff on leave.

2.3 Water and Sewerage

SWIM Data completed and submitted by due date.

Contractor onsite to install water leak sensors.

Burketown:

- Water

- Water usage – available at meeting.
- 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.
 - Commenced algaecide program.
 - Vegetation control around lagoons ongoing.

Gregory:

- Water usage – available at meeting.
- Ongoing investigation into causes for low flow rate delivery at GWTP.
- Ongoing investigation into raw water pipework.

2.4 Airports

- Repair of Gregory Airfield windsock lighting in progress.
- Daily airport inspections completed.
- Slashing and mowing maintenance continues.
- Repainting of Burketown Airport apron markings in progress.

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.
- Initial talks with auctioneers for disposal of grader, crew-cab truck, jet patcher and tractor.
- Council received notice for recall of all Ford Rangers. Negotiating an alternative to sending every vehicle to the dealership in Mt Isa.

3. OFFICER'S RECOMMENDATION

That Council receive and note the Engineering Department monthly report for November 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:	5 December 2024
LINK TO COUNCIL PLAN/S:	Goal- Asset Sustainability. Council makes appropriate infrastructure investments (operations, maintenance, renewals, upgrades, acquisitions, disposals) to ensure the delivery of appropriate levels of service. These decisions are made with reference to financial, asset and community sustainability.

1. PURPOSE

This report seeks to inform Council of the progress of the Shire's 2024/25 Capital Works Program, from 1 to 30 Nov 2024.

2. SUMMARY

The total 24-25 FY Capital Works Program budget is \$65,484,921. This includes \$85,000 for Gregory SES Administration and Training Building funded by SES, which will be proposed for inclusion in the Council budget at the next Budget review. The total funding for Capital Works program including the WIP for the carryover projects and 24-25 FY budget is \$68,584,000 including \$11,946,000 funding of carry over projects.

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

- Average Capital Works Program Progress: 30%
- Average Capital Works Financial Progress: 15%

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

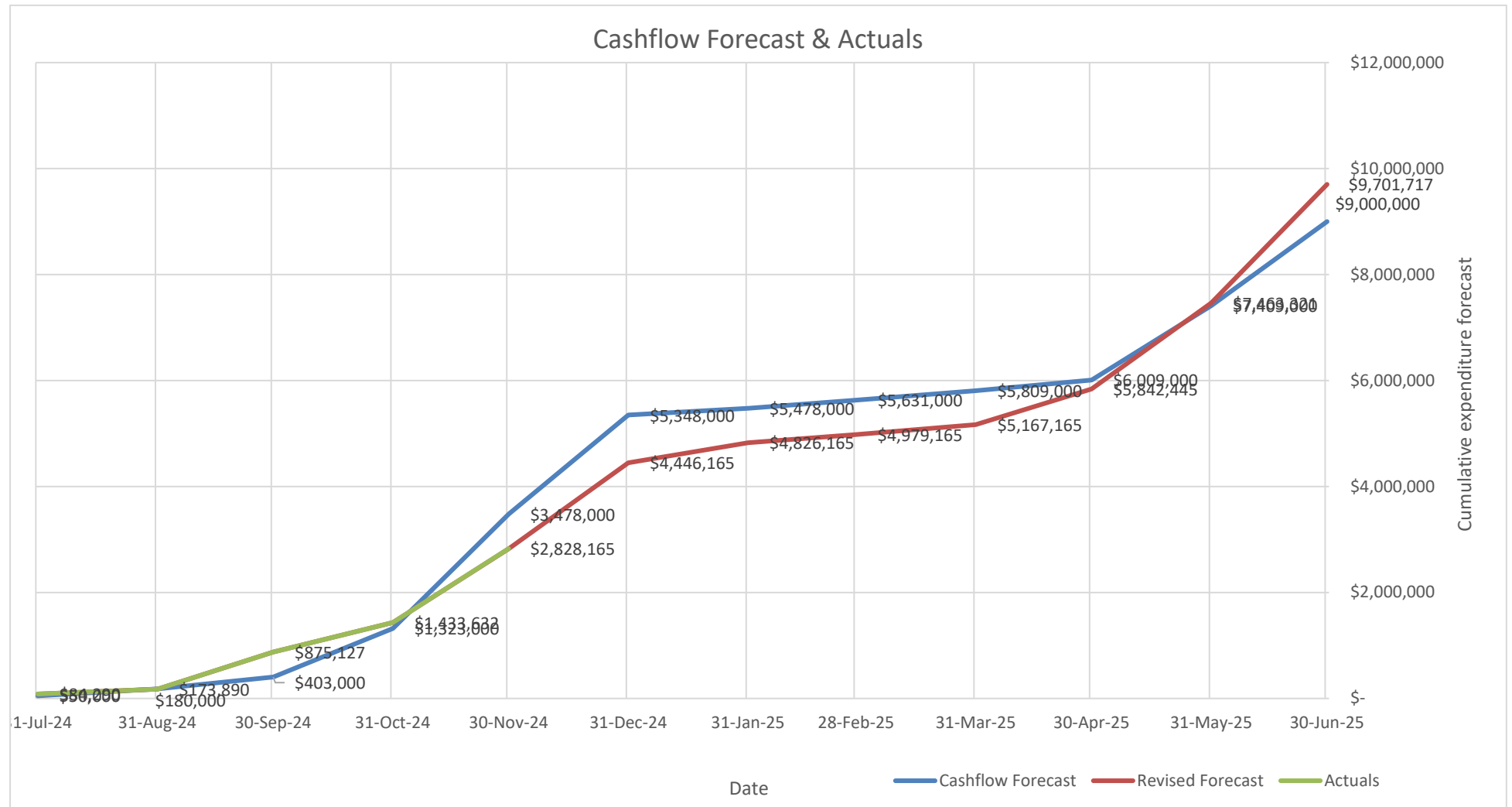
3. CASHFLOW

Below please find the Cashflow Forecast baseline (the blue line), for this financial year. The actuals are approx. \$450k less than the forecast. Moving forward, it's expected that the expenditure drops during the wet season. Then it's expected the expenditure gets closer to the forecast and exceeds in May and by approx. \$700k in June 2025.

The main reasons for the increase in the forecast by the end of this financial year is the addition of the following two projects to the budget in Q1 Budget review and approval of external funds for the Burketown Industrial Estate Design Project.

- Gregory Town Streets Rehabilitation Design
- Burketown Rodeo Amenity Block Project

The forecast for the total expenditure by the end of June 2025 is approx. \$9.7m which conveys that the remainder of \$55.8m will be delivered in the next financial years.



