



Agenda and Business Papers
Burke Shire Council Ordinary Meeting
Wednesday 22 January 2025
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 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 Poole.

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 13 December 2024

That the Minutes of the Ordinary Meeting of Council held on Friday 13 December 2024 as presented be confirmed by Council.



241213

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

Engineering Services Reports

10.01 Engineering Department Monthly Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering
PREPARED BY:	Ben Stephen; Acting Works Manager
DATE REPORT PREPARED:	13 January 2025
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 during the month of December 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.

Outdoor staff (expired licences) attended the TMI (Traffic Management Implementation) training.

2.1 Parks, Gardens and Cemetery

Burketown:

- Planting of new plants with mechanical assistance.
- Working on sprinkles in the MGP, quite a few will need to be replaced – TBC if completed.
- Keeping up with our weekly works program.
- Shutdown program in place for skeleton crew.

Gregory:

- Airport maintenance – Ongoing works program.
- Slashing council blocks in and around town.
- Water treatment plant maintenance (issues with water treatment plant) – Monitoring stage.
- Still having a few issues with the power – Upgrade Gen set to be installed (TBC).
- Shutdown program in place for skeleton crew.

2.2 Roads

Council:

- 2023/24 DRFA Works – Gregory-Lawnhill Rd. (Archie Dinner Ck Repair Works - Completed)
- 2023/24 DRFA Works – Mellish Park Rd. (Works completed)

RMPC:

- Local Roads:
Gregory - Lawnhill Rd:
 - DRFA works – RMPC crew (Adrian) assist road crew with Archie Dinner Ck edge repair works.Floraville Rd:
 - Conduct weekly general inspections of road.Burketown Town Roads:
 - Record completed defects into Reflect - Ongoing.
- State Control Roads:
 - Conduct weekly inspections on Wills Development Rd and Gregory-Camooweal Rd.
 - Monitor sinkhole on Wills Development Rd & inspect traffic lights operational/ Traffic signs installation is maintained.
 - Sinkhole scheduled for remedial repairs in January. (RMPC & Road Crew).
- Flooded Areas:
Gregory River Crossing (Doomadgee East Rd)
 - Install road closed signs and release daily/weekly road reports on Social Media outlet.
 - Running & Barkly Creek closed due to flooding. Reopen once water receded.
 - Monitor all roads access (flood cameras) daily and throughout the shutdown period.
- Other:
 - TMI level II training completed – Training conducted at Nijinda Durlga Hall.
 - Road closed signs on standby at effected areas around Burke Shire.
 - Shutdown planner for skeleton crew (Ben, Glenda, Garry, Trevor, Beau A & Robert A)

2.3 Water and Sewerage

SWIM Data completed and submitted by due date.

Contractor onsite to install water leak sensors – Completed.

Burketown:

- Water
 - Upgrade to sewer pump station 1 pipework in progress.
 - Upgrade to sewer pump stations 1 and 2 switchboards in progress – TBC next meeting its progression.
 - Attend to burst water main/leaks in town during shutdown period – Anthony St.

- Repairs to MG Park sprinkler system – TBC progress at next meeting.
- Sewerage
 - Blivet has collapsed rotor and replacement in progress – TBC its progression.
 - Irrigation system faulting and investigation in progress – Progress report next meeting.
 - Grounds maintenance and vegetation removal – TBC next meeting.
 - Planning for de-silting of lagoons in collaboration with QWRAP – Confirmation TBC.
 - Commenced algaecide program – TBC its progress.
 - Vegetation control around lagoons ongoing – TBC at next meeting.

Gregory:

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

2.4 Airports

- Supervisor on medical leave – Recovering well. RTW restricted to light duties until medical clearance is given.
- Runway repairs completed – Urgent repairs before shutdown period.
- Daily airport inspections completed.
- REX Airline shutdown planner received. Skeleton crew nominated.

2.5 Waste Management

- Weekly collection service ongoing.
- Shutdown planner received and staff nominated to deliver service during shutdown period.

2.6 Workshop and Fleet

- Derrick Contracting (plus apprentice) arrived in December to assist with the organising of workshop parts/equipment's and also mechanical repairs. (December – February).
- Repairs/Service Schedule is in place.
- New shelving installation completed.
- Windscreen replacement completed by Isa Auto Repairs.
- Initial talks with auctioneers for disposal of grader, crew-cab truck, jet patcher and tractor – Feedback of outcome required for next Report.
- Council received notice for recall of all Ford Rangers. Negotiating an alternative to sending every vehicle to the dealership in Mt Isa – An Update (TBC with Malouf alternative service commitments for inhouse).

3. OFFICER'S RECOMMENDATION

That Council receive and note the Engineering Department monthly report for December 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 January 2025
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 Dec 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.

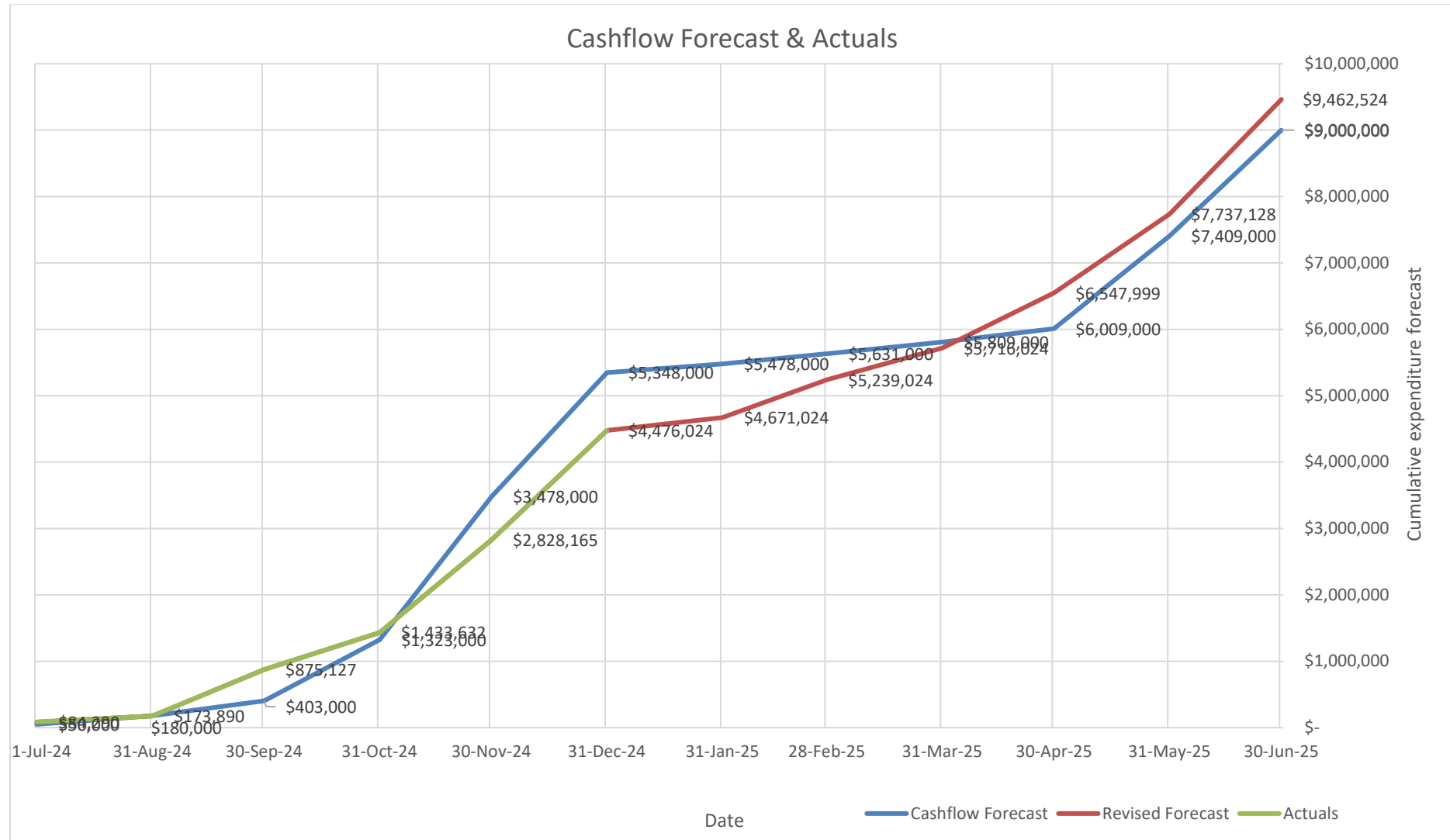
Below please find the summary of the Project and Financial progresses:

