



Unconfirmed Minutes
 Burke Shire Council Ordinary Meeting
 Friday 27 February 2026
 9.00am Council Chambers

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01. Opening of Meeting

The Chair opened the meeting at 9.06am.

02. Record of Attendance

**Cr Ernie Camp; Mayor – Chair
Cr John Clarke; Deputy Mayor
Cr Clinton Murray
Cr Paul Poole**

**Zachary Revere; Chief Executive Officer
Dan McKinlay – as indicated
Chris Wilson; Director of Engineering/Deputy CEO
Shaun Jorgensen; Director of Finance and Technology
Amir Akrami; Manager Project Management Office
Ben Stephen; Works Manager
Chelsea Nelson; People and Culture Manager
Jordan Marshall; Executive Assistant (Minutes)
Kimberly Chan; Economic and Community Development Manager
Leonard Locke; Graduate Engineer
Madison Marshall; Corporate Services and Governance Manager – as indicated
Shannon Moren; Environmental Health, Local Laws and Facilities Manager
Sarath Jayasekara; Infrastructure Engineer**

**Apologies –
Cr John Yanner**

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**
- **Madison Marshall; Corporate Services and Governance Manager**
- **Sarath Jayasekara; Infrastructure Engineer**
- **Shannon Moren; Environmental Health, Local Laws and Facilities Manager**
- **Shaun Jorgensen; Director of Finance and Technology**

**Moved: Cr Poole
Seconded: Cr Murray
Carried 260227.01 4/0**

03. Prayer

Led by Cr Clarke.

04. Consideration of applications for leave of absence

That Council notes that no applications for leave of absence were received.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Wednesday 28 January 2026

That the Minutes of the Ordinary Meeting of Council held on Wednesday 28 January 2026 as presented be confirmed by Council.

Moved: Cr Poole

Seconded: Cr Murray

Carried 260227.02 4/0

06. Condolences

That Council notes that condolences were received for the meeting.

07. Declaration of Interests

i. **Cr Clinton Murray – Item 11.04 Draft User Agreement between Burke Shire Council and the Burketown Rodeo and Sporting Association Inc**

Cr Clinton Murray declared a prescribed conflict of interest in relation to Item 11.04 Draft User Agreement between Burke Shire Council and the Burketown Rodeo and Sporting Association Inc, as he is a Board Member of the Association, and will leave the meeting when this matter is being considered.

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

09.02 Petitions

That Council notes there were no notices of motion or petitions received for the meeting.

Attendance

Madison Marshall entered the meeting at 9.27am.

10. Engineering Services Reports

10.01 Engineering Department Monthly Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Ben Stephen; Works and Services Manager
PREPARED BY:	Ben Stephen; Works and Services Manager
DATE REPORT PREPARED:	18 February 2026
LINK TO COUNCIL PLAN/S:	Corporate Plan 2025-30

1. PURPOSE

This report is provided to Councillors for information and outlines the works carried out by the Engineering Department for the month of January 2026 and proposed works for the month ahead.

2. SUMMARY

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

2.1 Parks, Gardens and Cemetery

- Trying very hard to keep up with the mowing in and around town.
- Worked with road crew in doing town footpaths and street gutters.
- Assisted with Rex plane.
- Cleaned fence line in and around the depot of rubber vine and weeds.
- Topped up graves at the cemetery which have sunken down with the wet weather.
- On going cleaning of council facilities.
- Daily clean of the splash park.
- Trip to Gregory for building inspection.
- Assisted with works at the Airport.
- Cleaned out parks and garden shed (have some items in the shed that are to put in the next auction).
- Getting area ready around the splash park for the plants that should be arriving on next truck service.

2.2 Roads Crew

State Road:

- Remove fallen trees and silt off road corridor – Jacks Gully
- Set traffic lights and traffic signs to control road section
- WDR checks

Local Road:

- Burketown town streets – Inspections
- Truganini Road – Inspections
- Floraville Road – Inspections
- Gregory – Lawn Hill Road – Inspections
- Pothole patching – Musgrave Street, Burke Street and Truganini Road

- Cleaning gutters around town

2.3 RMPC

Wills Development Road:

- Inspections – Logging of defects and entering data onto Civica Reflect software (Ongoing)
- Pothole patching (Ongoing)

Local Roads:

- Burketown town streets, Floraville Rd, Doomadgee East Rd and Escott Rd inspections – Capturing photos of damages on road.
- Install road closure signage in various locations.
- Cleaning of gutters.

Other Assisted Maintenance:

- Assisting with repairs on the Burketown Airstrip (ongoing)
- Assisting with mowing/Whipper snipping at the Nicholson River pump station
- Burketown Rubbish Tip Maintenance
- Maintenance of the Burketown boat ramp (Cleaning)
- Finalising of the cyclone cleanup

2.4 Airport

Burketown Airport:

- Ongoing emergency repair works continues until April shut down
- Slashing and mowing of grass assisted by other staff
- Fence line repairs far side where temporary fence line exists
- Sorting new locks for airport gates
- Weather station to have a start date - TBC
- Sorting out quotes for changing old generator over to a solar system

Gregory Airport:

- Gregory airstrip manual in process
- Slashing and mowing of grassy areas assisted by other staff/contractors
- Future work plan to clear perimeter fence line and roadways with heavy machinery i.e. Grader, Front End Loader
- Sorting out issues with locks on main gate.

2.5 Workshop and Fleet

- Repair 588
- Repair 545
- Service 536
- Service 588
- Leadership training with AIM
- Cyclone cleanup
- Depot Maintenance

2.6 Stores

- Received 2 x trucks with various bits of freight.
- Ongoing issuing of Items, PPE, materials etc

2.7 Waste Management

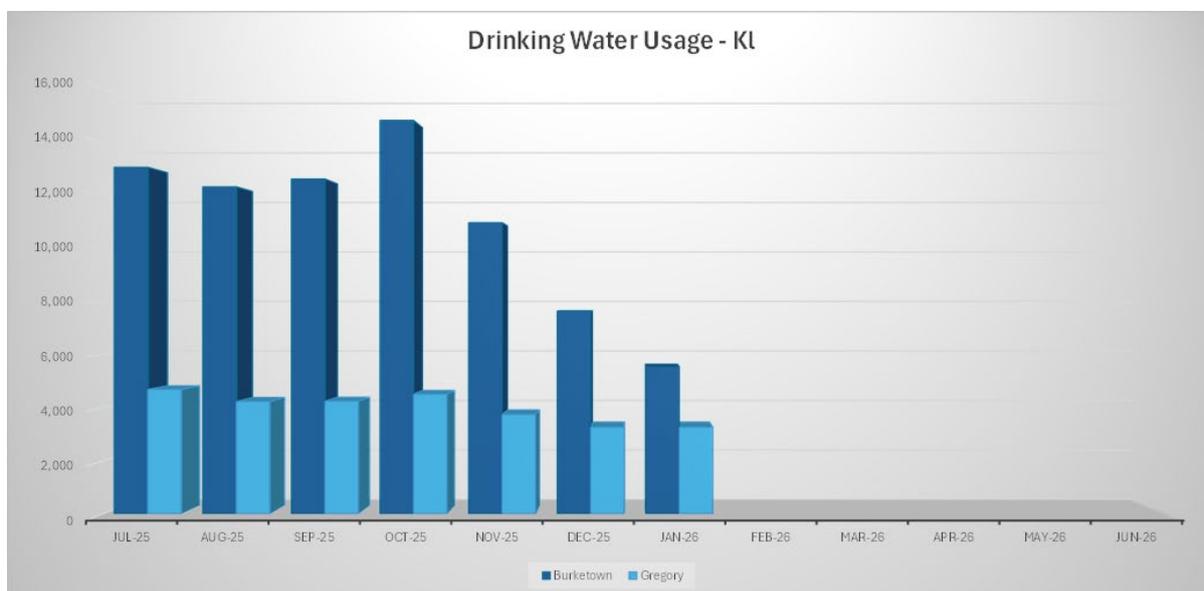
- Weekly collection service ongoing

2.8 Water and Sewerage

Water Network Production:

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
Nov – 10966 kl	Dec – 5535 kl	-3,331 kl

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
Nov – 3741 kl	Dec – 3265 kl	-467 kl



Burketown & Gregory Projects:

- Scada defects list: MBS Water and Austek working on it
- STP Blivet upgrade. Currently working with MBS water – ongoing
- GWTP filtration and Raw reservoir upgrades are planned. MBS water. Progressing now
- MBS water to update SOPs - ongoing.

Water Samples:

- Burketown and Gregory Monthly water samples
 - All treated water samples have passed with <1 ECOLI.
- Raw water samples at the following locations: Please note that Raw Water Samples are not reportable failure.
 - 1521693 Burketown NRPS (10-12-2025)
E. coli est <1 CFU/100ml (guideline: < 1.0 CFU/100mL)
 - 1521713 – Gregory Pump Station (10/12/2025)
E. coli est <100 CFU/100mL (guideline: < 1.0 CFU/100mL)

Burketown Sewerage:

- Sewer Samples are continuously failing due to high pH and Suspended solids. pH needs to be below 8 for irrigation to land. Current pH test >9 – 10 ph. Ongoing. MBS Water investigating with new Blivet design.

Burketown Water Treatment Plant:

- SOPs will be finalised 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 WTP/NRPS/STP sites. Ongoing. Waiting for HR to organise.
- Boiled Water in place from the 7-01-2026 until the 7 Days of testing and 2 internal E-coli samples were taken.
- Chlorine shortage due to a leak on the Chlorine IBC. We had to visit Gregory to bring back 3 x 200ltr drums.
- Due to low chlorine residuals and low water usage, we had to isolate the 1ML tank to so that we can work with the 470kl tank. We had to get approval as this had TAG OUT LOCKs on the System. Once this Lock was placed while I was away, it took away the standard operations for the Treatment of the Potable water. Usage went from 400+kl down to 150-180 kl per day. We would normally isolate the 1 ML tank during the wet season due to lack of water usage. 9-1-2026 lock was removed for this process.

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. Local buy contractor engaged to complete some of the water leaks
- Repairs to water leaks Ongoing.
- High priority:
 1. Flushing mains and testing. Once chlorine arrived from Mt Isa. Had to wait for rivers to go down.
 2. Internal E-coli samples to be taken.
 3. NATA E coli Samples to send to CRC for Testing on the 27th of January 2026.
 4. Results came back and sent to the Water Regulators on the 30-1-2026. Boiled water notice lifted on the 30-1-2026.

