



# Agenda and Business Papers

## Burke Shire Council Ordinary Meeting

### Wednesday 19 February 2025

### 9.00am Council Chambers

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

01. Opening of Meeting .....	3
02. Record of Attendance .....	3
02.01 LGR 2012 Section 254K – Participating in meetings by audio link or visual audio link.....	3
03. Prayer .....	3
04. Consideration of applications for leave of absence .....	3
05. Confirmation of minutes of previous meeting(s) .....	4
05.01 Ordinary Meeting Wednesday 22 January 2025 .....	4
06. Condolences.....	4
07. Declaration of Interests .....	4
08. Registers of Interests .....	4
09. Consideration of Notice(s) of Motion and Petitions.....	4
09.01 Notices of Motion .....	4
09.02 Petitions .....	4
10. Engineering Services Reports.....	5
10.01 Engineering Department Monthly Report .....	6
10.02 Capital Works Projects Status Update Report .....	15
10.03 DRFA Works Project Status Update .....	19

11. Chief Executive Officer Reports .....	28
11.01 Status Report .....	29
11.02 Chief Executive Officer Report.....	37
11.03 Finance Monthly Update Report .....	47
11.04 Adoption of Audit Committee Meeting Minutes December 2024 .....	57
11.05 Adoption of Revised Strategic ICT Management Framework.....	60
11.06 Budget Review for the 7 months to the end of 31 January 2025 .....	67
11.07 Sport and Recreation Strategy 2019-2024 – December 2024 Quarter Update .....	73
11.08 Operational Plan 2024-2025 – December 2024 Quarter Review .....	76
12. Closed Session Reports .....	79
12.01 Closed Session – Delegations to Ministers – NWQROC Meeting 2 <sup>nd</sup> -3 <sup>rd</sup> April 2025 – Brisbane .....	79
13. Mayoral Report .....	79
14. Councillor Reports.....	79
15. Late Business.....	79
16. Deputations and presentation scheduled for meeting .....	79
17. Closure of meeting.....	79

## 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 Jordan Marshall; Executive Assistant (Minutes) Shannon Moren; Environmental Health, Local Laws and Facilities Manager Shaun Jorgensen; Finance and Technology Manager

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

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

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

## 03. Prayer

Led by Cr Yanner.

## 04. Consideration of applications for leave of absence

None received at time of agenda preparation.

## 05. Confirmation of minutes of previous meeting(s)

### 05.01 Ordinary Meeting Wednesday 22 January 2025

That the Minutes of the Ordinary Meeting of Council held on Wednesday 22 January 2025 as presented be confirmed by Council.



250122  
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

<p>10.01 Engineering Department Monthly Report 10.02 Capital Works Projects Status Update Report 10.03 DRFA Works Project Status Update</p>
---

## Engineering Services Reports

### 10.01 Engineering Department Monthly Report

---

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Ben Stephen; Acting Works Manager
DATE REPORT PREPARED:	10 February 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 January 2025 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.

##### 2.1 Parks, Gardens and Cemetery

- Mowing of town streets.
- Mowing/whipper snipping in and around the football oval.
- Mowing cemetery cleaning around graves.
- The other two ride on mowers are now running.
- Maintaining the fruit trees that have been planted in the old dog park.
- Cleaning of council buildings and facilities.
- Maintaining grounds at council units.
- Assisting in stores.
- Assisting with Rex.
- Assisting with council events.
- Clean up in and around depot.

##### 2.2 Roads Crew

- Doomadgee East patching
  - Used 4x 1 tonne bags and patched one section still needs a lot more.
  - Going to put gravel in the rest of them till we get more 1 tonne bags.

- Airport repairs
  - Fixed 2 sections on runway – see Appendix 1.

## **2.3 RMPC**

### State Control Roads:

- Wills Development Rd
  - Sign installations
  - Pothole patching
  - Guidepost installations
  - Record defects & accomplishments

### Local Roads:

- Floraville Rd
  - Patching potholes
  - Guidepost installation
  - Record defects & accomplishments
- Truganini Rd
  - Sign installations
  - Guidepost installations

## **2.4 Airports**

- Airport Supervisor on restricted duties until medical clearance is received.

### Burketown:

- Emergency asphalt repairs on runway due to deterioration. Daily monitored.
- Ongoing Daily airport inspections.
- Ground maintenance of airport facilities.

### Gregory:

- Replace damaged windsock with new sock.
- Inspect and report defects runway lights.
- Ongoing ground maintenance.

## **2.5 Workshop and Fleet**

- Derrick Contracting (and apprentice) contract extended for one more month.

### Gregory Depot:

- Serviced genset 811 at depot and connected fuel lines to genset 607 at depot.
- Ordered replacement mast hoses for forklift 494.
- Repair Landcruiser 566.
- Repair mower 610.

Burketown Depot:

- Service and repair float trailer 504.
- Service and repair job truck 589.
- Service forklift 595.
- Service and repair tipper truck 588.
- Service excavator 548.
- Service and repair backhoe 597.
- Service and repair ford ranger 545.
- Service and repair roller 596.
- Service roller 587.
- Service ford ranger 535.
- Repair Mower 604.

**2.6 Waste Management**

- Weekly collection service ongoing.

**2.7 Water and Sewerage**

Water Network Production –

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
December 5713KL	January 10464KL	+4751KL

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
December 2559KL	January 1511KL	-1048KL

- Increase usage at the BWTP due to PYMO watering.
- Switchboards to be up graded at sewer station 2 still to occur. 1 control panel has been installed and currently waiting on the contractor. Completed Sewer STN 3 change over.
- A new staff member has joined the water and sewerage team in January 2025. He has been undertaking training with the Gregory and Burketown water treatment plants.

Burketown And Gregory:

- Planning for de-silting of lagoons for 2025-26 underway. Collaboration with QWRAP members. Ongoing.
- Smart Water Meter installations 98% completed. 2 meters were not previously installed, and meters could not be installed due to works being only for Rectification work on installed meters only. Will need to place an order for 3 new meters.



- We are having issues with the isolation taps that they have installed for the meters. Currently had to replace 6 with the same issue on Isolation Valve splitting in the same place. Ongoing replacements.
- SCADA Project: Ongoing issues with GWTP and Burketown with dosing pumps locking out. Ongoing with air constantly locking out the Chlorine pumps.
- Sewer Pump Station 1 upgrades completed.
- Switchboards to be up graded at sewer station 2 is still to occur. Contractor has given an update of 3 weeks to be completed 28<sup>th</sup> February depending on weather.

Burketown Water Treatment Plant:

- SOPs will be finalised when SCADA project is completed. Ongoing.
- Contractor visited the site. Found that the SCADA issues need to be repaired. P&ID needs to be fixed. Ongoing.
- Tim Wilson Carpentry to Fabricate and install pipe Brackets on the Pipe network at the BWTP. Completed.
- ACDC license to be completed for weed management around the WTP/NRPS/STP sites.
- New generator has been installed at BWTP for the wet season. New generator is a 47kVa generator, which is smaller than the one which has been replaced (60kVa). Please note that if the NRPS mains do go out, Ergon can open bridge at the power pole directly opposite the Refuse tip to keep WTP and STP operational.

Burketown Reticulation:

- Due to staff shortages and higher priorities, we had to concentrate on both Water Treatment Plant issues and have been repairing when we can or in emergencies.
- Repairs to water leaks ongoing.
- Repairs to water meters ongoing.
- Repairs to sprinkler system in the Morning Glory Park ongoing.
- Water Park mains has been installed with smart meter attachments to be added.

Sewerage Treatment Plant:

- Total flow for the month of January is 1791KL.
- Sewer samples are continuously failing due to high pH and suspended solids. pH needs to be below 8 for irrigation to land. Current pH test >9 – 10 pH.
- Algaecide program has commenced. It consists of 1 baseline sample.
  - Month 1 – 4x weekly samples after treatment.
  - Month 2 – 2x fortnightly samples.
  - Month 3 – 1x sample.
  - Month 4 – 1x sample.
- Blivet has a collapsed rotor that needs replacing. It is currently offline, and we are bypassing it. Liaising with Infrastructure Engineer to replace.

- STP irrigation continuously faulting on no water flow. Investigation required to remedy faults. Looking at replacing the manual strainer as it has an air leak and small leak. Need to contact the installer to try to rectify the problem.
- Vegetation removal around the lagoons is ongoing and need to poison vegetation.

Gregory WTP:

- Due to the ongoing issues, we have been monitoring the GWTP more often. River pump had to be manually turned on at the switchboard at the river pumps and ran daily from 7.00am to 3:30pm. We have had to also adjust the flow rates manually by opening a valve to release the water flow to 3L/s for clarifier operations.
- GWTP intake pumps have had issues with the VSD controllers that were damaged during a severe electrical storm. Contractor bypassed the VSD so that we could produce water. Contractor was notified of the faults and were ordering new VSD Controllers.
- Electrician visited the site on Wednesday 29<sup>th</sup> January to repair the VSD drives. Replaced 1 and the other was faulty. He has taken the other one back to Cairns to be sent back to supplier.
- Contractor supplied solenoids for the chlorine dosing pumps but could not install as they were bigger than the original ones. No Schedule 80 PVC glue or Primer on site to complete the job.
- The river pumps had faulted on 31<sup>st</sup> January. Electrician was engaged to test the pumps and it had an earthing fault.
- Visited the site on 1<sup>st</sup> February to raise the raw water bore pump. Electrician tested the join closest to the pump and that is where the fault was. Replaced the bore pump with a new spare bore pump. Tested pump and operating good.
- SOPs will be finalised when SCADA project is completed. MBS Water to complete with site visit. Mark to visit for further training.

Gregory Reticulation:

- Due to issues with the GWTP river pumps, residents were verbally notified of water issues and requested that the refrain from watering lawns until issue had been rectified.
- Repairs to water leaks ongoing.
- Water back to normal on 1<sup>st</sup> February.

**Appendix 1 – Airport Runway Repairs Photos**













3. OFFICER'S RECOMMENDATION

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

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:	10 February 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 January 2025.