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 in Jan 2025.
- Burketown Wharf Recreational Grounds
 - The Shade structure frame is being installed and sheeted.
 - Toilet Block design is done and signed off material will be ready for delivery from Townsville by 12/12/24.



Figure 1: Wharf Shade Structures Frame

- Burketown Town streets Sealing Upgrade Project
 - Preparation works are completed. Sealing Planned for the first/second week of December.



*Figure 2: Burketown Roads that are planned for resealing
(Musgrave St is excluded as it's a State-controlled Road)*

- Shire Industrial and Residential Land Preparation - Design
 - Recently, funding has been approved for the design of Industrial Estate Project. This includes \$520k from LGGSP and \$130k from Council. The budget will be revised in Q1 Budget Review.
 - The design is in progress.

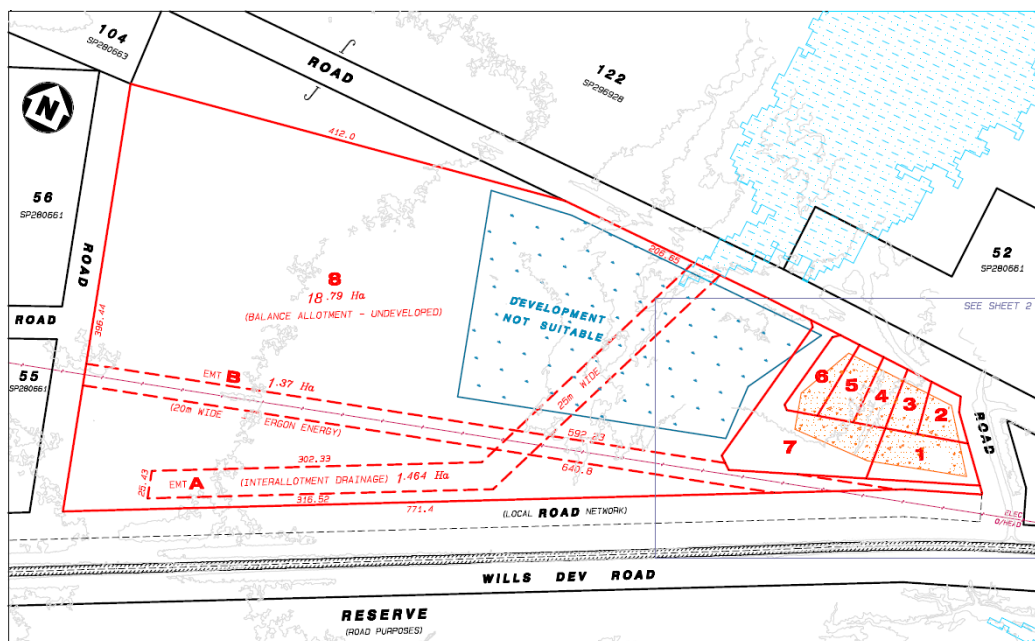


Figure 3: High Level Concept – Burketown Industrial Estate

5. OFFICER’S RECOMMENDATION

That Council notes the Capital Works Projects Report for the progress of Capital Works Program during the month of November 2024.

ATTACHMENTS

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



Engineering Services Reports

10.03 DRFA Works Project Status Update

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 three stages; Stage 1 includes the first 6km and has been awarded as Package 9 with construction underway; Stages 2 and 3 include the remaining 64km and is expected to be tendered for construction next year. Burke Shire Council has reported \$28,200,133.04 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.

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 \$263801.16 in approved variations. There has been \$1,956,535.99 in expenditure claimed to date.

Some notable highlights as we progress with construction include:

- Contract works on Doomadgee Lawn Hill Road are approximately 50% complete, however, have now been placed on hold for the wet season. There is \$505,926.02 worth of work to complete next year to finalise the contract.

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 \$2,208,649.09 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.
- All variation works are now complete.

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 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 contract value is \$6,810,756.75, with an additional \$274,715.20 in approved variations. There has been \$3,609,513.65 in expenditure claimed to date.

Some notable highlights as we progress with construction include:

- Works are expected to be completed by 12/12/2024 with approved EOTs for Wet Weather impacts. The contractor is working towards this date, but continues to be impacted by weather

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 contract value is \$11,591,907.24, inclusive of \$689,997.00 in variations, with \$5,182,953.72 in expenditure claimed to date.

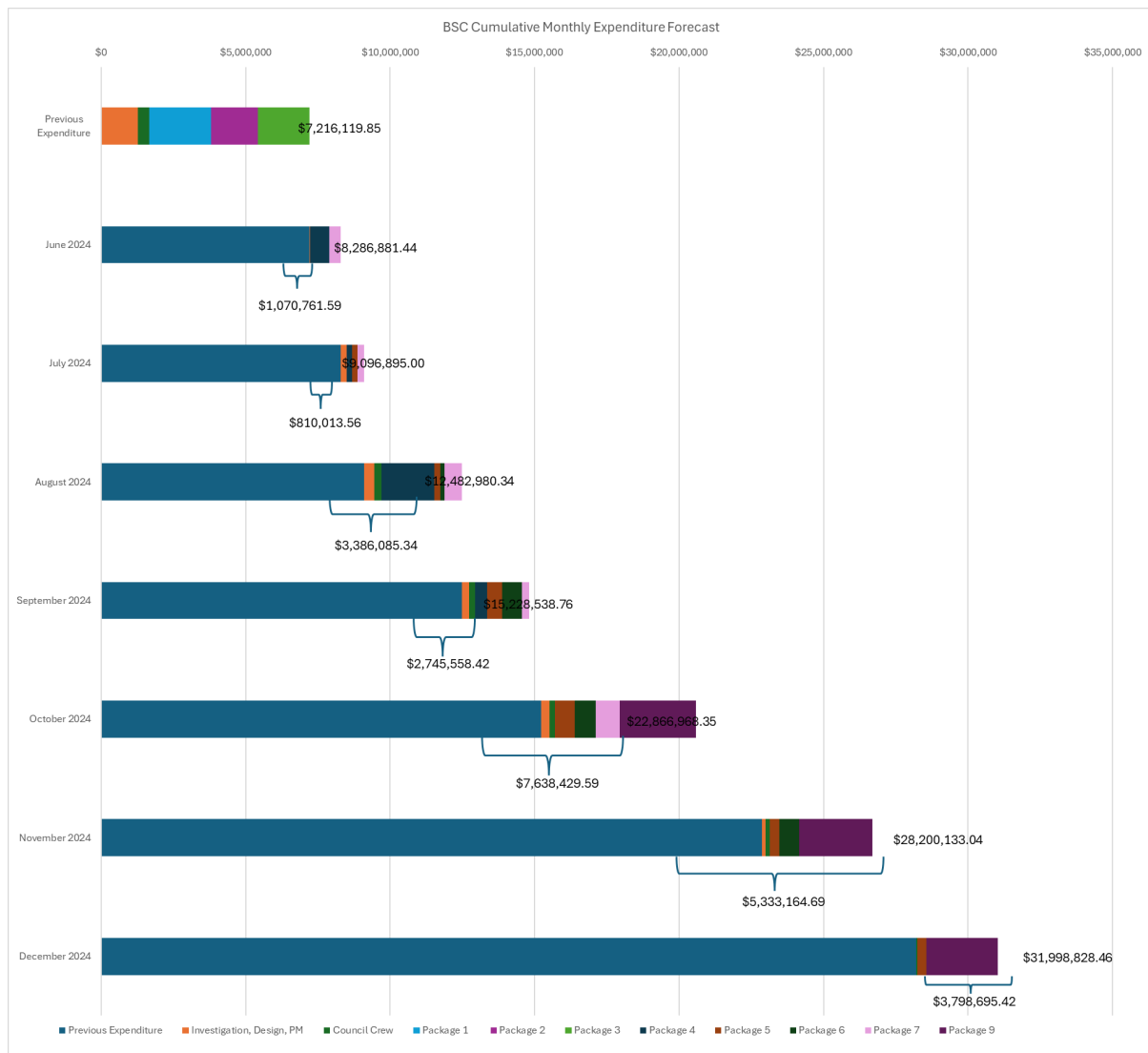
Some notable highlights as we progress with construction include:

- An EOT has been awarded; revised date for Practical Completion is 5th December 2024 – the contractor has been further impacted by weather and is seeking EOT to 13th December
- Durack have divided the works into 6 substages of approximately 1km each to optimize their resources. Current status:
 - 3 substages are complete
 - 2 substages are ready for sealing – Seal on Friday 29th November was delayed due to weather, next seal planned for Monday 9th December.
 - The final substage is underway and due for completion by Friday 13th December.

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

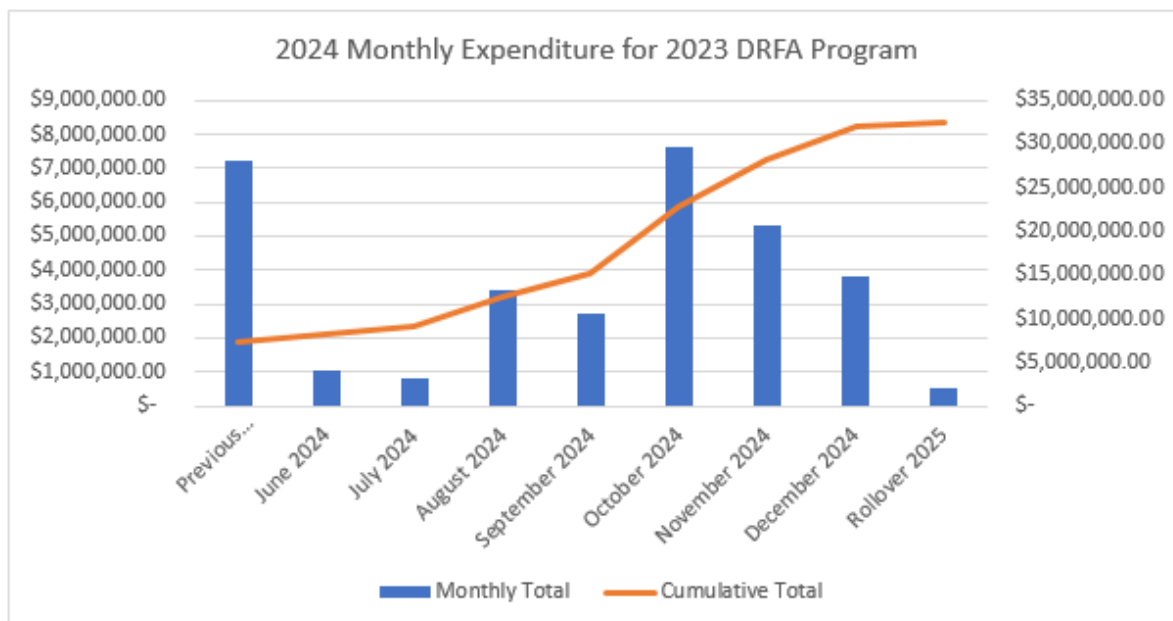


Figure 3 shows the progress made on each package as a percentage.