Sewerage Treatment Plant:

- STP Blivet Upgrade. Currently working with MBS Water.
- STP 10533 kl
- The totals are High, as we have had a considerable amount of Storm Water enter the Sewer Mains.
- Upgrade works being carried out by Marc Adamson Plumbing on Sewer Station 3. Ongoing as they are waiting Parts to arrive. Ladder needs to be installed.
- Caution Hot Surface signs need to be installed as Ethan had burnt his hand on the stainless-steel lid.
- 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.
- Weeds and vegetation needs to be poisoned – Pending AC/DC training
- HR to organise training – Still pending.
- Sewerage Irrigation pumps have arrived and need to be installed. Currently too wet to access with a vehicle.

Gregory WTP:

- We will need to formalise training for the new starter. Implement new spreadsheets for GWTP and reticulation.
- GWTP was not manned by an operator until 30th December 2025.
- Staff transferred to Gregory to manage and performed exceptional job to get the water quality back on track with jar testing, chlorine testing and maintenance.
- GWTP Filtration and Raw Reservoir upgrades are planned. MBS Water.
- SOPs will be finalised when SCADA project is completed. MBS Water to complete with site visit. MBS water to complete with site. Consultant to visit for further training. This is ongoing as the defects have visit not been fixed.
- Maintenance on the GWTP started on the 28th January:
 1. Calibrating equipment
 2. Clarifier maintenance
 3. Chlorine pump maintenance
 4. Acid Bund Maintenance – and Acid Pump Maintenance

Gregory Reticulation:

- Boiled water notice in place
- Testing and flushing to be undertaken from the 2-2-2026 to the 9-2-2026.
- 2 internal samples have been taken and are currently waiting on results for 10-2-2026.
- Major water leaks at the Bidunggu Reserve. Not sure how we address this issue.

Burketown Splash Park:

- Works were carried out to repair faults by Shane Adorini to have the plant back operational by 25-1-2026.
- SOPs and the new batch of Tablets arrived.
- Issues:
 1. Power outages have been quite frequent here in Burketown and we have been attending site to reset the fault. Low balance fault. Swimplex have been notified and have adjusted the settings to rectify.
 2. Jet Nozzles are still blocking up. Takes roughly a 30mins to remove, clean and test.

3. OFFICER'S RECOMMENDATION

That Council receive and note the Engineering Department Works and Services monthly report for January 2026.

10.01 Engineering Department Monthly Report

That Council receive and note the Engineering Department Works and Services monthly report for January 2026.

Moved: Cr Poole

Seconded: Cr Camp

Carried 260227.03 4/0

10.02 Capital Works Projects Status Update Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Aidan El Majda; Project Support and Admin Officer
DATE REPORT PREPARED:	18 February 2026
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 2025/26 Capital Works Program, from 1 to 31 January 2026.

2. SUMMARY

The total 25-26 FY Capital Works Program budget is \$ \$82,387,058. The lifetime budget for Capital Works program including the WIP for the carryover projects and 25-26 FY budget is \$81,711,438 including \$ \$45,507,000 funding of carry over projects.

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

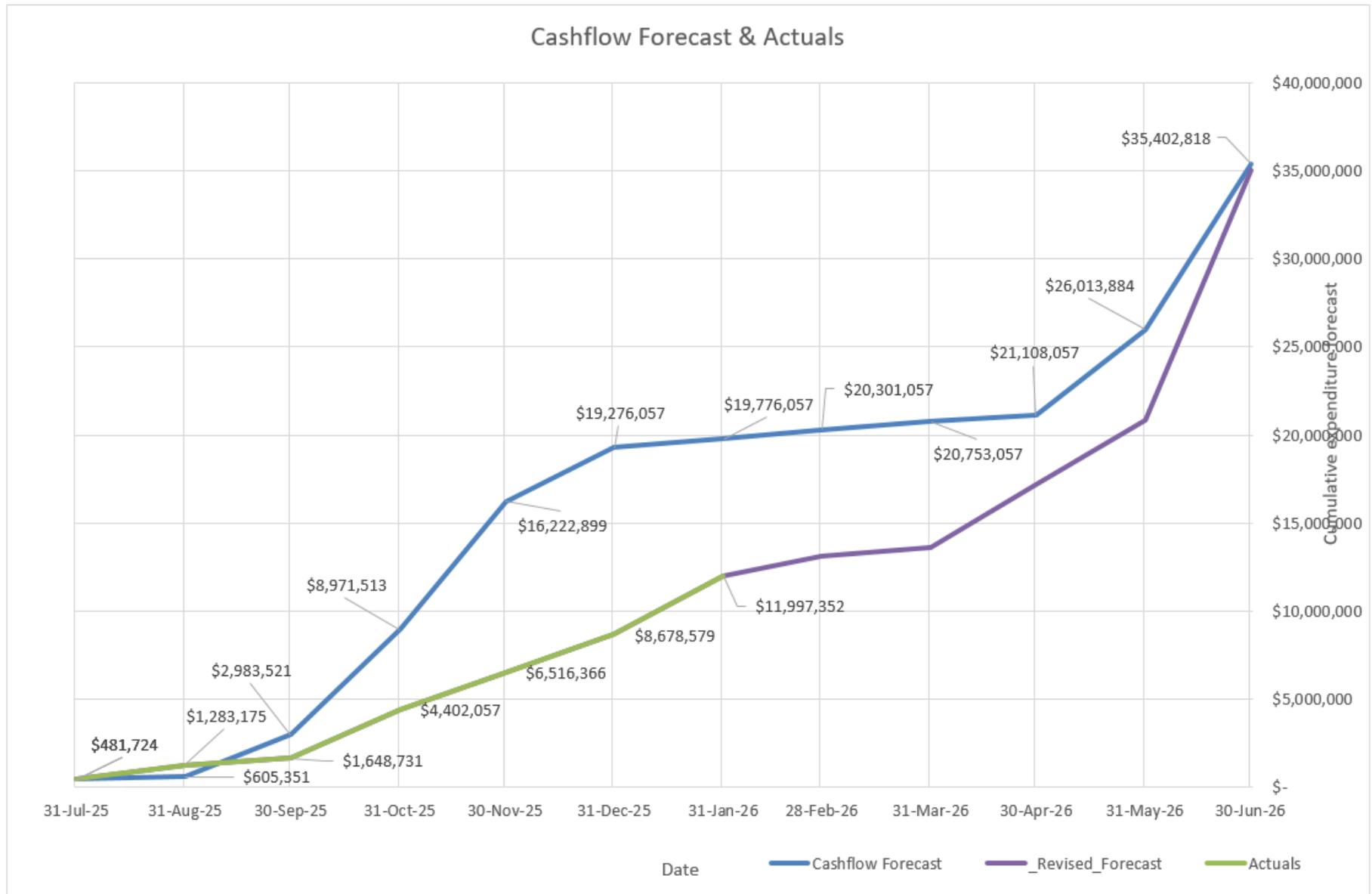
- Average Capital Works Program Progress for Carry over projects: 51%
- Average Capital Works Program Progress for 25-26 added projects (excluding projects awaiting funds): 13%
- Average Capital Works Financial Progress for Carry over projects: 49%
- Average Capital Works Financial Progress for 25-26 added projects (excluding projects awaiting funds): 14%

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, Actuals, and the revised forecast for this financial year. The revised forecast is \$35,000,000 (rounded up) expenditure for 25-26 FY.

The actual expenditure for the month of January is approximately \$7.8m less than the baseline, which was improved compared to the revised forecast prepared in the last month. The revised actual expenditure of the Airport Runway Project is the main source of this gap.



4. CAPITAL WORKS PROGRAM HIGHLIGHTS

- Burketown Chemical Container Project
 - The chemical container project is well underway to be completed once roads reopen to allow contractor materials into site.
 - Some outstanding items are yet to be completed, mainly the chemical safety equipment audit which is slated to take place between the 23rd and 27th of February.

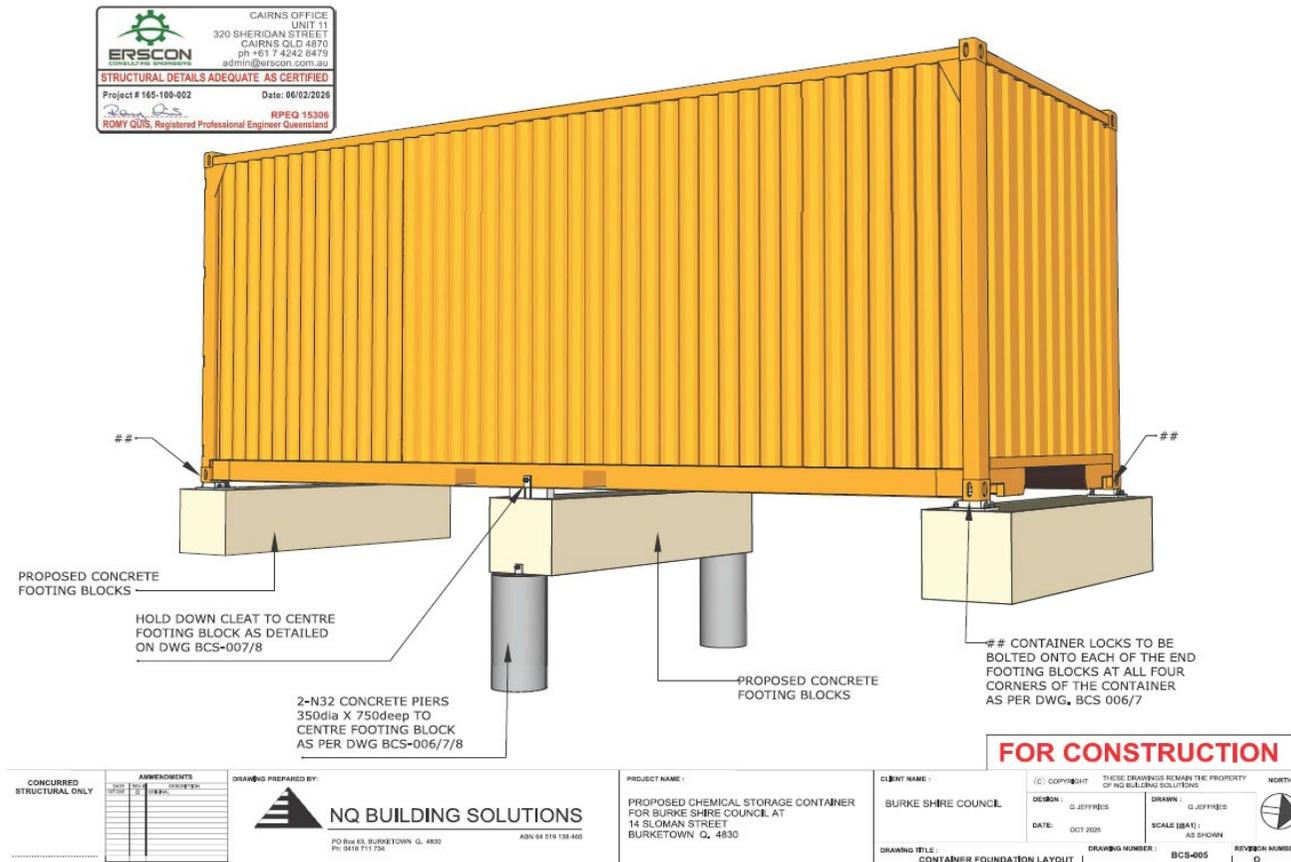


Figure 1: Final drawing of the container on its mounts

- **Burketown Archive container project**

- The Archive containers are being fabricated and are planned to arrive by the start of March, with a hold-point to ensure contractors are ready for installation due to road closure stopping materials from reaching the site.
- Once permits are in place, installation of the containers and connection to power will take approximately 2 weeks.