- Average Capital Works Program Progress: 32%
- Average Capital Works Financial Progress: 18%

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 are approx. \$850k less than the forecast. It's expected that the gap in the expenditure gets closer to the forecast and exceeds the baseline after the wet season by approx. \$460k in June 2025.



4. CAPITAL WORKS PROGRAM HIGHLIGHTS

- Burketown Revitalisation Project
 - Construction funding application has been submitted to TMR, awaiting outcome in early Feb.
 - Active Transport Funds application has been submitted for the total project including \$4.6m cost.
 - Design drawings including the civil and lighting design are planned to be completed in Jan- Feb 2025.
- Burketown Wharf Recreational Grounds
 - The Shade structure frame, installed, sheeted, and concrete poured.
 - Toilet Block design is done and signed off material delivered in Dec.
 - The furniture planned to be installed after the wet.



Figure 1: Wharf Shade Structures Frame

- Burketown Community Housing Program
 - Stage 1 (in-principle) endorsement has been received for the LGGSP funding application. Scoping and concept design to progress to prepare information for Stage 2 funding application.
 - Three houses are proposed to be built, one at 15 Firefly St and two at 41 Musgrave St Burketown.
 - Tendering documents are being prepared based on specifications rather than layout.



Figure 2(a): Proposed location of the houses as marked by the red polygon



Figure 2(b): Proposed location of the houses as marked by the red polygon

5. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

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



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; Manager Project Management Office
DATE REPORT PREPARED:	13 January 2025
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 nine 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 works are mostly complete, within finishing works to occur later this year. Stages 2 and 3 include the remaining 64km and is expected to be tendered for construction in a staged approach this year.

Burke Shire Council has reported approximately \$28 million in program expenditure to date for the delivery of the 2023 DRFA works, and scope rolled over from previous years.

Where required, Extensions 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.

Table 1: 2023 DRFA Program of Works

Type	Submission Description	Works Location
REPA	32	Gregory Lawn Hill Road (Gravel)
		Lawn Hill National Park Road (Gravel)
		Riversleigh Road
	34	Bowthorn Road
		Doomadgee West Road (Gravel)
		Morella Road
		Nugaburra Road
	35	FWIN Cameras
	36	Burketown Streets
		Gregory Town Streets
		Airport Road (Burketown)
		Cemetery Road
		Doomadgee Lawn Hill Road
		Escott Road
		Five Mile Road
		Gregory Pump Station Road
		Mellish Park Road
		Truganini Road
		Utilities Road
	38	Holding Works various roads
	40	Burketown Airport Runway
	41	Lawn Hill National Park Road (Sealed)
		Gregory Lawn Hill Road (Sealed)
		Doomadgee West Road (Sealed)
	42	Lawn Hill Creek North Crossing
	43	Doomadgee East Road
	44	Floraville Road
	45	Gregory Lawn Hill Road Concrete Mattresses
Betterment	50	Burketown Airport – Betterment
		Burketown Airport – REPA
	51	Doomadgee Lawn Hill Road – LAWN HILL CREEK FLOODWAY RECTIFICATION
	52	Gregory Lawn Hill Road – CONCRETE MATTRESS PAVEMENT UPGRADE

4. AWARDED CONTRACTS

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 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, SPA provided their December Claim late, in January.

Some notable progress items with construction include:

- A failure of a recently repaired patch on Doomadgee West Road occurred. This patch was repaired by the contractor as a priority before Christmas.
- The contractor has undelivered scope, which they will return to complete following the wet season.

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 \$7,248,607.08 in expenditure claimed to date.

- Some notable progress items with construction include:
 - All works have been sealed
 - One substage had a temporary seal installed, as weather did not allow for the installation of the final layer of gravel before Christmas.
 - The contractor will return following the wet to install the final layer of gravel on the last substage (~600 meters) and install signage and Linemarking, etc.

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.

\$505,926 remains to close out the items listed above after the wet season.