Figure 3 - Physical Completion of Works by Contract

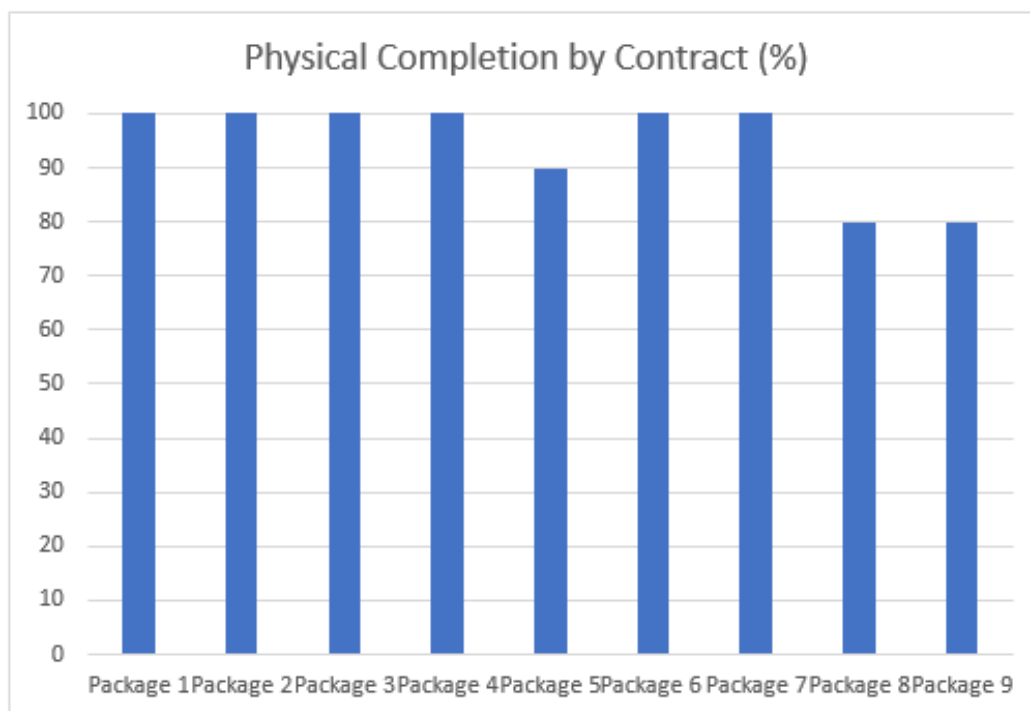
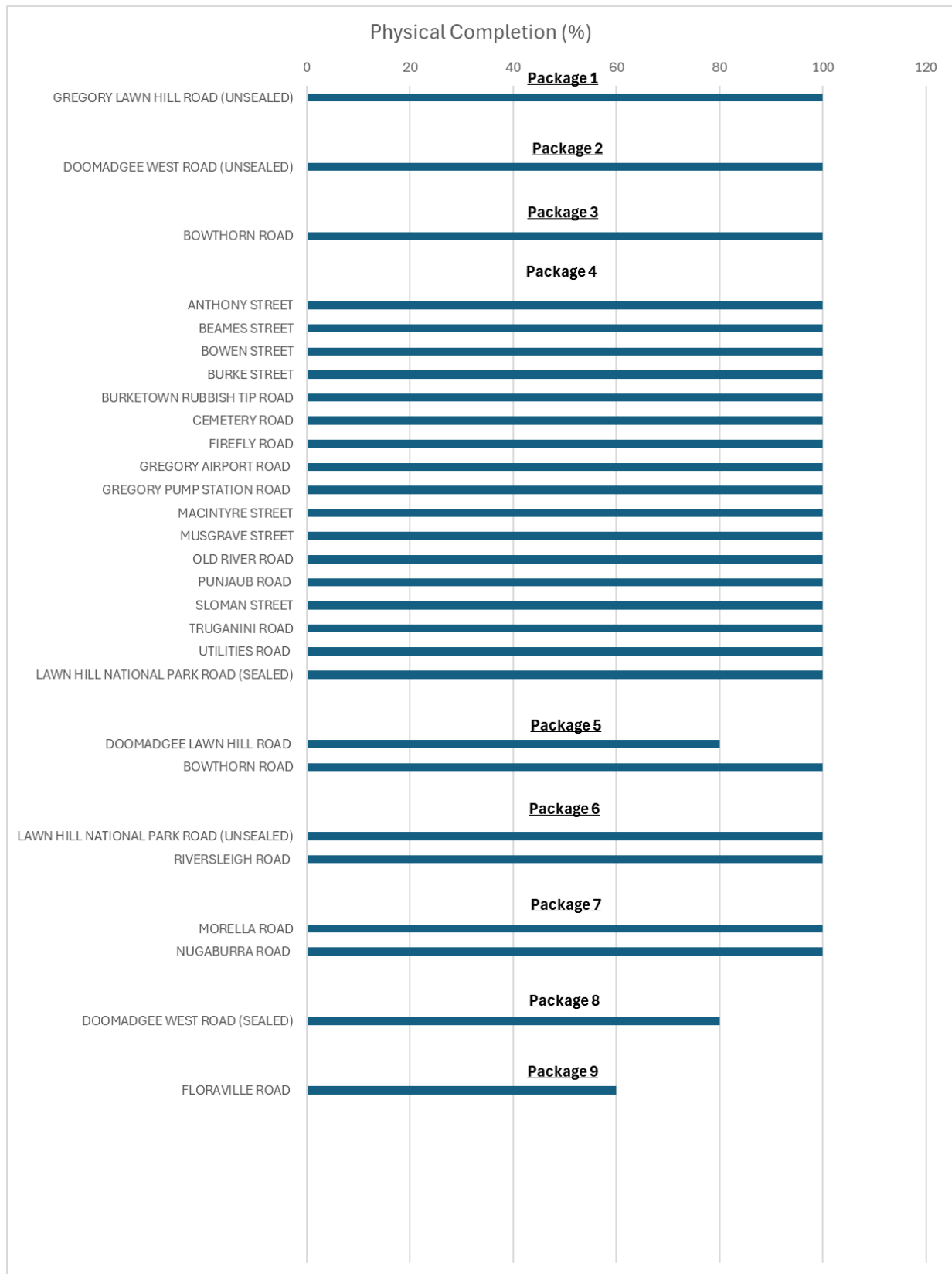


Figure 4 shows the progress made on each asset within the designated package.

Figure 4 – Physical Completion of Works by Asset



5. PRE-AWARD CONTRACTS

2024/2025 DRFA Contracts

Northlane are currently developing the 2024/2025 DRFA contracts for release to open market tender in December 2024.

It is anticipated that five Tender Packages will be released for the works to occur next year

A breakdown of these tenders follows;

- 2024 DRFA Gravel Roads Package 1 – Bowthorn Road, G-LH Road, D-LH Road
- 2024 DRFA Gravel Roads Package 2 - Doomadgee West Road
- 2024 DRFA Sealed Roads Package 3 – Gregory Lawn Hill Road
- 2024 DRFA Sealed Roads Package 4 - Misc Roads
- 2024 DRFA Sealed Roads Package 5 – Doomadgee East Stabilisation

In addition to the above, Northlane are preparing tender documents for stages 2, 3 and 4 of the Floraville Road Reconstruction project. This is proposed to be let as a single contract and will include reconstruction of Floraville Road from the current construction extent through to the Armraynald Gravel Pit.

It is expected that this contract will be released for tender in January 2025, with a recommendation report due for the March 2025 Council meeting.

The balance of the works, from Armraynald through to Burketown is planned for 2026 construction.

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 – Floodway Widening Works



Image 6 – Floraville Road – Stabilising Works



Image 7 – Floraville Road – Sealed Completed Works

7. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

11. Chief Executive Officer Reports

<p>11.01 Status Report 11.02 Chief Executive Officer Report 11.03 Finance Monthly Update Report</p>

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. Probably February 2025 workshop.

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. Council Resolution to be rescinded.

Matter closed.

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

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

Status

Continues to be investigated. Council Resolution in relation to Item 2 is to be rescinded.

Matter closed.