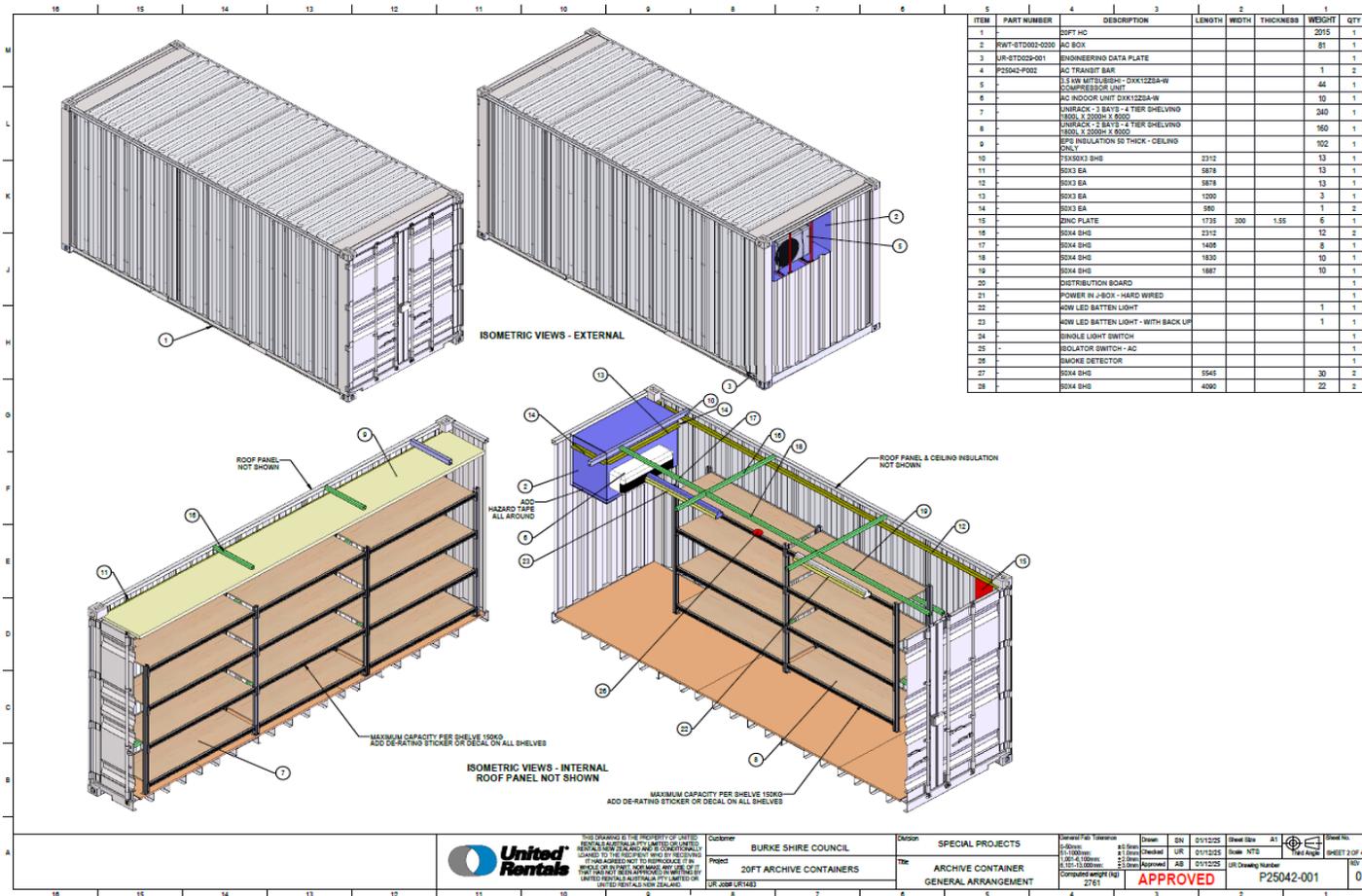


Figure 2: Internal design of the archive container

- Burketown Rodeo Amenity Block Upgrade
 - The tender has closed and been evaluated with the contract to be awarded at the council meeting.

5. OFFICER'S RECOMMENDATION

That Council receives and notes the Capital Works Projects Report for the progress of Capital Works Program during the month of January 2026.

10.02 Capital Works Projects Status Update Report

That Council receives and notes the Capital Works Projects Report for the progress of Capital Works Program during the month of January 2026.

Moved: Cr Clarke

Seconded: Cr Poole

Carried 260227.04 4/0

10.03 DRFA Works Project Status Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Amir Akrami; Manager Project Management Office
DATE REPORT PREPARED:	16 February 2026
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 ongoing Disaster Recovery Funding Arrangement (DRFA) Works Program.

2. SUMMARY

This report details the progress to date and forecasted cash flow for the following disaster events Burke Shire have activate programs associated under.

- 2023 DRFA
 - Northern and Central Queensland Monsoon and Flooding, 20 December 2022 - 30 April 2023
- 2024 DRFA
 - Tropical Cyclone Kirrily, Associated Rainfall and Flooding, 25 January - 26 February 2024
- 2025 DRFA
 - Western Queensland Surface Trough and Associated Rainfall and Flooding, 21 March - 19 May 2025
- 2026 DRFA
 - North Queensland Monsoon Trough, Associated Tropical Cyclone Koji and Severe Weather, commencing 24 December 2025

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

3. AWARDED FUNDING

3.1 2023 PROGRAM - Northern and Central Queensland Monsoon and Flooding, 20 December 2022 – 30 April 2023

Burke Shire Council's approved restoration funding (REPA) for the 2022/2023 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. Eleven of the packages have been awarded to contractors.

Burke Shire Council has reported approximately **\$94.05 million** in program expenditure to date for the delivery of the 2023 DRFA works, and scope rolled over from previous years.

Where required, Extension of Time requests have been made to QRA for the 2023 program with overall program completion scheduled for 31/12/2026. **EOT's, where required, have been granted for relevant submissions.**

3.2 2024 PROGRAM - Tropical Cyclone Kirrily, Associated Rainfall and Flooding, 25 January – 26 February 2024

Burke Shire Council's approved restoration funding (REPA) for the Northern and Western Queensland Monsoon, January 2024 event is \$156,862,000.

The works are divided into multiple packages with Council crews also undertaking work. Four of the packages have been awarded to contractors, with additional procurement underway.

Burke Shire Council has reported approximately \$20.66m in program expenditure for the delivery of the 2024 DRFA works.

3.3 2025 PROGRAM - Western Queensland Surface Trough and Associated Rainfall and Flooding, 21 March - 19 May 2025

Burke Shire Council's approved restoration funding (REPA) for the Western Queensland Surface Trough and Associated Rainfall and Flooding 21 March - 19 May 2025 event is \$18,700,000.

The project has been divided into three contract packages for external delivery and one package assigned for Council crew delivery. The three external packages returned a high volume of competitive tenders which are currently under assessment.

Once evaluations are completed, a formal evaluation report will be made and presented at the March council Meeting.

3.4 2026 Program – North Queensland Monsoon Trough, Associated Tropical Cyclone Koji and Severe Weather, commencing 24 December 2025

Following the accumulative flooding events commencing from late-December, Burke Shire was activated under the associated Tropical Cyclone Koji event.

Northlane have attended site and commenced undertaking extensive assessment of the road network and associated infrastructure. To date damage, pick up has been completed all assets accessible East of the Nicholson River with submission preparation in progress.

4. AWARDED CONTRACTS ONGOING, OR COMPLETE THIS MONTH

4.1 2023 Program Contracts (Ongoing)

2023 – Betterment Project 2 – Burketown Airport Remediation

Contract 0280-4613-0001 includes betterment works on the Burketown Airport, including full reconstruction of the main Runway and Aprons. The contract was awarded to Durack Civil at the 27th August 2025 council meeting. The contract value is \$27,398,189.58, with \$5,391,484 claimed to date.

