



Agenda and Business Papers

Burke Shire Council Ordinary Meeting

Monday 24 March 2025

10.00am Council Chambers

10.00am	Opening of Meeting
12.30pm to 1.00pm	Lunch

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Inclusion | Integrity | Innovation | Infrastructure

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01. Opening of Meeting

The Mayor welcomed members and declared the meeting open at 10.00am.

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; Works Manager Chelsea Nelson; People and Culture Manager Kimberly Chan; Economic and Community Development Manager Jordan Marshall; Executive Assistant (Minutes) Sarath Jayasekara; Infrastructure Engineer 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
- Sarath Jayasekara; Infrastructure Engineer
- Shannon Moren; Environmental Health, Local Laws and Facilities Manager
- Shaun Jorgensen; Finance and Technology Manager

03. Prayer

Led by Cr Clarke.

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Wednesday 19 February 2025

That the Minutes of the Ordinary Meeting of Council held on Wednesday 19 February 2025 as presented be confirmed by Council.



250219

Unconfirmed Minutes

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

08. Registers of Interests

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

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

09.01 Notices of Motion

None received at time of agenda preparation.

09.02 Petitions

None received at time of agenda preparation.

10. Engineering Services Reports

- 10.01 Engineering Department Monthly Report
- 10.02 Capital Works Projects Status Update Report
- 10.03 DRFA Works Project Status Update
- 10.04 2024 DRFA Restoration Works – Package 1 Contract No.: 5603-3000-1
- 10.05 2024 DRFA Restoration Works – Package 2 Contract No.: 5603-5000-1
- 10.06 2024 DRFA Restoration Works – Package 3 Contract No.: 5603-1000-1
- 10.07 2024 DRFA Restoration Works – Package 4 Contract No.: 5603-4000-1
- 10.08 2023/2024 DRFA Restoration Works – Package 10 Contract No.: 5601-3000-2

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; Works Manager
DATE REPORT PREPARED:	14 March 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 for the month of February 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.

2.1 Parks, Gardens and Cemetery

- A parks and garden works program book has been given to each team member and are currently working to this schedule, but with mowers been down, staff away and some areas not accessible we are slightly behind but hoping to have caught up by mid-March.
- Assisted in preparing for auction.
- Mowed and brush cut water treatment and sewerage pond.
- Cemetery mowed, brush cut and started to tidy up around graves.
- School oval mowed, trees trimmed, and dead ones removed.
- Skip bin placed out at Gregory crossing and all the rubbish around the river has been picked up.
- Trying to keep the rubbish dump tidy but this is an ongoing issue.
- Cleaning street gutters around town.
- Removed dead trees from Morning Glory Park that were full of termites, looking at getting all the trees in parks and gardens and council properties treated.
- Cleaning of council buildings and public toilets
- Football oval mowed and rubbish removed.
- Rodeo grounds mowed and weeds/Bindi have been sprayed.
- Community Garden is progressing well, some of the fruit trees are already fruiting, we will move on to the next stage of putting up the shade sails mid-March and putting out the planter boxes which we will plant flowers in.



Photo 1: Community Garden



Photo 2: Community Garden



Photo 3: School Oval



Photo 4: Burketown Cemetery



Photo 5: Burketown Cemetery

2.2 Roads Crew

- Burketown Airport runway bitumen patch repairs using Ezi-Street Asphalt.
- Jack's Gully crossing (WDR) surface correction patching and shoulder repair work. Utilised 4 x 1 Tonne bags of asphalt for surface correction.
- Fill hole in with gravel on Sandy Ck crossing – Lawnhill Rd.
- Grader removed silt build-up on eastern side of Tirranna Crossing.
- Light maintenance grade gravel sections on Doomadgee East Rd between WDR turnoff and Tirranna crossing.
- Road checks and inspections on Doomadgee East and West Rd.



Photo 6: Jack's Gully rainfall around 11/02/2025



Photo 7: Jack's Gully flood damages



Photo 8: Jack's Gully flood damages



Photo 9: Jack's Gully flood damages



Photo 10: Jack's Gully emergent repair works



Photo 11: Jack's Gully emergent repair works



Photo 12: Jack's Gully emergent repair works



Photo 13: Jack's Gully emergent repair works



Photo 14: Jack's Gully emergent repair works



Photo 15: Jack's Gully completed works



Photo 16: Jack's Gully completed works

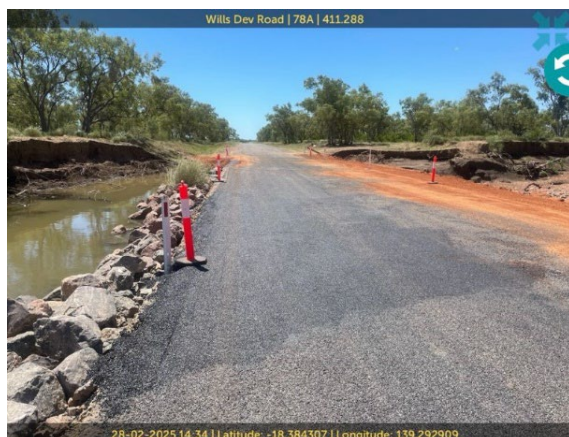


Photo 17: Jack's Gully completed works



Photo 18: Lawn Hill Road damage



Photo 19: Lawn Hill Road damage

2.3 RMPC

State Control Roads:

- WDR/Gregory – Camooweal Weekly Road Inspections.
- Install Road Closed Signs on Barkly River Crossing.
- Assist with Jack's Gully Emergent Repair Works – Surface correction & Edge repair.
- Monitor Brookdale sinkhole culvert – Weekly.
- Reopening of road to full lane pending.
- Gregory – Camooweal Rd asphalt patching works.
- Met with TMR Road Inspector – Cloncurry.
- Conduct weekly road inspection of Floraville Rd and Truganini Rd.
- Patch bitumen potholes on Floraville Rd and Truganini Rd.
- Repair guideposts – Ongoing.

Burketown:

- Reinstall new guidepost on town streets.

Doomadgee East Rd:

- Erect road closed signs at Tirranna Crossing (Crossing Peaked at 4.6mtrs on 12/02/2025)

2.4 Airport

Burketown Airport:

- Airstrip Maintenance ongoing. Emergency patch repair works due to surface deterioration/weather conditions, all aircraft landing on surface which are RPT and other small aircraft are contributing to cracking and indentations.
- Burketown Airport has all general maintenance daily schedule monitoring which are fence lines, all animals, slashing/mowing when equipment is available and crews to do works, all works still in progress.



Photo 20: Burketown Airport Repairs



Photo 21: Burketown Airport Repairs



Photo 22: Burketown Airport Repairs



Photo 23: Burketown Airport Repairs



Photo 24: Burketown Airport Repairs

Gregory Aerodrome:

- Airport equipment “stores order” for many items such as Signage for Gregory Downs Airstrip, Directional, Property and Regulatory for Safety and informational.

- Electrician putting four solar lights on the Gregory windsock for any night flights into Gregory and also a solar light for the seating/shed area is to be arranged. All solar runway lights, turn lights, apron lights and end runway lights are operational.
- Contracted slashing works on the Gregory Airstrip and the Emergency Airstrip to maintain vegetation. Depending on the weather it is time to apply weed killer to poison Prickly Bush from growing rapidly, to keep airstrip clearer and better managed.



Photo 25: Gregory Airport



Photo 26: Gregory Airport

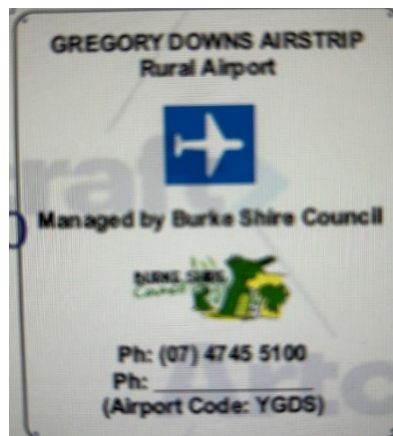


Photo 27: Gregory Airport Signage

2.5 Workshop and Fleet

- Derrick Contracting (and apprentice) contract continues until early March.

Gregory Depot:

- Ordered replacement mast hoses for forklift 494 – Pending rectification
- Repair Landcruiser 566 – Recall and sent to Mt Isa Toyota Dealership

Burketown Depot:

- Service and repair various fleet items continues.

Other:

- Repairs (by BDS Contracting) on Prime Mover and Side Tip Trailers continues in Cloncurry.

2.6 Stores

- Three truckloads of freight delivered to depot.
- Tyres, GP cement, 70 x 1t bags of asphalt, 2 pallets of 20kg bags of asphalt, batteries and a variety of other materials.
- D.P cleaning supplies did their usual delivery of cleaning supplies with free freight.
- Investigating a lean-to at the back for storage shed for bulky items to keep out of the sun [mainly the bulka bags of asphalt].
- General store's duties with marking of items and putting away on shelves.

2.7 Waste Management

- Weekly collection service ongoing.

2.8 Water and SewerageWater Network Production:

Monthly Reading WTP Burketown		
Previous Month - January	Current Month - February	Difference
10,464 kl	6,514 kl	- 3950 kl

Monthly Reading WTP Gregory		
Previous Month - January	Current Month - February	Difference
1,511 kl	1,166 kl	-345 kl

Usage for February on the BWTP and GWTP has seen a significant decrease due to storms.

Burketown And Gregory Project 24/25:

- Planning for de-silting of lagoons for 2025-26 underway. Collaboration with QWRAP members. Ongoing.
- Smart Water Meter installations 98% completed. Need to place an order for 3 new meters for new installations.
- There 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
- Switchboards to be up graded at sewer station 2 is still to occur. Electrician has given an update of 3 weeks to be completed 28th February depending on weather.

Water Samples:

Burketown and Gregory Monthly water samples have been completed with less than 1 E-coli detected in the Drinking water system.

Burketown Sewerage:

Sewer Sample 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.

Burketown Water Treatment Plant:

Burketown res 1 need work to be repair the entrance hatch ASAP as it has been identified from a site visit by Brad Wheeler who is the Water Regulator for our AREA.

- SOPs will be finalized when Scada project is completed. Ongoing. MBS has visited the site. Found that the SCADA issues need to be repaired. P&ID needs to be fixed. Ongoing.
- ACDC license to be completed for weed management around the WTP/ NRPS/STP sites.

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. Currently repairing water service lines.
- Repairs to water meters ongoing.
- Repairs to sprinkler system in MG Park ongoing.

Sewerage Treatment Plant:

- Total flow for the month of 0 kl due to Scada issue.
- Sewer Sample 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. Ongoing. MBS water looking at solutions.
- Blivit has a collapsed rotor that needs replacing. It is currently offline, and we are bypassing it. Liaising with Infrastructure Engineer to replace. Ongoing. MBS water looking at solutions.
- STP irrigation continuously faulting on no water flow. Investigation required to remedy faults. Ongoing. Looking at replacing the manual strainer as it has an air leak and small leak. Contacting the installer to try to rectify the problem.
- Vegetation removal around the Lagoons is ongoing as we need to poison vegetation.
- ACDC license to be completed in November due to trainers Scheduling. Ongoing.

Gregory WTP

- Over the past couple of months, we have installed 2 new bore pumps in the raw water well.
- GWTP Intake pumps have had issues with the VSD controller, which now have been installed and both pumps are now operational.
- Austek 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. They have now been installed on both the Chlorine Pumps.
- Scada Project Austek: Ongoing issues with GWTP and Burketown with dosing pumps locking out. Austek has been on site and changed the solenoid valves. We have replaced the filtered water line and changed the chemical dosing lines due to not enough separation between chemicals and Grey Schedule 80 pipe splitting. This line was installed in 2004.
- SOPs will be finalized when Scada project is completed. MBS water to complete with site visit. Mark to visit for further training.

Gregory Reticulation

- Repairs to water leaks ongoing.
- Gregory cemetery needs water to be connected. We are currently using water from the pub and the owner has requested that we install our own water service for it.

3. OFFICER'S RECOMMENDATION

That Council receive and note the Engineering Department monthly report for February 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 March 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 28 February 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 carry over projects.