#### 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 carryover projects.

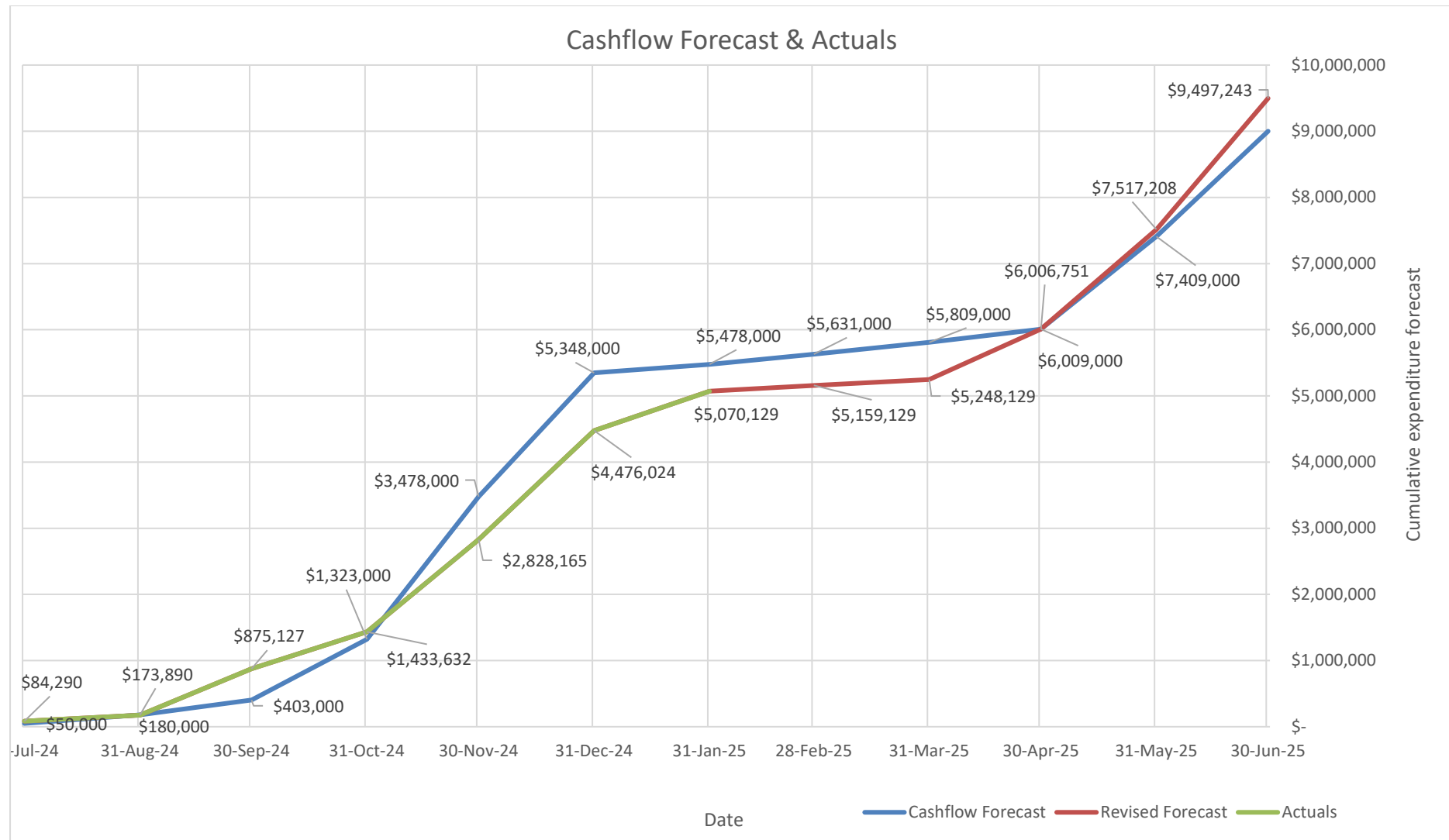
Below please find the summary of the Project and Financial progresses:

- Average Capital Works Program Progress: 38%
- Average Capital Works Financial Progress: 21%

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. \$400k 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. \$500k in June 2025.





4. CAPITAL WORKS PROGRAM HIGHLIGHTS

- Gregory Water Treatment Plant Upgrade
  - Discussion held with MBS Water regarding the issues with the design and delivery of the clarifier. A roadmap is being prepared to rectify the design issues.
- Burketown Health & Wellbeing – Stage 1 – Splash Park Development Project
  - Council GRP application was successful.
  - The D&C contract is being prepared.
  - An external PM is being engaged to manage the project.
  - Contractor's Rep indicated that the commencement date could be in May 2025.



*Figure 1: Indicative 3D design of Burketown Splash Park (Subject to change)*

- Shire Industrial and Residential Land Preparation – Design
  - Lot layout proposal for Stage 1 has been reviewed and endorsed.
  - Development Application has been submitted.

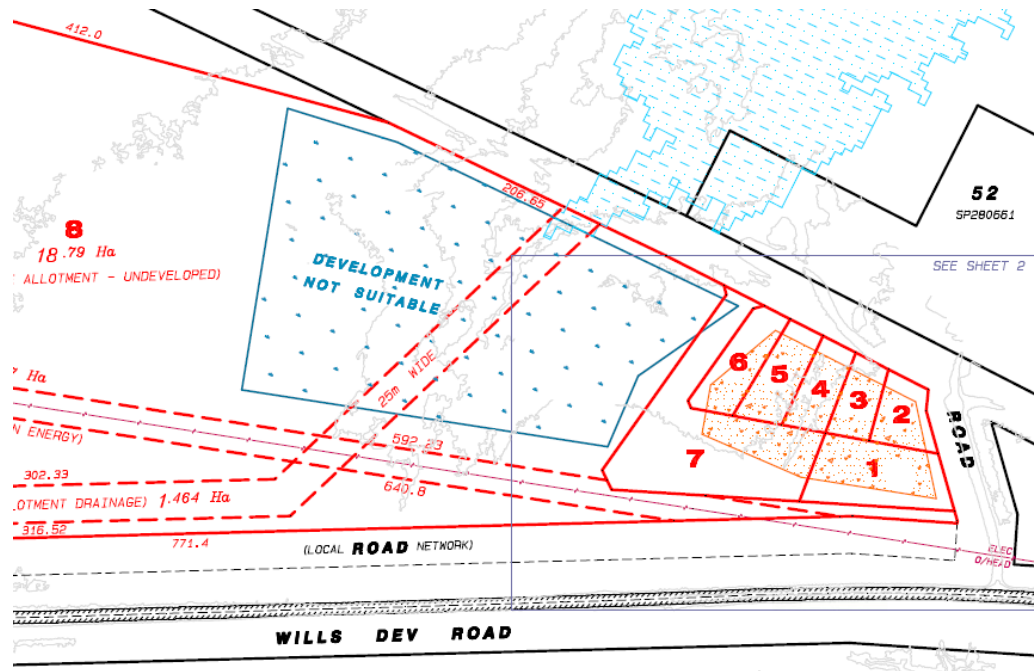


Figure 2: Proposed layout of Stage 1 Industrial Estate (subject to Development Approval)

## 5. OFFICER'S RECOMMENDATION

That Council notes the Capital Works Projects Report for January 2025.

## ATTACHMENTS

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



Capital Works  
Projects 24-25 FY, Sta

## 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; Manager Project Management Office
DATE REPORT PREPARED:	10 February 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 multiple packages with Council crews also undertaking work. Nine 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, where required, have been granted for Submissions 40 – 52.**

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 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 \$263,801.16 in approved variations. There has been \$2,473,209.71 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 from March this 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 \$6,499,565.23 in expenditure claimed to date, SPA provided their December Claim late, in January.

Some notable progress items with construction include:

- The contractor has undelivered scope, which they will return to complete following the wet season. Currently planned for **March 2025**.

##### **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 28<sup>th</sup> August 2024. The contract value is \$7,787,071.67 inclusive of \$689,997.00 in variations, with \$7,139,850.22 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.
  - Durack to return in March 2025 to finish scope.

##### **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 – Monthly expenditure with cumulative costs

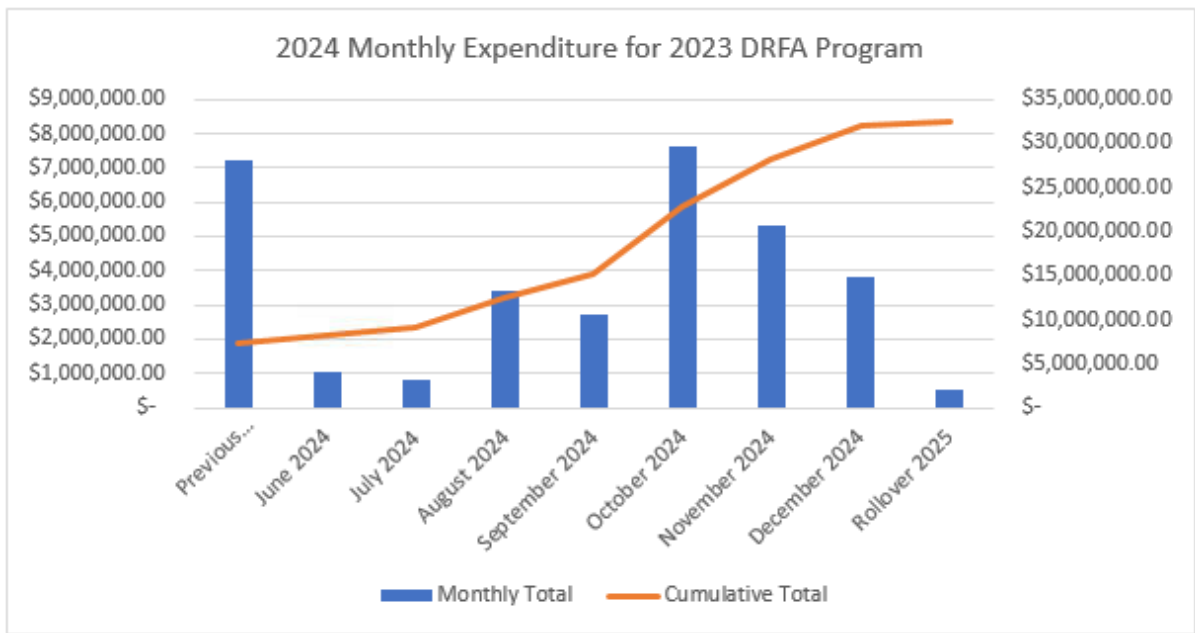


Figure 2 shows the progress made on each package as a percentage.