- Gravel Import works continue onsite to pre-position material construction next year.
- ~95,600T of material has been delivered to site,
- Contractor will return to site in late March to commence construction.
- EOT Approved with QRA through to December 2026

Forecast Cashflow for Awarded Contracts

The expenditure to date and the forecasted monthly program cash flow for the DRFA works are shown below. This figure displays the contract values for all packages currently awarded or completed under the DRFA funding

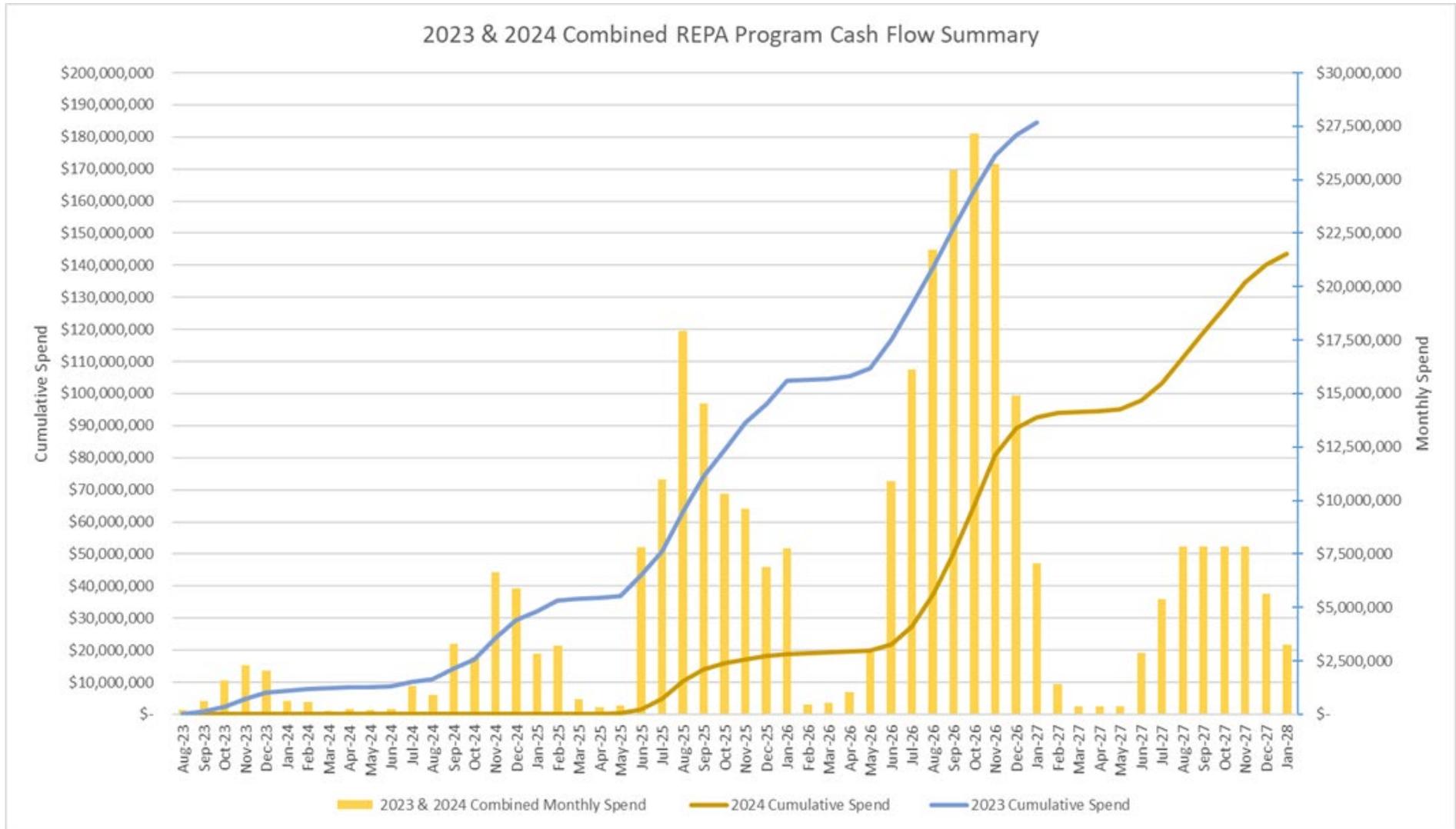


Figure 1 – Monthly expenditure with cumulative costs

5. PRE-AWARD CONTRACTS

5.1 2023/2024/2025 DRFA Contracts

The following contracts are developing for the 2023, 2024 and 2025 DRFA programs:

2023 DRFA Betterment Project 1: Lawn Hill Creek North Crossing Raised Causeway

Contract 5601-3000-0004 includes the final betterment works on Gregory – Lawn Hill Road, including concrete mattress reconstruction and new concrete road pavement floodways (Sites 1-4). The contract value is being presented to Council for resolution in December 2025.

- EOT Approved with QRA through to December 2026

2023 DRFA Betterment Project 3: Lawn Hill Creek North Crossing Raised Causeway

The Lawn Hill Creek North Crossing has been approved for betterment funding.

The Project was released to tender on Friday the 12th of February.

2023 DRFA Upcoming Project: Floraville – Stages 4a, 5, 6, 7

The final stage of the Floraville Road Project has been awarded to Durack Civil.

Works are forecast to start in April 2026.

2024 DRFA Upcoming Project: Gregory River Crossing

The Gregory River Crossing project will be put to market in Q1 2026, for construction in 2026 and 2027. The project includes the construction of a new ~200m long bridge over the Gregory River near Tirranna Springs Roadhouse.

The project is currently under detailed design development.

- EOT Approved with QRA through to September 2027
- An additional EOT will likely be required through to December 2027 – we have agreement with QRA that council should apply for this final EOT only after the works have been put to market, and we have a program from the successful contractor.

2025 DRFA Upcoming Project: 2025 QRA Program

Burke Shire Council has been activated under the Western Queensland Surface Trough and Associated Rainfall and Flooding 21 March - 19 May 2025 event.

Approximate program value is ~\$18.7m, pending the final QRA approvals on the five submissions.

Tender have been returned for all three packages.

6. PHOTOS



Figure 1: Floraville Road – Completed Works



Figure 2: Floraville Road – Completed Works

7. OFFICER’S RECOMMENDATION

That Council notes the Disaster Recovery Funding Arrangement (DRFA) Status Update Report for progress during the month of January 2026.

10.03 DRFA Works Project Status Report

That Council notes the Disaster Recovery Funding Arrangement (DRFA) Status Update Report for progress during the month of January 2026.

Moved: Cr Camp

Seconded: Cr Poole

Carried 260227.05 4/0

Attendance

Chelsea Nelson left the meeting from 9.58am to 10.03am.

10.04 Reallocation of W4Q 2024-27 Saving to Burketown Rodeo Amenity Upgrade Proposal

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Aidan El Majda; Project Admin and Support Officer
DATE REPORT PREPARED:	2 February 2026
LINK TO COUNCIL PLAN/S:	Corporate Plan

1. PURPOSE

The purpose of this report is to seek Council approval to reallocate W4Q funds from identified 2024-27 projects to the Burketown Rodeo Amenity Upgrade.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The W4Q program, funded by the Queensland Government, supports local governments in implementing job-creating maintenance and infrastructure projects. The original allocations were endorsed by Council on 1 August 2024 for the 2024-27 program period, with initial allocations across various projects.

This report seeks Council endorsement to transfer the savings realised from W4Q allocation of Purchase and Install of Shire Entry Signs and the Burketown Urban Roads Resealing project, to Burketown Rodeo Amenity Upgrade. Below please find the details of the saving.

- Purchase and Install Shire Entry Signs Project: The project budget was \$200,000 including \$100,000 from Council and \$100,000 from W4Q. The total project costs were \$133,000 and leaving a saving of \$67,000.
- Burketown Urban Roads Resealing Project: The total project funds (different sources) was approximately \$540,000 (including approx. \$40,000 from DRFA). The total costs were \$515,000 leaving a saving of \$25,000.00 from the W4Q funds.

3. PROPOSAL

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

- Reallocate \$67,000.00 from the Purchase and Install Shire Entry Signs Project and \$25,000.00 from the Burketown Urban Roads Resealing Project to:
- Burketown Rodeo Amenity Upgrade Project: \$92,000

The adjustments will ensure that critical infrastructure improvements are possible, such as the purchase and installation of the amenity block and the necessary service connections. Once approved, the distribution of W4Q funding of \$1,670,000 between Council Capital Works Projects will be as follows:

Project Title	Project Budget Allocated
Burketown Sewer Network – Pipe and Manhole Upgrades	\$403,000
Purchase and Install Shire Entry Signs – Burke Shire	\$33,000
Gregory Water Treatment Plant – Battery Bank Replacement	\$200,000
Gregory Water Treatment Plan – Supply and Installation of a new River Pump	\$110,000
Purchase and Installation of Flood Level Indicators for Burke Shire	\$75,000
Solar Systems for Council Buildings	\$200,000
Shade Structure – Burketown Wharf Recreational Precinct	\$285,000
Burke Shire Landfill Site and Waste Transfer Station Project	\$150,000
Burketown Urban Roads Resealing	\$121,942
Burketown Rodeo Amenity Block	\$92,058

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

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

7. CRITICAL DATES & IMPLICATIONS

Immediate approval of the proposed W4Q24-27 allocations is necessary to ensure timely commencement and completion of the nominated project within the financial year 26-27.

8. CONSULTATION

Consultation was undertaken with:

- Chris Wilson, Director of Engineering/Deputy CEO
- Shaun Jorgensen, Director of Finance and Technology
- Amir Akrami, Manger Project Management Office
- Kimberley Chan, Economic and Community Development Manager
- Councillors

9. CONCLUSION

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

10. OFFICER'S RECOMMENDATION

That Council endorses transferring the W4Q saving of \$67,000.00 from the Purchase and Install Shire Entry Signs Project and \$25,000.00 from the Burketown Urban Roads Resealing Project to Burketown Rodeo Amenity Upgrade Project.

10.04 Reallocation of W4Q 2024-27 Saving to Burketown Rodeo Amenity Upgrade Proposal

That Council endorses transferring the W4Q saving of \$67,000.00 from the Purchase and Install Shire Entry Signs Project and \$25,000.00 from the Burketown Urban Roads Resealing Project to Burketown Rodeo Amenity Upgrade Project.

Moved: Cr Poole

Seconded: Cr Clarke

Carried 260227.06 4/0

10.05 Burketown Rodeo Amenity Block Upgrade Contract No.: 0280-4329-0000

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Aidan El Majda; Project Support Officer
DATE REPORT PREPARED:	18 February 2026
LINK TO CORPORATE PLAN/S:	Corporate Plan

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.

It is noted that the overall project funding is provided jointly by NWMP, Council, Gambling Community Grant and W4Q 2024-27 underspend re-allocation.

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The tender for the Burketown Rodeo Amenity Upgrade was released via VendorPanel on the 6th of August 2025 and closed on 23rd of September 2025. This tender has the practical completion date for the contract deliverables being no later than 30th of October 2026.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 17th December 2025 to discuss and agree on the consensus scoring.

Table No. 1 – Summary of Tender and Responses

Tender Package	Scope of Work	Number of Tenders Received	Non-conforming Tenders
RFT 0280-4329-0000 Burketown Rodeo Amenity Upgrade Project	<p>Scope Summary:</p> <p>Original scope included 1 DDA-compliant unisex toilet/shower, 5 toilet cubicles and 5 shower cubicles. Due to budget constraints and Council approval, the scope was reduced to 3 unisex toilet cubicles and 3 unisex shower cubicles, while retaining 1 DDA-compliant unisex toilet/shower.</p> <p>Key Inclusions:</p> <ul style="list-style-type: none"> • Design, approvals and permits for a new DDA-compliant amenity block • Site preparation, footings, and structural works • Supply and installation of amenity building • Internal fit-out including fixtures, plumbing and electrical services • Connection to town water (~45m), power (~100m underground) and sewer (~120m) • Sewer solution via septic and holding tank with pump transfer (Council preferred) • Inspections, testing, commissioning, and handover to Council 	7	2

3. PROPOSAL

The tender panel recommended award of the contract to TJ Wilson Construction as the contractor has obtained the highest scores within the responses, provided the most suitable design, and the best price while being fully conforming to the tender requirements.