Figure 1 – Monthly expenditure with cumulative costs

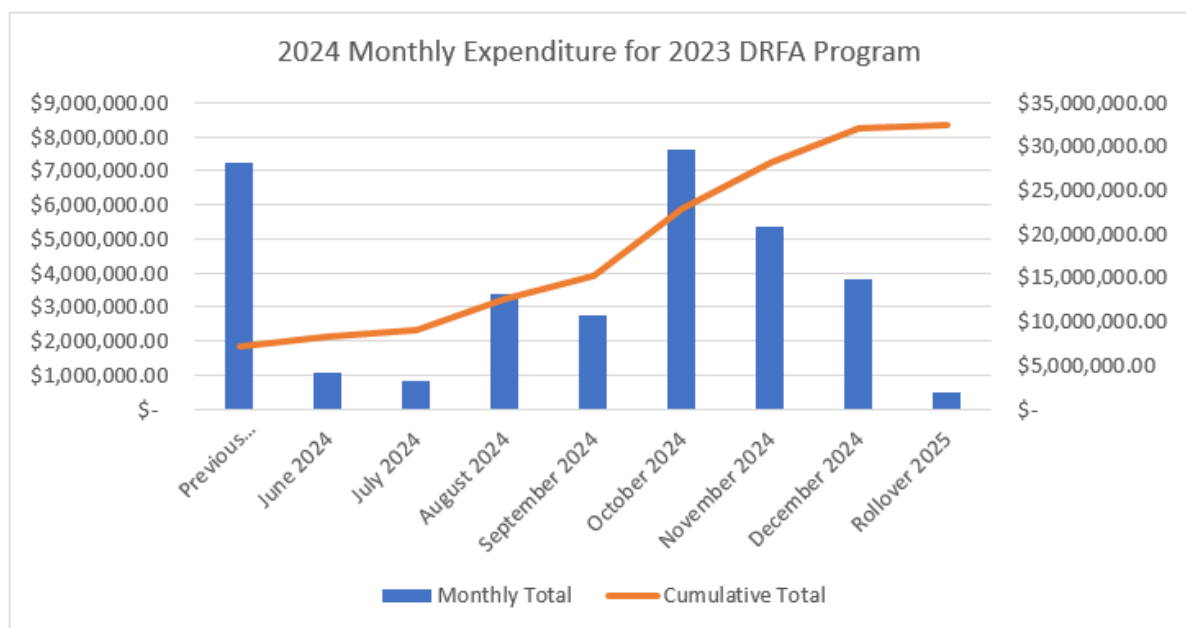


Figure 2 shows the progress made on each package as a percentage.

Figure 2 - Physical Completion of Works by Contract – Note minor works remain on P5, P8 and P9

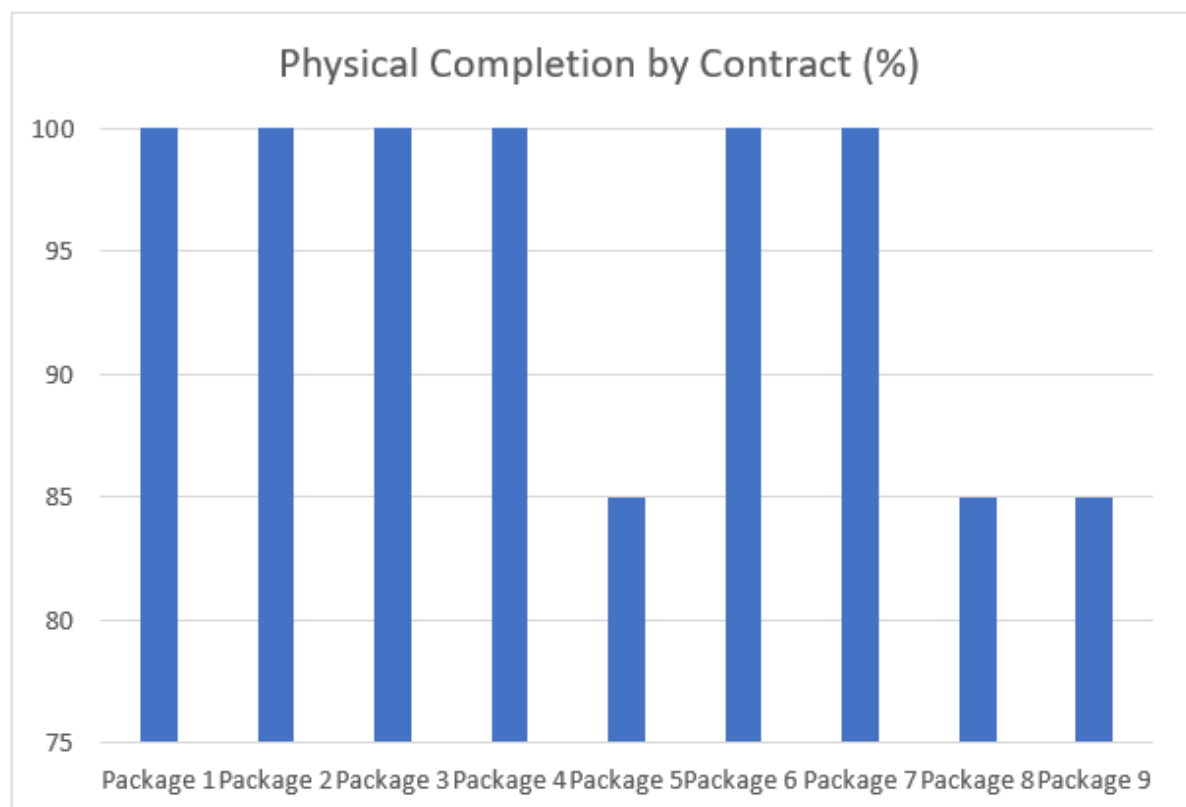
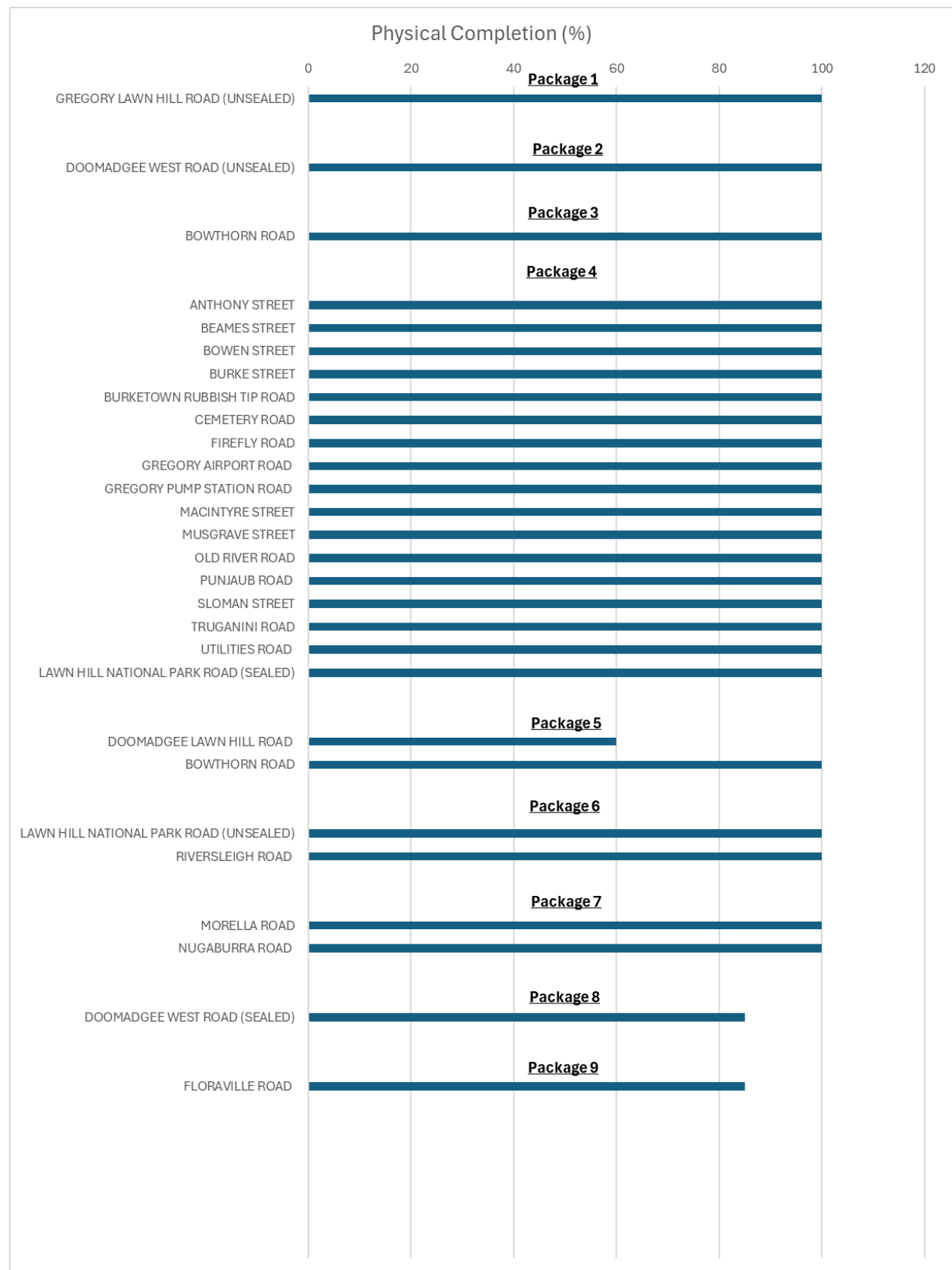