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

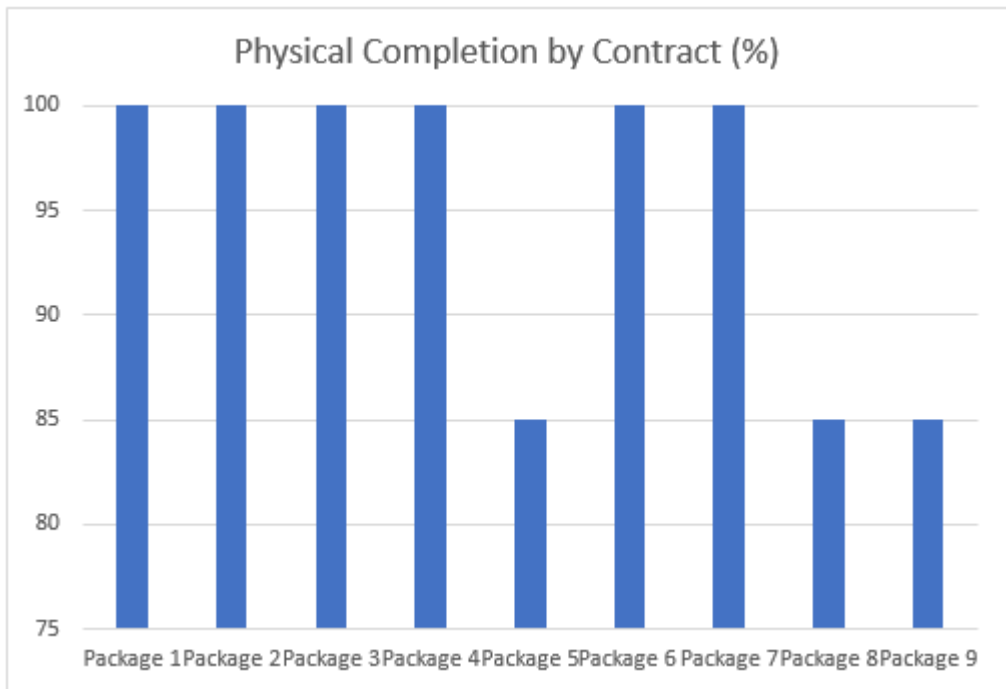
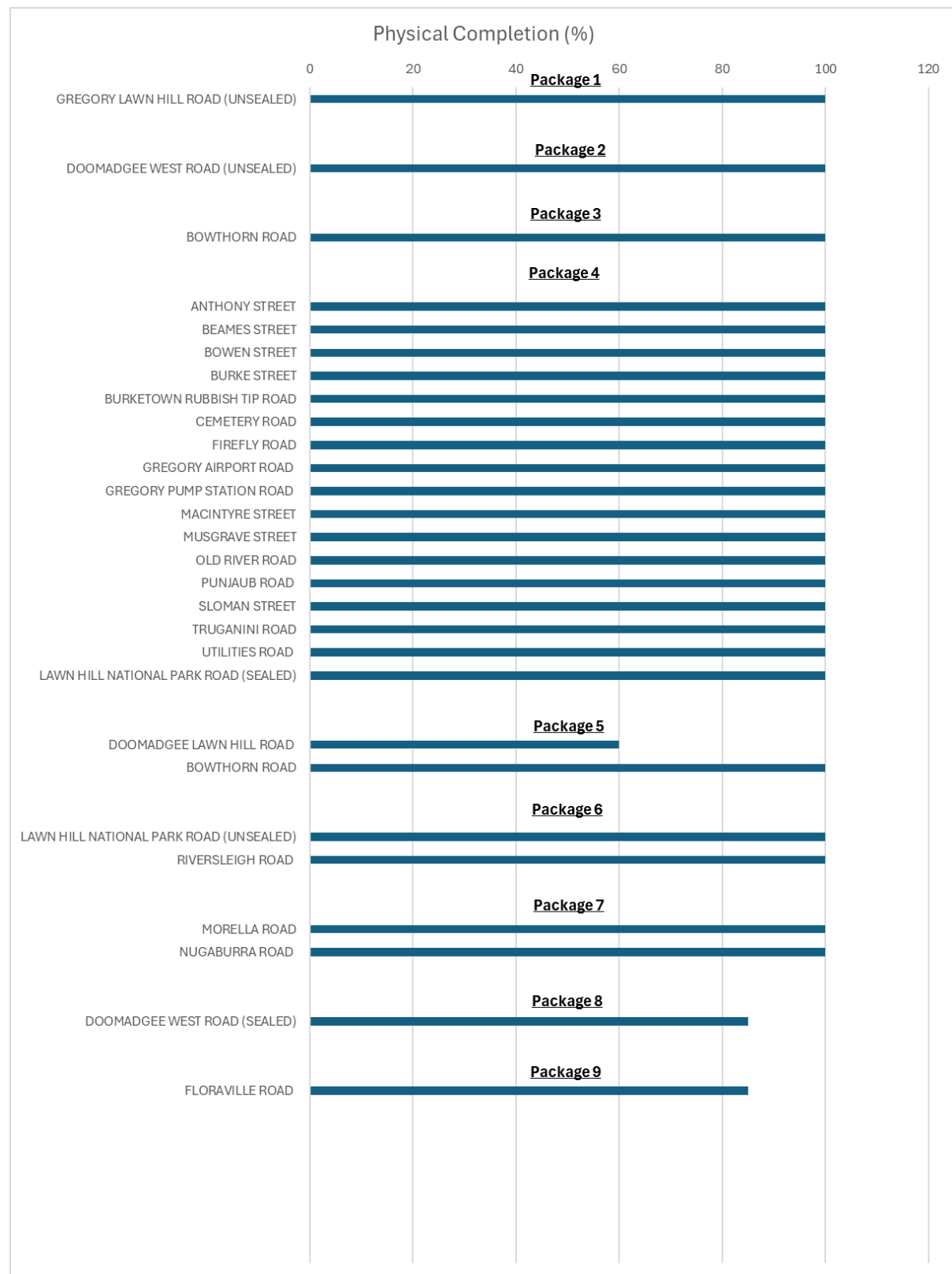


Figure 3 shows the progress made on each asset within the designated package.

*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 were put to market. Responses were returned on Monday 10<sup>th</sup> February, **and are currently under review**. Council's officers will prepare a report for the March council meeting to recommend award of these tenders.

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

**Floraville Road – Stages 2, 3 and 4**

In addition to the above, the Tender for stages 2, 3 and 4 of the Floraville Road Reconstruction projects is currently out to market. This will be let as a single contract and will include reconstruction of Floraville Road from the current construction extent through to the Armraynald Gravel Pit.

The tenders will be received on Monday 3<sup>rd</sup> March, with the report to be issued to council at the March 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 24<sup>th</sup> 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 18<sup>th</sup> 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 25<sup>th</sup> 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 January 2025.

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 Meeting Minutes December 2024
- 11.05 Adoption of Revised Strategic ICT Management Framework
- 11.06 Budget Review for the 7 months to the end of 31 January 2025
- 11.07 Sport and Recreation Strategy 2019-2024 – December 2024 Quarter Update
- 11.08 Operational Plan 2024-2025 – December 2024 Quarter Review

## 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. Briefing has been held with Council, will be adopted at March 2025 Council Meeting.

#### **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**

Funding successful and contract has been signed.

**Matter closed.**

**Resolution Number – 240619.17 – 2024/2025 Donation Requests**

1. That Council note the contents of the report; and
2. That Council approves the donation requests for the 2024/25 financial year as follows:

**Schedule of Recommended Donations 2024- 2025**

<b>Group/ Organisation</b>	<b>Event Details Date</b>	<b>Cash Donation/ Community Grant Request Received</b>	<b>In-Kind Donation / Community Grant Request Received</b>	<b>Total of Cash Donations/ Community Grant + In-kind Donations Requested for 2024/2025</b>	<b>In-Kind Donation/ Community Grant Request Particulars</b>	<b>Donation/Community Grant and/or In-Kind Recommended to Council for Endorsement</b>
<b>Burketown Rodeo &amp; Sporting Association</b>	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
<b>Burketown Rodeo &amp; Sporting Association</b>	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

<b>QCWA Gregory Branch</b>	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
<b>Burketown Barramundi Fishing Organisation</b>	World Barramundi Fishing Championships  Easter Weekend	\$5,000.00	\$500.00	\$5,500.00	Rubbish collection  Banner Signage	\$5,500.00
<b>Gregory District Sporting Association</b>	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
<b>Gregory Downs Jockey Club</b>	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
<b>Moungibi Housing Co-operative Society Ltd-Football Club</b>	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	\$10,000.00

					<p>Use of showground/ rodeo ground area.</p> <p><i>General use of Phillip Yanner Sports Oval Facilities</i></p> <p>Use of ground facilities including toilets, shower, kitchen area and lights.</p>	
<b>Mt Isa School of the Air</b>	<p>Magazine page sponsorship</p> <p>Annual contribution</p>	NIL	\$2,350.00	\$2,350.00	<p>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.</p> <p>Hall hire for annual school camps in Burketown and Gregory.</p> <p>Rubbish collection</p>	\$2,350.00 (Pending Application to be received)
<b>Royal Flying Doctors</b>	Contribution decided by Council previous years	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
<b>North West Canoe Club</b>	<p>Gregory Saddles and Paddles</p> <p>Date TBC</p>	NIL	\$2,500.00	\$2,500.00	<p>No request received for 2024/2025 however in-kind estimation is based on previous years.</p> <p>3 skip bins – Check point 3, 4 and at finish line</p> <p>Portaloo use</p>	\$2,500.00



<b>Burketown Kindergarten</b>	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
<b>Burketown State School</b>	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
<b>Sundry Donations</b>	Donations requests to be approved at Council discretion – funerals, event support etc.	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
<b>CareFlight</b>	Contribution decided by Council	\$1,500.00	NIL	\$1,500.00	NIL	\$1,500.00
<b>TOTAL</b>		\$36,500.00	\$29,550.00	\$66,050.00	-	\$66,050.00
<b>Status</b> 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**

Tender will be out shortly.