4. FINANCIAL & RESOURCE IMPLICATIONS

The original budget for the new amenity block of \$350,000 was noted to be insufficient for the scope of works needed to complete the project, as such funding from the gambling community grant was sought and awarded for \$100,000 and underspend totalling \$92,058 from W4Q 2024-27 projects was identified. These two additional sources of funds increased the total project budget to \$542,058.00.

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.
Unforeseen site or service constraints.	<ul style="list-style-type: none"> ▪ Increase in costs. ▪ Delayed project delivery 	<ul style="list-style-type: none"> • Early service connection investigation and confirmation. • Contingency allowance and ongoing cost monitoring.
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. • Ensure funding body is made aware of any potential delays with adequate time.

6. POLICY & LEGAL IMPLICATIONS

The Council is required to meet all the requirements of the NWMP 002 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:

- The Tender Evaluation Panel
- Ochre Legal

8. OFFICER'S RECOMMENDATION

That Council:

1. Receive and note the contents of this report; and
2. Awards the Contract 0280-4329-0000 –Burketown Rodeo Amenity Upgrade to TJ Wilson Construction Pty Ltd up to \$437,057.20 ex GST; and
3. Delegates authority to the CEO to enter negotiations regarding all matters associated with executing the Contract to the maximum value of the Project Budget as follows:
 - a. Burketown Rodeo Amenity Upgrade: \$542,058.00 ex GST + 10% contingency.

10.05 Burketown Rodeo Amenity Block Upgrade Contract No.: 0280-4329-0000**That Council:**

- 1. Receive and note the contents of this report; and**
- 2. Awards the Contract 0280-4329-0000 –Burketown Rodeo Amenity Upgrade to TJ Wilson Construction Pty Ltd up to \$437,057.20 ex GST; and**
- 3. Delegates authority to the CEO to enter negotiations regarding all matters associated with executing the Contract to the maximum value of the Project Budget as follows:**
 - a. Burketown Rodeo Amenity Upgrade: \$542,058.00 ex GST + 10% contingency.**

Moved: Cr Camp

Seconded: Cr Clarke

Carried 260227.07 4/0

Attendance

Ben Stephen left the meeting at 10.20am.

11. Chief Executive Officer Reports

11.01 Status Report

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

Some progress. Further briefing to Council. Ongoing.

Resolution Number – 250625.06 – Assessment of Organic Waste Management Options at the Burketown Waste Facility

That Council:

1. Advise both proponents of the preferred proponent and enter a MOU arrangement with Finn Biogas
2. Confirm costs with Finn Biogas
3. Proceed with finding funding sources

Status

Ongoing.

Resolution Number – 250625.14 – 2025/26 Donation Requests

1. That Council note the contents of the report; and
2. That Council approves the donation requests for the 2025/26 financial year as follows:

Schedule of Recommended Donations 2025-2026

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 2025/2026	In-Kind Donation/ Community Grant Request Particulars	Donation/ Community Grant and/or In-Kind Recommend ed to Council for Endorsement
Burketown Childcare and Family Hub	Miscellaneous fundraising events	\$15,000.00	\$1,000.00	\$16,000.00	<ul style="list-style-type: none"> • Printing as needed • Matched donations for cash for cans up to \$10,000.00 	\$16,000.00
Moungibi Housing Co- operative Society Limited - Sports Club	Host Battle of the Gulf Football Cluster 12 July 2025, General use of Phillip Yanner Sports Oval Facilities Football Presentation and Fundraising Activities	NIL	\$10,000.00	\$10,000.00	<p><i>Battle of the Gulf Cluster (Burketown)</i></p> <ul style="list-style-type: none"> • Skip bin and 8 wheely bins • 2 x portable toilets • Use of showground/ rodeo ground area. (Toilets and bar shelter for camping) • 130 Chairs • Burke Shire Marquees • Rubbish Collection • 5 plastic folding tables • PA system and speakers <p><i>General use of Phillip Yanner Sports Oval Facilities (01.07.2025 – 30.06.2026)</i></p> <ul style="list-style-type: none"> • Use of ground facilities including toilets, shower, kitchen area and lights. <p><i>Fundraising events/presentation night</i></p> <ul style="list-style-type: none"> • Use of Nijinda Durlga Hall facilities 	\$10,000.00

Burketown Rodeo & Sporting Association	Burketown Campdraft and Rodeo 18 th – 20 th July 2025	\$5,000.00	\$3,000.00	\$8,000.00	<ul style="list-style-type: none"> • Amenities cleaned • Skip Bin use • Use of Council machinery • Printing flyers/programs • Advertising on Councils media platforms • Rubbish collection 	\$8,000.00
Moungibi Housing Co-operative Society Limited	Community Market & Fair Aims to feature a variety of market stalls from locals and businesses that want to sell their wares, concluding with an evening of meals and live entertainment. Saturday 16 August 2025 4pm – 10pm	\$3,000.00	\$4,000.00	\$7,000.00	<ul style="list-style-type: none"> • Road closure (front of pub) - street barricades with netting and appropriate signage. • 130 chairs • 20 tables • Skip bin & 8 wheely bins • 1 porta loo • BSC Marquees • Support letter for the consumption of alcohol in the designated road closure area • Support to compile event programs • Rubbish collection 	\$7,000.00

QCWA Gregory Branch	Gregory QCWA Horse Sports & Family Fun Day Date TBC - September 2024	\$2,500.00	\$500.00	\$3,000.00	<ul style="list-style-type: none"> • Rubbish Collection • Erect Street Banners 	\$3,000.00
Burketown Barramundi Fishing Organisation	World Barramundi Fishing Championships 3 rd – 5 th April (Easter weekend)	\$5,000.00	\$2,500.00	\$7,500.00	<ul style="list-style-type: none"> • Hall Hire • Printing • Rubbish collection 	\$7,500.00
Gregory Downs Jockey Club	Gregory Saddles & Paddle 2 May 2026	\$6,000.00	\$3,000.00	\$9,000.00	<ul style="list-style-type: none"> • Printing of Booklets & Program • Slashing of Grounds • Rubbish Collection 	\$9,000.00
North West Canoe Club	Gregory Saddles and Paddles 3 May 2026	NIL	\$2,500.00	\$2,500.00	<ul style="list-style-type: none"> • Rubbish Bins/Skip bins - top bank at Mellish Park, little bridge, and one next to portaloo • Rubbish collection • Portaloo use 	\$2,500.00
Gregory District Sporting Association	Gregory Campdraft 19 th – 21 st June 2025	\$3,000.00	\$2,000.00	\$5,000.00	<ul style="list-style-type: none"> • Use of portaloo • Skip Bin use • Rubbish collection 	\$5,000.00

Royal Flying Doctors	Contribution decided by Council	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
LifeFlight	Contribution decided by Council	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
Mt Isa School of the Air	Magazine page sponsorship School camps	\$350.00	\$2,000.00	\$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
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
TOTAL		\$54,850.00	\$30,500.00	\$85,350.00	-	\$85,350.00

Status

Ongoing.

Resolution Number – 251015.09 – Queensland Scheme Supply Fund Project

That:

1. To commence the Queensland Scheme Supply Fund project, Council resolve to undertake a Planning Scheme Amendment in accordance with Section 18 of the Planning Act 2016; and the Chief Executive Officer be delegated authority to give notice of the Planning Scheme Amendment to the Chief Executive in accordance with section 18(2) of the Planning Act 2016; and
2. The Chief Executive Officer be delegated authority to enter into any necessary contracts/agreements to procure the services of suitable consultants to progress the Queensland Scheme Supply Fund project to an expedient and satisfactory conclusion.

Status

Ongoing.

Resolution Number – 251120.18 – Closed Session Report – Approval for Council to Sell Land for Overdue Rates or Charges

That this report lay on the table for further investigation.

Status

Ongoing.

Resolution Number – 251212.14 – Late Business – Closed Session Report – Gregory-Bridge ILUA – Report on Progress

Council resolves as follows:-

1. Council notes the contents of this Report.
2. Council authorises the Chief Executive Officer to make an application to purchase the Old Town Hall Reserve Land in freehold from the State Department of Natural Resources and Mines being Lot 10 on B13620.
3. Council authorises the CEO to obtain desktop valuations for Lots 96 and 88.
4. Council authorises the Mayor and the Chief Executive Officer to enter into ILUA with the Gangalidda and Garawa People to consent to the construction and all other necessary future acts in order to construct the Gregory River Crossing.

Status

Ongoing.

Resolution Number – 251212.18 – Late Business – Council Housing

That the CEO review the possibility of funding an additional three bedroom house in Burketown similar to the current houses being constructed by Oly Homes.

Status

Ongoing.

Resolution Number – 260128.02 – Consideration of applications for leave of absence

That Council grant leave of absence for Mayor Ernie Camp commencing Monday 9 March until Friday 10 April 2026 and that Deputy Mayor John Clarke be Acting Mayor during that period.

Status

Finalised.

Matter closed.

Resolution Number – 260128.10 – Operational Risk Register – Update 31 December 2025

That the updated Operational Risk Register dated 31 December 2025 be adopted.

Status

Finalised.

Matter closed.

Resolution Number – 260128.11 – Councillor Remuneration Review Effective 1 July 2026

1. That Council receive the attached Local Government Remuneration Commission's Annual Report 2025; and
2. That Council adopt the Local Government Remuneration Commission's Remuneration Schedule effective from 1 July 2026 for the Mayor, Deputy Mayor and Councillors.

Status

Finalised.

Matter closed.

Resolution Number – 260128.12 – Emergency FundOfficer's Recommendation

1. That Council note the contents of the report;
2. That Council notes the balance of \$122,000 in the Emergency Trust Fund; and
3. That a committee made up of the following be formed to administer the Emergency Fund:
 - Mayor Ernie Camp – Chairman
 - Cr John Clarke
 - Cr Paul Poole
 - Cr John Yanner
 - Cr Clinton Murray
 - Community Member

Councillors Recommendation

1. That Council note the contents of the report;
2. That Council notes the balance of \$122,000 in the Emergency Trust Fund; and
3. That a committee made up of the following be formed to administer the Emergency Fund:
 - Mayor Ernie Camp – Chairman
 - Cr John Clarke
 - Cr Paul Poole
 - Cr John Yanner
 - Cr Clinton Murray

Status

Finalised.