Figure 3 shows the progress made on each asset within the designated package.

Figure 3 – Physical Completion of Works by Asset



5. PRE-AWARD CONTRACTS

2024/2025 DRFA Contracts

Tenders for the 2024/2025 DRFA contracts have been released to open market tender in December 2024.

Five Tender Packages are currently out to Market, responses are due on the 4th of February.

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, tender documents are being prepared 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.

Package 4

Contract: 5601-3200-0001 was awarded to Stabilised Pavements of Australia Pty Ltd. The package included 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. This package reached Practical Completion on 24th August 2024.

Package 6

Contract: 5601-3250-0001 was awarded to Halloran & Sons Earth Moving Pty Ltd. The package included restoration works on Riversleigh Road and the unsealed sections of Lawn Hill National Park Road. The contract value is \$1,754,649.40 excluding GST, with an additional \$460,124.62 in approved variations. This package reached Practical Completion on 18th November 2024.

Package 7

Contract 5601-6800-0001 was 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 contract reached Practical Completion on the 25th of October 2024.

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 – Sealed Completed Works

7. OFFICER'S RECOMMENDATION

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

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 Adoption of Audit Committee Minutes October 2024
- 11.05 Adoption of New Organisational Structure

Chief Executive Officer Reports

11.01 Status Report

Resolution Number – 221025.08 – Burke Shire Council Economic Development Strategy

That:

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

Status

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

Resolution Number – 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

Resolution has been rescinded.

Matter closed.

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. Funding successful.

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. Rubbish collection	\$2,350.00 (Pending Application to be received)
Royal Flying Doctors	Contribution decided by Council previous years	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00

North West Canoe Club	Gregory Saddles and Paddles Date TBC	NIL	\$2,500.00	\$2,500.00	No request received for 2024/2025 however in-kind estimation is based on previous years. 3 skip bins – Check point 3, 4 and at finish line Portaloo use	\$2,500.00
Burketown Kindergarten	Miscellaneous events	NIL	\$400.00	\$400.00	No request received for 2024/2025 however in-kind estimation is based on previous years. Printing as needed.	\$400.00
Burketown State School	School activities	NIL	\$4,000.00	\$4,000.00	No request received for 2024/2025 however in-kind estimation is based on cost of waterslide use. Use of the Water slide four times a year.	\$4,000.00
Sundry Donations	Donations requests to be approved at Council discretion – funerals, event support etc.	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
CareFlight	Contribution decided by Council	\$1,500.00	NIL	\$1,500.00	NIL	\$1,500.00
TOTAL		\$36,500.00	\$29,550.00	\$66,050.00	-	\$66,050.00

Status

Ongoing.

Resolution Number – 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 – 241213.09 – Burke Shire Local Disaster Management Plan Review

That Council adopt the attached revised Burke Shire Council Local Disaster Management Plan.

Status

Burke Shire Local Disaster Management Plan has been adopted by Council.

Matter closed.

Resolution Number – 241213.15 – Closed Session Report - Land Swap with Gangalidda and Garawa Native Title Aboriginal Corporation RNTBC ICN 7365

1. That Council note the contents of the report; and:
2. That Council rescind the following resolution from its Council meeting on the 8th December 2023;
That Council resolve that: as per Section 235 (f) of the Local Government regulation 2012, Council negotiates the sale of Lot 55 on SP280661 Wills Developmental Rd Burketown to Ergon Energy Corporation Limited.
3. Pursuant to the Local Government Regulation 2012, Chapter 6 Contracting. Part Default contracting procedures-Section 235 (B) -Other- Council resolves that, because of the specialised and confidential nature of this land swap it would be impractical or disadvantageous for the local government to invite quotes or tenders
4. Council agrees to undertake a Land Swap of Lot 55 Wills Development Road Burketown and in return Gangalidda and Garawa Native Title Aboriginal Corporation RNTBC ICN 7365 will transfer the following two blocks into Council ownership:
 - Lot 607 B1361 22 Gregory Street Burketown which includes a house dwelling
 - Lot 131 B1364 33 Sloman Street Burketown
5. That the CEO be delegated to sign the relevant Contract of sale and Purchases of properties pertaining to this resolution.

Status

In progress.

1. OFFICER'S RECOMMENDATION

That Council receives and notes the contents of the Status Report as at 22 January 2025.

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:	13 January 2025
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 December 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. Further sale close to finalisation.

Various meetings as follows:

- EMT meetings.
- Recruitment meetings –Director Strategic Partnerships Meeting with CEO Waayni Donna Leigh.
- Internal Grants Meeting.
- Mount Isa District Human & Social Recovery & Resilience Committee Meeting.
- Rex Incentive discussion.
- NWQROC meeting Richmond.
- Council meeting.
- Christmas Lights Competition judging.
- GSD Board meeting.
- Burke Shire Council Audit committee meeting.
- Family Hub meeting.

Financial Services and Information Technology

Major focus in December 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.
- Annual report completed for 2023/2024.
- Audit committee held during the month, feedback received on internal audit 1 with matters to continue on within the new year.
- Commenced restructuring of the finance department to streamline operations.