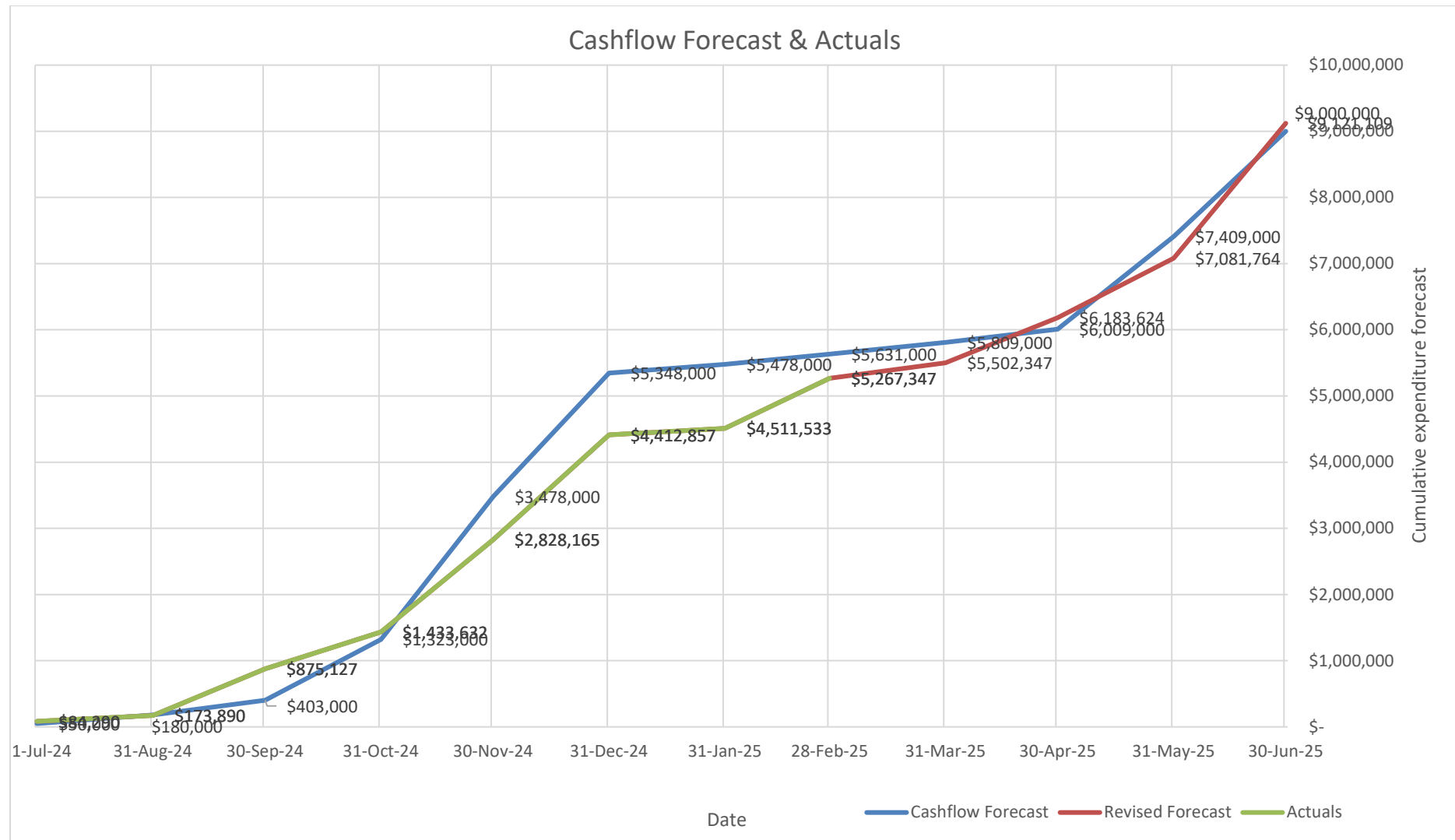
Below please find the summary of the Project and Financial progresses:

- Average Capital Works Program Progress: 42%
- Average Capital Works Financial Progress: 23%

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. \$350k 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. \$100k in June 2025. The budget of 24-25 Fleet Renewal Program planned to be transferred to Operational budget; hence, the forecast dropped compared to the last month.



4. CAPITAL WORKS PROGRAM HIGHLIGHTS

- Burketown Wharf Recreational Grounds Development Project
 - The project is planned to be completed by the end of March 2025.
 - Official Opening planned for 10 May 2025.



Figure 1: Wharf Shade Structures

- Burketown Health & Wellbeing, Stage 1, Splash Park Development Project
 - The layout, design and colour selection have been reviewed and approved.
 - Design and location of an amenity block is being finalised.



Figure 2: Indicative 3D design of Burketown Splash Park Bucket feature

- Burketown Community Housing Program
 - Stage 1 (in-principle) endorsement has been received for the LGGSP funding application. Scoping and concept design to progress to prepare information for Stage 2 funding application.
 - Tendering documents are done and on vendor panel.

5. OFFICER'S RECOMMENDATION

That Council notes the Capital Works Projects Report for the progress of Capital Works Program during the month of February 2025.

ATTACHMENTS

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



Capital Works
Projects 24-25 FY, Ma

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:	14 March 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 **\$32.3 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 relevant submissions.**

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 April 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 **April 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 28th 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 April 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

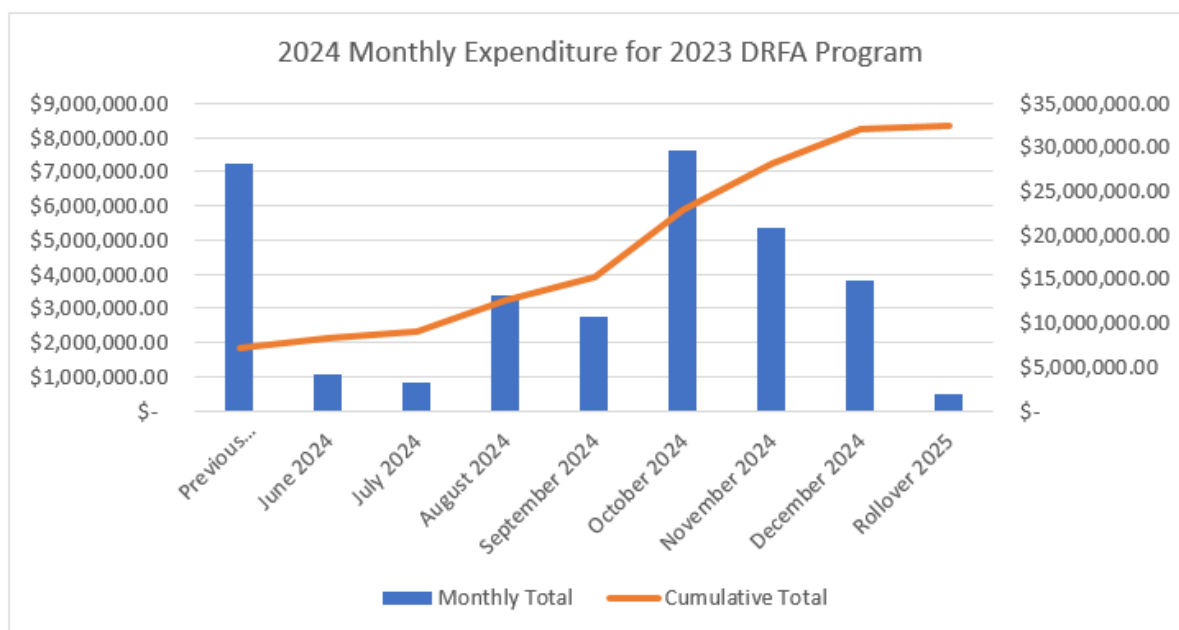


Figure 2 shows the progress made on each package as a percentage.

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

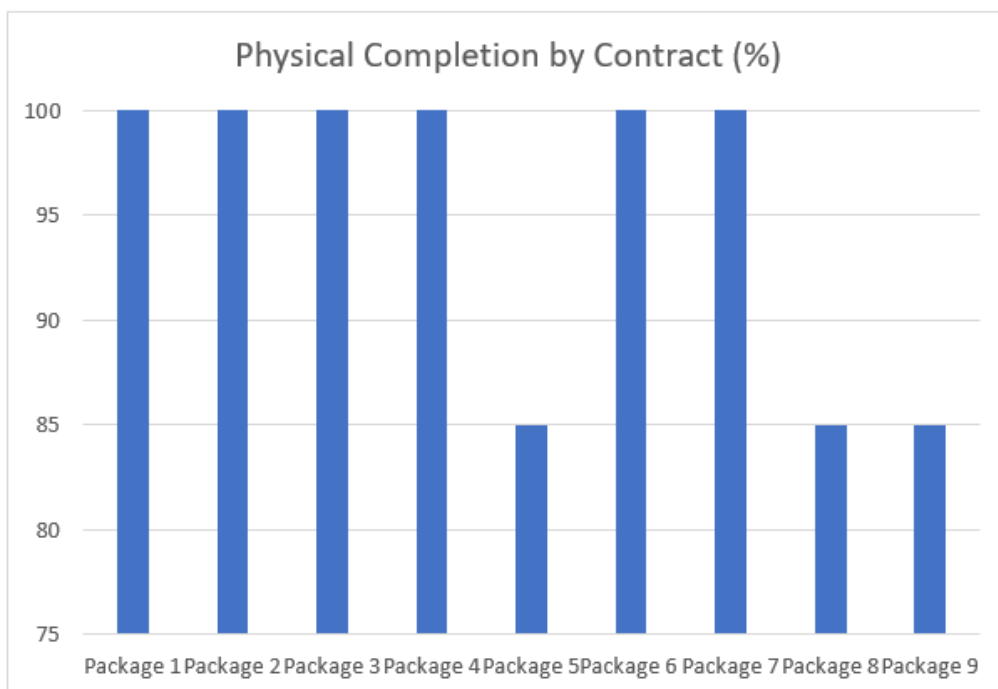
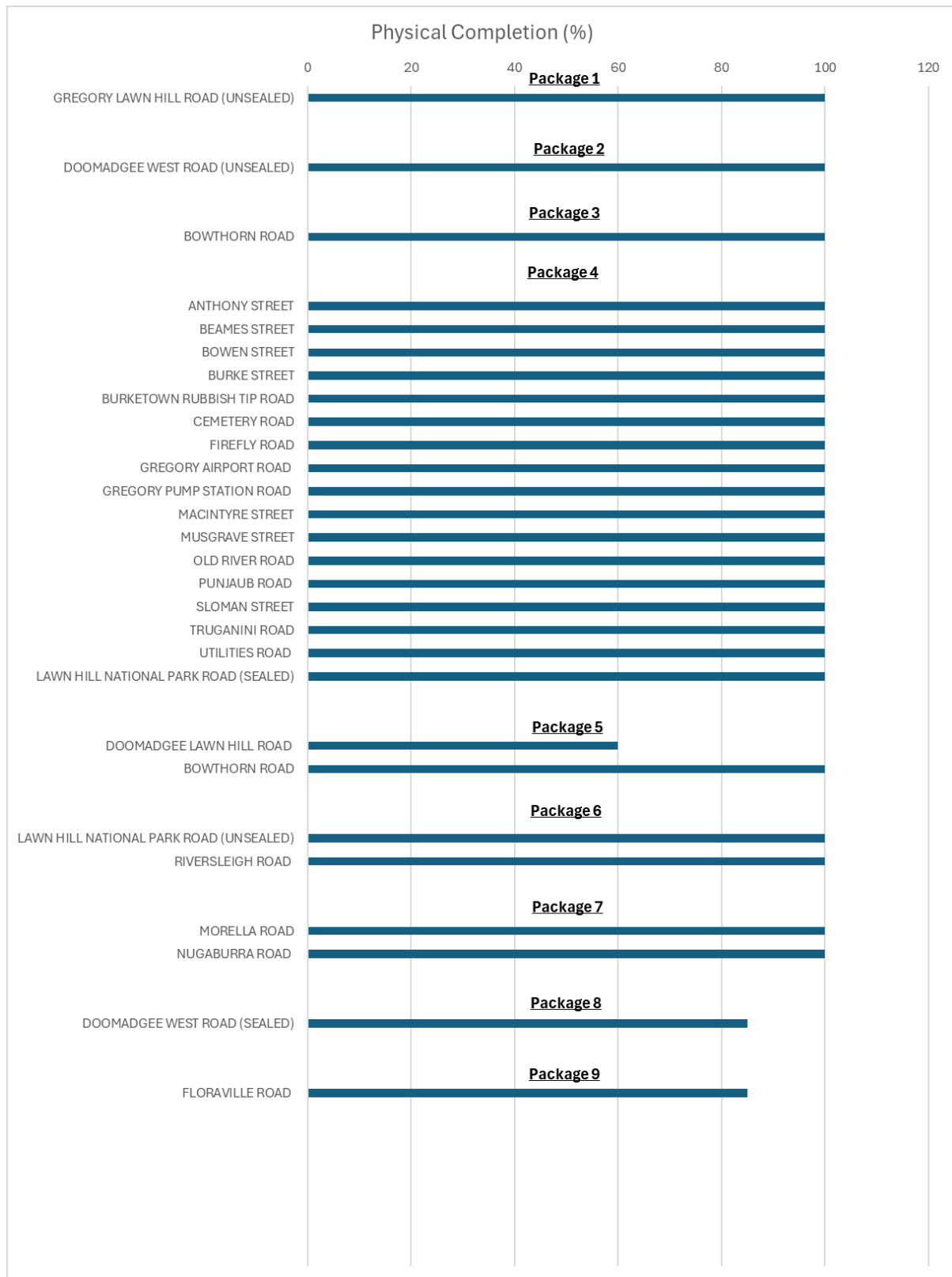


Figure 3 shows the progress made on each asset within the designated package.