**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**

Tender will be out shortly.

**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.

**Resolution Number – 250122.09 – Adoption of Audit Committee Minutes October 2024**

That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 31 October 2024.

**Status**

Finalised.

**Matter closed.**

**Resolution Number – 250122.10 – Adoption of New Organisational Structure**

1. That Council note the contents of the report; and
2. That the Town and Rural Services Team Leader (Gregory) and Town and Rural Services Officer (Gregory) now report to the Works Manager; and
3. That Council adopts the revised organisational structure.

**Status**

Finalised.

**Matter closed.**

1. OFFICER'S RECOMMENDATION

That Council receives and notes the contents of the Status Report as at 19 February 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:	10 February 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 January 2025.

#### 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.

A week was spent in the Cairns Office

Various meetings as follows:

- EMT meetings
- Internal Grants Meetings
- Police Interviews
- Various staff discussions
- Local Laws Officer - Interviews
- Policy meetings
- Procurement Meeting - Consideration of plans and policies
- Discussion Albert River - Commercial Fishing
- Project and DRFA update
- Discussion Australia Day Awards

- Various Discussions - Andrew Kerr
- GSD Board Meeting
- Discussion Solar Power Burke Buildings
- Budget Review Meeting
- Family Hub meeting
- Council meeting
- Postal services meeting
- Rodeo Ground Amenities Block Discussion
- WH&S Committee meeting
- Meeting staff house purchase
- Rex Incentive discussion

### **Financial Services and Information Technology**

#### **Major focus in January 2025 for Financial Services was as follows:**

- Finalised restructuring of the finance department to streamline operations.
- Common Due Date Fleet Registration Renewal Completed.
- Engaged Valuers for Tip Restoration Review.
- Engaged NCA Valuers for Annual indexation (AssetVal).
- Commenced Annual Review of All Finance Related Council Policies.
- Discussions held with supervisors and management around budget review matters held for Q2.
- Engage External Audit to commence planning for 2024/2025 External Audit (external audit plan).
- Commence Organisation of the 2025 Shell Financial Statements with Partners in Business.
- Commenced the completion of the QTC Cashflow document with Partners in Business.
- Re-instituted the completion of the FMPM (Financial Management Practised Manual) for Burke SC; this will be completed with an associated 55 finance procedures for March 2025 at this stage.
- Commenced planning internal audit 2 with Altius Advisors (Budget Process Internal Audit).
- Reviewed Procurement Policy with associated officer.
- Commenced the drafting and review of Procurement Framework document with the Procurement Officer.
- Commenced oversight of delivery and changes to PM framework with projects staff based on the internal audit findings provided by Altius Advisors.
- Reviewed workshop budget planning with DOE and associated Supervisors and Works Manager.
- Organised agenda and working papers for next audit committee meeting to be held in February 2025.
- Revision of council debt collector agent in progress.

**Major focus in January 2025 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 Workplan is currently being finalised and is due to the QRA for the 7<sup>th</sup> of Feb 2025.
- 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.
- Reviewed all associated Strategic ICT Framework documents, plans and policies with report to go to council for February 2025 for re-adoption.

## People and Culture

**EBA related**

- JCC meeting held on 21 January
- 3% Administrative Increase to be processed as per EBA
- EBA Negotiations to commence in March

**Policies**

Nil

**Positions advertised**

- Local Laws Officer

**New employees**

- Clargie Saltmere
- Kristy Chong

**Terminations**

- Samantha Bismark

**Training and Professional Development**

- Outdoor worker sun safe training
- HR Inductions

## Other

- Health and wellbeing
  - Gym: 180 uses in January

## Economic and Community Development

### Grants

#### Submission Stage Grants:

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

#### Awaiting Outcome:

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

<i><b>Grant Name</b></i>	<i><b>Project Name</b></i>	<i><b>Amount of Funding</b></i>
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:

<i><b>Grant Name</b></i>	<i><b>Project Name</b></i>	<i><b>Amount of Funding</b></i>
Australia Day Grant	Australia Day Event	\$10,000.00
Disaster Ready Fund	Wifi hub Gregory Township	\$530,494.00



<b>Grant Name</b>	<b>Project Name</b>	<b>Amount of Funding</b>
Betterment Funding	<ul style="list-style-type: none"> <li>• Gregory Lawn Hill Road Concrete Running Surface site 4 and 7</li> <li>• Airport runway pavement remediation</li> <li>• Lawn Hill Creek Betterment – raised culvert crossing</li> </ul>	\$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:

<b>Project Name</b>	<b>Status</b>	<b>Funding Amount</b>
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	Remaining expenditure to occur in the 2025	\$66,000.00

<b><i>Project Name</i></b>	<b><i>Status</i></b>	<b><i>Funding Amount</i></b>
Communities Burke Shire Mental Health Events		
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 1<sup>st</sup> of 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 and workshop held with Council. To be adopted March Council meeting.

### **Events**

#### Council Events:

- Australia Day 26<sup>th</sup> January – completed. Trivia night hosted by the Community Hub was well attended.
- Preparations underway for ANZAC Day.

## Donations

- 2025 – 2026 Donations scheduled to be opened in mid-March.
  - Initial discussions have already started with community groups.
- Donations policy review to occur in Feb.

### 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 <sup>st</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 –
  - Works Manager (Marshall Lane) house is currently vacant until position is filled. Contractor currently staying in property.
  - Lot 607 B1361, 22 Gregory Street - 1 quote has been obtained. Still waiting on quotes from GOS Constructions and Tim Wilson Carpentry.
  - Sloman Street Units – Currently vacant however Unit 1 will be occupied by Graham Edwards (LLO) from Tuesday 25<sup>th</sup> February.
- Maintenance –
  - Main Administration Building - Repairs required to leaking roof. All Over Down Under have been engaged to carry out repairs.
  - House 18 - Ceiling collapsed and requires replacement. Awaiting Quotations. Deadline Friday 21<sup>st</sup> February 2025.
  - House 5:
    - Leaking roof. All Over Down Under have been engaged to carry out repairs – Works to commence week of 24<sup>th</sup> February 2025.
    - Water damage to ceiling and roof – currently sourcing quotes
    - Bedroom air conditioner requires replacement – FVA Air Con & Electrical have been engaged to replace. Current weather/road conditions have delayed installation.
  - Nijinda Durlga:
    - Installation of ventilation in cleaning room, pantry and kitchen. All Over Down Under engaged to perform works. Works to commence week of 24<sup>th</sup> February 2025.
    - Handrails - All Over Down Under engaged to carry out repairs - Complete.
    - 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 commenced 16<sup>th</sup> January 2025. Current weather/road conditions have delayed works.
    - Hall Air conditioner – RFQ's have gone out to replace unit, closing date Friday 21<sup>st</sup> February 2025.

- 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. Currently sourcing quotes.
- 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. BSC staff to remove. Date of completion to be advised.
- Roller doors – All Over Down Under engaged to service and adjust 2 main rollers doors, chains and motors. Install 2-way switch inside. Service and adjust 3 roller doors .
- Gutters – Gulf Gardening and Lawn Care engaged. Currently drafting service agreement.
- Stove/Oven – Faulty. Inspection to be completed by certified gas tech.
- Seniors Complex - Air Conditioners serviced by FVS Air Con & Electrical. 1 box unit requires replacement, awaiting quote. Quotes being sourced to reinstate electric gate system – this is time/weather dependent as electricians require access to inspect.
- Gregory Depot – 50kva generator from GWTP relocated and installed at Gregory Depot. New 30kva installed at GWTP.
- Gregory Park - Assessment of Park facilities has been completed. Solar lighting has been ordered, awaiting delivery. Requested quote from Marc Adamson to replace regulators and gas lines to Community BBQ.
- SES Shed – All Over Down Under have been engaged to mount guttering, flashings and repair water leaks. Works to commence week of 24<sup>th</sup> February 2025. Awaiting outcome of funding application to carry out fencing, repairs to roller doors and construction of gravel driveway.
- Food Van – Has arrived and registration transfer complete.
- Project proposal completed for Chemical Storage Container which includes purchase of 10ft container suitable for chemical storage and change of location to Stores compound. Existing shed to be repurposed/upgraded.
- Investigating options/pricing to upgrade/renovate existing animal pound.

### Local Laws

- Local Laws Officer to commence in Cairns Office Wednesday 19<sup>th</sup> February – inductions and training. Will arrive in Burketown on Tuesday 25<sup>th</sup> February.
- Local Laws vehicle will be ready for collection at the End of Feb/start of March. Currently at Pacific Toyota Cairns having accessories and customised tray installed.
- 2 Complaints received in relation to overgrown allotment. Notice to be issued to property owner.
- Currently drafting a plan for the Illegal Dumping Program, ensuring that we are meeting our obligations to the community/Shire/funding body requirements.

### Environmental Health

- Food Licensing – Inspections to occur 21<sup>st</sup> April to 24<sup>th</sup> April 2025.

### Other

- Registered interest to attend (EHLL&FM & LLO) 'Enhancing Biosecurity Preparedness for Local Government Workshop. Date & location TBA.
- Illegal Dumping Induction and Training – Department of Environment, Tourism, Science and Innovation. DTBA

### Corporate Services and Governance

- Assisted events team for Australia Day.
- Working on Snap Send Solve training and processes for staff.
- Been involved in talks with Services Australia and Australia Post.
- Processed new ASIC applications.
- Continuing with records destruction runs.
- Kristy Chong started in the Administration Team.
- Business as usual.

### 3. OFFICER'S RECOMMENDATION

That Council receives and notes the contents of the Chief Executive Officer's Report for January 2025.

### ATTACHMENTS

1. Workplace Health and Safety Report for January 2025



WHS Report  
January 2025.pdf

## Chief Executive Officer Reports

### 11.03 Finance Monthly Update Report

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	11 February 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 January 2025.

#### 2. SUMMARY

Council's cash holdings were down by \$1.273mil by the end of January 2025.