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	Donation/Community Grant and/or In-Kind Recommended to Council for Endorsement
Burketown Rodeo & Sporting Association	Burketown Campdraft 19-21 July 2024	\$5,000.00	\$2,500.00	\$7,500.00	One large skip bin and rubbish collection Cleaning and use of bathrooms Advertising and printing of flyers and programs Use of Council machinery	\$6,500.00

Burketown Rodeo & Sporting Association	Burketown Rodeo & Gymkhana Date TBC	\$3,500.00	\$2,500.00	\$6,000.00	Printing of program (5 x A3 approx. \$13) Use of Council machinery Skip Bin & green bins Cleaning of bathrooms and provision of supplies for use.	\$5,000.00
QCWA Gregory Branch	Gregory QCWA Horse Sports & Family Fun Day Date TBC - September 2024	\$2,500.00	\$300.00	\$2,800.00	Erect the street banners to advertise the event Rubbish Collection	\$2,800.00
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 Annual contribution	NIL	\$2,350.00	\$2,350.00	No request received however, based on previous figures, and events run by Mt Isa School of the Air from 2023/2024 financial year an estimation of costs have been calculated. Hall hire for annual school camps in Burketown and Gregory.	\$2,350.00 (Pending Application to be received)

					Rubbish collection	
Royal Flying Doctors	Contribution decided by Council previous years	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
North West Canoe Club	Gregory Saddles and Paddles Date TBC	NIL	\$2,500.00	\$2,500.00	No request received for 2024/2025 however in-kind estimation is based on previous years. 3 skip bins – Check point 3, 4 and at finish line Portaloo use	\$2,500.00
Burketown Kindergarten	Miscellaneous events	NIL	\$400.00	\$400.00	No request received for 2024/2025 however in-kind estimation is based on previous years. Printing as needed.	\$400.00
Burketown State School	School activities	NIL	\$4,000.00	\$4,000.00	No request received for 2024/2025 however in-kind estimation is based on cost of waterslide use. Use of the Water slide four times a year.	\$4,000.00

Sundry Donations	Donations requests to be approved at Council discretion – funerals, event support etc.	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
CareFlight	Contribution decided by Council	\$1,500.00	NIL	\$1,500.00	NIL	\$1,500.00
TOTAL		\$36,500.00	\$29,550.00	\$66,050.00	-	\$66,050.00
Status Ongoing.						

Resolution Number – 240725.07 – 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

Brush cutter sold.

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 – 240918.12 – 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 – 241129.06 – Reallocation of Works for Queensland 24-27 (W4Q24-27) Proposal

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)

Status

Matter has gone to Council.

Matter closed.

Resolution Number – 241129.10 – Budget Review for the 4 months to the end of 31 October 2024

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 (Owsource - Aggregate)	128,000.00		
Capital Expenses (Owsource - Aggregate)	(27,304,921.00)		
Capital Expenses (Owsource - 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

Status

Finalised.

Matter closed.

Resolution Number – 241129.11 – Audit Committee Meeting Minutes August 2024

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

Status

Finalised.

Matter closed.

Resolution Number – 241129.12 – Queensland Audit Office 2024 Financial Statements and Audit Reports

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.

Status

Finalised.

Matter closed.

Resolution Number – 241129.13 – Queensland Audit Office Roads to Recovery Annual Report 2024

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

Status

Finalised.

Matter closed.

Resolution Number – 241129.14 – Annual Report for the year ended 30 June 2024

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.

Status

Finalised.

Matter closed.

Resolution Number – 241129.15 – Operational Plan 2024-2025 – September Quarter Review Report

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.

Status

Finalised.

Matter closed.

Resolution Number – 241129.17 – Operational Risk Register – Update

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

Status

Finalised.

Matter closed.

Resolution Number – 241129.18 – Adoption of Council Meeting Dates for 2025

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 23
May	Wednesday 28
June	Wednesday 25
July	Wednesday 23
August	Wednesday 27
September	Wednesday 24
October	Wednesday 15
November	Wednesday 19
December	Friday 12

3. That informal meetings be organised at appropriate times during the 2025 calendar year at Gregory and Hell's Gate.

Status

Finalised.

Matter closed.

Resolution Number – 241129.19 – Application for a Development Permit for Material Change of Use – Renewable Energy Facility (Solar Farm)

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

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.

Status

Finalised.

Matter closed.

1. OFFICER'S RECOMMENDATION

1. That Council receives and notes the contents of the Status Report as at 13 December 2024.
2. That the following Council Resolutions be rescinded:
 - **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
 - **Resolution Number – 231208.06 – Addition of Doomadgee West Rd as the western primary access (from Northern Territory side) to Doomadgee**
 2. That Council endorse that there be further investigation into options of that road becoming state controlled.

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:	6 December 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 November 2024.

2. UPDATES

Chief Executive Officer

Renewal of Memorandum of Understanding's for Gregory Downs Jockey Club has commenced. Review of Licence Agreement between Burke Shire Council and Gangalidda and Garawa Services Pty Ltd is well advanced in regard to the Visitor Information Centre.

The Housing Strategy implementation is progressing. Five houses now sold to staff plus one house sold in Gregory. Final four are being progressed.

Various meetings as follows:

- EMT meetings.
- NWQROC zoom meeting.
- Discussions Admin building.
- Advanced Cairns meeting.
- Discussions with Patricia Richards – DSDSATSIP.
- Discussion LGAQ-Closing the loop.
- Recruitment discussions.
- NQ Weekly Situation Briefing-BOM
- Site visit Tirranna Crossing & Burketown Airport Runway.
- GSD Board Meeting
- LDMG Meeting.

- Council meeting and briefings.
- WH&S meeting
- DDMG Meeting.
- Discussion with Town Planner Liz Taylor – various planning issues.
- Roads Briefing session – Amir.
- Services Australia meeting.
- Internal Grants meeting.
- Meeting re SES Grant

Financial Services and Information Technology

Major focus in November 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.
- Financial statements audit has been completed and signed. Unqualified Audit Achieved.
- R2R Annual Report audit has been completed and signed. Unqualified Audit Achieved.
- Budget Q1 review completed.
- Annual report commenced and completed during the month (due 30 Days after signing the financial statements).
- Internal audit 1 near finalisation.

Major focus in November 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 are 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 scheduled for 21 January.

Policies

- Higher Duties

Positions advertised

- Water Operator
- Machine Operators / Labourers
- Works Manager
- Local Laws Officer
- Director of Strategic Partnerships
- Contracts and Procurement Coordinator
- Casual Road Train Operator/ Labourer
- Casual Mechanic

New employees

- Hailey Bevear

Terminations

- Garrick Karkadoo (casual)

Training and Professional Development

- Venomous Animals Awareness Training
- Mental Health First Aid
- Cert III Heavy Vehicle Tafe block
- Completion of Cert III Business Administration

Other

- Health and wellbeing
 - Move it Burke: bootcamp held on 16 November with 2 attendees in total
 - Gym: 143 uses in November

Economic and Community Development**Grants**Submission Stage Grants:

<i>Grant Name</i>	<i>Project Name</i>	<i>Amount of Funding Requested</i>
Remote Airport Upgrade Program Round 11	Gregory Airport Reseal	\$985k (50% co-contribution required, but 25% co-contribution case submitted)
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
Gambling Community Benefit Fund	Communications Upgrade at Nijinda Durlga	\$33,000.00
SES Grants 25-26	TBC – upgrades to Burketown SES Shed	\$120,922.46