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 the 10th of February. Tenders have been assessed and five recommendation reports were supplied for today's meeting.

Floraville Road – Stages 1a, 2, 3 and 4

In addition to the above, the **Tender for stages 1a, 2, 3 and 4 of the Floraville Road Reconstruction project closed on Wednesday 5th March.**

The Evaluation panel is continuing to assess the responses and plans to provide a consensus report for review at a special council meeting on Monday the 31st of March.

The balance of the works, from Armraynald through to Burketown is planned for 2026 construction, with the tender for this section to be released in Q3 2025.

6. COMPLETED CONTRACTS

Package 1

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

Package 2

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

Package 3

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

Package 4

Contract: 5601-3200-0001 was awarded to Stabilised Pavements of Australia Pty Ltd. The package included restoration works on Burketown Streets, Gregory Streets, Truganini Road and the sealed sections of Lawn Hill National Park Road. The contract value is \$2,870,393.95 with an additional \$302,854.77 in approved variations. This package reached Practical Completion on 24th August 2024.

Package 6

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

Package 7

Contract 5601-6800-0001 was awarded to Durack Civil Pty Ltd. This package includes restoration works on Morella Road and Nugaburra Road. Works are now complete, and PC issued. The contract value is \$2,078,496.81, with an additional \$219,332.87 in approved variations. The contract reached Practical Completion on the 25th of October 2024.

Appendix A – Project Photos

Image 1 – Doomadgee West Road



Image 2 – Doomadgee West Road



Image 3 – Lawn Hill National Park Road



Image 4 - Lawn Hill National Park – Grading Works



Image 5 – Floraville Road – Sealed Completed Works

7. OFFICER'S RECOMMENDATION

That Council notes the Disaster Recovery Funding Arrangement (DRFA) Status Update Report for February 2025.

ATTACHMENTS

Nil

Engineering Services Reports

10.04 2024 DRFA Restoration Works – Package 1 Contract No.: 5603-3000-1

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	NorthLane Consulting Engineers
DATE REPORT PREPARED:	17 March 2025

1. PURPOSE

This report provides Council with recommendations to appoint the Principal Contractor to carry out the works designated under this Contract for the tendered price as per **Section 3** – Proposal related to 2024 DRFA Restoration Works – Package 1 Contract.

It is noted that the overall project budget is provided for under the QRA Restoration Works funding. The budget includes preliminaries, consulting services, internal costs and construction costs for restoration works.

The details of the project budget are provided in **Section 4** – Financial and Resource Implications.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Tender

The tender for the 2024 DRFA Restoration Works – Package 1 was released via VendorPanel on the 19th of December 2024 and closed on 10th of February 2025. The practical completion date for the Package 1 works is to be no later than the 31st of October 2025.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 10th March 2025 to discuss and agree on the consensus scoring. The results of this evaluation meeting are contained in the attached tender evaluation report.

Table No. 1 – Summary of Tender and Responses

Tender Package	Scope of Work	Number of Tenders Received	Non-conforming Tenders
RFT 5603-3000-1 – 2024 DRFA Restoration Works Package 1: <ul style="list-style-type: none"> Gregory Lawn Hill Road (Unsealed Sections) Bowthorn Road Doomadgee Lawn Hill Road 	2024 DRFA Restoration Works for the activated event. Flood damage restoration works for these roads incorporate various approved QRA treatments, including but not limited to gravel re-sheeting and both heavy and medium formation grading.	9	0

3. PROPOSAL

That Council, having referenced the Tender Evaluation Report, endorses the recommendations of the Tender Evaluation Panel to the extent that the Contract is, in principle, awarded to Kenglen Civil Pty Ltd to the amount of \$3,001,191.78 (ex GST).

4. FINANCIAL & RESOURCE IMPLICATIONS

The approved QRA project budget for this tender is \$3,301,310.96 including contingency.

5. RISK

Risk	Possible Consequence	Mitigation
Contract variation – due to wet weather, latent conditions	Increase in Contract Sum	<ul style="list-style-type: none"> Contingency in the order of 10% allowed. Project Management “on the ground” available at most times.
Local Contractor non-award	<ul style="list-style-type: none"> Criticism of Council Requested review of procurement methodology 	<ul style="list-style-type: none"> De-brief with the local business who tendered. Council briefing on procurement methodology.
Delays to the completion of the project	Not meeting the funding requirements	<ul style="list-style-type: none"> Monitor progress closely with Project Management “on the ground” overview. Seek a time extension from the funding authority if necessary.

6. POLICY & LEGAL IMPLICATIONS

The Council is required to meet all the requirements of the QRA funding guidelines.

The Council must also meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012, and Council's Procurement Policy. These requirements have been met through the tender process involved with these projects.

7. CONSULTATION

Consultation has taken place with:

- Queensland Reconstruction Authority
- NorthLane Consulting Engineers Pty Ltd
- Councillors

8. OFFICER'S RECOMMENDATION

That Council:

1. Receive and note the contents of this report and relevant attachments, and
2. Awards Contract 5603-3000-1 – 2024 DRFA Restoration Works Package 1 to Kenglen Civil Pty Ltd for \$3,001,191.78 ex GST, and
3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget of \$3,302,000.

ATTACHMENTS

Nil

Engineering Services Reports

10.05 2024 DRFA Restoration Works – Package 2 Contract No.: 5603-5000-1

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	NorthLane Consulting Engineers
DATE REPORT PREPARED:	17 March 2025

1. PURPOSE

This report provides Council with recommendations to appoint the Principal Contractor to carry out the works designated under this Contract for the tendered price as per **Section 3** – Proposal related to 2024 DRFA Restoration Works – Package 2 Contract.

It is noted that the overall project budget is provided for under the QRA Restoration Works funding. The budget includes preliminaries, consulting services, internal costs and construction costs for restoration works.

The details of the project budget are provided in **Section 4** – Financial and Resource Implications

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Tender

The tender for the 2024 DRFA Restoration Works – Package 1 was released via VendorPanel on the 19th of December 2024 and closed on 10th of February 2025. The practical completion date for the package 2 works (subject of this tender) is to be no later than the 31st of October 2025.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 10th March 2025 to discuss and agree on the consensus scoring. The results of this evaluation meeting are contained in the attached tender evaluation report.

Table No. 1 – Summary of Tender and Responses

Tender Package	Scope of Work	Number of Tenders Received	Non-conforming Tenders
RFT 5603-5000-1 – 2024 DRFA Restoration Works Package 2: <ul style="list-style-type: none"> Doomadgee West Road 	<p>2024 DRFA Restoration Works for the activated event.</p> <p>Flood damage restoration works for these roads incorporate various approved QRA treatments, including but not limited to gravel re-sheeting and both heavy and medium formation grading.</p>	11	0

3. PROPOSAL

That Council, having referenced the Tender Evaluation Report, endorses the recommendations of the Tender Evaluation Panel to the extent that the Contract is, in principle, awarded to Halloran & Sons Earth Moving Pty Ltd to the amount of \$3,493,332.84 (ex GST).

4. FINANCIAL & RESOURCE IMPLICATIONS

The QRA approved project budget allocated for this tender is \$3,842,666.13 including contingency.

5. RISK

Risk	Possible Consequence	Mitigation
Contract variation – due to wet weather, latent conditions	Increase in Contract Sum	<ul style="list-style-type: none"> Contingency in the order of 10% allowed. Project Management “on the ground” available at most times.
Local Contractor non-award	<ul style="list-style-type: none"> Criticism of Council Requested review of procurement methodology 	<ul style="list-style-type: none"> De-brief with the local business who tendered. Council briefing on procurement methodology.
Delays to the completion of the project	Not meeting the funding requirements	<ul style="list-style-type: none"> Monitor progress closely with Project Management “on the ground” overview. Seek a time extension from the funding authority if necessary.

6. POLICY & LEGAL IMPLICATIONS

The Council is required to meet all the requirements of the QRA funding guidelines.

The Council must also meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012, and Council's Procurement Policy. These requirements have been met through the tender process involved with these projects.

7. CONSULTATION

Consultation has taken place with:

- Queensland Reconstruction Authority
- NorthLane Consulting Engineers Pty Ltd
- Councillors

8. OFFICER'S RECOMMENDATION

That Council:

1. Receive and note the contents of this report and relevant attachments, and
2. Awards Contract 5603-5000-1 – 2024 DRFA Restoration Works Package 2 to Halloran & Sons Earth Moving Pty Ltd for \$3,493,332.84 ex GST, and
3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget of \$3,843,000.

ATTACHMENTS

Nil

Engineering Services Reports

10.06 2024 DRFA Restoration Works – Package 3 Contract No.: 5603-1000-1

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	NorthLane Consulting Engineers
DATE REPORT PREPARED:	17 March 2025

1. PURPOSE

This report provides Council with recommendations to appoint the Principal Contractor to carry out the works designated under this Contract for the tendered price as per **Section 3** – Proposal related to 2024 DRFA Restoration Works – Package 3 Contract.

It is noted that the overall project budget is provided for under the QRA Restoration Works funding. The budget includes preliminaries, consulting services, internal costs and construction costs for restoration works.

The details of the project budget are provided in **Section 4** – Financial and Resource Implications

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Tender

The tender for the 2024 DRFA Restoration Works – Package 3 was released via VendorPanel on the 19th of December 2024 and closed on 10th of February 2025. The practical completion date for the package 3 works (subject of this tender) is to be no later than the 31st of October 2025.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 10th March 2025 to discuss and agree on the consensus scoring. The results of this evaluation meeting are contained in the attached tender evaluation report.

Table No. 1 – Summary of Tender and Responses

Tender Package	Scope of Work	Number of Tenders Received	Non-conforming Tenders
RFT 5603-1000-1 – 2024 DRFA Restoration Works Package 3: <ul style="list-style-type: none"> • Truganini Road • Boiling Down Works Road • Utilities Road • Cemetery Road • Beames Street • Albert Street • Macintyre Street • Bowen Street • Gregory Street • Sloman Street • Musgrave Street • Anthony Street • Marshall Lane • Firefly Street • Burke Street • Lagoon Street • Pump Station Road • Lawn Hill National Park Road 	2024 DRFA Restoration Works for the activated event. Flood damage restoration works for these roads incorporate various approved QRA treatments, including but not limited to pavement reconstruction, heavy formation grading and heavy shoulder grading.	7	0

3. PROPOSAL

That Council, having referenced the Tender Evaluation Report, endorses the recommendations of the Tender Evaluation Panel to the extent that the Contract is, in principle, awarded to Saw Civil Pty Ltd to the amount of \$791,346.07 (ex GST).

4. FINANCIAL & RESOURCE IMPLICATIONS

The QRA approved project budget allocated for this tender is \$870,480.68 including contingency.