Major focus in December 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. New contractor sought.
- Determined that compliance of council and aerodrome status allow for drones to be sought for February 2025. Acquisition of test drone to commence in the new year.
- 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 – project meeting to be held mid January.
- Funding awarded for \$43k for 2 x Zetifi public wifi solution with RMT, Zetifi and Telstra via the IDF fund with Telstra and LGAQ.
 - Solar Starlink powered Zetifi Wifi AP node for the Burketown Wharf Precinct
 - Solar Starlink powered Zetifi Wifi AP node for the Gregory Rodeo Grounds and Showgrounds area
- The Gregory Depot is also being scoped to be SD Wan'd similar to the Burketown Admin office moving forwards as well.

People and Culture

EBA related

- JCC meeting scheduled for 21 January

Policies

- Nil

Positions advertised

- Local Laws Officer
- Casual Mechanic
- Senior Finance Officer

New employees

- Artem Drozdov

Terminations

- Stephanie Capper

Training and Professional Development

- Fringe Benefit Tax training
- Cert III Heavy Vehicle Tafe block
- Traffic Management Implementation Training

Other

- Council Newsletter distributed
- Health and wellbeing
 - Move it Burke: bootcamp held on 7 December with 4 attendees in total
 - Gym: 66 uses in December

Economic and Community Development

Grants

Submission Stage Grants:

<i>Grant Name</i>	<i>Project Name</i>	<i>Amount of Funding Requested</i>
Active Transport Program	Burketown cycleway	TBD

Awaiting Outcome:

<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)
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
Supply Scheme Fund	Planning Scheme Review	\$100,000.00
Gambling Community Benefit Fund	Communications Upgrade at Nijinda Durlga	\$33,000.00
SES Grants 25-26	Upgrades to Burketown SES Shed	\$120,922.46

Recently Successful

Grant Name	Project Name	Amount of Funding
GRP Round 2	Health and Wellbeing Precinct Stage 1	\$4,096,737 in funding requested
NWQMP Tourism Infrastructure Grant	TBC -Burketown Rodeo Ground Amenities upgrade	\$200,000.00

Currently Holding Funding:

Grant Name	Project Name	Amount of Funding
Australia Day Grant	Australia Day Event	\$10,000.00
Disaster Ready Fund	Wifi hub Gregory Township	\$530,494.00
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
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 program to commence in the new year	\$25,000.00
Local Government Sun Safety Grant Sun Safety Incentive	Progressing – with WHS	\$5,000.00
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. Shade sails and flowers to be installed	\$25,000.00
Australia Day Grant	Nominations closed. Event planning underway	\$10,000.00
RADF 2024 – 2025	Applications currently opened. Due to close end of Feb.	\$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.
- State Development funding – looking at funding interpretative signage for Gregory, Hell's Gate, Burketown and Gregory Entrance signage points.

Economic Development

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

Events

Council Events:

- Christmas Parties – completed. Well attended.
- Australia Day 26th January.
- ANZAC Day.

Donations

- 2025 – 2026 Donations scheduled to be opened in mid March.
- Donations policy review to occur in February.

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

Community General

- RADF Community funding round to be released before the end of 2024 for projects – no submissions received yet.
- Survey for event suggestions released – no responses. Looking at releasing this again before June 30.
- Ongoing talks with Services Australia and Australia Post. Services Australia submission successful.
- Monthly seniors meeting in Burketown Occurring regularly. 7 seniors in attendance at January Meeting – CEO also attended.

Other

Nil

Environmental Health, Locals Laws, and Facilities

Building, Facilities and Maintenance

- Property Summary –
 - 1 new tenant in Unit 6 – Clargie Saltmere, Water Operator.
 - Works Manager (Marshall Lane) house is currently vacant until position is filled.
 - Lot 607 B1361, 22 Gregory Street - We are working on obtaining quotes to repair/renovate
 - Sloman Street Units – Vacant.
- Maintenance –
 - Main Administration Building – Repairs required to leaking roof. Estimated cost 9k.
 - House 18 – Ceiling collapsed and requires replacement. Quote 1 \$26k.
 - House 5 – Leaking roof. Estimated cost \$4k.
 - Nijinda Durlga:
 - Installation of ventilation in cleaning room, pantry and kitchen has commenced. Cost 16k.
 - Installation of new ice machine. Cost \$500.
 - Disability Toilet Installed.
 - Handrails – Have been inspected and require repair/tighten and a brace. Cost \$832.
 - Oiling/Re-varnish of Decks/handrails –Parks and Gardens team have assisted with this in the past and is generally done over the wet season/quiet period so this will be done again time/staff permitting.
 - Air conditioners (split system) – FVS have been engaged to conduct chemical clean and servicing of air conditioners and provide a report to Council per unit. This will be done in stages and will commence 16th January 2025.

- Hall Air conditioner – Marwill advised that the PCL board has died, supplier no longer makes parts for this model (air con is approx. 12 years old) therefore PCL board will need to be made and programmed. Marwill were looking into this and I am awaiting an update. FVS will be onsite on Thursday 16th Jan to inspect and provide second opinion. Depending on advice, we may be required to replace entire unit. Possible cost 100k+.
- Fans – Have been fixed by Marwill with exception of 2 which require replacement. Have been ordered and Marwill will come back to install.
- Sound System – As previously advised, this is a design fault and the whole system will need to be relocated and replaced with something more up to date. I would imagine this would be a costly exercise and given the constant updates with technology do we really want this? We have 2 mobile units, a fraction of the price of a fixed unit that serve the same purpose.
- Cool room/Freezer – Working fine however will arrange to have a service. This will be done annually unless required otherwise.
- Water Fountains (hot/cold water taps) – There are 3 of these in the building. Quote received and approximately 7k to replace each unit. Do we really want to replace these given the cost? We do have urns which are a fraction of the cost, require minimal maintenance and do the same job. I have been advised by 2 plumbers that these units can be problematic.
- Roller doors – This is something that we are currently working on across the organisation and looking at putting in an annual maintenance schedule. Contractor has inspected and awaiting a quote.
- Gutters – awaiting pricing from contractor. Will be completed annually.
- Seniors Complex – Solar lighting has been installed in Seniors Complex. Quotes being sourced to reinstate electric gate system.
- Burketown Depot – Bulk fuel tank has now been hooked up to main power network.
- Gregory Depot – Full upgrade of electrical network has been completed at the Gregory Depot. 50kva generator has arrived and will be installed in the very near future.
- Gregory Park - Assessment of Park facilities has been completed. Pricing has been received Park Pro Single Cabinet with King Size Stainless Steel Plate. Cost \$7.5k plus freight, \$1k. approx. 6 to 9 week turnaround on orders. Solar Lighting to be mounted on undercover area \$1.1k.
- SES Shed – All Over Down Under have been engaged to mount guttering, flashings and repair water leaks. Cost \$11k. Awaiting outcome of funding application to carry out fencing, repairs to roller doors and construction of gravel driveway.
- Food Van – Finalising registration and insurance and scheduled to collect week commencing 20th January.
- Project proposal completed for Chemical Storage Container which includes purchase of container and possible demolition/upgrade of existing shed to be re-purposed.
- Investigating options/pricing to upgrade/renovate existing animal pound.