Overall council is over budget by 2.53% 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)	38,345,910	46,625,595	82%
Operating Expenses	(2)	30,026,053	49,335,300	61%
<b>Operating Result (Profit/Loss)</b>		<b>8,319,857</b>	<b>2,709,705</b>	<b>307%</b>
Capital Revenue	(3)	1,072,976	61,257,921	2%
<b>Net Result</b>		<b>9,392,833</b>	<b>58,548,216</b>	<b>16%</b>

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	60,704,950	38,495,470
Other Current Assets	(5)	3,961,737	1,402,000
Non Current Assets	(6)	166,823,581	227,175,845
<b>Total Assets</b>		<b>231,490,268</b>	<b>267,073,315</b>
Liabilities (Current)	(7)	52,751,439	36,655,000
Liabilities (Non Current)	(8)	990,492	1,485,415
<b>Total Liabilities</b>		<b>53,741,931</b>	<b>38,140,415</b>
<b>Net Community Assets</b>		<b>177,748,337</b>	<b>228,932,900</b>

Sustainability Outlook<sup>1</sup>

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
<sup>1</sup> Operating Surplus Ratio (%)	Between 0% and 10%	22%	12%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	1.2	1.1
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-31%	-24%

## Notes:

- (1) **Operating Revenues** - Approximately \$6.05mil was recognised as revenue for DRFA funded flood damages carried out to date up to the end of January 2025.
- (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 January 2025.
- (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.

<sup>1</sup>Definitions

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

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

<sup>3</sup> 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 January 2024 in the previous year v January 2025 actuals v the budgeted estimated cashflow for 30 June 2025.

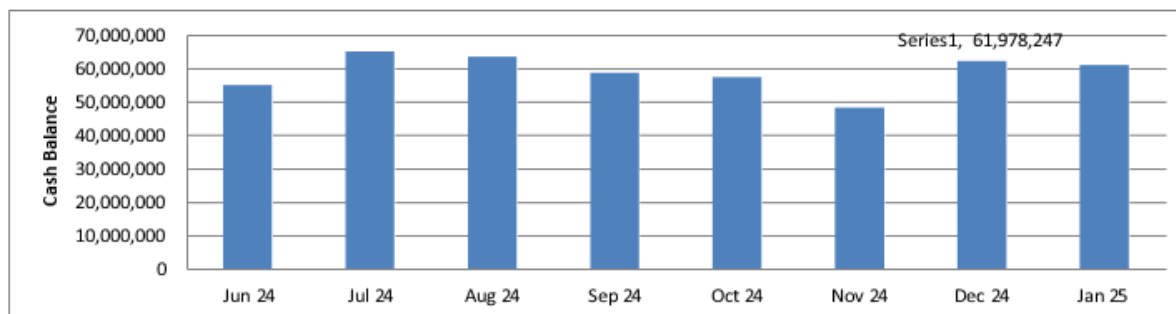
For the month ended 31 January 2025

	Note Ref	31 January 2024 \$	31 January 2025 \$	2024-25 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	2,206,254	2,046,290	5,258,079	39%
Payments to suppliers and employees	(2)	(17,020,458)	(29,631,671)	(59,515,896)	50%
		<b>(14,814,204)</b>	<b>(27,585,381)</b>	<b>(37,855,817)</b>	<b>73%</b>
Rental Income	(3)	131,660	130,955	210,000	62%
Interest received	(4)	529,552	1,551,734	1,533,706	108%
Operating Grants and Contributions	(5)	16,739,680	36,393,366	39,986,700	91%
Finance Costs		0	0	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		<b>2,586,689</b>	<b>10,590,674</b>	<b>41,730,406</b>	<b>25%</b>
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	(7,132,008)	(5,704,531)	(65,484,921)	9%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		(70,033)	0	40,000	0%
Capital Grants and Subsidies	(7)	3,628,601	1,072,976	61,217,921	2%
<b>Net cash inflow (outflow) from investing activities</b>		<b>(3,573,439)</b>	<b>(4,631,555)</b>	<b>(4,227,000)</b>	<b>110%</b>
<b>Cash flows from financing activities:</b>					
Proceeds from Borrowings		-	-	500,000	0%
Repayment of Borrowings		-	-	-	0%
<b>Net cash inflow (outflow) from financing activities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Net increase (decrease) in cash held</b>	(8)	<b>(986,751)</b>	<b>5,959,119</b>	<b>(16,254,411)</b>	<b>-37%</b>
Cash at beginning of reporting period		24,460,577	54,749,881	54,749,881	100%
<b>Cash at end of reporting period</b>	(8)	<b>23,473,826</b>	<b>60,704,950</b>	<b>38,495,469</b>	<b>158%</b>

#### Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	5.19%	1,651,734	59,654,103
Westpac General Fund - Trust	-	-	1,050,564
Cash Floats	-	-	283
<b>Total</b>			<b>60,704,950</b>

#### Cash and Cash Equivalents Movement Comparison Chart



**Cash and Cash Equivalents - Restricted Cash (IAS 7)**

Total Cash on hand	\$ 60,704,950.16	%
Restricted Cash - DRFA Operating Grants	\$ 41,758,560.73	68.79%
Restricted Cash - Non-DRFA Operating Grants	\$ 215,225.25	0.35%
Restricted Cash - Capital Grants	\$ 8,964,453.24	14.77%
GST Receivable	-\$ 1,031.84	0.00%
Unrestricted Cash	\$ 9,767,742.78	16.09%
<b>Contract Assets - Cash to be received by 30 June 2024</b>		
LRCI 2 and 3	\$ 323,000.00	Pending final <u>acquit</u> approval
Insurance	\$ 250,000.00	Pending finalisation with assessor
Projected Unrestricted Cash	\$ 10,340,742.78	
Prior Month Unrestricted Cash Balance	\$ 5,403,501.46	
Explanation for Movement:	\$ 4,364,241.32	
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.		
<b>Unrestricted Cash Held for Operations</b>		
	\$ 10,340,742.78	
Operational Restrictors - all budgeted operations	\$ 10,340,742.78	
<b>Excess interest Return Discount factor</b>		
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
<b>Difference</b>	<b>\$ 866,294.00</b>	
Pro-rata Interest Gain for 6 Month	\$ 433,147.00	
Less Onwsouce Q1 Budget Amendments	-\$ 25,000.00	
<b>Approximate Balance of Unrestricted Cash based on Surplus Interest Return (unallocated funds)</b>	<b>\$ 408,147.00</b>	

**Notes to the Statement of Cashflows:**

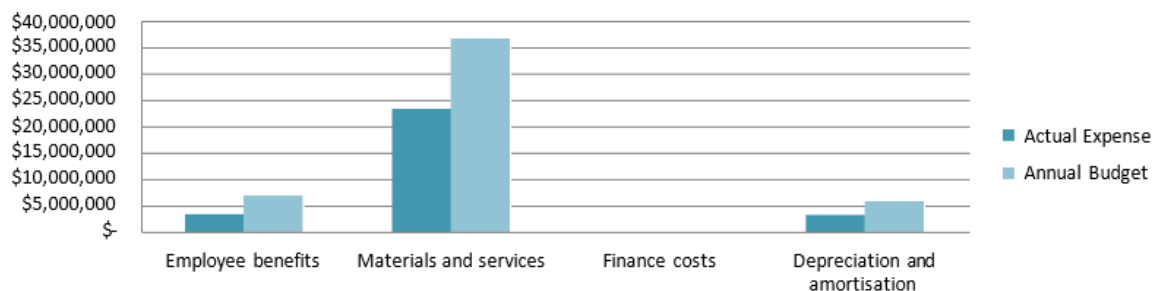
- (1) **Receipts from customers** - On track with budget.
- (2) **Payments to suppliers and employees** - On track with budget.
- (3) **Rental Income** - Rental income is on track with budget.
- (4) **Interest Received** - Interest is on track with budget with an effective interest rate provided by the QTC (5.19%). Decrease from 5.26% in December 2024.
- (5) **Operating Grants and Contributions** - Approximately \$6.05mil was recognised as revenue for DRFA funded flood damages carried out to date up to the end of January 2025.
- (6) **Payments for Property, Plant and Equipment** - Noted an increase in expenditure by approximately \$600k for the month of January 2025.
- (7) **Capital Grants and Subsidies** - No major movement noted for January 2025.
- (8) **Net Cash Movement** - Council's cash holdings were down by \$1.273mil by the end of January 2025.

## 5. STATEMENT OF INCOME AND EXPENDITURE

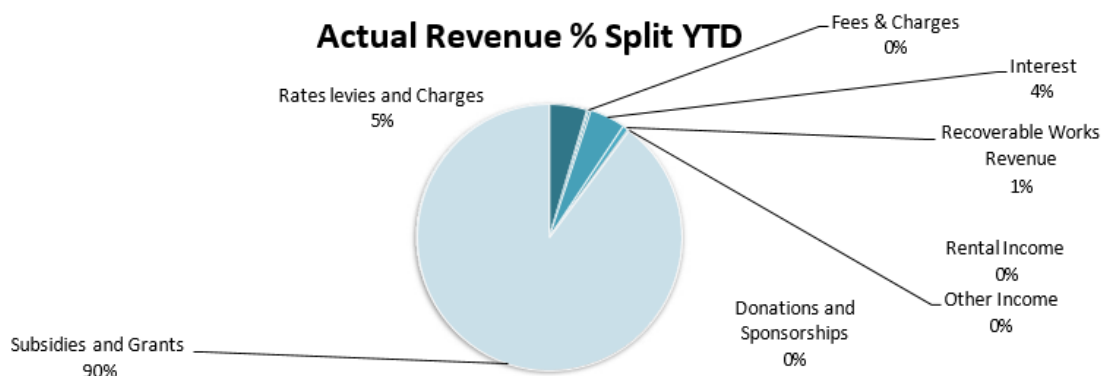
The below statement shows a comparison between the income and expense statement of January 2024 in the previous year v January 2025 actuals v the budgeted income and expenditure for 30 June 2025.