5. RISK

Risk	Possible Consequence	Mitigation
Contract variation – due to wet weather, latent conditions	Increase in Contract Sum	<ul style="list-style-type: none"> ▪ Contingency in the order of 10% allowed. ▪ Project Management “on the ground” available at most times.

Risk	Possible Consequence	Mitigation
Local Contractor non-award	<ul style="list-style-type: none"> ▪ Criticism of Council ▪ Requested review of procurement methodology 	<ul style="list-style-type: none"> ▪ De-brief with the local business who tendered. ▪ Council briefing on procurement methodology.
Delays to the completion of the project	Not meeting the funding requirements	<ul style="list-style-type: none"> ▪ Monitor progress closely with Project Management “on the ground” overview. ▪ Seek a time extension from the funding authority if necessary.

6. POLICY & LEGAL IMPLICATIONS

The Council is required to meet all the requirements of the QRA funding guidelines.

The Council must also meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012, and Council's Procurement Policy. These requirements have been met through the tender process involved with these projects.

7. CONSULTATION

Consultation has taken place with:

- Queensland Reconstruction Authority
- NorthLane Consulting Engineers Pty Ltd
- Councillors

8. OFFICER'S RECOMMENDATION

That Council:

1. Receive and note the contents of this report and relevant attachments, and
2. Awards Contract 5603-1000-1 – 2024 DRFA Restoration Works Package 3 to Saw Civil for \$791,346.07 ex GST, and
3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget of \$871,000.

ATTACHMENTS

Nil

Engineering Services Reports

10.07 2024 DRFA Restoration Works – Package 4 Contract No.: 5603-4000-1

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	NorthLane Consulting Engineers
DATE REPORT PREPARED:	17 March 2025

1. PURPOSE

This report provides Council with recommendations to appoint the Principal Contractor to carry out the works designated under this Contract for the tendered price as per **Section 3** – Proposal related to 2024 DRFA Restoration Works – Package 4 Contract.

It is noted that the overall project budget is provided for under the QRA Restoration Works funding. The budget includes preliminaries, consulting services, internal costs and construction costs for restoration works.

The details of the project budget are provided in **Section 4** – Financial and Resource Implications

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Tender

The tender for the 2024 DRFA Restoration Works – Package 4 was released via VendorPanel on the 19th of December 2024 and closed on 10th of February 2025. The practical completion date for the package 4 works (subject of this tender) is to be no later than the 31st of October 2025.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 10th March 2025 to discuss and agree on the consensus scoring. The results of this evaluation meeting are contained in the attached tender evaluation report.

Table No. 1 – Summary of Tender and Responses

Tender Package	Scope of Work	Number of Tenders Received	Non-conforming Tenders
RFT 5603-4000-1 – 2024 DRFA Restoration Works Package 4: <ul style="list-style-type: none"> Doomadgee East Road (Stage 1) 	2024 DRFA Restoration Works for the activated event. Flood damage restoration works for this road includes stage 1 of the works. This includes but is not limited to pavement reconstruction and in-situ pavement stabilisation, between Chainage 31.936km to Chainage 67.391km.	11	1

3. PROPOSAL

That Council, having referenced the Tender Evaluation Report, endorses the recommendations of the Tender Evaluation Panel to the extent that the Contract is, in principle, awarded to Durack Civil Pty Ltd to the amount of \$10,716,187.63 (ex GST).

4. FINANCIAL & RESOURCE IMPLICATIONS

The QRA approved project budget allocated for this tender is \$11,787,806.40 including contingency.

5. RISK

Risk	Possible Consequence	Mitigation
Contract variation – due to wet weather, latent conditions	Increase in Contract Sum	<ul style="list-style-type: none"> Contingency in the order of 10% allowed. Project Management “on the ground” available at most times.
Local Contractor non-award	<ul style="list-style-type: none"> Criticism of Council Requested review of procurement methodology 	<ul style="list-style-type: none"> De-brief with the local business who tendered. Council briefing on procurement methodology.
Delays to the completion of the project	Not meeting the funding requirements	<ul style="list-style-type: none"> Monitor progress closely with Project Management “on the ground” overview. Seek a time extension from the funding authority if necessary.

6. POLICY & LEGAL IMPLICATIONS

The Council is required to meet all the requirements of the QRA funding guidelines.

The Council must also meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012, and Council's Procurement Policy. These requirements have been met through the tender process involved with these projects.

7. CONSULTATION

Consultation has taken place with:

- Queensland Reconstruction Authority
- NorthLane Consulting Engineers Pty Ltd
- Councillors

8. OFFICER'S RECOMMENDATION

That Council:

1. Receive and note the contents of this report and relevant attachments, and
2. Awards Contract 5603-4000-1 – 2024 DRFA Restoration Works Package 4 to Durack Civil Pty Ltd for \$10,716,187.63 ex GST, and
3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget of \$11,788,000.

ATTACHMENTS

Nil

Engineering Services Reports

10.08 2023/2024 DRFA Restoration Works – Package 10 Contract No.: 5601-3000-2

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	NorthLane Consulting Engineers
DATE REPORT PREPARED:	17 March 2025

1. PURPOSE

This report provides Council with recommendations to appoint the Principal Contractor to carry out the works designated under this Contract for the tendered price as per **Section 3** – Proposal related to 2023/2024 DRFA Restoration Works – Package 10 Contract.

It is noted that the overall project budget is provided for under the QRA Restoration Works funding. The budget includes preliminaries, consulting services, internal costs and construction costs for restoration works.

The details of the project budget are provided in **Section 4** – Financial and Resource Implications

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Tender

The tender for the 2023/2024 DRFA Restoration Works – Package 10 was released via VendorPanel on the 19th of December 2024 and closed on 10th of February 2025. The practical completion date for package 10 works (subject of this tender) is to be no later than the 31st of October 2025.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 10th March 2025 to discuss and agree on the consensus scoring. The results of this evaluation meeting are contained in the attached tender evaluation report.

Table No. 1 – Summary of Tender and Responses

Tender Package	Scope of Work	Number of Tenders Received	Non-conforming Tenders
RFT 5613-3000-2 – 2023/2024 DRFA Restoration Works Package 10: <ul style="list-style-type: none"> Gregory Lawn Hill Road 	2024 DRFA Restoration Works for the activated event. Flood damage restoration works for this road includes, but is not limited to pavement stabilisation and bitumen sealing, where the chainage direction and order of precedence is as follows: <ul style="list-style-type: none"> Priority 1 – Chainage End to CH 20km Priority 2 – Chainage Start to CH 20km 	10	0

3. PROPOSAL

That Council, having referenced the Tender Evaluation Report, endorses the recommendations of the Tender Evaluation Panel to the extent that the Contract is, in principle, awarded to Country Wide Asphalt Pty Ltd to the amount of \$5,990,725.55 (ex GST).

4. FINANCIAL & RESOURCE IMPLICATIONS

The QRA approved project budget allocated for this tender is \$6,589,798.11 including contingency.

5. RISK

Risk	Possible Consequence	Mitigation
Contract variation – due to wet weather, latent conditions	Increase in Contract Sum	<ul style="list-style-type: none"> Contingency in the order of 10% allowed. Project Management “on the ground” available at most times.
Local Contractor non-award	<ul style="list-style-type: none"> Criticism of Council Requested review of procurement methodology 	<ul style="list-style-type: none"> De-brief with the local business who tendered. Council briefing on procurement methodology.

Risk	Possible Consequence	Mitigation
Delays to the completion of the project	Not meeting the funding requirements	<ul style="list-style-type: none">▪ Monitor progress closely with Project Management “on the ground” overview.▪ Seek a time extension from the funding authority if necessary.

6. POLICY & LEGAL IMPLICATIONS

The Council is required to meet all the requirements of the QRA funding guidelines.

The Council must also meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012, and Council's Procurement Policy. These requirements have been met through the tender process involved with these projects.

7. CONSULTATION

Consultation has taken place with:

- Queensland Reconstruction Authority
- NorthLane Consulting Engineers Pty Ltd
- Councillors

8. OFFICER'S RECOMMENDATION

That Council:

1. Receive and note the contents of this report and relevant attachments, and
2. Awards Contract 5603-3000-2 – 2024 DRFA Restoration Works Package 10 to Country Wide Asphalt Pty Ltd for \$5,990,725.55 ex GST; and
3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget of \$6,590,000.

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 Audit Committee Charter Review 2025
- 11.05 Burke Shire Council Internal Audit Plan (2024 - 2027)
- 11.06 Review of Annual Policies 2025 - General
- 11.07 Review of Annual Policies 2025 - Statutory
- 11.08 Grants to Community Organisations Policy
- 11.09 Services Australia Agent

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 April 2025 Council Meeting.

Resolution Number – 240619.17 – 2024/2025 Donation Requests

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

Schedule of Recommended Donations 2024- 2025

Group/ Organisation	Event Details Date	Cash Donation/ Community Grant Request Received	In-Kind Donation / Community Grant Request Received	Total of Cash Donations/ Community Grant + In-kind Donations Requested for 2024/2025	In-Kind Donation/ Community Grant Request Particulars	Donation/Comm unity Grant and/or In-Kind Recommended to Council for Endorsement
Burketown Rodeo & Sporting Association	Burketown Campdraft 19-21 July 2024	\$5,000.00	\$2,500.00	\$7,500.00	One large skip bin and rubbish collection Cleaning and use of bathrooms Advertising and printing of flyers and programs Use of Council machinery	\$6,500.00
Burketown Rodeo & Sporting Association	Burketown Rodeo & Gymkhana Date TBC	\$3,500.00	\$2,500.00	\$6,000.00	Printing of program (5 x A3 approx. \$13) Use of Council machinery Skip Bin & green bins Cleaning of bathrooms and provision of supplies for use.	\$5,000.00
QCWA Gregory Branch	Gregory QCWA Horse Sports & Family Fun Day Date TBC - September 2024	\$2,500.00	\$300.00	\$2,800.00	Erect the street banners to advertise the event Rubbish Collection	\$2,800.00

Burketown Barramundi Fishing Organisation	World Barramundi Fishing Championships Easter Weekend	\$5,000.00	\$500.00	\$5,500.00	Rubbish collection Banner Signage	\$5,500.00
Gregory District Sporting Association	Gregory Camp draft & Children's Horse Sports 21-22 June 2025	\$3,000.00	\$2,000.00	\$5,000.00	Use of portaloos Skip Bin use	\$5,000.00
Gregory Downs Jockey Club	Gregory Saddles & Paddles Date TBC	\$6,000.00	\$2,500	\$8,500.00	Printing race books & program Support to slash the grounds	\$8,500.00
Moungibi Housing Co-operative Society Ltd- Football Club	Host Battle of the Gulf Football Cluster 27 July 2024, General use of Phillip Yanner Sports Oval Facilities	NIL	\$10,000.00	\$10,000.00	<i>Battle of the Gulf 27 July 2024</i> 130 chairs Skip bin and 8 wheely bins 2 x portable toilets Use of Council marquees Use of showground/ rodeo ground area. <i>General use of Phillip Yanner Sports Oval Facilities</i> Use of ground facilities including toilets, shower, kitchen area and lights.	\$10,000.00

Mt Isa School of the Air	Magazine page sponsorship Annual contribution	NIL	\$2,350.00	\$2,350.00	No request received however, based on previous figures, and events run by Mt Isa School of the Air from 2023/2024 financial year an estimation of costs have been calculated. Hall hire for annual school camps in Burketown and Gregory. Rubbish collection	\$2,350.00 (Pending Application to be received)
Royal Flying Doctors	Contribution decided by Council previous years	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
North West Canoe Club	Gregory Saddles and Paddles Date TBC	NIL	\$2,500.00	\$2,500.00	No request received for 2024/2025 however in-kind estimation is based on previous years. 3 skip bins – Check point 3, 4 and at finish line Portaloo use	\$2,500.00
Burketown Kindergarten	Miscellaneous events	NIL	\$400.00	\$400.00	No request received for 2024/2025 however in-kind estimation is based on previous years. Printing as needed.	\$400.00
Burketown State School	School activities	NIL	\$4,000.00	\$4,000.00	No request received for 2024/2025 however in-kind estimation is based on cost of waterslide use. Use of the Water slide four times a year.	\$4,000.00

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

Resolution Number – 240828.11 - Disposal of Defective Council Yellow Plant

That Council:

- a. Notes and accepts the contents of the report; and
- b. Acknowledges one or both of these items may be disposed in a manner not covered in Council's procurement and disposal policies; and
- c. Instructs the Chief Executive Officer to arrange the sale of plant items 519 and 547; and
- d. Delegates authority to the Chief Executive Officer to enter into negotiations for any and all matters associated with executing the sale of these plant items for the best negotiable price.