Local Laws

- Parks & Gardens Team continue working to clean up vacant Council blocks in Burketown and Gregory.
- Currently have 4 applicants for the Local Laws Position. Interviews to occur week commencing 20th January.

Environmental Health

- Food Licensing – Inspections to occur 21st April to 24th April 2025.

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

REX

- Training Ben Stephen on Rex duties to provide coverage over shutdown.
- Worked with EMT to develop Rex incentive.
- ASIC renewals and new ASICs for Rex staff.

Other

- Clairice has been working through a backlog of records destruction runs.
- New administration officer starting in January.
- Business as usual.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Workplace Health and Safety Report for December 2024



Chief Executive Officer 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:	16 January 2025
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 December 2024.

2. SUMMARY

Council's cash holdings were up by \$13.9mil by the end of December 2024.

Overall council is over budget by 6.79% when compared with the 30 June 2025 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 and as such this appears reasonable.

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)	31,924,941	46,623,393	68%
Operating Expenses	(2)	28,017,654	49,335,300	57%
Operating Result (Profit/Loss)		3,907,287	-2,709,703	-144%
Capital Revenue	(3)	1,136,613	61,257,921	2%
Net Result		5,043,900	58,548,216	9%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	61,978,247	38,495,470
Other Current Assets	(5)	4,081,185	1,402,000
Non Current Assets	(6)	167,138,807	227,175,845
Total Assets		233,198,239	267,073,315
Liabilities (Current)	(7)	58,340,817	36,655,000
Liabilities (Non Current)	(8)	985,771	1,485,415
Total Liabilities		59,326,588	38,140,415
Net Community Assets		173,871,651	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%	12%	19%
² Working Capital Ratio	Greater than 1:1	1.1	1.2
³ Net Financial Liabilities Ratio	Less than 60%	-24%	-59%

Notes:

(1) Operating Revenues - Approximately \$6.37mil was recognised as revenue for DRFA funded flood damages carried out to date up to the end of December 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 for the month of December 2024.

(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.

4. STATEMENT OF CASH FLOWS

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

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.

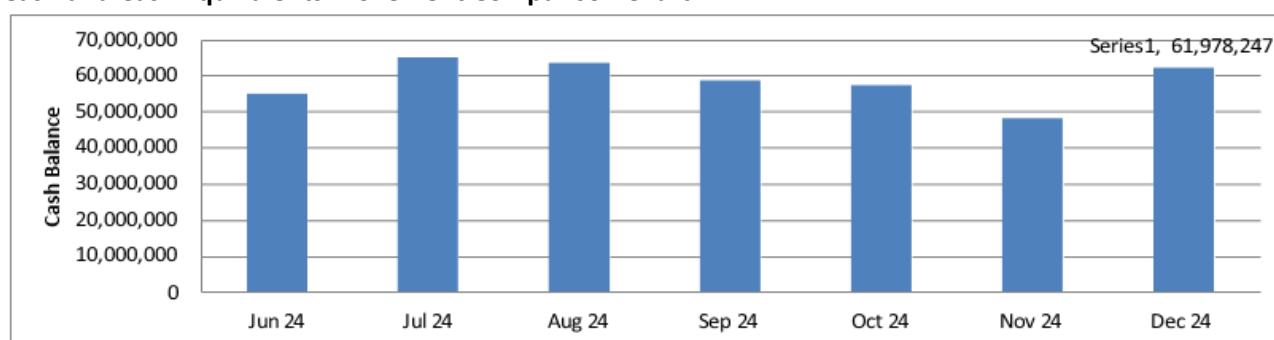
For the month ended 31 December 2024

	Note Ref	31 December 2023 \$	31 December 2024 \$	2024-25 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	978,022	1,800,175	5,258,079	34%
Payments to suppliers and employees	(2)	(15,111,280)	(28,518,524)	(59,515,896)	48%
		(14,799,258)	(26,718,350)	(37,855,817)	71%
Rental Income	(3)	110,015	113,386	210,000	54%
Interest Received	(4)	464,803	1,410,286	1,533,706	92%
Operating Grants and Contributions	(5)	7,189,065	36,369,793	39,986,700	91%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		(7,035,374)	11,175,114	41,730,406	27%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(7,014,705)	(5,083,361)	(65,484,921)	8%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		(33,587)	0	40,000	0%
Capital Grants and Subsidies	(7)	3,110,478	1,136,613	61,217,921	2%
Net cash inflow (outflow) from investing activities		(3,937,814)	(3,946,749)	(4,227,000)	93%
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)	(10,973,189)	7,228,366	(16,254,411)	-44%
Cash at beginning of reporting period		24,460,577	54,749,881	54,749,881	100%
Cash at end of reporting period	(8)	13,487,388	61,978,247	38,495,469	161%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	5.26%	1,410,286	51,447,678
Westpac General Fund - Trust	-	-	10,530,285
Cash Floats	-	-	283
Total			61,978,247

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	\$ 61,978,246.57	%
Restricted Cash - DRFA Operating Grants	\$ 47,796,300.89	77.12%
Restricted Cash - Non-DRFA Operating Grants	\$ 215,225.25	0.35%
Restricted Cash - Capital Grants	\$ 8,964,453.24	14.46%
GST Receivable	\$ 171,765.73	0.28%
Unrestricted Cash	\$ 4,830,501.46	7.79%
Contract Assets - Cash to be received by 30 June 2024		
LRCI 2 and 3	\$ 323,000.00	<i>Pending final acquital approval</i>
Insurance	\$ 250,000.00	<i>Pending finalisation with assessor</i>
Projected Unrestricted Cash	\$ 5,403,501.46	
Prior Month Unrestricted Cash Balance	\$ 7,464,417.48	
Explanation for Movement:	-\$ 2,633,916.02	
Movement is due to council progressing projects and rates/FA grant funded operational spend as per the annual budget. Amounts for DRFA flood damage works have now been shifted from contract liabilities. Additionally, approx. \$2mil has been spent on capital projects in the past month resulting in a bottomline shift until these grant amounts can be acquitted.		
Unrestricted Cash Held for Operations	\$ 5,403,501.46	
Operational Restrictors - all budgeted operations	\$ 5,403,501.46	
Excess interest Return Discount factor		
Monthly interest average @ 5.26%	\$ 200,000.00	Estimate
Expected annual Interest Return	\$ 2,400,000.00	Estimate
Budgeted Interest Return	\$ 1,533,706.00	Budgeted
Difference	\$ 866,294.00	
Pro-rata Interest Gain for 6 Month	\$ 433,147.00	
Less Onwsourse Q1 Budget Amendments	-\$ 25,000.00	
Approximate Balance of Unrestricted Cash based on Surplus Interest Return (unallocated funds)	\$ 408,147.00	

Notes to the Statement of Cashflows:

- (1) **Receipts from customers** – On track with budget.
- (2) **Payments to suppliers and employees** - On track with budget.
- (3) **Rental Income** - Rental income is on track with budget.
- (4) **Interest Received** - Interest is on track with budget with an effective interest rate provided by the QTC (5.26%). Increase from 5.08% in November 2024.
- (5) **Operating Grants and Contributions** - Approximately \$6.37mil was recognised as revenue for DRFA funded flood damages carried out to date up to the end of December 2024.
- (6) **Payments for Property, Plant and Equipment** - Noted an increase in expenditure by approximately \$2mil for the month of December 2024.
- (7) **Capital Grants and Subsidies** - No major movement noted for December 2024.
- (8) **Net Cash Movement** - Council's cash holdings were up by \$13.9mil by the end of December 2024.