	Note Ref	31 January 2024 \$	31 January 2025 \$	2024-25 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		1,700,547	1,749,165	3,496,000	50%
Fees & Charges	(1)	67,797	71,757	145,400	49%
Rental Income	(2)	131,660	130,955	210,000	62%
Interest	(3)	529,552	1,651,734	1,335,000	124%
Recoverable Works Revenue	(4)	265,032	268,748	1,129,895	24%
Other Income	(5)	250,174	41,221	317,600	13%
Donations and Sponsorships	(12)	-	11,136	5,000	223%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	9,445,229	34,421,194	39,986,700	86%
<b>Total Recurrent Revenue</b>		<b>12,389,991</b>	<b>38,345,910</b>	<b>46,625,595</b>	<b>82%</b>
<b>Capital Revenue</b>					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	3,628,601	1,072,976	61,217,921	2%
<b>Total Capital Revenue</b>		<b>3,628,601</b>	<b>1,072,976</b>	<b>61,257,921</b>	<b>2%</b>
<b>TOTAL INCOME</b>		<b>16,018,593</b>	<b>39,418,886</b>	<b>107,883,516</b>	<b>37%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	- 3,043,195	- 3,342,476	- 6,893,207	48%
Materials and services	(9)	- 11,739,960	- 23,387,819	- 36,552,093	64%
Finance costs	(10)	- 13,135	- 39,856	- 32,000	125%
Depreciation and amortisation	(11)	- 3,412,710	- 3,255,902	- 5,858,000	56%
<b>TOTAL RECURRENT EXPENSES</b>		<b>- 18,209,001</b>	<b>- 30,026,053</b>	<b>- 49,335,300</b>	<b>61%</b>
<b>NET RESULT</b>		<b>- 2,190,408</b>	<b>9,392,833</b>	<b>58,548,216</b>	<b>16%</b>

## 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 (5.19%). Decrease from 5.26% in December 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 February 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 \$6.05mil was recognised as revenue for DRFA funded flood damages carried out to date up to the end of January 2025.
- (7) Subsidies and Grants (capital)** - No major movement noted for January 2025.
- (8) Employee benefits** - In relation to employee benefits costs against the budget, we have currently expended \$3.342mil against a budget of \$6.893 mil for the year; this is an actual spend of 48.49% 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 January 2025.
- (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 January 2025 58.33%

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

Organisational Services					Comments
	31 January 2024 \$	31 January 2025 \$	2024-25 Annual Budget \$	YTD Progress %	
<b>Recurrent Expenses</b>					
Corporate Governance Costs	549,436	550,317	1,046,000	52.61%	On track with budget.
Administration Costs	2,069,792	2,394,926	4,300,400	55.69%	On track with budget.
Recoverable Works Expenses	499,949	334,085	934,000	35.77%	On track with budget.
Engineering Services	9,478,317	22,640,312	33,944,500	66.70%	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	548,105	411,401	1,028,000	40.02%	On track with budget.
Net Plant Operating Costs	- 751,001	- 552,533	750,000	73.67%	This amount will adjust overtime as predicted inline with budget. Management will monitor at this stage.
Planning and Environmental Expenses	53,846	35,581	352,000	10.11%	On track with budget.
Community Services Costs	2,334,710	916,206	2,590,400	35.37%	On track with budget.
Finance Costs	13,135	39,856	32,000	124.55%	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	3,412,710	3,255,902	5,858,000	55.58%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
<b>TOTAL RECURRENT EXPENSES</b>	<b>18,209,001</b>	<b>30,026,053</b>	<b>49,335,300</b>	<b>60.86%</b>	Slightly over budget due to cost phasing for works conducted on flood damage.
<b>Capitalised Wages</b>	<b>-</b>	<b>153,960</b>	<b>217,000</b>	<b>71%</b>	On track with budget.

## 7. STATEMENT OF FINANCIAL POSITION

*For the month ended 31 January 2025*

	31 January 2025	2024-25 Annual Budget
	\$	\$
<b>Current Assets</b>		
Cash and cash equivalents	60,704,950	38,495,470
Trade and other receivables	3,131,284	1,000,000
Inventories	539,086	300,000
Other financial assets	291,367	102,000
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>64,666,687</b>	<b>39,897,470</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	287,932,379	322,620,307
Accumulated Depreciation	- 121,108,798	- 95,444,462
Intangible assets	-	-
<b>Total non-current assets</b>	<b>166,823,581</b>	<b>227,175,845</b>
<b>TOTAL ASSETS</b>	<b>231,490,268</b>	<b>267,073,315</b>
<b>Current Liabilities</b>		
Trade and other payables	52,476,908	36,465,000
Borrowings	-	-
Provisions	274,531	190,000
Other	-	-
<b>Total current liabilities</b>	<b>52,751,439</b>	<b>36,655,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	55,410	55,415
Interest bearing liabilities	-	-
Provisions	935,082	930,000
Other	-	500,000
<b>Total non-current liabilities</b>	<b>990,492</b>	<b>1,485,415</b>
<b>TOTAL LIABILITIES</b>	<b>53,741,931</b>	<b>38,140,415</b>
<b>NET COMMUNITY ASSETS</b>	<b>177,748,337</b>	<b>228,932,900</b>
<b>Community Equity</b>		
Shire capital	39,529,889	100,787,810
Asset revaluation reserve	103,541,131	103,541,131
Retained surplus/(deficiency)	34,677,315	24,603,959
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>177,748,337</b>	<b>228,932,900</b>

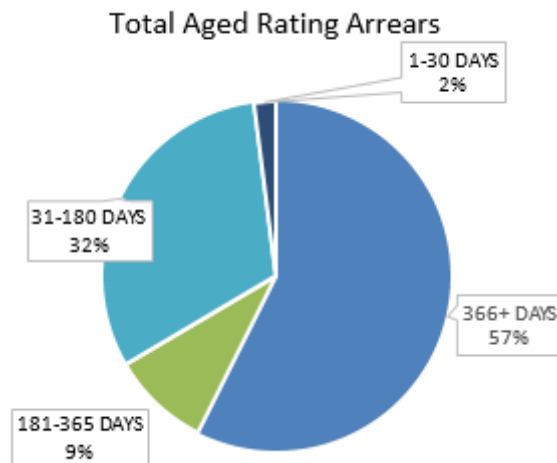
## 8. RATING ARREARS SUMMARY

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	83,198	21,718	70,158	3,720	178,794
SEWERAGE	7,778	4,239	31,768	909	44,693
GARBAGE	5,087	3,984	19,263	589	28,923
WATER	107,192	19,577	61,729	3,936	192,435
WATER CONSUMPTION	143,869	6,007	7,472	3,208	160,557
STATE GOVT EMERGENCY	4,202	1,729	5,320	232	11,483
LEGAL FEES	6,376	-	-	-	6,376
<b>Total</b>	<b>357,701</b>	<b>57,255</b>	<b>195,709</b>	<b>12,593</b>	<b>623,259</b>
<b>Prior Month (December)</b>	<b>355,952</b>	<b>56,715</b>	<b>199,598</b>	<b>-</b>	<b>612,265</b>
Movt \$	1,749	540	3,889	12,593	10,994
Movt %	0.49%	0.95%	-1.95%	100.00%	1.80%

## Debt Collection Actions Executed for January 2025:

	Number of assessments	Amount Outstanding
Ratepayers subject to further legal rectification	2	\$ 250,409.23
Assessments to progress to Rating Sale	1	\$ 77,604.32
<b>(Sum of Debt Actions in progress)</b>		<b>\$ 328,013.55</b>
<b>(% of Total Rating Arrears)</b>		<b>53%</b>



9. EXERCISE OF DELEGATIONS

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

Debt Write off (Amount written off)	Payment arrangement and repayment term	Authorising officer (CEO)
Nil	1 Assessment - \$13,387.95 Outstanding	Yes

Debt Write off requested > \$1,000

Nil

10. OFFICER'S RECOMMENDATION

That the financial report for 31 January 2025 be received and noted.

ATTACHMENTS

Nil



## Chief Executive Officer Reports

### 11.04 Adoption of Audit Committee Meeting Minutes December 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:	10 February 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 December 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 17 December 2024 to facilitate council's audit committee function as outlined by the Local Government Regulation 2012 to discuss the following matters:

- Draft Project Management Internal Audit Findings Report

These minutes were approved at the Audit Committee meeting on the 10<sup>th</sup> February 2025.

#### 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"> <li>(i) the internal audit plan for the internal audit for the current financial year;</li> <li>(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;</li> <li>(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;</li> <li>(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</li> </ul> <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 17 December 2024.

ATTACHMENTS

1. Audit Committee Minutes – December 2024



1. Audit Committee  
Minutes December 2024

## Chief Executive Officer Reports

### 11.05 Adoption of Revised Strategic ICT Management Framework

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	29 January 2025
LINK TO COUNCIL PLAN/S:	Corporate Plan – Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

---

#### 1. PURPOSE

The purpose of this report is to recommend the adoption of the revised Strategic ICT Management Framework and associated plans for the Burke Shire Council.

#### 2. BACKGROUND

In accordance with the recommendations made by the Queensland Audit Office as part of the annual external audit process as well as in response to matters raised via the LGAQ and Department of Local Government, this report is around Council's obligation to ensure sufficient strategic management and planning is carried out in the areas of Cyber Risk Management, Notifiable Data Breach Planning and ICT Disaster Management.

In May 2023, Council adopted a Strategic ICT Framework with accompanying policy and planning documents covering off on a range of areas pertaining to ICT system and cyber risk management. As part of the planned progression/upgrades of all ICT systems, connectivity and strategic decision making around cyber risk management; it is recommended that an annual review be conducted on an annual basis of the Strategic Management of ICT documentation to ensure effective strategic delivery of ICT to all staff and connectivity to the Burke Region community.

In response to the above, Burke Shire Council Finance and ICT staff have revised the following suite of documents to ensure the Burke Shire Council is proactive in managing forward potential risk around Cyber and IT Infrastructure Management:

- ICT Strategic Management Framework
  - BSC Cyber Incident Response Policy
  - BSC Data Breach Response Policy
  - BSC Ongoing Fleet Replacement (ICT) Plan
  - BSC Three-year ICT Strategic Plan 2024-2025-2026
  - BSC ICT Backup and Restoration Policy

### 3. PROPOSAL

That the following revised Strategic Framework and Plans be adopted by council addressing the following:

#### **ICT Strategic Management Framework**

This ICT Strategic Framework is prepared to assist Burke Shire Council in managing and improving the way it delivers ICT services and hardware, Network Infrastructure and Data-Backup services and hardware and Cyber-Risk management and reporting.