Status

Items now sold.

Matter closed.

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

Plant item 593 now sold.

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 – 250219.09 – Adoption of Audit Committee Meeting Minutes December 2024

That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 17 December 2024.

Status

Finalised.

Matter closed.

Resolution Number – 250219.10 – Adoption of New Organisational Structure

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

Status

Finalised.

Matter closed.

Resolution Number – 250219.11 – Budget Review for the 7 months to the end of 31 January 2025

That the following resolutions be endorsed by council:

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

Summary of Proposed Budget Amendments			
To the end of January 2025			
Proposed Amendments			
	Jan 25 Movt	Jan 25 Movt	Total
	\$	\$	\$
October 2024 Budget Amendments (Surplus)			186,000.00
January 2025 Budget Proposed Amendments			
Income			
Increase in Operating Grants Revenue - DRFA 21/22	600,000.00		
Total Subsidies and Grants		600,000.00	
Sale of Grader	100,000.00		
Sale of Non-Current Assets		100,000.00	
Reforecasted Interest to 30 June 2025	700,000.00		
Interest Income		700,000.00	
Housing Sale 50 Sloman Street	57,000.00		
Sale of Non-Current Assets		57,000.00	
Total Income			1,457,000.00
Expenses			
Flood Damage REPA 21/22	(600,000.00)		
Total DRFA Flood Damage Grant Revenue		(600,000.00)	
Operational Expenses			
Transfer remaining 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)		
Total Workshop Expenditure		(300,000.00)	
Housing Maintenance - 22 Gregory Street (Contingent spend on housing sale being successful)	(57,000.00)		
Total Housing Maintenance Expenditure		(57,000.00)	
Capital Expenses			
Transfer remaining 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)		
Total Capital Expenses (Ownsource - Aggregate)		(190,000.00)	
Total Expenses			(1,147,000.00)
January 2025 Budget Proposed Amendments (Surplus)			310,000.00
Total Annual 2024-25 Budget Amendments (Surplus)			496,000.00

Status

Finalised.

Matter closed.

Resolution Number – 250219.12 – Sport and Recreation Strategy 2019-2024 – December 2024 Quarter Update

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

Status

Finalised.

Matter closed.

Resolution Number – 250219.13 – Operational Plan 2024-2025 – December 2024 Quarter Review

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.

Status

Finalised.

Matter closed.

Resolution Number – 250219.16 – Closed Session – Delegations to Ministers – NWQROC Meeting 2nd-3rd April 2025 – Brisbane

That Mayor Ernie Camp, Councillor Paul Poole, Councillor Clinton Murray, and Deputy CEO Chris Wilson will meet with relevant State Government Ministers, Assistant Ministers, and Director Generals to discuss the issues outlined in Section 3 of the report. These meetings are scheduled to take place during the NWQROC Meeting in Brisbane on April 2nd and 3rd.

Status

Finalised.

Matter closed.

1. OFFICER'S RECOMMENDATION

That Council receives and notes the contents of the Status Report as at 24 March 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:	12 March 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 February 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. Another application has gone in.

Various meetings as follows:

- Weather briefings
- Strategic session planning meetings
- Various HR meetings
- Meeting Authorised Persons Cards
- Various Grant meetings
- Various site briefings – Gregory
- Discussions Health and Well Being Precinct Project with Swimplex
- EMT meetings
- Audit Committee Meeting
- Budget Review discussions
- LGAQ Teams meeting

- Meeting re Post Office
- Discussions Workshop on Burke Shire Council Fire Risk
- Various discussions staff house purchases
- Road's meeting
- Various discussions Northlane
- Discussions QRA
- GSD Board Meetings
- NWQROC meeting
- Gregory Water Issues meeting

Financial Services and Information Technology

Major focus in February 2025 for Financial Services was as follows:

- Commenced reviewed FMPM.
- Commenced reviewing Procurement Framework.
- Q2 Budget Review Completed.
- Progressed External Audit to commence planning for 2024/2025 External Audit (external audit plan).
- Progressed 2025 Shell Financial Statements with Partners in Business.
- Commenced the completion of the QTC Cashflow document with Partners in Business.
- Commenced internal audit 2 with Altius Advisors (Budget Process Internal Audit).
- Reviewed a number of Finance and Admin policies set for renewal.
- Revision of council debt collector agent in progress.
- Levied Rates on schedule for 28th February 2025.

Major focus in February 2025 for Technology Services was as follows:

- Engaged in phase 2 of Starlink redundancy solution; the concept is to use the council redundancy system from Starlink to build a free to access, wifi cloud network for community. Currently sourcing a contractor to deliver works.
- Drone purchased and enroute to council.
- Attentis Smart AI Weather and Environmental Monitoring Stations Workplan is currently being finalised with the QRA pending NEMA final approval.
- 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
- Inspected Starlink delivery on Scada sites; pending reworks and queries raised with Scada contractors.

People and Culture**EBA related**

- EBA Negotiations meeting scheduled for 11 March

Policies

- REX Operations Incentive Policy
- Flexible Working Policy

Positions advertised

- Local Laws Officer
- Works and Services Operations Supervisor

New employees

- Graham Edwards-Local Laws Officer

Terminations

- Dustin Toomby

Training and Professional Development

- Health and Safety Representative training
- Australian Institute of Company Directors Course
- Leadership training
- General Operations Training
- Remote First Aid Training
- HR Inductions

Other

- Health and wellbeing
 - Gym: 213 uses in January

Economic and Community Development**Grants**Unsuccessful Grants:

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

Awaiting Outcome:

Grant Name	Project Name	Amount of Funding Requested
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
DRF Round 3	Emergency cyclone shelter planning	TBC
Remote Jobs Economic Development	For new roles in Council	TBC

Recently Successful:

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

Currently Holding Funding:

Grant Name	Project Name	Amount of Funding
Disaster Ready Fund	Wifi hub Gregory Township	\$530,494.00
Betterment Funding	<ul style="list-style-type: none"> • Gregory Lawn Hill Road Concrete Running Surface site 4 and 7 • Airport runway pavement remediation • Lawn Hill Creek Betterment – raised culvert crossing 	\$18,000,000.00
Building Sustainable Communities Grant Round 2	Burketown Wharf Precinct Area	\$120,000.00
Move it NQ Program	Gregory Move it Program	\$7,000.00
FRRR Strengthening Rural Communities	Community Garden for Burketown Residents	\$25,000.00
Service Investment Fund	Azure Accelerate – Professional Services	\$10,800.00

Grant Name	Project Name	Amount of Funding
Industry Development Fund	Vendor Simplification Project for Remote Councils	\$59,390.00
SES Support Grant 2024-25	Gregory SES Administration and Training Building	\$85,000.00
Active Women's and Girls Program	Boxing and Fitness Sessions	\$25,000.00
Local Government Sun Safety Grant	Sun Safety Incentive	\$5,000.00
Tackling Regional Adversity through Connected Communities	Burke Shire Mental Health Events	\$66,000.00
Disaster Resilience Funding NEMA	Attentis Disaster Ready Intelligence Network	\$224,000.00
Disaster Ready Fund 24-25	Disaster Resilience Master Planning Report	\$100,000.00
NWQ Economic Diversification Strategy Implementation Plan	Town Entry Statements	\$100,000.00
Local Government Grants and Subsidies Program (LGGSP) 24-28 - PLANNING STREAM	Burketown Industrial Estate – Planning and Design	\$519,000.00 funded (total project cost \$650,000.00)

Community Projects:

Project Name	Status	Funding Amount
SES Support Grant 2024-25 Gregory SES Administration and Training Building	Planning ongoing. Working with SES coordinator	\$85,000.00
Active Women's and Girls Program Boxing and Fitness Sessions	Taren has started this program – regular attendees.	\$25,000.00
Local Government Sun Safety Grant Sun Safety Incentive	Progressing – with WHS	\$5,000.00
Tackling Regional Adversity through Connected Communities Burke Shire Mental Health Events	Garden day, lure making workshop, leather workshop all being planned.	\$66,000.00
Move it NQ Program – Gregory Move it Program	Near completion	\$7,000.00
FRRR Strengthening Rural Communities Community Garden for Burketown Residents	Variation approved. Shade sails have arrived to be installed.	\$25,000.00
Australia Day Grant	Acquittal to be finalised	\$10,000.00
RADF 2024 – 2025	One application received from Burketown Health clinic.	\$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 – difficulty obtaining willing supplier at this stage.
- May 6 business networking planner ongoing

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. RFQ released
- Tourism Data (Provided by the Visitor Information Centre) – No statistics for Currently.
- State Development funding – funding application to be submitted in March.

Economic Development

- Draft Economic Development Strategy finalised and workshop held with Council. To be adopted April Council meeting.

- **Events**

Council Events:

- Preparations underway for ANZAC Day.
- Events calendar released
- Mates Day / wharf opening planning progressing.

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 March.
- Donations to open in late March, closing early June.

Completed Donations:

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

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.
- Northwest Canoe Club (May day long weekend) – 3 skip bins, portaloo use.
- Life Flight - \$5,000.00

Community General

- RADF Community funding round to be released before the end of 2024 for projects – one funding submission received.
 - Received from the Burketown Health Clinic, Director of Nursing.
 - “Indigenous Art Work Community Project” – The project is an immersive cultural initiative that promotes local heritage and diversity through visual arts, featuring workshops with indigenous and local artists, collaborative community engagement, and a mural at the Burketown Health Clinic to celebrate culture and inclusion. The funding submission amount is \$7,500. Engaging local artists – Kelly Barclay and Lana Shadforth.
- Community consultation for Sport and Recreation Strategy to occur – planning currently underway.
- Ongoing talks with Services Australia. Services Australia submission successful.
- Monthly seniors meeting in Burketown Occurring regularly.

Environmental Health, Locals Laws, and Facilities**Building, Facilities and Maintenance**

- Property Summary –
 - Works Manager (Marshall Lane) house is now being occupied by Graham Edwards, Local Laws Officer.
 - Sloman Street Units – Still awaiting power connection from Ergon Energy and further works to be completed.
- Maintenance –
 - Main Administration Building: Roof repairs to be carried out by All Over Down Under. Experiencing issues with plumbing and water leaks. Currently sourcing quotes/contractor to carry out plumbing network inspection.
 - House 18: Tim Wilson Carpentry have been engaged to complete ceiling replacement.
 - House 5:
 - Leaking roof. All Over Down Under have been engaged to carry out repairs – Works to commence week of 24th 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.
 - Nijinda Durlga:
 - Installation of ventilation in cleaning room, pantry and kitchen. All Over Down Under engaged to perform works.
 - 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 16th January 2025. Current weather/road conditions have delayed works.
 - Hall Air conditioner – Contractor has been sourced to design and program PLC board for current unit. Awaiting quote.
 - 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 – Awaiting quote from Marwill Electrical to remove.
 - Cool room/Freezer – Inspected and service carried out.
 - Water Fountains (hot/cold water taps) – Marc Adamson Plumbing engaged to replace hot/cold water taps in Nijinda Durlga. Meeting room and parent room taps to be removed. Roller doors – All Over Down Under engaged to service and adjust 2 main roller doors, chains and motors. Install 2-way switch inside. Service and adjust 3 roller doors . Awaiting arrival of Council keyed locks.

- Gutters – Gulf Gardening and Lawn Care engaged to complete works.
- Stove/Oven – Faulty. Marc Adamson Plumbing engaged to carry out inspection.
- Seniors Complex - Quotes being sourced to reinstate electric gate system – this is time/weather dependent as electricians require access to inspect.
- Gregory Depot – Sourcing quotes to remove all non-functioning box air conditioners, install stairs on accommodation rooms (3), replace door seals and 2 windows at camp accommodation.
- Gregory Park - Marc Adamson engaged to replace regulators and gas lines to community BBQ. Sourcing quotes to replace signage.
- SES Shed – All Over Down Under completed repairs to guttering, flashings and roof . Awaiting outcome of funding application to carry out fencing, repairs to roller doors and construction of gravel driveway.
- 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 arrived onsite on Saturday 15th March 2025.
- Local Laws vehicle is onsite. Awaiting Decals.