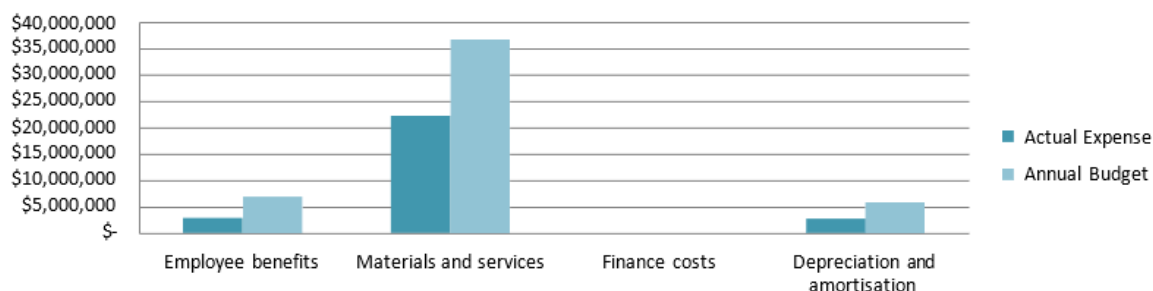
5. STATEMENT OF INCOME AND EXPENDITURE

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

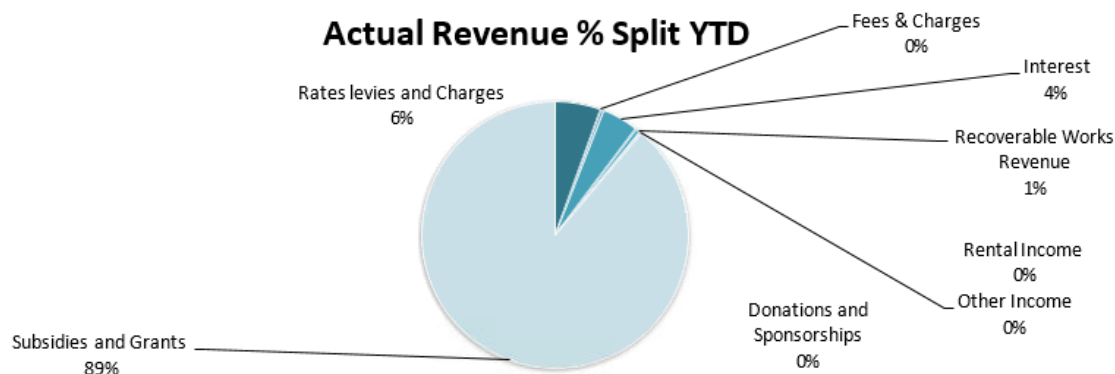
For the month ended 31 December 2024

	Note Ref	31 December 2023 \$	31 December 2024 \$	2024-25 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,700,625	1,749,165	3,496,000	50%
Fees & Charges	(1)	54,381	59,345	145,400	41%
Rental Income	(2)	110,015	113,386	210,000	54%
Interest	(3)	464,803	1,410,286	1,335,000	16%
Recoverable Works Revenue	(4)	263,907	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)	8,903,598	28,359,880	39,986,700	71%
Total Recurrent Revenue		11,747,503	31,924,941	46,625,595	68%
Capital Revenue					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	3,110,478	1,136,613	61,217,921	2%
Total Capital Revenue		3,110,478	1,136,613	61,257,921	2%
TOTAL INCOME		14,857,981	33,061,554	107,883,516	31%
Recurrent Expenses					
Employee benefits	(8)	- 2,498,332	- 2,895,114	- 6,893,207	42%
Materials and services	(9)	- 10,579,529	- 22,300,773	- 36,552,093	53%
Finance costs	(10)	- 11,607	- 34,063	- 32,000	106%
Depreciation and amortisation	(11)	- 2,924,925	- 2,787,704	- 5,858,000	48%
TOTAL RECURRENT EXPENSES		- 16,014,394	- 28,017,654	- 49,335,300	57%
NET RESULT		- 1,156,413	5,043,900	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 (5.26%). Increase from 5.08% in November 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 January 2025 report to council. It should be noted an opening balance reversal will be posted for 2023/2024 at this stage during January per the findings of external audit.
- (5) **Other Income** - Minimal movement to report for the month.
- (6) **Subsidies and Grants (operating)** - Approximately \$6.37mil was recognised as revenue for DRFA funded flood damages carried out to date up to the end of December 2024.
- (7) **Subsidies and Grants (capital)** - No major movement noted for December 2024.
- (8) **Employee benefits** - In relation to employee benefits costs against the budget, we have currently expended \$2.895mil against a budget of \$6.893 mil for the year; this is an actual spend of 42% 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 December 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 December 2024 50.00%

% YTD Actual expense v Annual Budget

YTD actual v budget is on track

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

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

Organisational Services

31 December 2023	31 December 2024	2024-25 Annual Budget	YTD Progress		Comments
\$	\$	\$	%		
Recurrent Expenses					
Corporate Governance Costs	473,874	463,833	1,046,000	44.34%	On track with budget.
Administration Costs	1,645,915	1,984,153	4,300,400	46.14%	On track with budget.
Recoverable Works Expenses	484,615	325,610	934,000	34.86%	On track with budget.
Engineering Services	8,599,711	21,808,219	33,944,500	64.25%	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	453,675	367,467	1,028,000	35.75%	On track with budget.
Net Plant Operating Costs	-	623,683	750,000	83.16%	This amount will adjust overtime as predicted inline with budget. Management will monitor at this stage.
Planning and Environmental Expenses	47,190	35,581	352,000	10.11%	On track with budget.
Community Services Costs	2,151,226	834,706	2,590,400	32.22%	On track with budget.
Finance Costs	11,607	34,063	32,000	106.45%	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	2,924,925	2,787,704	5,858,000	47.59%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
TOTAL RECURRENT EXPENSES	16,014,394	28,017,653	49,335,300	56.79%	Slightly over budget due to cost phasing for works conducted on flood damage.
Capitalised Wages	-	131,064	217,000	60%	On track with budget.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 31 December 2024