Currently Holding Funding:

<i>Grant Name</i>	<i>Project Name</i>	<i>Amount of Funding</i>
Building Bush Tourism	Wharf Recreational Precinct Footpath	\$200,000.00
Australia Day Grant	Australia Day Event	\$10,000.00
Disaster Ready Fund	Wifi hub Gregory Township	\$530,494.00
QRRRF 2023-24	Truganini Road - Stormwater IS Replacement	\$1,083,638.63

Grant Name	Project Name	Amount of Funding
Betterment Funding	<ul style="list-style-type: none"> Gregory Lawn Hill Road Concrete Running Surface site 4 and 7 Airport runway pavement remediation Lawn Hill Creek Betterment – raised culvert crossing 	\$18,000,000.00
Building Sustainable Communities Grant Round 2	Burketown Wharf Precinct Area	\$120,000.00
Move it NQ Program	Gregory Move it Program	\$7,000.00
FRRR Strengthening Rural Communities	Community Garden for Burketown Residents	\$25,000.00
Service Investment Fund	Azure Accelerate – Professional Services	\$10,800.00
Industry Development Fund	Vendor Simplification Project for Remote Councils	\$59,390.00
SES Support Grant 2024-25	Gregory SES Administration and Training Building	\$85,000.00
Active Women's and Girls Program	Boxing and Fitness Sessions	\$25,000.00
Local Government Sun Safety Grant	Sun Safety Incentive	\$5,000.00
Queensland Seniors Month 2024	Burke Shire Seniors Day Event 2024	\$2,000.00
Get Ready Queensland 24-25	Get Ready Preparedness Events	\$4,800.00
Tackling Regional Adversity through Connected Communities	Burke Shire Mental Health Events	\$66,000.00
Disaster Resilience Funding NEMA	Attentis Disaster Ready Intelligence Network	\$224,000.00
Disaster Ready Fund 24-25	Disaster Resilience Master Planning Report	\$100,000.00
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)

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	\$25,000.00

Project Name	Status	Funding Amount
	program to commence in the new year	
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 of November	\$4,800.00
Tackling Regional Adversity through Connected Communities Burke Shire Mental Health Events	Remaining expenditure to occur in the 2025	\$66,000.00
Move it NQ Program – Gregory Move it Program	Near completion	\$7,000.00
FRRR Strengthening Rural Communities Community Garden for Burketown Residents	Variation approved. Plants and equipment ordered	\$25,000.00
Australia Day Grant	Early Planning Occurring. Nominations currently opened	\$10,000.00
RADF 2024 – 2025	Applications currently opened	\$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.
- Post wet season business workshop planning – sourcing accountant/xero trainer.

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) – No statistics for November – Visitor information centre closed on the 1st November 2024.

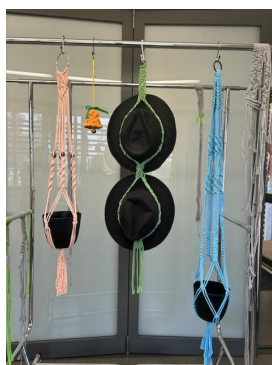
Economic Development

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

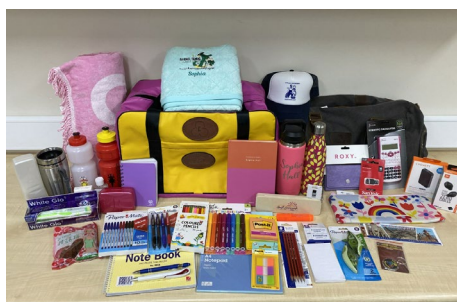
Events

Council Events:

- Staff Christmas Party 13th December
- Community Christmas Parties 13th – 14th December (Burketown and Gregory)
- Australia Day 26th January



Macrame Workshop



Young Ambassador pack



Active women's boxing program

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 portaloo 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 submission successful.
- Monthly seniors meeting in Burketown Occurring regularly. 11 seniors in attendance at December Meeting

Other

- Completed Environmental Impact Assessment Course

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.
- Solar lighting in Seniors Complex has arrived and will be installed in the very near future. Assessment of Park facilities has been completed. As a result, a new BBQ (Gregory), Solar Lighting (Gregory) and 2 water bubblers (1 Burketown & 1 Gregory) are being ordered.
- 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.
- Finalising purchase and transportation of Food Van
- Project proposal completed for Chemical Storage Container which includes purchase of container and possible demolition/upgrade of existing shed to be re-purposed.
- Burketown SES Shed – Grant submitted

Local Laws

- Parks & Gardens Team continue 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, late January 2025 at this stage.

Other

- Audit of procedures and forms is currently being carried out in the Works & Services, Environmental Health and Local Laws space.

Corporate Services and Governance

- Get Ready Event – was held in Burketown on 19/11.
- LDMG meeting was held on 19/11.
- Followed up on disaster preparedness arrangements leading into wet season.
- Business as usual.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Workplace Health and Safety Report for November 2024



WHS Report
November 2024.doc

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 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 November 2024.

2. SUMMARY

Council's cash holdings were down by \$9.060mil by the end of November 2024.

Overall council is over budget by 0.51% 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)	25,291,514	46,625,595	54%
Operating Expenses	(2)	20,807,973	49,335,300	42%
Operating Result (Profit/Loss)		4,483,541	2,709,705	-165%
Capital Revenue	(3)	918,360	61,257,921	1%
Net Result		5,401,901	58,548,216	9%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	48,061,956	38,495,470
Other Current Assets	(5)	5,386,357	1,402,000
Non Current Assets	(6)	166,123,729	227,175,845
Total Assets		219,572,042	267,073,315
Liabilities (Current)	(7)	43,895,109	36,655,000
Liabilities (Non Current)	(8)	978,327	1,485,415
Total Liabilities		44,873,436	38,140,415
Net Community Assets		174,698,606	228,932,900

Sustainability Outlook¹

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	18%	19%
² Working Capital Ratio	Greater than 1:1	1.2	1.2
³ Net Financial Liabilities Ratio	Less than 60%	-38%	-59%

Notes:

- (1) **Operating Revenues** - Approximately 9.77mil was recognised as revenue for DRFA funded flood damages carried out to date up to the end of November 2024.
- (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 (\$113k for LGGSP 2022-24 funding); 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