- Currently drafting a plan for the Illegal Dumping Program, ensuring that we are meeting our obligations to the community/Shire/funding body requirements.
- 3 complaints received in relation to dogs – 2 near miss dog attacks and 1 animal welfare concern. Currently being investigated. Further action to be taken.

Environmental Health

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

Planning & Building

- Liz Taylor engaged to liaise with owner of Lot 63 RP 743009 – Gregory to ensure compliance and certification of current dwelling and proposed future development.

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
- Legislative Training (Preston Law) – 12th to 14th May, Cloncurry.
- PSIA Playground Inspectors Training - 29th & 30th April, Mount Isa.
- Silent auction of excess housing stock and furniture – 13th to 19th March 2025.

Corporate Services and Governance

- Library Exchange received.
- Planning underway for First 5 Forever programs and possible library activities.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Workplace Health and Safety Report for February 2025



WHS Report
February 2025.pdf

Financial Services 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
DATE REPORT PREPARED:	19 March 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 February 2025.

2. SUMMARY

Council's cash holdings were down by \$5.358mil by the end of February 2025.






Overall council is over budget by 6.21% when compared with the 30 June 2025 target. This is due to significant amounts of DRFA funded works having been completed resulting in cost phasing against pro-rata budgets. This is within acceptable expectations.

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)	40,498,780	47,925,595	 85%
Operating Expenses	(2)	36,648,934	50,292,300	 73%
Operating Result (Profit/Loss)		3,849,846	-2,366,705	 -163%
Capital Revenue	(3)	3,744,722	61,257,921	 6%
Net Result		7,594,568	58,891,216	 13%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	56,619,247	38,805,470
Other Current Assets	(5)	5,915,108	1,402,000
Non Current Assets	(6)	166,475,817	227,365,845
Total Assets		229,010,172	267,573,315
Liabilities (Current)	(7)	52,055,641	36,655,000
Liabilities (Non Current)	(8)	995,347	1,485,415
Total Liabilities		53,050,988	38,140,415
Net Community Assets		175,959,184	229,432,900

Sustainability Outlook¹

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	10%	22%
² Working Capital Ratio	Greater than 1:1	1.2	1.2
³ Net Financial Liabilities Ratio	Less than 60%	-26%	-31%

Notes:

- (1) **Operating Revenues** - Approximately \$158k was recognised as revenue for DRFA funded flood damages carried out to date up to the end of February 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** - \$3.08mil capital revenues have been recognised for the month of February 2025 based on advice provided by capital projects officers (QRRRF, LRCI R4, NFMIP, W4Q and BOR R6).
- (4,5,6,7,8) - Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; as such no items by exception to report at this stage.

¹Definitions

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

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

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

4. STATEMENT OF CASH FLOWS

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

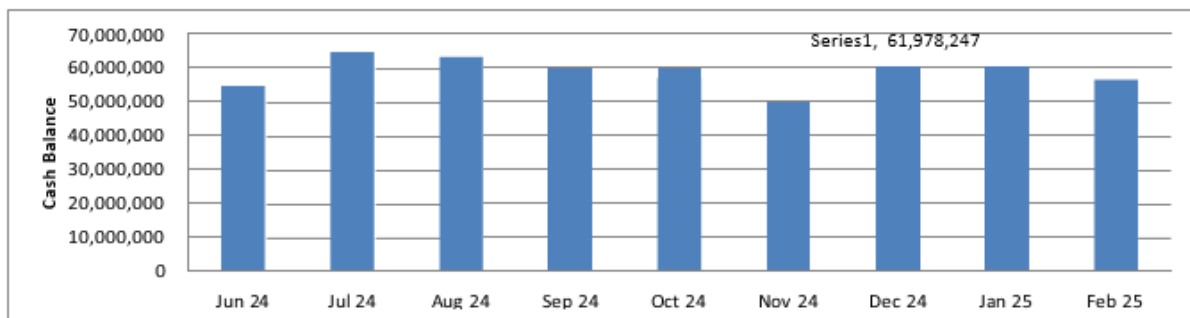
For the month ended 28 February 2025

	Note Ref	28 February 2024 \$	28 February 2025 \$	2024-25 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	7,031,439	1,870,174	5,258,079	36%
Payments to suppliers and employees	(2)	(18,330,134)	(35,534,912)	(60,472,896)	59%
		(11,298,695)	(33,664,739)	(55,214,817)	61%
Rental Income	(3)	147,735	148,864	210,000	71%
Interest Received	(4)	616,295	1,880,468	2,233,706	84%
Operating Grants and Contributions	(5)	44,571,156	35,534,643	40,586,700	88%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		34,036,491	3,899,237	43,030,406	9%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(7,955,624)	(6,247,043)	(65,674,921)	10%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		(70,033)	66,957	197,000	34%
Capital Grants and Subsidies	(7)	3,077,196	3,722,265	61,217,921	6%
Net cash inflow (outflow) from investing activities		(4,948,461)	(2,457,820)	(4,260,000)	58%
Cash flows from financing activities:					
Proceeds from Borrowings		-	-	500,000	0%
Repayment of Borrowings		-	-	-	0%
Net cash inflow (outflow) from financing activities		-	-	-	0%
Net increase (decrease) in cash held	(8)	29,088,030	1,441,416	(15,944,411)	-9%
Cash at beginning of reporting period		24,460,577	54,749,881	54,749,881	100%
Cash at end of reporting period	(8)	53,548,607	56,619,247	38,805,469	146%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	5.11%	1,880,468	52,889,794
Westpac General Fund - Trust	-	-	3,729,170
Cash Floats	-	-	283
Total			56,619,247

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	\$ 56,619,247.23	%
Restricted Cash - DRFA Operating Grants	\$ 41,794,767.61	73.82%
Restricted Cash - Non-DRFA Operating Grants	\$ 215,225.25	0.38%
Restricted Cash - Capital Grants	\$ 7,910,951.58	13.97%
GST Payable	-\$ 387,892.27	-0.69%
Unrestricted Cash	\$ 7,086,195.06	12.52%
Contract Assets - Cash to be received by 30 June 2024		
LRCI 2 and 3	\$ 323,000.00	<i>Pending final acquittal approval</i>
Insurance	\$ 250,000.00	<i>Pending finalisation with assessor</i>
Projected Unrestricted Cash	\$ 7,659,195.06	
Prior Month Unrestricted Cash Balance	\$ 9,767,742.78	
Explanation for Movement:	-\$ 2,681,547.72	
Movement is due to council progressing projects and rates/FA grant funded operational spend as per the annual budget. This is in line with expectations for capital project spend and operational budget spend during the year. These remaining funds are required for maintaining operations for the remainder of the financial year.		

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 (5.11%). Decrease from 5.19% in January 2025.
- (5) **Operating Grants and Contributions** - Approximately \$158k was recognised as revenue for DRFA funded flood damages carried out to date up to the end of February 2025.
- (6) **Payments for Property, Plant and Equipment** - Noted an increase in expenditure by approximately \$950k for the month of February 2025.
- (7) **Capital Grants and Subsidies** - \$3.08mil capital revenues have been recognised for the month of February 2025 based on advice provided by capital projects officers (QRRRF, LRCI R4, NFMIP, W4Q and BOR R6).
- (8) **Net Cash Movement** - Council's cash holdings were down by \$5.358mil by the end of February 2025.

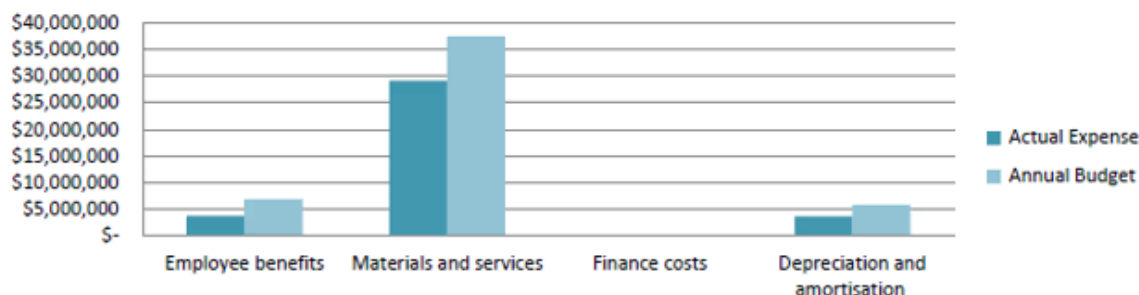
5. STATEMENT OF INCOME AND EXPENDITURE

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

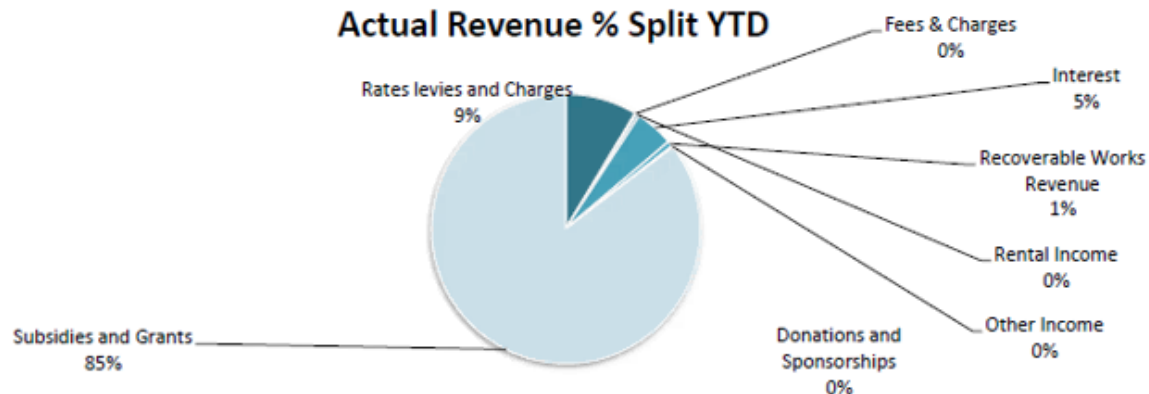
For the month ended 28 February 2025

	Note Ref	28 February 2024 \$	28 February 2025 \$	2024-25 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		3,379,123	3,488,990	3,496,000	100%
Fees & Charges	(1)	82,395	79,587	145,400	55%
Rental Income	(2)	147,735	148,864	210,000	71%
Interest	(3)	616,295	1,880,468	2,035,000	92%
Recoverable Works Revenue	(4)	265,181	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)	9,621,782	34,579,766	40,586,700	85%
Total Recurrent Revenue		14,362,684	40,498,780	47,925,595	85%
Capital Revenue					
Sale of non-current assets	(13)	-	22,457	40,000	56%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	3,077,196	3,722,265	61,217,921	6%
Total Capital Revenue		3,077,196	3,744,722	61,257,921	6%
TOTAL INCOME		17,439,880	44,243,502	109,183,516	41%
Recurrent Expenses					
Employee benefits	(8)	- 3,604,942	- 3,774,032	- 6,893,207	55%
Materials and services	(9)	- 12,698,674	- 29,151,068	- 37,509,093	78%
Finance costs	(10)	- 15,438	- 45,044	- 32,000	141%
Depreciation and amortisation	(11)	- 3,874,127	- 3,678,790	- 5,858,000	63%
TOTAL RECURRENT EXPENSES		- 20,193,181	- 36,648,934	- 50,292,300	73%
NET RESULT		- 2,753,301	7,594,568	58,891,216	13%

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 (5.11%). Decrease from 5.19% in January 2025.
- (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 March 2025 report to council. It should be noted an opening balance reversal will be posted for 2023/2024 at this stage during February per the findings of external audit.
- (5) **Other Income** - Minimal movement to report for the month.
- (6) **Subsidies and Grants (operating)** - Approximately \$158k was recognised as revenue for DRFA funded flood damages carried out to date up to the end of February 2025.
- (7) **Subsidies and Grants (capital)** - \$3.08mil capital revenues have been recognised for the month of February 2025 based on advice provided by capital projects officers (QRRRF, LRCI R4, NFMIP, W4Q and BOR R6).
- (8) **Employee benefits** - In relation to employee benefits costs against the budget, we have currently expended \$3.774mil against a budget of \$6.893 mil for the year; this is an actual spend of 54.75% 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** - This balance reflects the sale of properties/land during the year (residual value).