Matter closed.**Resolution Number – 260128.13 – Review of Delegations - Council to Chief Executive Officer**

That Delegations identified in the amended Draft Delegations Register from Council to the Chief Executive Officer attached be approved by Council.

Status

Finalised.

Matter closed.

Resolution Number – 260128.14 – Operational Plan 2025-2026 – December 2025 Quarter Review

That Council receives and notes the contents of this report and attachments regarding Council's progress towards the implementation of the 2025/2026 Operational Plan for the December 2025 Quarter.

Status

Completed.

Matter closed.

Resolution Number – 260128.15 – Sport and Recreation Strategy 2025-2030 – December 2025 Quarter Update

That Council note and receive the Sport and Recreation Strategy 2025-30 update for the December 2025 Quarter.

Status

Completed.

Matter closed.

Resolution Number – 260128.16 – Small Business Digital Incentive Grants Policy Application

1. That Council note the contents of the report; and
2. That Council approves financial co-contribution of \$997.50 towards the Xero subscription for MAKAE Pty Ltd, trading as the Burketown Post Office and Convenience Store, under the Burke Shire Small Business Digital Incentives Grants Policy.

Status

Finalised.

Matter closed.

Resolution Number – 260128.17 – Revision of Procurement Policy (Statutory)

That Council adopts the revised Procurement Policy.

Status

Finalised.

Matter closed.

Resolution Number – 260128.20 – Closed Session Report – Debt Write-off – Rates Assessment 00230-83800-000

That the council approve the write-off of the rates arrears and interest owed to council of \$18,235.01 for Rates Assessment 00230-83800-000.

Status

Finalised.

Matter closed.

Resolution Number – 260128.21 – Closed Session Report – Northlane Civil Engineering Consultancy - 3 Year (+1) Services Agreement

That Council:

1. Receive and note the contents of this report
2. Approves the renewal of a 3 year service arrangement with Northlane Consulting Engineers Pty Ltd with the possibility of a further 1 year extension from the date of 31 January 2026.
3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Service Agreement Contract.

Status

Progressing.

1. OFFICER’S RECOMMENDATION

That Council receives and notes the contents of the Status Report as at 27 February 2026.

11.01 Status Report

That Council receives and notes the contents of the Status Report as at 27 February 2026.

Moved: Cr Camp

Seconded: Cr Murray

Carried 260227.08 4/0

Adjournment

That Council adjourned the meeting from 10.24am to 10.46am for morning tea, all were present at resumption except Jordan Marshall and Kimberly Chan.

Attendance

Jordan Marshall and Kimberly Chan entered the meeting at 10.47am.

Chelsea Nelson left the meeting from 11.13am to 11.33am.

11.02 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Zachary Revere; Chief Executive Officer
PREPARED BY:	Zachary Revere; Chief Executive Officer
DATE REPORT PREPARED:	18 February 2026
LINK TO COUNCIL PLAN/S:	Goal – Good Governance Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

1. PURPOSE

To summarise the key actions and updates within the Office of the CEO for the month of January 2026.

2. UPDATES

Chief Executive Officer – Dan McKinlay completed for month of January

Agreements with Council are being developed for The Gregory Downs Jockey Club (Inc) and the Gregory District Sporting Association Incorp and also the Burketown Rodeo and Sporting Association.

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. Seven houses now sold to staff and one approved, plus one house sold in Gregory. Council I have one mortgage remaining.

Various meetings as follows:

- Various Disaster Management issues
- Various staff issues
- Council Briefing Day
- Draft Strategic Procurement Framework-Feedback for Burke Shire Council
- Joint Roads & Transport and Economic Functional Recovery and Resilience Group Meeting | Ex-Tropical Cyclone Koji and North and North-West Queensland Flooding Event
- Meetings re Gregory ILUA and Gregory Crossing ILUA
- Internal Grants meeting
- NWQROC-Virtual meeting
- Burke Shire Council and Northlane workshop
- Mount Isa DDMG meeting
- January Council meeting

- Splash Park Meeting
- EMT meeting
- Meeting re Q Crush

Financial Services and Information Technology

Major focus in January 2026 for Financial Services was as follows:

- Currently revising council FBT and updating FBT returns with EIJ Accounting.
- Finalised R2R Annual External Audit. Report due to be completed in the new year.
- Still working through rates debt collection process with ratepayers.
- Strategic Procurement Framework in progress – nearing completion.
- New Procurement Administration Officer recruitment in finalisation.
- Internal audit 1 nearing completion. Scoping for internal audit 2 commenced.
- Engaging QAO regarding external audit plan 2025/2026.
- Went to market in search of new comprehensive valuation services agreement; this is currently in progress with finalisation set for 19/2/2026.
- Budget Review for Q2 underway.
- Commenced preparation for 2026/2027 budget.
- Commenced preparation of the Shell Financial Statements.
- Commenced Annual Policy Reviews.
- Preparation of agenda for March 2026 audit committee underway.
- Commenced scoping and implementation planning for migration of accounting and council ERP system due to the information received about the future of PCS from provider – a more detailed overview of the matter will be addressed in due course.

Major focus in January 2026 for Technology Services was as follows:

- Attentis Smart AI Weather and Environmental Monitoring Stations – infrastructure now ready to deploy – just waiting on weather to clear up.
- Scoped Gregory Starlink SD Wan for Depot and ordered; currently pending Telstra Installation
- Currently Deploying Skyloche Starlink vehicle systems on Road crew and Gregory town officer vehicles.
- Implementing Gearbelt cloud fleet management system/software with a further investigation into Work Department workflow software.
- Deployed a series of new devices to users to example IoT and cloud software applications for works staff.
- Currently in the process of scoping a new Scada IOT implementation with Engineering and Water Management Staff.
- Govt Frameworks Project Management Software delivery – handed over to Amir; Project management system set to rollout for 19th February 2026 as planned.

- Commenced scoping grants management software solution using Govt Frameworks with Kim
- \$50k grant award for AI CCTV solution from the IDF (LGAQ) – in progress.
- Heavy amount of IT equipment repair & servicing conducted during January 2026.
- Investigating terrestrial TV system failure in bad weather – will report on this progress when more information is known.

People and Culture

EBA related

- Draft Certified Agreement is currently with the Workforce for the mandatory 14 day consultation period with the document to go to ballot at the end of February.

Policies

- Nil

Positions advertised

- Water Operator
- Administration Officer
- Procurement Administration Officer

New employees

- Patrice Grace Caneo – Works and Services Administrator

Terminations

- Nil

Training and Professional Development

- HR Induction
- Child Protection Legislation training
- Artificial Intelligence Training

Economic and Community Development

Grants

Considering Applications:

<i>Grant Name</i>	<i>Project Name</i>	<i>Amount of Funding Requested</i>
Residential Activation Fund Round 2	Gregory Servicing – sewerage, roads and stormwater	TBD
Fighting Illegal Dumping Partnership Program	Burke Shire Council Illegal Dumping Works	TBD
Field of Play (Game on) Category one	Burketown Cricket Pitch	TBD
Queensland Small Business Month Funding	Small business month activity	\$2,500

Grant Name	Project Name	Amount of Funding Requested
Seniors Month Grants	Seniors Month activity	TBD

Awaiting Outcome:

Grant Name	Project Name	Amount of Funding Requested
Resource Recovery Boost Fund – Stream 1 Small Projects	Burketown Waste Transfer Station	TBC
Great Artesian Basin Rehabilitation Program	Burketown Bore Project	\$515,492.56
Regional Tourism Infrastructure Fund	Burketown to Wharf Footpath Stage 1	\$300,000.00
SES Funding 2026 – 2027	Upgrades to Burketown SES Area – access to shed, generator fence etc. TBC	\$150,000.00
Queensland Biosecurity Boost Education Grants	Biosecurity Mapping Project for Rural Properties	~\$8,000.00

Currently Holding Funding:

Grant Name	Project Name	Amount of Funding
Betterment Funding	<ul style="list-style-type: none"> Gregory Lawn Hill Road Concrete Running Surface site 4 and 7 Airport runway pavement remediation Lawn Hill Creek Betterment – raised culvert crossing 	\$18,000,000.00
LGGSP Infrastructure Project	Burke Shire Housing Project	\$2.04 million in funding
Residential Activation Fund	Firefly Street Servicing	\$6.5 million in funding
Supply Scheme Fund	Planning Scheme Review	\$100,000.00
Industry Development Fund	Vendor Simplification Project for Remote Councils	\$59,390.00
SES Support Grant 2024-25	Gregory SES Administration and Training Building	\$85,000.00
Local Government Sun Safety Grant	Sun Safety Incentive	\$5,000.00
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
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)
NWQMP Tourism Infrastructure Grant	Progressing	\$200,000.00
Age-friendly community development program	Grey legends funding	\$35,000.00

Grant Name	Project Name	Amount of Funding
Northwest Queensland Tourism Signage Program	Burke Shire Tourism Signage Program	\$71,875.00
Remote Airport Upgrade Program Round 11	Gregory Airport Reseal	\$985k (50% co-contribution required, but 25% co-contribution case submitted)
DRF Round 3	Emergency cyclone shelter planning	~\$414,000.00
Community Energy Upgrade Fund Round 2	Burketown Water and Sewerage Treatment Plant Solar Upgrades	~\$85k
Gambling Community Benefit Fund	Burketown Rodeo Ground Amenities Block	\$100,000.00

Community Projects:

Project Name	Status	Funding Amount
SES Support Grant 2024-25 Gregory SES Administration and Training Building	Building fabrication commenced. Extension requested and granted.	\$85,000.00
Local Government Sun Safety Grant Sun Safety Incentive	Progressing – with WHS	\$5,000.00
RADF 2026 – 2027	Working on opening community grant funding for 2026 – 2027. Working on expending remaining funds from previous financial year.	\$15,000.00
Age-friendly community development program - Grey legends funding	Seniors' health sessions planning underway. Further digital skills workshops planning underway – supplier found. Hell's gate trip pencilled for May	\$35,000.00
Australia Day Grant	<ul style="list-style-type: none"> Event complete – acquittal to follow 	\$2,000.00

- Council Website 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.
- One digital uptake application confirmed. Working with lawyers to draft agreement. Business has been notified.