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

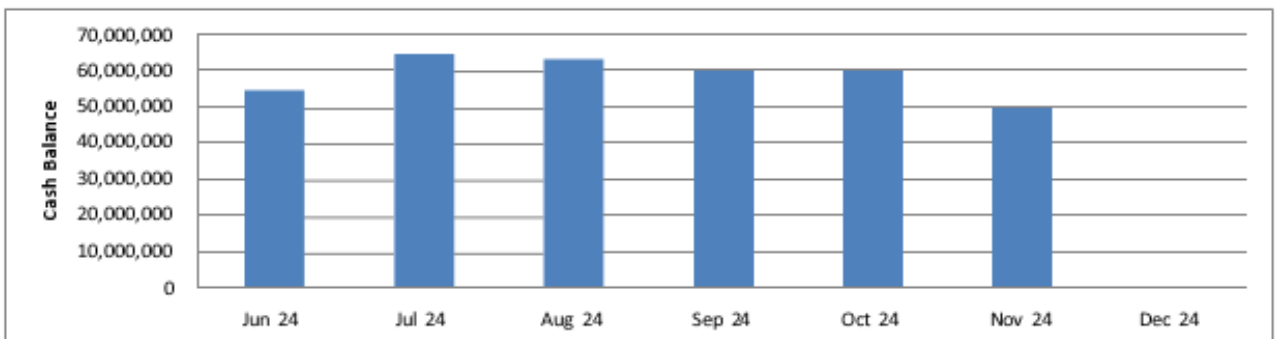
For the month ended 30 November 2024

	Note Ref	30 November 2023 \$	30 November 2024 \$	2024-25 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	838,293	432,000	5,258,079	8%
Payments to suppliers and employees	(2)	(11,405,565)	(21,546,190)	(59,515,896)	36%
		(10,567,272)	(21,114,190)	(37,855,817)	56%
Rental Income	(3)	92,001	91,616	210,000	44%
Interest Received	(4)	405,711	1,198,926	1,533,706	78%
Operating Grants and Contributions	(5)	8,703,845	15,347,737	39,986,700	38%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		(1,365,715)	(4,475,910)	41,730,406	-11%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(4,554,890)	(3,130,375)	(65,484,921)	5%
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)	1,241,071	918,360	61,217,921	2%
Net cash inflow (outflow) from investing activities		(3,313,819)	(2,212,015)	(4,227,000)	52%
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)	(4,679,534)	(6,687,925)	(16,254,411)	41%
Cash at beginning of reporting period		24,460,577	54,749,881	54,749,881	100%
Cash at end of reporting period	(8)	19,781,043	48,061,956	38,495,469	125%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	5.08%	1,198,926	45,738,854
Westpac General Fund - Trust	-	-	2,322,819
Cash Floats	-	-	283
Total			48,061,956

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	\$ 48,061,955.90	%
Restricted Cash - DRFA Operating Grants	\$ 33,327,495.50	69.34%
Restricted Cash - Non-DRFA Operating Grants	\$ 256,087.98	0.53%
Restricted Cash - Capital Grants	\$ 8,745,697.52	18.20%
GST Receivable	-\$ 1,158,742.58	-2.41%
Unrestricted Cash	\$ 6,891,417.48	14.34%
Contract Assets - Cash to be received by 30 June 2024		
LRCI 2 and 3	\$ 323,000.00	<i>Pending final acquittal approval</i>
Insurance	\$ 250,000.00	<i>Pending finalisation with assessor</i>
Projected Unrestricted Cash	\$ 7,464,417.48	
Prior Month Unrestricted Cash Balance	\$ 6,546,245.97	
Explanation for Movement:	\$ 345,171.51	
Movement is due to council progressing projects and rates/FA grant funded operational spend as per the annual budget. Amounts DRFA flood damage works have now been shifted from contract liabilities.		

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%). No change to interest rate from October 2024.
- (5) **Operating Grants and Contributions** - Approximately \$9.77mil was recognised as revenue for DRFA funded flood damages carried out to date up to the end of November 2024.
- (6) **Payments for Property, Plant and Equipment** - Noted an increase in expenditure by approximately \$1.6mil for the month of November 2024.
- (7) **Capital Grants and Subsidies** - No major movement noted for November 2024 so far (\$113k for LGGSP 2022-24 funding); 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 \$9.06mil by the end of November 2024; this is due to significant flood damage works carried out during the month as well as capital delivery.