The ICT Strategic Framework is to enable Burke Shire Council to more effectively manage:

- ICT Governance – the guiding strategies, principles and practices that guide the correct and effective delivery of ICT, and provides a framework for ICT decision making.
- Emerging Trends and Technologies – the emerging trends and technologies providing challenges and opportunities for local government in managing ICT systems and resources, and delivery of future ICT services.
- Business Systems and Applications – the software systems and applications used by a local government.
- Infrastructure and Technology – the hardware and network infrastructure used to deliver local government ICT services.
- IT Business Continuity – the activities undertaken to enable a local government to perform its key functions and deliver its ICT services.
- Security – protecting information and systems from unauthorised access, use, modification, disclosure or destruction.

Adopting this ICT Strategic Framework will assist Burke Shire Council in meeting the requirements of national cyber-risk and ICT compliance bodies such as the ASCS (Australia Cyber Security Centre) and OAIC (Office of the Australia Information Commissioner) and any other State and/or Commonwealth mandated legislation by demonstrating clear and concise analysis and principal provision for the above noted matters.

#### **BSC Cyber Incident Response Policy**

Incident management, reporting and response involves identifying, analysing, reporting, and responding to IT security incidents including taking corrective and preventative action.

The policy outlines the following:

1. To outline a clear decision-making plan when faced with a Cyber Incident Response Event for the Burke Shire Council
2. To provide guidance and FAQ steps to officers of what steps should be taken to adhere to best practice and good governance when managing a Cyber Incident Response Event
3. To provide templates to assist in ease of Cyber Incident Response Event Administration
4. To provide clear guidance of the legislative and internal stakeholder reporting requires around a Cyber Incident Response Event

### **BSC Data Breach Response Policy**

As outlined by the ACSC (Australian Cyber Security Centre); a data breach is when data is inadvertently shared with or maliciously accessed by an unauthorised person or third-party.

The policy outlines the following:

- Identification of Data Breaches
- Response process to Data Breaches
- Notifying a Reportable Breach (as is required if a data breach meets the reportable criteria per the OAIC)

### **BSC Ongoing Fleet Replacement (ICT) Plan**

IT Asset Management is the practice of effectively managing the life cycle of software and hardware assets, including acquisition, implementation, maintenance, utilisation, and disposal to support strategic IT decision making.

The plan outlines the following:

- IT Asset/Fleet Management
- On-going (ICT) Fleet Replacement Schedule

### **BSC Three-year ICT Strategic Plan 2024-2025-2026**

The purpose of this Three-Year Strategic Planning document is to ensure that the Burke Shire Council has a clear plan in place to scope, test and implement systems that are fit for purpose, provide value for money and address any outstanding cyber security risks and/or ICT maturity concerns that may exist.

The implementation of new and innovative systems will also grow internal productivity for end-point users which in turn will overall contribute to reduction of redundant time and/or costs and will bolster security to counter the potential threat of external actors from impacting on council operations.

The plan outlines the following:

- Systems Implementation Planning
- Risk Management
- Consultation and Reporting/Monitoring

### **BSC ICT Backup and Restoration Policy**

The purpose of this data backup and restoration plan is to ensure that Burke Shire Council can safely and securely back up operational-critical data, systems, databases and other technology so that it will be available in the event of a disruption affecting business operations. All Burke Shire Council locations are expected to implement data backup measures whenever possible to minimise operational disruptions and to recover as rapidly as possible when an incident occurs.

The policy outlines the following:

1. Serves as a guide for Burke Shire Council ICT Staff/IT Data Backup Teams/Manager Service Providers Teams
2. References and points to the location(s) of backed-up data, systems, applications and other mission-critical data resources
3. Provides procedures and resources needed to back up data, systems and other resources
4. Identifies vendors and customers that must be notified in the event of a disruption that may necessitate recovering backed-up data and other resources
5. Minimises operational disruptions by documenting, testing and reviewing data backup procedures
6. Identifies alternate sources for data backup activities
7. Documents data storage, backups and retrieval procedures for vital records and other relevant data

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this report.

#### 5. POLICY & LEGAL IMPLICATIONS

Instrument/Reference /Details
<p><b>Information Security Policy (IS18:2018)</b></p> <p><b>International Standard for Information Security Management Systems (ISO 27001)</b></p> <p><b>Australian Copyright Act 1968</b> - proscribes the copying of software or data files (including text, sound and images) in the absence of a licensing arrangement;</p> <p><b>Crimes Act 1914</b> - describes procedures related to dealing with a crime;</p> <p><b>Cybercrime Act 2001</b> - deals with a range of computer related offences;</p> <p><b>Privacy Act 1988</b> - introduces principles related to protection of personal information; and</p> <p><b>SPAM Act 2003</b> – which proscribes the sending of SPAM messages.</p> <p><b>Crime and Corruption Act 2001</b> - establishes a commission to reduce the incidence of corruption in the public sector. Council must preserve and make information available for this Commission so that it can be effective in its investigations;</p> <p><b>Copyright Act 1968</b> - is an Act relating to copyright law;</p> <p><b>Criminal Code Act 1995</b> - proscribes computer hacking and general misuse;</p>

Instrument/Reference /Details
<p><b>Electronic Transactions (Queensland) Act 2001</b> - refers to the integrity of information and requirements to keep information associated with the need for businesses and the community to use electronic communications when dealing with government bodies;</p> <p><b>Evidence Act 1977</b> - defines what must be preserved as evidence related to government activities;</p> <p><b>Information Privacy Act 2009</b> - ensures the security and protection of personal information and restricts the collection, use and disclosure of information about an individual;</p> <p><b>Right to Information Act 2009</b> - makes particular types of information concerning government documents available to members of the community in order to ensure such information is timely and accurate;</p> <p><b>Local Government Act 2009</b> - requires local government employees not to wilfully destroy or damage Council records;</p> <p><b>Public Records Act 2002</b> - states the responsibilities of government in the management of corporate records - particularly with regards to security;</p> <p><b>Public Sector Ethics Act 1994</b> - states the responsibilities public officials have in ensuring that public resources are not wasted, abused or improperly used;</p> <p><b>OAIC (Office of the Australia Information Commissioner)</b> - When to report a data breach; and</p> <p><b>ASCS (Australia Cyber Security Centre)</b> - The Essential Eight Approach</p> <p><b>CASA Regulations and Standards</b></p>

6. RISK

Risk Type	What could happen	Possible Consequences
Governance Compliance/Risk Management	<p>A potential Cyber-attack inflicted upon council with no clear plan of action.</p> <p>A potential Data Breach requiring council to disclose to the OIAC with legal implications for failure to do so.</p> <p>No planning carried out to ensure future ICT fleet management is maintained resulting in large cost impacts to upgrade equipment to current again.</p>	<p>Council fails to meet the requirements of Notifiable Data Breaches and is fined for non-compliance.</p> <p>Council is compromised from a cyber-attack with no ability to respond resulting in a complete halt of community servicing capacity and communication.</p> <p>No clear plan in place to ensure council telecom and ICT infrastructure is updated in line with industry standard resulting in increases to ops costs and decreases in efficiency.</p>



7. CRITICAL DATES & IMPLICATIONS

This framework and associated plans apply until the next respective review date of each document as defined by either the Act, Regulation or Policy.

8. CONSULTATION

Councillors

Chief Executive Officer

Finance and Technology Manager

Robert Morrows Technology (MSP Provider)

9. CONCLUSION

That the Revised Strategic ICT Management Framework and associated plans for the Burke Shire Council are recommended to council for adoption.

10. OFFICER'S RECOMMENDATION

That Council re-adopts the updated Strategic ICT Management Framework and associated following plans for the Burke Shire Council:

- ICT Strategic Management Framework
- BSC Cyber Incident Response Policy
- BSC Data Breach Response Policy
- BSC Ongoing Fleet Replacement (ICT) Plan
- BSC Three-year ICT Strategic Plan 2024-2025-2026
- BSC ICT Backup and Restoration Policy

## ATTACHMENTS

1. ICT Strategic Management Framework



ICT Strategic  
Management Frame

2. BSC Cyber Incident Response Policy



BSC Cyber Incident  
Response Policy 202

3. BSC Data Breach Response Policy



BSC Data Breach  
Response Policy 202

4. BSC Ongoing Fleet Replacement (ICT) Plan



BSC Ongoing Fleet  
Replacement (ICT) PI

5. BSC Three-year ICT Strategic Plan 2024-2025-2026



BSC Three-year ICT  
Strategic Plan 2024-

6. BSC ICT Backup and Restoration Policy 2023-2024



BSC ICT Backup and  
Restoration Policy 20

## Chief Executive Officer Reports

### 11.06 Budget Review for the 7 months to the end of 31 January 2025

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgenson; Finance and Technology Manager
DATE REPORT PREPARED:	13 February 2025
LINK TO COUNCIL PLAN/S:	Operational Plan/Budget

---

#### 1. PURPOSE

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

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the budget for the 2024/25 financial year on the 17th of July 2024. Council's actual year to date revenue and expenditure is reviewed on a monthly basis. A budget review was then conducted for 31 October 2024 which resulted in an annual total budget surplus of \$186k. Any significant variances between year-to-date financial performance and budget estimates are investigated and reported. Section 170 (3) of the Local Government Regulation 2012 provides that a Local Government may by resolution amend the budget for the financial year at anytime before the end of the financial year. Year to date financial performance has been assessed against original budget estimates and the follow review will outline any amendments required in accordance to the Local Government Regulation 2012.