Tourism

- Signage audit underway.
 - Currently looking at putting in a new welcome to Burketown Sign at the airport and Hell's Gate Roadhouse – Action Graphics working on this – currently with designer
 - Working on funding received from State Development ~\$72k. Project plan approved.
 - Burketown Airport Sign
 - Information Bays – Burketown and Gregory
 - Bird information signage in the park x10

- Tourism Data (Provided by the Visitor Information Centre) No data provided.
- Order for new banners finalised – some have been delivered. Taken down due to bad weather.
- Working on future planning for banners.
- Planning for tourism marketing to commence shortly.
- Planning to review content of tourism website

Events

Council Events:

- Senior’s monthly meetings occurring
- Australia day completed – Feedback from ambassador was very positive. Ambassador attended both Burketown and Gregory events. Reasonable turn out to Burketown event – positive feedback from those that attended.



- Fitness classes in Burketown have commenced. Turn out has been positive with around 10 – 12 participants every session. Will continue until the end of term 1.



- Planning for the Order of the Outback Ball underway
- Upcoming events:

March 2026	
Saturday 28 th March	Burke Shire Meet and Greet Oztag

Community Events:

- None for January and February

Donations

- Timeline for 2026 – 2027 confirmed. To open in early April and close on the 22nd May. To be presented at the June Council Meeting. (RADF will follow a similar timeline). Reviews of forms are currently underway.
- LifeFlight and flying doctors cheque presentation scheduled for the second week of May.

Completed Donations:

Group/Organisation	Donation and Date
Moungibi Housing Co-operative Society Ltd (Football Club) – Battle of the Gulf Football Cluster	12 th July 2025 In kind – chairs, toilets, bins and rubbish collection, use of marquees, use of rodeo ground facilities, portable toilets
Burketown Rodeo and Sporting Association – Burketown Rodeo and Campdraft	18 – 20 July 2025 Cash - \$5,000.00 In kind – bins and rubbish collection, printing, cleaning of bathrooms, marquees, use of Council machinery
Burketown Kindy Incorporated	\$5,000.00 cash donation (cash for cans matching and printing ongoing)
Moungibi Housing Co-operative Society Ltd Community Market and Fair	16 th August 2025 4pm – 10pm Road closure at front of pub, chairs and tables, bins and rubbish collection, portaloo use, BSC marquees, letter of support for alcohol consumption, support to compile event programs, rubbish collection
Mount Isa School of the Air	Cash \$350.00 Hall hire and rubbish collection for mini school.
Carpentaria Land Council – DAFF Ranger Forum	<ul style="list-style-type: none"> • General use of football oval and facilities • Use of rodeo ground covered area for dinners • Portaloo's x 2 for dinner on salt pans • Septic pump out of rodeo grounds, football ground, Portaloo's, and trailer toilets as needed. • Water truck and operator to water road on salt pan and roads to football grounds • Hall Hire 9 days (includes 4 days prior to event and 2 days after event for set up and take down) – a bond for hall hire must be paid prior to event • PA system hire 3 days • Lights and amenities use at Oval and Rodeo for four days • BSC tables and chairs • Water line marking • Use of marquees x 3 • Rubbish collection • Skip bin and ten rubbish bins
QCWA Gregory Branch Date 21 September 2025	Cash \$2,500. Rubbish Collection, Erect street banners

Group/Organisation	Donation and Date
Burketown Barramundi Fishing Organisation (October 2025 – donation carried over from 2024 - 2025)	3 rd – 5 th October – \$5,000.00 cash. Hall Hire, Printing, rubbish collection

Actual Spend on Donations:

Group/Organisation	Donation and Date	Budgeted spend	Actual spend	Notes
Moungibi Housing Co-operative Society Ltd (Football Club) – Battle of the Gulf Football Cluster	12 th July 2025 <ul style="list-style-type: none"> In kind – chairs, toilets, bins and rubbish collection, use of marquees, use of rodeo ground facilities, portable toilets General use of facilities Use of Nijinda Durlga hall for presentation 	<ul style="list-style-type: none"> \$10,000.00 in kind 	<ul style="list-style-type: none"> ~\$4,500.00 for the football cluster 	<ul style="list-style-type: none"> Unable to obtain the cost of lights for the football general use. Have not yet done a football presentation
Burketown Rodeo and Sporting Association – Burketown Rodeo and Campdraft	18 – 20 July 2025 Cash - \$5,000.00 In kind – bins and rubbish collection, printing, cleaning of bathrooms, marquees, use of Council machinery	<ul style="list-style-type: none"> \$5,000.00 Cash \$3,000.00 In kind 	<ul style="list-style-type: none"> \$5,000.00 cash payment made ~\$4,100.00 in kind work completed 	<ul style="list-style-type: none"> May need to increase the in-kind budget for next year.
Burketown Kindy Incorporated	\$5,000.00 cash donation (cash for cans matching and printing ongoing)	<ul style="list-style-type: none"> \$5,000.00 Cash Up to \$10,000 for cash for cans 	<ul style="list-style-type: none"> \$5,000.00 Cash \$1,027.90 cash for cans 	<ul style="list-style-type: none"> Printed around 400 pages - \$55.68
Moungibi Housing Co-operative Society Ltd Community Market and Fair	16 th August 2025 4pm – 10pm Road closure at front of pub, chairs and tables, bins and rubbish collection, portaloos use, BSC marquees, letter of support for alcohol consumption, support to compile event programs, rubbish collection	<ul style="list-style-type: none"> \$3,000.00 Cash \$4,000.00 In-kind 	<ul style="list-style-type: none"> \$3,000.00 Cash ~\$2,500.00 In kind 	<ul style="list-style-type: none"> Can maybe drop the in-kind costs

Group/Organisation	Donation and Date	Budgeted spend	Actual spend	Notes
Carpentaria Land Council – DAFF Ranger Forum	<ul style="list-style-type: none"> • General use of football oval and facilities • Use of rodeo ground covered area for dinners • Portaloo's x 2 for dinner on saltpans • Septic pump out of rodeo grounds, football ground, Portaloo's, and trailer toilets as needed. • Water truck and operator to water road on salt pan and roads to football grounds • Hall Hire 9 days (includes 4 days prior to event and 2 days after event for set up and take down) – a bond for hall hire must be paid prior to event • PA system hire 3 days • Lights and amenities use at Oval and Rodeo for four days • BSC tables and chairs • Water line marking • Use of marquees x 3 • Rubbish collection • Skip bin and ten rubbish bins 	<ul style="list-style-type: none"> • \$22,900.00 	<ul style="list-style-type: none"> • \$7,848.75 + hall hire (air con not operational for a couple of days) 	<ul style="list-style-type: none"> • Some high staff charging. Additional cleaning not included.
QCWA Gregory Branch Date 21 September 2025	Cash \$2,500. Rubbish Collection, Erect street banners	<ul style="list-style-type: none"> • \$3,000.00 	<ul style="list-style-type: none"> • \$2,208.00 Works + \$2,500.00 Cash 	<ul style="list-style-type: none"> • 24hrs charged payroll – likely overcharged.
Burketown Barramundi Fishing Organisation (October 2025 – donation carried over from 2024 - 2025)	3 rd – 5 th October – \$5,000.00 cash. Hall Hire, Printing, rubbish collection	<ul style="list-style-type: none"> • \$5,500.00 	<ul style="list-style-type: none"> • \$1,500.00 works +\$5,000.00 	<ul style="list-style-type: none"> • Predominantly cleaning – no septic pump for rodeo grounds charged. Minor use of hall.

2025 Donations (to be completed):

Group/Organisation	Donation and Date
Burketown Barramundi Fishing Organisation – World Barramundi Fishing Championships	3 rd – 5 th April (Easter Weekend) \$5,000.00 cash. Hall hire, printing, rubbish collection
Gregory Downs Jockey Club – Gregory Saddles and Paddles	2 nd May 2026 \$6,000.00 cash Printing of booklets and program Slashing of grounds Rubbish collection
Northwest Canoe Club – Gregory Saddles and Paddles	3 rd May 2026 Cash \$2,500.00 cash Rubbish bins/skip bins, rubbish collection, portaloos use
Gregory District Sporting Association – Gregory Campdraft	19 th – 21 st June 2026 Cash \$3,000.00 Use of portaloos, skip bin use, rubbish collection
Royal Flying Doctors	\$5,000.00 cash
LifeFlight	\$5,000.00 cash

Community General

- Survey to community organisations regarding training has been distributed. Several responses received. Survey due to close later this month.
- Community gym – including second lock pad. Once work is completed, we will organise all users access once again.
- Food van – finalising food manual documents. Lawyers have reviewed hire forms.
- Drafting Community Engagement Framework.

Other

- Team completed Ai training course
- Meeting with RASN to discuss opportunities
- Meeting with GSD Beth Bickford

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

- Property Summary:
 - Sloman Street Units – Currently booked by staff
 - Unit 6, 172 Musgrave St Burketown – Vacant
 - House 9, Gregory – James Derrick
 - New Properties – 2 x 2 Bedroom Units Musgrave St, Burketown, 1 x 3 Bedroom House, Firefly Street, Burketown & 1 x 3 Bedroom House Gregory. Projects yet to be finalised.

- Maintenance:
 - Contractor engaged to complete repairs for House 2, Lot 170 Sloman Street Burketown in preparation for sale.
 - Burketown Gym – Issues with power and leaking roof. Assessment to be completed by Electrician and Builder when weather permits and contractors are available. Main Administration Building – Leaking roof. Assessment to be completed and quotes sourced for repairs when weather permits and contractors are available.
 - Stores Shed, Works Depot - Contractor engaged to completed repairs of roller doors. Expected completion in March at this stage.
 - Inspection schedule finalised for Housing & Facilities. Inspections to occur in May & November 2026.

Local Laws

- Dog Registration campaign continuing. Audit to be scheduled.
- VET Visit – Given current weather conditions, VET visit will be postponed until possibly May/June 2026.
- Liaising with Department of Housing in relation to repair/replacement of fencing to assist with Responsible Pet Ownership.
- Abandoned vehicles Contractor engaged to remove 8 vehicles identified within the Shire. This will occur when weather permits.
- Mosquito Fogging – Training to be completed (Stage 1 – Cert III Urban Pest Management) and licence obtained before we commence provision of this service. Estimated timeframe 1-6 months. Wheelie Bin Audit complete. Details of audit will be provided in March.
- Policies currently in draft/under review – Firearms Policy (new), Cat Bounty Policy (new), Wheelie Bin Policy (new) and Accommodation Policy (review).
- Illegal Dumping – minimal activity in this space given the weather conditions and limited access in the Shire. Currently in the process of procuring ‘illegal dumping’ signage and surveillance cameras.
- Grants - Submission on 16th February for the Queensland Biosecurity Boost Education Grant.
- 2 animal impoundments for the month of February.
- 1 Snap Send Solve report – Bellyache Bush, Gregory River

Environmental Health

- Food Business Licences – Renewal notices will be issued in March 2026. Inspections to occur in June/July 2026.
- 3 environmental incidents reported for the month of February.