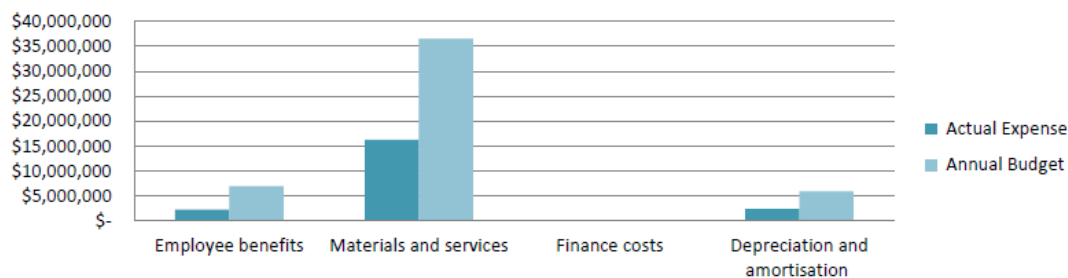
5. STATEMENT OF INCOME AND EXPENDITURE

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

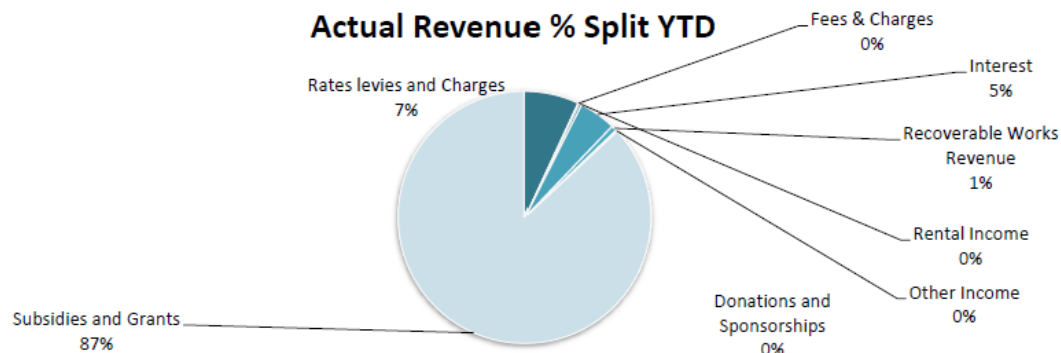
For the month ended 30 November 2024

	Note Ref	30 November 2023 \$	30 November 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)	43,822	34,312	145,400	24%
Rental Income	(2)	92,001	91,616	210,000	44%
Interest	(3)	405,711	1,198,926	1,335,000	90%
Recoverable Works Revenue	(4)	(8,309.69)	180,552	1,129,895	16%
Other Income	(5)	250,174	41,191	317,600	13%
Donations and Sponsorships	(12)	-	11,136	5,000	223%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	6,178,836	21,984,524	39,986,700	55%
Total Recurrent Revenue		8,671,169	25,291,514	46,625,595	54%
Capital Revenue					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	1,241,071	918,360	61,217,921	2%
Total Capital Revenue		1,241,071	918,360	61,257,921	1%
TOTAL INCOME		9,912,240	26,209,874	107,883,516	24%
Recurrent Expenses					
Employee benefits	(8)	(2,263,230.76)	2,237,752	6,893,207	32%
Materials and services	(9)	(6,840,530.96)	16,222,443	36,552,093	44%
Finance costs	(10)	(10,183.60)	29,028	32,000	91%
Depreciation and amortisation	(11)	(2,438,349.62)	2,318,750	5,858,000	40%
TOTAL RECURRENT EXPENSES		-	20,807,973	49,335,300	42%
NET RESULT		9,912,240	5,401,901	58,548,216	9%

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%). No change to interest rate from October 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 December per the findings of external audit.
- (5) **Other Income** - Minimal movement to report for the month.
- (6) **Subsidies and Grants (operating)** - Approximately \$9.77mil was recognised as revenue for DRFA funded flood damages carried out to date up to the end of November 2024.
- (7) **Subsidies and Grants (capital)** - No major movement noted for November 2024 so far (\$113k for LGGSP 2022-24 funding); 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 \$2.237mil against a budget of \$6.893 mil for the year; this is an actual spend of 32% year to date.
- (9) **Materials and services** - Refer to the cost disaggregation in the operating statement. Currently on track with budget overall.
- (10) **Finance costs** - This amount is on track with budget.
- (11) **Depreciation and amortisation** - Amount is inline with the expected depreciation spend by 30 November 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 November 2024 41.67%					% YTD Actual expense v Annual Budget YTD actual v budget is on track YTD actual v budget is unfavourable (1%-5% movement larger than expected) YTD actual v budget requires review (>5% movement larger than expected)	
Organisational Services						
	30 November 2023	30 November 2024	2024-25 Annual Budget	YTD Progress		Comments
	\$	\$	\$	%		
Recurrent Expenses						
Corporate Governance Costs	422,375	350,001	1,046,000	33.46%		On track with budget.
Administration Costs	1,434,304	1,593,758	4,300,400	37.06%		On track with budget.
Recoverable Works Expenses	459,979	319,820	934,000	34.24%		On track with budget.
Engineering Services	5,382,326	15,712,994	33,944,500	46.29%		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	402,042	301,480	1,028,000	29.33%		On track with budget.
Net Plant Operating Costs	- 785,421 -	- 577,139 -	750,000	76.95%		This amount will adjust overtime as predicted inline with budget. Management will monitor at this stage.
Planning and Environmental Expenses	32,151	35,416	352,000	10.06%		On track with budget.
Community Services Costs	1,756,005	723,866	2,590,400	27.94%		On track with budget.
Finance Costs	10,184	29,028	32,000	90.71%		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	2,438,350	2,318,750	5,858,000	39.58%		On track with budget.
Other Expenses	-	-	-	0.00%		On track with budget.
TOTAL RECURRENT EXPENSES	11,552,295	20,807,974	49,335,300	42.18%		Slightly over budget due to cost phasing for works conducted on flood damage.
Capitalised Wages	-	100,611	217,000	46%		On track with budget.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 30 November 2024

	30 November 2024	2024-25 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	48,061,956	38,495,470
Trade and other receivables	3,367,429	1,000,000
Inventories	474,580	300,000
Other financial assets	1,544,348	102,000
Non-current assets classified as held for sale	-	-
Total current assets	53,448,313	39,897,470
Non-current Assets		
Receivables	-	-
Property, plant and equipment	285,358,223	322,620,307
Accumulated Depreciation	- 119,234,494 -	95,444,462
Intangible assets	-	-
Total non-current assets	166,123,729	227,175,845
TOTAL ASSETS	219,572,042	267,073,315
Current Liabilities		
Trade and other payables	43,620,578	36,465,000
Borrowings	-	-
Provisions	274,531	190,000
Other	-	-
Total current liabilities	43,895,109	36,655,000
Non-current Liabilities		
Trade and other payables	55,410	55,415
Interest bearing liabilities	-	-
Provisions	922,917	930,000
Other	-	500,000
Total non-current liabilities	978,327	1,485,415
TOTAL LIABILITIES	44,873,436	38,140,415
NET COMMUNITY ASSETS	174,698,606	228,932,900
Community Equity		
Shire capital	39,529,889	100,787,810
Asset revaluation reserve	103,541,131	103,541,131
Retained surplus/(deficiency)	31,627,585	24,603,959
Other reserves	-	-
TOTAL COMMUNITY EQUITY	174,698,606	228,932,900

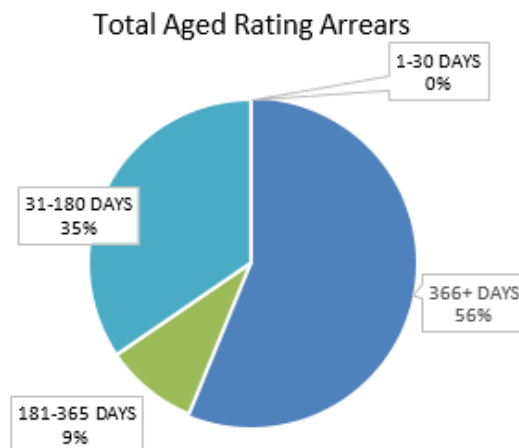
8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 6 December 2024.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	86,110	23,159	76,762	50	186,081
SEWERAGE	8,347	4,199	35,039	-	47,584
GARBAGE	5,489	3,933	20,994	-	30,416
WATER	109,429	20,771	73,400	-	203,599
WATER CONSUMPTION	141,909	5,959	10,054	-	157,922
STATE GOVT EMERGENCY	4,293	1,705	5,730	0	11,729
LEGAL FEES	6,376	-	-	-	6,376
Total	361,953	59,725	221,979	51	643,708
Prior Month (August)	361,492	59,329	292,764	5,013	718,597
Movt \$	461	396	70,785	4,962	74,890
Movt %	0.13%	0.67%	-24.18%	-98.99%	-10.42%

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		50%



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)
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Nil

Debt Write off requested > \$1,000

Nil

10. OFFICER’S RECOMMENDATION

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

ATTACHMENTS

Nil

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 Wednesday 22 January 2025.