## 3. PROPOSAL

That Council acknowledges and endorses revised changes to the 2024/25 Budget. Please note these changes per the below table:

<b>Summary of Proposed Budget Amendments</b>			
<b>To the end of January 2025</b>			
<b>Proposed Amendments</b>			
	<b>Jan 25 Movt</b>	<b>Jan 25 Movt</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>October 2024 Budget Amendments (Surplus)</b>			<b>186,000.00</b>
<b>January 2025 Budget Proposed Amendments</b>			
<b>Income</b>			
Increase in Operating Grants Revenue - DRFA 21/22	600,000.00		
<b>Total Subsidies and Grants</b>		<b>600,000.00</b>	
Sale of Grader	100,000.00		
<b>Sale of Non-Current Assets</b>		<b>100,000.00</b>	
Reforecasted Interest to 30 June 2025	700,000.00		
<b>Interest Income</b>		<b>700,000.00</b>	
Housing Sale 50 Sloman Street	57,000.00		
<b>Sale of Non-Current Assets</b>		<b>57,000.00</b>	
<b>Total Income</b>			<b>1,457,000.00</b>
<b>Expenses</b>			
Flood Damage REPA 21/22	(600,000.00)		
<b>Total DRFA Flood Damage Grant Revenue</b>		<b>(600,000.00)</b>	
<b>Operational Expenses</b>			
Transfer emaining 24-25 fleet budget to Workshop Maintenance	(150,000.00)		
Additional Budget Requirements for Workshop - From council reserve	(50,000.00)		
Transfers to Engineering Area to Workshop Maintenance	(106,000.00)		
Transfers from Asset Management Costs	50,000.00		
Transfers from Cyclone Yard Tidy Exp	5,000.00		
Transfers from Depot Electricity	6,000.00		
Transfers from Burke Wharf Precinct Maintenance	8,000.00		
Transfers from Garbage Tip Maint. (Burke)	10,000.00		
Transfers from Garbage Tip Maint. (Gregory)	10,000.00		
Transfers from Parks and Gard. Staff Overhead	10,000.00		
Transfers from Stockpiles - Burketown	7,000.00		
Net Sale of Grader Transferred to Workshop Maintenance	(100,000.00)		
<b>Total Workshop Expenditure</b>		<b>(300,000.00)</b>	
Housing Maintenance - 22 Gregory Street (Contingent spend on housing sale being successful)	(57,000.00)		
<b>Total Housing Maintenance Expenditure</b>		<b>(57,000.00)</b>	
<b>Capital Expenses</b>			
Transfer emaining 24-25 fleet budget to Workshop Maintenance	150,000.00		
Gregory Bore Drill Project	(120,000.00)		
Gregory Shed Structure Upgrade	(100,000.00)		
Replacement of Shire Hall AC System	(120,000.00)		
<b>Total Capital Expenses (Ownsource - Aggregate)</b>		<b>(190,000.00)</b>	
<b>Total Expenses</b>			<b>(1,147,000.00)</b>
<b>January 2025 Budget Proposed Amendments (Surplus)</b>			<b>310,000.00</b>
<b>Total Annual 2024-25 Budget Amendments (Surplus)</b>			<b>496,000.00</b>

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

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

For Engineering Services costs, an additional \$600k was identified for flood damage costs and revenues (with a net impact of NIL) to deliver critical road infrastructure repairs as funded under the QRA.

For Engineering Services costs, an additional sum of \$300k has also been identified in order to ensure sufficient maintenance of fleet funding to 30 June 2025; this is broken down from the following elements:

- \$100k for the sale of a grader (net of sales costs)
- \$106k of reallocated existing budget items (nil impact on budget but disclosed to council to show evidence of management of maintenance over fleet)
- \$150k transferred fleet budget to fund further maintenance activities to 30 June 2025
- \$50k transferred from council reserve (unallocated cash)

From the above it is anticipated that council will reach a position of preventative treatment over fleet for the 2025-2026 financial year; management is currently conducting heavy review of the completeness and existence of plant and fleet schedules currently to provide more accurate fleet condition reporting for moving forwards.

For Community Services costs; \$57k has been noted as a contingent budget increase for housing maintenance for the 22 Gregory Street property based on the successful sale of 50 Sloman Street being completed by 30 June 2025.

For Capital Project Expenditure, the following 3 projects have been added to the schedule for the below items:

- \$120k Gregory Bore Drill Project
- \$100k Gregory Shed Structure Upgrade
- \$120k Replacement of Shire Hall AC System

All 3 of these projects are to be funded by the excess interest income identified by council for the sum of \$700k to 30 June 2025.

#### 5. POLICY & LEGAL IMPLICATIONS

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

#### 6. CRITICAL DATES & IMPLICATIONS

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

#### 7. CONSULTATION

- Executive Management Team; and
- Council.

8. CONCLUSION

A total surplus of \$496k will be reported for the year up to 31 January 2025 primarily due to excess interest identified from current cash reserves being invested in the Council QTC account (council reserve).

9. OFFICER'S RECOMMENDATION

That the following resolutions be endorsed by council:

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

<b>Summary of Proposed Budget Amendments</b>			
<b>To the end of January 2025</b>			
<b>Proposed Amendments</b>			
	<b>Jan 25 Movt</b>	<b>Jan 25 Movt</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>October 2024 Budget Amendments (Surplus)</b>			<b>186,000.00</b>
<b>January 2025 Budget Proposed Amendments</b>			
<b><u>Income</u></b>			
Increase in Operating Grants Revenue - DRFA 21/22	600,000.00		
<b>Total Subsidies and Grants</b>		<b>600,000.00</b>	
Sale of Grader	100,000.00		
<b>Sale of Non-Current Assets</b>		<b>100,000.00</b>	
Reforecasted Interest to 30 June 2025	700,000.00		
<b>Interest Income</b>		<b>700,000.00</b>	
Housing Sale 50 Sloman Street	57,000.00		
<b>Sale of Non-Current Assets</b>		<b>57,000.00</b>	
<b>Total Income</b>			<b>1,457,000.00</b>
<b><u>Expenses</u></b>			
Flood Damage REPA 21/22	(600,000.00)		
<b>Total DRFA Flood Damage Grant Revenue</b>		<b>(600,000.00)</b>	
<b><u>Operational Expenses</u></b>			
Transfer emaining 24-25 fleet budget to Workshop Maintenance	(150,000.00)		
Additional Budget Requirements for Workshop - From council reserve	(50,000.00)		
Transfers to Engineering Area to Workshop Maintenance	(106,000.00)		
Transfers from Asset Management Costs	50,000.00		
Transfers from Cyclone Yard Tidy Exp	5,000.00		
Transfers from Depot Electricity	6,000.00		
Transfers from Burke Wharf Precinct Maintenance	8,000.00		
Transfers from Garbage Tip Maint. (Burke)	10,000.00		
Transfers from Garbage Tip Maint. (Gregory)	10,000.00		
Transfers from Parks and Gard. Staff Overhead	10,000.00		
Transfers from Stockpiles - Burketown	7,000.00		
Net Sale of Grader Transferred to Workshop Maintenance	(100,000.00)		
<b>Total Workshop Expenditure</b>		<b>(300,000.00)</b>	
Housing Maintenance - 22 Gregory Street (Contingent spend on housing sale being successful)	(57,000.00)		
<b>Total Housing Maintenance Expenditure</b>		<b>(57,000.00)</b>	
<b><u>Capital Expenses</u></b>			
Transfer emaining 24-25 fleet budget to Workshop Maintenance	150,000.00		
Gregory Bore Drill Project	(120,000.00)		
Gregory Shed Structure Upgrade	(100,000.00)		
Replacement of Shire Hall AC System	(120,000.00)		
<b>Total Capital Expenses (Ownsource - Aggregate)</b>		<b>(190,000.00)</b>	
<b>Total Expenses</b>			<b>(1,147,000.00)</b>
<b>January 2025 Budget Proposed Amendments (Surplus)</b>			<b>310,000.00</b>
<b>Total Annual 2024-25 Budget Amendments (Surplus)</b>			<b>496,000.00</b>

## ATTACHMENTS

1. 2024-25 Budget and Long Term Financial Forecast



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

2. 2024-25 Proposed Budget Amendments



**B. BSC Budget  
Template 2024-25 - /**

3. 2024-25 Capital Works Summary



**C. 2024-25 Capital  
Works Summary for**



## Chief Executive Officer Reports

### 11.07 Sport and Recreation Strategy 2019-2024 – December 2024 Quarter Update

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	5 February 2025
LINK TO COUNCIL PLAN/S:	Burke Shire Council Sport and Recreation Strategy 2019-24

---

#### 1. PURPOSE

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

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

#### 3. PROPOSAL

Continue quarterly update of strategy.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

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

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

The Wharf Precinct Recreation area is progressing well at the moment.

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

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

A tender has been awarded for the Water Splash Park, to Swimplex to the maximum value of \$3,001,000 (ex. GST) subject to a successful funding application and availability of sufficient budget; and delegated authority has been given to the CEO to enter negotiations regarding any and all matters associated with executing the Contract for the Burketown Health & Wellbeing Precinct to the maximum budget value of \$4,552,000 (ex. GST).

Lights have also been installed Albert River Fishing Bridge.

#### 5. RISK

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

#### 6. POLICY & LEGAL IMPLICATIONS

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

7. CRITICAL DATES & IMPLICATIONS

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

A new 5 year Sports and Recreation Strategy will be developed by this Council by 30 June 2025.

8. CONSULTATION

Periodic consultation is taking place between Council and Club and Association representatives:

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

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Sport and Recreation Strategy 2019-24 – December 2024 Quarter



Sport and  
Recreation Strategy

## Chief Executive Officer Reports

### 11.08 Operational Plan 2024-2025 – December 2024 Quarter Review

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	11 February 2025
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (Governance, finance, risk)

---

#### 1. PURPOSE

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

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

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

#### 3. PROPOSAL

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

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

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

#### 5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

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

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

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

This report highlights Council's implementation of the 2024/2025 Operational Plan actions/projects for the December 2024 quarter of the 2024/2025 Financial Year. Reasonable progress has occurred for the December Quarter.

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Operational Plan 2024/2025 – December 2024 Quarter



2024-25  
Operational Plan - C

## 12. Closed Session Reports

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

(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

12.01 Closed Session – Delegations to Ministers – NWQROC Meeting 2<sup>nd</sup>-3<sup>rd</sup> April 2025 – Brisbane

## 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 March 2025.