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 February 2025 66.67%

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

Organisational Services					
	28 February 2024	28 February 2025	2024-25 Annual Budget	YTD Progress	
	\$	\$	\$	%	Comments
Recurrent Expenses					
Corporate Governance Costs	629,548	629,149	1,046,000	60.15%	On track with budget.
Administration Costs	2,442,696	2,857,658	4,300,400	61.80%	On track with budget.
Recoverable Works Expenses	523,892	357,090	934,000	38.23%	On track with budget.
Engineering Services	10,067,142	28,245,848	34,844,500	81.06%	Over budget, this is 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	650,798	516,521	1,028,000	50.25%	On track with budget.
Net Plant Operating Costs	-	772,130	-	74.51%	This amount will adjust overtime as predicted <u>inline</u> with budget. Management will monitor at this stage.
Planning and Environmental Expenses	54,075	40,778	352,000	11.58%	On track with budget.
Community Services Costs	2,707,594	1,036,903	2,647,400	39.17%	On track with budget.
Finance Costs	15,438	45,044	32,000	140.76%	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	3,874,127	3,678,790	5,858,000	62.80%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
TOTAL RECURRENT EXPENSES	20,193,181	36,648,933	50,292,300	72.87%	Over budget due to cost phasing for works conducted on flood damage. This indicates council is in full operations in delivery flood restoration packages at current (QRA funded).
Capitalised Wages	-	184,498	217,000	85%	On track with budget.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 28 February 2025

	28 February 2025	2024-25 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	56,619,247	38,805,470
Trade and other receivables	4,721,276	1,000,000
Inventories	568,686	300,000
Other financial assets	625,146	102,000
Non-current assets classified as held for sale	-	-
Total current assets	62,534,355	40,207,470
Non-current Assets		
Receivables	-	-
Property, plant and equipment	288,226,116	322,810,307
Accumulated Depreciation	- 121,750,299 -	95,444,462
Intangible assets	-	-
Total non-current assets	166,475,817	227,365,845
TOTAL ASSETS	229,010,172	267,573,315
Current Liabilities		
Trade and other payables	51,781,110	36,465,000
Borrowings	-	-
Provisions	274,531	190,000
Other	-	-
Total current liabilities	52,055,641	36,655,000
Non-current Liabilities		
Trade and other payables	55,410	55,415
Interest bearing liabilities	-	-
Provisions	939,937	930,000
Other	-	500,000
Total non-current liabilities	995,347	1,485,415
TOTAL LIABILITIES	53,050,988	38,140,415
NET COMMUNITY ASSETS	175,959,184	229,432,900
Community Equity		
Shire capital	39,529,889	100,944,810
Asset revaluation reserve	103,541,131	103,541,131
Retained surplus/(deficiency)	32,888,162	24,946,959
Other reserves	-	-
TOTAL COMMUNITY EQUITY	175,959,184	229,432,900

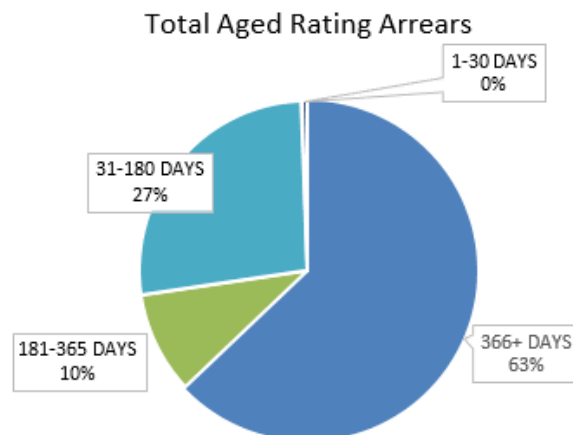
8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 19 February 2025.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	82,267	21,430	54,069	979	158,744
SEWERAGE	7,821	3,688	23,101	217	34,827
GARBAGE	5,080	3,743	12,522	134	21,479
WATER	106,330	18,724	46,503	1,067	172,624
WATER CONSUMPTION	144,452	6,017	9,676	986	161,130
STATE GOVT EMERGENCY	4,207	1,734	5,374	70	11,385
LEGAL FEES	6,376	-	-	-	6,376
Total	356,532	55,336	151,245	3,453	566,566
Prior Month (January)	357,701	57,255	195,709	12,593	623,259
Movt \$	- 1,169	- 1,918	- 44,465	- 9,141	- 56,693
Movt %	-0.33%	-3.35%	-22.72%	100.00%	-9.10%

Debt Collection Actions Executed for December 2024:

	Number of assessments	Amount Outstanding
<i>Ratepayers subject to further legal rectification</i>	1	\$ 205,985.51
<i>Assessments in Active legal resolution progress</i>	1	\$ 46,380.86
<i>Assessments to progress to Rating Sale</i>	3	\$ 81,509.93
(\$) Sum of Debt Actions in progress		\$ 333,876.30
(%) of Total Rating Arrears		59%



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

Debt Write off requested > \$1,000

Nil

10. OFFICER'S RECOMMENDATION

That the financial report for 28 February 2025 be received and noted.

ATTACHMENTS

Nil

Chief Executive Officer Reports

11.04 Audit Committee Charter Review 2025

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:	12 March 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 revised Burke Shire Council Audit Committee Charter as tabled and endorsed by the Burke Shire Council Audit Committee on the 26th April 2023.

2. BACKGROUND

Section 105(4) of the Local Government Act 2009 states that each local government must establish an audit committee. Subdivision 2 of the Local Government Regulation 2012 further identifies the specific requirements and tasks of which the audit committee must carry out for council.

In accordance with section 105(4) of the Local Government Act 2009 and Subdivision 2 of the Local Government Regulation 2012; the Burke Shire Council has established an audit committee charter to specify the following requirements and obligations of the Burke Shire Council Audit Committee:

- Purpose of the committee;
- Authority of the committee;
- Composition of the committee;
- Meeting requirements;
- Responsibilities; and
- Self-evaluation requirements of the committee.

An audit committee was held on the 10th February 2025 to review the Burke Shire Council Audit Committee Charter of which this document to endorsed by the committee.

Audit Committee Charter April 2023 Revision Changes:

- No changes

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> <p>(i) the internal audit plan for the internal audit for the current financial year;</p> <p>(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;</p> <p>(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;</p> <p>(iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and</p> <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.

Instrument	Reference	Details
Local Government Act 2009	Section 105	<p>(1) Each local government must establish an efficient and effective internal audit function.</p> <p>(2) Each large local government must also establish an audit committee.</p> <p>(3) A large local government is a local government that belongs to a class prescribed under a regulation.</p> <p>(4) An audit committee is a committee that—</p> <p style="padding-left: 40px;">(a) monitors and reviews—</p> <p style="padding-left: 80px;">(i) the integrity of financial documents; and (ii) the internal audit function; and</p> <p style="padding-left: 80px;">(iii) the effectiveness and objectivity of the local government's internal auditors; and</p> <p style="padding-left: 40px;">(b) makes recommendations to the local government about any matters that the audit committee considers need action or improvement.</p>

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, however, the adoption of the revised audit committee charter will take effect immediately.

7. CONSULTATION

Tony Walsh (Chairman Audit Committee).

Mayor.

Chief Executive Officer.

Finance and Technology Manager.

8. CONCLUSION

That upon the endorsement of the Burke Shire Council Audit Committee Charter revision, which was reviewed and approved at the audit committee meeting on the 10th February 2025; it is now appropriate for the Burke Shire Council to endorse the revised audit committee charter.

9. OFFICER'S RECOMMENDATION

That Council adopt the revised Burke Shire Council Audit Committee Charter, approved by the Audit Committee on the 10th February 2025.

ATTACHMENTS

1. 2024-25 Audit Committee Charter



2024-25 Audit
Committee Charter.c

Chief Executive Officer Reports

11.05 Burke Shire Council Internal Audit Plan (2024 - 2027)

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:	12 March 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

The Internal Audit Plan (2024 - 2027) is prepared by Council management and audit committee. It provides an analysis of key organisational risks, suggested internal audits to address these risks and reporting outcomes to be communicated to council and management.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Internal Audit Plan (2024-2027) was presented to and approved by the Audit Committee in the meeting held on 10th February 2025. The plan is based on the identification of key risk assessments and assumptions provided by management and looks to have these key risk areas interrogated and reviewed by an external agent to determine the existence of PIO's or performance enhancing observations that can assist in minimising organisational risk.

3. PROPOSAL

That the Internal Audit Plan be noted and received.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil for the plan itself however it will be expected that council go to market to find a provider for internal audit services at a later date.

5. RISK

Risk Type	What could happen	Possible consequence
Business and financial reporting risk.	<ul style="list-style-type: none">Inadequate identification of key business risks.	<ul style="list-style-type: none">Critical errors or impacts to operationsIncreased risk of fraud due to insufficient organisational controlsPotential of unsustainable operations to continue without identification

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
LGA 2009	s109	Local governments must establish an efficient and effective internal audit function.
LGR2012	s207	For each financial year a local government must prepare, carry out, report on and comply with an annual internal audit plan

7. CRITICAL DATES & IMPLICATIONS

Appropriate to renew the Internal Audit Plan for the 3 year period of 2024-25, 2025-26 and 2026-27.

8. CONSULTATION

Audit Committee

Mayor

CEO

Finance and Technology Manager

9. CONCLUSION

The plan focuses on the identification of key risk areas to council and its operations and looks to implement a level of objective internal review to ensure business and the associated business control risk is maintained at an acceptably low level.

10. OFFICER'S RECOMMENDATION

That Burke Shire Council's Internal Audit Plan (2024- 2027), attached, be noted and approved.

ATTACHMENTS

Internal Audit Plan
- 2024-25-26-27.doc

1. Burke Shire Council's Internal Audit Plan (2024 - 2027)

Chief Executive Officer Reports

11.06 Review of Annual Policies 2025 - General

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:	12 March 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 readopt a range of Annual Policies (General) in accordance with the relevant legislation.

2. BACKGROUND

In accordance with the Local Government Regulation 2012, Council is required to maintain a range of policies to guide Council's behaviours and activities.

The policies included for adoption are:

- Computer and Telecommunication Resource Usage Policy
- Debt Recovery Policy
- Asset and Services Management Policy
- Asset Disposal Policy
- Portable and Attractive Items Policy; and
- CCTV Policy

3. PROPOSAL

Comments on the various policies to be adopted as per the Local Government Regulation 2012 are as follows:

Computer and Telecommunication Resource Usage Policy (General)

The purpose of this policy is to ensure that Burke Shire Council (Council) ICT and Telecommunication resources are used:

- Appropriately and efficiently;
- To assist Council to effectively deliver quality, value for money services;
- To not create or increase risk to Council, Council employees, Councillors, contractors and third parties;
- In accordance with other policies, legislation, standards, and business best practice; and
- Managed with sound consistent governance across Council

Debt Recovery Policy (General) – Local Government Regulation Section 132

The management and recovery of outstanding revenue is an important aspect of Council's financial management function and needs to conform to the following objectives;

- Ensure a fair, consistent and accountable approach to BSC debt management and collection practice
- Recognise the importance that debt recovery has on the capacity of BSC to deliver services to the community
- Maximise the collection of outstanding debts
- Establish timelines of communications and debt collection itself, which will deliver consistency of service; and
- Maximise the cost effectiveness of collection processes.

When pursuing the collection of overdue rates or charges Council will have due concern for any financial hardship faced by ratepayers and will allow appropriate time to pay overdue rates where financial difficulty is identified.

Asset and Services Management Policy (General)

This policy provides a framework for the sustainable management of council assets and services to ensure efficient, effective, and responsible delivery to the community. It aligns asset management with strategic objectives and legislative requirements to support long-term financial and operational planning to the Burke Shire community.

Asset Disposal Policy (General) – Local Government Act Section 104

The purpose of this policy is to provide unambiguous and transparent direction for the disposal of assets to:

- Promote fair and effective competition to the greatest possible extent;
- Consider any potential benefit to the community;
- Ensure best value for money is achieved; and
- Ensure the same accountability for disposal of assets as that of purchasing assets.