	31 December 2024	2024-25 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	61,978,247	38,495,470
Trade and other receivables	3,383,406	1,000,000
Inventories	513,058	300,000
Other financial assets	184,721	102,000
Non-current assets classified as held for sale	-	-
Total current assets	66,059,432	39,897,470
Non-current Assets		
Receivables	-	-
Property, plant and equipment	287,311,209	322,620,307
Accumulated Depreciation	- 120,172,402	- 95,444,462
Intangible assets	-	-
Total non-current assets	167,138,807	227,175,845
TOTAL ASSETS	233,198,239	267,073,315
Current Liabilities		
Trade and other payables	58,066,286	36,465,000
Borrowings	-	-
Provisions	274,531	190,000
Other	-	-
Total current liabilities	58,340,817	36,655,000
Non-current Liabilities		
Trade and other payables	55,410	55,415
Interest bearing liabilities	-	-
Provisions	930,361	930,000
Other	-	500,000
Total non-current liabilities	985,771	1,485,415
TOTAL LIABILITIES	59,326,588	38,140,415
NET COMMUNITY ASSETS	173,871,651	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)	30,800,629	24,603,959
Other reserves	-	-
TOTAL COMMUNITY EQUITY	173,871,651	228,932,900

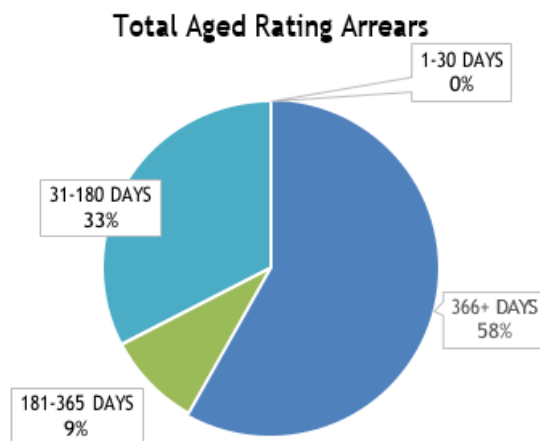
8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 16 January 2025.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	82,824	21,474	71,077	-	175,376
SEWERAGE	8,048	4,215	31,870	-	44,133
GARBAGE	5,254	3,957	19,458	-	28,668
WATER	106,412	19,387	63,197	-	188,995
WATER CONSUMPTION	142,870	5,967	8,539	-	157,375
STATE GOVT EMERGENCY	4,169	1,715	5,457	-	11,342
LEGAL FEES	6,376	-	-	-	6,376
Total	355,952	56,715	199,598	-	612,265
Prior Month (November)	361,953	59,725	221,979	51	643,708
Movt \$	- 6,001	- 3,010	- 22,381	- 51	- 31,443
Movt %	-1.66%	-5.04%	-10.08%	-100.00%	-4.88%

Debt Collection Actions Executed for December 2024:

	Number of assessments	Amount Outstanding
Ratepayers subject to further legal rectification	2	\$ 245,441.19
Assessments to progress to Rating Sale	1	\$ 76,123.50
(\$) Sum of Debt Actions in progress		\$ 321,564.69
(%) of Total Rating Arrears		53%



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 31 December 2024 be received and noted.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.04 Adoption of Audit Committee Minutes October 2024

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	15 January 2025
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 October 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 31 October 2024 to facilitate council's audit committee function as outlined by the Local Government Regulation 2012 to discuss the following matters:

- External audit deliverables for 2023/2024
- Internal audit scope

These minutes were approved at the Audit Committee meeting on the 17th December 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 31 October 2024.

ATTACHMENTS



Audit Committee
Minutes October 20

1. Audit Committee Minutes – October 2024

Chief Executive Officer Reports

11.05 Adoption of New Organisational Structure

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Chelsea Nelson, People and Culture Manager
DATE REPORT PREPARED:	10 January 2025
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last amended its organisational structure on 28/08/2024 with the following amendments:

- **Change to position titles:**
 - Director Strategic Partnerships (previously Director Community, Economic Development & Regulatory Services)
 - Environmental Health, Local Laws and Facilities Manager, EHLLFM (previously Community and Communications Manager)
 - Economic and Community Development Manager, ECDM (previously Economic Development Manager)
 - Manager Project Management Office, Manager PMO (previously Senior Engineering Manager)
 - Infrastructure Engineer (previously Senior Project Engineer)
- **Change to reporting lines:**
 - EHLLFM, reporting to CEO (previously Director)
 - Water and Sewer Supervisor, reporting to Works Manager (previously DoE)
 - Infrastructure Engineer, reporting to DoE (previously Manager PMO)
 - Inventory and Maintenance Officer, reporting to Works Manager (previously Finance & IT Manager)
 - WHS and Training Officer, reporting to DoE (previously WHS Contractor)
 - Community Development & Administration Officer, reporting to ECDM (Previously EHLLFM)

- Administration Officer, reporting to Corporate Services and Governance Manager (Previously EHLLFM)
- **New / removed positions:**
 - Created: Project Manager (previously a temporary role)
 - Created: Finance Officer
 - Created: Trainee Project Support Officer
 - Created: Airport Supervisor
 - Removed: Deputy Road Construction Supervisor
 - Removed: WHS Contractor

3. PROPOSAL

That the attached amended Organisational Structure be endorsed.

Changes from Current to Proposed Structure:

- **Change to position titles:**
 - Senior Accountant / Assistant Finance Manager (previously Senior Accountant)
- **Change to reporting lines:**
 - Senior Finance Officer, reporting to Senior Accountant / Assistant Finance Manager (previously Finance & IT Manager)
- **New / removed positions:**
 - Created: Casual Machine Operator / Labourer

4. FINANCIAL & RESOURCE IMPLICATIONS

Role	Change	Saving/ Expense	Notes
Casual Machine Operator/ Labourer	Created	\$82,974.30	The role will only be filled on an as needs basis, funded vacancies in the Engineering department
TOTAL COST		\$82,974.30	

As per the table above, the proposed changes have not been budgeted in the 2024-25 financial year.

5. POLICY & LEGAL IMPLICATIONS

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

Appointing other local government employees

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

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

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

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

6. RISK

Nil for this report.

7. CRITICAL DATES & IMPLICATIONS

A number of changes are already in effect. We therefore request that the proposed Organisational Structure be adopted as soon as practicable.

8. CONSULTATION

Councillors

CEO

Executive Management Team

Staff affected by the change in reporting line and change in position title.

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the revised organisational structure as submitted.

ATTACHMENTS

1. Current organisational structure



**BSC Organisational
Chart Adopted 2808**

2. Proposed organisational structure



**Visio-BSC
Organisational Chai**

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 26 February 2025.