Portables and Attractive Items Policy (General)

The purpose of the Portables and Attractive Items Policy is to provide Burke Shire Council with a policy that promotes accountability and transparency in the management of Portable and Attractive Items to mitigate the risk of theft, intentional misuse or loss of public benefit from the items, while considering the associated administrative costs.

The policy outlines the following factors to be considered for Portables and Attractive Items:

- Recognition and Identification;
- Stocktakes; and
- Disposals.

CCTV Policy (General)

This policy provides guidance on the establishment and maintenance of Burke Shire Council's Closed-Circuit Television (CCTV) system. This Policy outlines how Council collects and manages personal information associated with the installation and use of CCTV systems and ensures access to, and requests for footage are managed in accordance with relevant legislation.

The primary objectives of the CCTV System are as follows:

- To reduce crime levels by deterring potential offenders;
- To assist in the investigation and/or prosecution of offenders;
- To reduce fear of crime within the community; and
- To help secure a safer environment for those whom work in, live in and visit the Burke Shire Region.

The secondary objectives of the CCTV System may include:

- To monitor or record progress of construction/works at Council property;
- To obtain data of usage of roads or other Council facilities for future planning purposes;
- To monitor operational aspects of Council facilities including, water levels, waste levels or general asset condition;
- To monitor compliance with, or identify breaches against, Council Local Laws and Policies; and
- Assist in the enforcement of Leases, Permits & the collection of Fees & Charges.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this Report

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009 Section 104	Financial management systems	<p>(1) To ensure it is financially sustainable, a local government must establish a system of financial management that—</p> <p>(a) ensures regard is had to the sound contracting principles when entering into a contract for—</p> <p style="padding-left: 40px;">(i) the supply of goods or services; or (ii) the disposal of assets</p>

Instrument	Reference	Details
Local Government Regulation 2012	Section 289(2)	<p>A person is related to a councillor, chief executive officer, councillor advisor or senior executive employee (the primary party) if—</p> <p>(a) the person is the primary party's spouse; or</p> <p>(b) the person is totally or substantially dependent on the primary party and—</p> <p>(i) the person is the primary party's child; or</p> <p>(ii) the person's affairs are so closely connected with the affairs of the primary party that a benefit derived by the person, or a substantial part of it, could pass to the primary party.</p>
Local Government Regulation 2012	Section 120 (1) (c)	<p>Criteria for granting concession</p> <p>(1) The local government may grant the concession only if it is Satisfied —</p> <p>(c) the payment of the rates or charges will cause hardship to the land owner;</p>

6. RISK

The annual review of these policies is a risk mitigation activity ensuring the currency of Council policies.

7. CRITICAL DATES & IMPLICATIONS

These policies apply until the next respective review date of each policy as defined by either the Act, Regulation or Policy.

8. CONSULTATION

Councillors

Chief Executive Officer

Finance and Technology Manager

9. CONCLUSION

The policies to be adopted are required to be adopted annually under the Local Government Act 2009. There are only minor changes to these General Policies apart from the Asset and Services Management Policy which was a rewrite.

10. OFFICER'S RECOMMENDATION

That Council adopts the following amended General Policies as attached.

- Computer and Telecommunication Resource Usage Policy
- Debt Recovery Policy
- Asset and Services Management policy
- Asset Disposal Policy
- Portable and Attractive Items Policy
- CCTV Policy

ATTACHMENTS

1. Computer and Telecommunication Resource Usage Policy



ADM-POL-003
Computer and Telec

2. Debt Recovery Policy



FIN-POL-006 Debt
Recovery Policy - rev

3. Asset and Services Management Policy



FIN-POL-011 Asset
and Services Manag

4. Asset Disposal Policy



FIN-POL-014 Asset
Disposal Policy - revi

5. Portable and Attractive Items Policy



FIN-POL-018
Portable and Attract

6. CCTV Policy



GOV-POL-012 CCTV
Policy - reviewed 18.

Chief Executive Officer Reports

11.07 Review of Annual Policies 2025 - Statutory

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:	12 March 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 readopt a range of Annual Policies in accordance with the relevant legislation.

2. BACKGROUND

In accordance with the Local Government Regulation 2012, Council is required to maintain a range of policies to guide Council's behaviours and activities.

The policies included for adoption are:

- Related Party Disclosure Policy

3. PROPOSAL

Comments on the various policies to be adopted as per the Local Government Regulation 2012 are as follows:

Related Party Disclosure Policy (Statutory)

The purpose of this Policy is to provide guidance to Burke Shire Councillors and Key Management Personnel (KMP) to ensure Council's compliance with Australian Accounting Standards Board *AASB 124 Related Party Disclosures*. This Guideline will provide a systematic approach to discern related parties, approved related party transactions and proper identification, recording and reporting of such transactions.

This Guideline will be applied in:

- Identifying KMP;
- Identifying related party relationships and transactions;
- Identifying outstanding balances, including commitments, between Council and its related parties;
- Identifying the circumstances in which disclosure is required; and
- Determining the specific disclosures to be made.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this report.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009 Section 104	Section 150EP Who is a related party of a councillor	<p>A person is related to a councillor, chief executive officer, councillor advisor or senior executive employee (the primary party) if—</p> <p>(a) the person is the primary party's spouse; or</p> <p>(b) the person is totally or substantially dependent on the primary party and—</p> <p>(i) the person is the primary party's child; or</p> <p>(ii) the person's affairs are so closely connected with the affairs of the primary party that a benefit derived by the person, or a substantial part of it, could pass to the primary party.</p>

6. RISK

The annual review of these policies is a risk mitigation activity ensuring the currency of Council policies.

7. CRITICAL DATES & IMPLICATIONS

These policies apply until the next respective review date of each policy as defined by either the Act, Regulation or Policy.

8. CONSULTATION

Councillors

Chief Executive Officer

Finance and Technology Manager

9. CONCLUSION

The policies to be adopted are required to be adopted annually under the Local Government Act 2009.

10. OFFICER'S RECOMMENDATION

That Council adopts the Related Party Disclosure Policy as attached.

ATTACHMENTS



FIN-POL-012
Related Party Disclo:

1. Related Party Disclosure Policy (Statutory)

Chief Executive Officer Reports

11.08 Grants to Community Organisations Policy

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Kimberly Chan; Economic and Community Development Manager
DATE REPORT PREPARED:	13 March 2025
LINK TO COUNCIL PLAN/S:	Goal-Healthy, Inclusive, Sustainable Communities- Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire.

1. PURPOSE

To approve Council's updated Grants to Community Organisations Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council provides donations/grants to various community groups and organisations on an annual basis. The purpose of the Burke Shire Council Grants to Community Organisations Policy is to provide a structure for making grants to community organisations which is open, transparent, legal, equitable, and furthers the objectives of Council.

3. FINANCIAL & RESOURCE IMPLICATIONS

Council allocates an annual budget to community grants and donations. Reimbursements will be allowed for in the budget.

4. RISK

Risk Type	What could happen	Possible consequence
Compliance	<ul style="list-style-type: none">The endorsement of these policies ensures Council is complying with legislation and that Council policies are up to date.	<ul style="list-style-type: none">Greater assurance that these policies are fit for purpose.

5. POLICY & LEGAL IMPLICATIONS

Council reviews policies and in line with mandated legislative and regulatory review requirements.

6. CRITICAL DATES & IMPLICATIONS

Reviewed Policy will apply from date of Council resolution.

7. CONSULTATION

CEO

Finance and Information Technology Manager

Economic and Community Development Manager

8. CONCLUSION

The changes to the Policy include:

- Minor clarification regarding the donations process under Section 6.
- Additional detail added regarding the acquittal information under Section 6.

9. OFFICER'S RECOMMENDATION

That Council approves the attached updated Statutory Policy – Grants to Community Organisations Policy.

ATTACHMENTS



ADM-POL-011
Grants to Communit

1. Grants to Community Organisations updated Statutory Policy

Chief Executive Officer Reports

11.09 Services Australia Agent

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; CEO
PREPARED BY:	Kimberly Chan; Economic and Community Development Manager
DATE REPORT PREPARED:	12 March 2025
LINK TO COUNCIL PLAN/S:	GOAL - Good Governance Council is committed to financial, asset, environmental and community sustainability and secures these ends through efficient and effective decision-making processes. This, in turn, promotes community confidence, employee pride and stakeholder satisfaction with the organisation.

1. PURPOSE

The purpose of this report is to outline the need and implications of the council assuming the responsibilities of a Services Australia agent. The report aims to seek endorsement of Council becoming a Services Australia Agent.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Services Australia (Centrelink) services in the Burke Shire community have not been active since 2023. As a result, Burke Shire residents accessing the service have been unable to gain in-person assistance for quite some time. This disruption can have a significant impact on residents' income, liveability, and overall mental health and well-being.

In late 2024, Services Australia approached the council to discuss the possibility of taking on the role of an agent for these services. They also reached out to the Burketown Childcare and Community Hub, but the organisation expressed no interest in assuming this responsibility.

3. PROPOSAL

It is proposed that Burke Shire Council take on the responsibilities of a Services Australia Agent. This proposal includes providing Services Australia services from the Burke Shire Council Administration building for a minimum of ten hours per week. This arrangement will ensure that this essential community service remain accessible within the Burke Shire.

4. FINANCIAL & RESOURCE IMPLICATIONS

A remuneration of \$28,445.64 (excluding GST) per year will be provided to Burke Shire Council in exchange for offering ten hours per week of Services Australia Agent services.

Minimal training will be required for administration staff. At least one staff member must be available during the Services Australia Agent hours to assist any clients using the service.

Services Australia will supply all necessary equipment, including computers, printers, scanners, routers, phones, iPads, signage, and Wi-Fi. Burke Shire Council will provide the administration meeting room for the service during operating hours.

5. RISK

The risk associated with taking on the Services Australia Agent role is minimal. However, the risk of not assuming this responsibility is significant, as it would leave the Burke Shire community without a vital service, ultimately making residents who rely on it vulnerable.

Risk Type	Possible Consequences	Mitigation
Operations	<ul style="list-style-type: none"> Increase workload on the administration team Dealing with dissatisfied customers 	<ul style="list-style-type: none"> Ensure agent opening hours are at a time where administration workloads are not as high. E.g., not during Rex operation hours. Training will occur in relation to this.

6. POLICY & LEGAL IMPLICATIONS

Instrument	Detail	Comment
Local Government Act 2009	<p>Chapter 2, Part 1 Section 9 (1)</p> <p>Chapter 2 Part 1 Section 9 (2)</p> <p>Chapter 2 Part 1 Section 10 (1), (2), and (3)</p>	<p>A local government has the power to do anything that is necessary or convenient for the good rule and local government of its local government area</p> <p>However, a local government can only do something that the State can validly do.</p> <p>(1) A local government may exercise its powers by cooperating with 1 or more other local, State or Commonwealth governments to conduct a joint government activity.</p> <p>(2) A joint government activity includes providing a service, or operating a facility, that involves the other governments.</p> <p>(3) The cooperation with another government may take any form, including for example—</p> <p>(a) entering into an agreement.</p>

7. CRITICAL DATES & IMPLICATIONS

Once endorsement is obtained, the final application documents will be signed. Services Australia will then oversee the installation of equipment and the training of staff. It is anticipated that, pending endorsement and any installation obstacles, the service will be fully operational before 30 June 2025.

8. CONSULTATION

Consultation has taken place between Services Australia and Burke Shire Council. Services Australia also reached out to the Burketown Childcare and Community Hub to assess their interest in taking on the service; however, as noted earlier, they were not interested. Additionally, discussions have been held with Councillors and Council's executive management group has also been consulted to evaluate the operational impacts of assuming the service.

9. CONCLUSION

Services Australia provides a vital service to the Burke Shire community. Many residents depend on the presence of this service in Burketown and the in-person assistance that the Services Australia Agent can offer. If the Council does not take on the agent responsibilities, it is highly likely that in-person Services Australia support will no longer be available in Burke Shire.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Endorses Council becoming a Services Australia Agent; and
3. Delegate to the CEO the signing of the agreement and all relevant documents with Services Australia.

ATTACHMENT

Nil

12. Closed Session Reports

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

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. Late Business

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

16. Deputations and presentation scheduled for meeting

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

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Wednesday 23 April 2025.