Planning & Building

- Nil

Other

- BSC Auction postponed at this stage. Expected completion June 2026.
- Currently sourcing quotes for Ground Penetrating Radar for Grave Site Investigations in Burketown and Gregory Cemeteries.
- Attending Women In Local Government Conference in Brisbane 4th & 5th March 2026.
- Chemical Storage Container Installation – delayed due to weather conditions.

Corporate Services and Governance**Library**

- Completed midpoint reporting.
- First 5 Forever Story Time has been planned for the next 4 months – public notice has been released.

REX

- Duties for additional Rex flights to Burketown.
- Sign up and training for additional Rex staff.

Records

- Working through destruction runs.

Other

- Services Australia completed a site audit.
- Provide assistance to events team for Australia Day event.
- Attended LGMA Governance village.
- Attended Child Safe Standards Webinar.

3. OFFICER'S RECOMMENDATION

That Council receives and notes the contents of the Chief Executive Officer's Report for January 2026.

11.02 Chief Executive Officer Report

- 1. That Council receives and notes the contents of the Chief Executive Officer's Report for January 2026.**
- 2. That Zachary Revere, CEO of Burke Shire Council be appointed Burke Shire Council Local District Disaster Coordinator replacing retired Burke Shire Council CEO Dan McKinlay, effective immediately.**

Moved: Cr Camp

Seconded: Cr Poole

Carried 260227.09 4/0

Attendance

Dan McKinlay left the meeting from 11.43am to 11.46am.

11.03 Finance Monthly Update Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Shaun Jorgensen; Director of Finance and Technology
PREPARED BY:	Shaun Jorgensen; Director of Finance and Technology
DATE REPORT PREPARED:	19 February 2026
LINK TO COUNCIL PLAN/S:	Operational Plan 2025-26 Council Budget 2025-26

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 2026 as adopted by the council budget. The below report will focus on providing information to key decision makers in regards to key metrics, trends and actuals for the month ended January 2026.

2. SUMMARY

Council's cash was up by \$1.047mil by the end of January 2026.

Overall council's reporting shows a budget position of 62.85% expended to date; this is above budget expectations overall by 4.52%. Note that significant flood damage works has been completed to date which skews this result significantly resulting in heavy cost phasing; it is expected this over budget percentage to normalise as the year continues. In addition to this, significant amounts of unbudgeted RMPC works have been carried out which has yielded a reasonable level in additional income to council as well year to date. This will be amended in the Q2 budget review. It appears the phasing is catching up based on comparisons to the previous months of the year as predicted.

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 2026.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	65,992,651	103,715,000	64%
Operating Expenses	(2)	66,814,158	106,304,700	63%
Operating Result (Profit/Loss)	-	821,507	2,589,700	32%
Capital Revenue	(3)	3,556,158	76,650,000	5%
Net Result		2,734,651	74,060,300	4%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	63,704,574	45,794,426
Other Current Assets	(5)	5,507,461	1,402,000
Non Current Assets	(6)	176,864,652	247,495,054
Total Assets		246,076,687	294,691,480
Liabilities (Current)	(7)	62,961,863	40,190,000
Liabilities (Non Current)	(8)	1,132,669	957,710
Total Liabilities		64,094,532	41,147,710
Net Community Assets		181,982,155	253,543,770

Sustainability Outlook¹

*Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-1%	-2%
² Working Capital Ratio	Greater than 1:1	1.1	1.1
³ Net Financial Liabilities Ratio	Less than 60%	-9%	-11%

*Ratios are currently distorted as accruals represent significant distortions in reporting figures.

Notes:

- (1) **Operating Revenues** - Noted that \$2.8mil of DRFA revenue has been recognised for the month ended January 2026 for the 2022-2023 DRFA REPA and 2023-2024 DRFA REPA - this is due to significant works being completed year to date and due to arrears in revenue owed to council from the QRA now being resolved.
- (2) **Operating Expenses** - Noted a majority of expenditure was incurred for DRFA flood damage works; this has slightly pushed council above its general expense pro-rata expectations on the basis of the amount of works being material when compared to all other operating expenditure of council. All accruals have now been process and expenditure if free from material timing distortions.
- (3) **Capital Revenue** - No capital revenue was recognised for January 2026 as works were in progress after the Christmas period; we expect grant claims and amounts to be realised as revenue for February 2026.
- (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 2025 in the previous year v January 2026 actuals v the budgeted estimated cashflow for 30 June 2026.

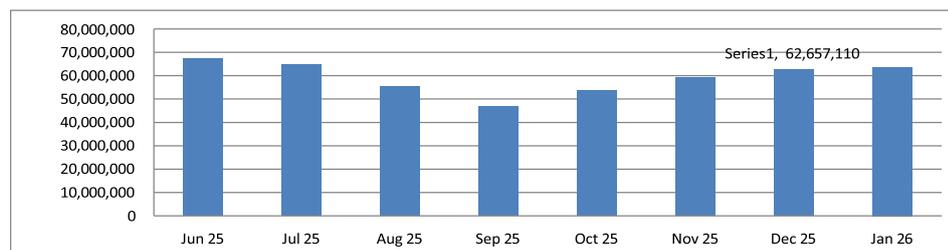
For the month ended 31 January 2026

	Note Ref	31 January 2025	31 January 2026	2025-26 Annual Budget	YTD Progress
		\$	\$	\$	%
Cash flows from operating activities:					
Receipts from customers	(1)	1,991,056	5,585,775	6,177,219	90%
Payments to suppliers and employees	(2)	(29,636,721)	(81,254,178)	(141,029,508)	58%
		(27,645,665)	(75,668,403)	(134,852,289)	56%
Rental Income	(3)	130,955	117,041	218,000	54%
Interest Received	(4)	1,651,734	1,418,578	1,688,000	84%
Operating Grants and Contributions	(5)	36,379,157	57,936,869	96,574,000	60%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		10,516,181	(16,195,914)	98,480,000	-16%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(5,629,587)	(11,296,425)	(82,124,000)	14%
Net movement on loans and advances		0	0	0	0%
Proceeds from Sale of Property, Plant and Equipment		(4,500)	0	40,000	0%
Capital Grants and Subsidies	(7)	1,072,976	3,556,158	76,610,000	5%
Net cash inflow (outflow) from investing activities		(4,561,111)	(7,740,268)	(5,474,000)	141%
Cash flows from financing activities:					
Proceeds from Borrowings		0	0	0	0%
Repayment of Borrowings		0	0	0	0%
Net cash inflow (outflow) from financing activities		0	0	0	0%
Net increase (decrease) in cash held	(8)	5,955,069	(23,936,182)	(41,846,289)	57%
Cash at beginning of reporting period		54,749,881	87,640,757	87,640,715	100%
Cash at end of reporting period	(8)	60,704,950	63,704,574	45,794,425	139%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	4.20%	1,418,578	55,662,635
Westpac General Fund - Trust	-	-	8,041,656
Cash Floats	-	-	283
Total			63,704,574

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	\$ 63,704,574.24	%
Restricted Cash - DRFA Operating Grants	\$ 37,407,865.07	58.72%
Restricted Cash - Non-DRFA Operating Grants	\$ 393,213.01	0.62%
Restricted Cash - Capital Grants	\$ 19,761,997.46	31.02%
GST Payable	\$ 740,668.30	1.16%
Unrestricted Cash	\$ 5,400,830.40	8.48%
Contract Assets - Cash to be received by 30 June 2026		
RMPC Works - Raised 6/1/2026	1,863,134.57	<i>Paid 3rd of February 2026</i>
LRCl 2 and 3	\$ 323,000.00	<i>With QAO to finalise</i>
Insurance	\$ 250,000.00	<i>In query with LGM</i>
Projected Unrestricted Cash	\$ 7,836,964.97	
Prior Month Projected Unrestricted Cash Balance	\$ 5,689,507.46	
Explanation for Movement:	\$ 2,147,457.51	
Noted improvement in restricted cash (projected) month on month. This is due funds being received for RMPC works completed to date as well as council being about to recognised contract liabilities balance for DRFA 2023 & 2024 programs. It should be noted that \$1.2mil was spent on capital delivery for January 2026.		

Notes to the Statement of Cashflows:

- (1) **Receipts from customers** – On track with budget.
- (2) **Payments to suppliers and employees** – Significant amounts spend on DRFA funded works during the month for the 22/23 and 23/24 flood damage program makes up the predominant amount of the monthly movement.
- (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 (4.20%). Decreased from 4.27% in December 2025. This shows council will become progressively less reliant on surplus bank interests over time to fund shortfalls; this has been anticipated as part of the annual budget planning conducted.
- (5) **Operating Grants and Contributions** – Noted that \$\$2.8mil of DRFA revenue has been recognised for the month ended November 2025 for the 2022-2023 DRFA REPA and 2023-2024 DRFA REPA - this is due to significant works being completed year to date.
- (6) **Payments for Property, Plant and Equipment** – Noted an increase in expenditure by approximately \$1.2mil for the month of January 2025. Projects staff are currently in the process of seeking milestone claims to continue to return this cash to council reserves.
- (7) **Capital Grants and Subsidies** – \$nil recognition for January 2026. It is expected more funds to be realised for February 2026 at this stage.
- (8) **Net Cash Movement** – Council's cash holdings were up by \$1.047mil by the end of January 2026.

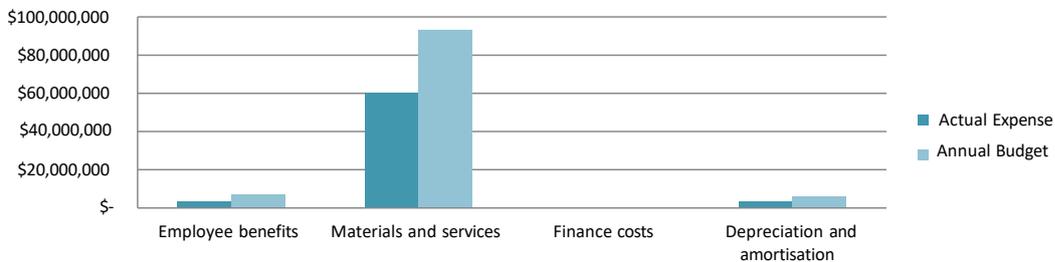
5. STATEMENT OF INCOME AND EXPENDITURE

The below statement shows a comparison between the income and expense statement of January 2025 in the previous year v January 2026 actuals v the budgeted income and expenditure for 30 June 2026.

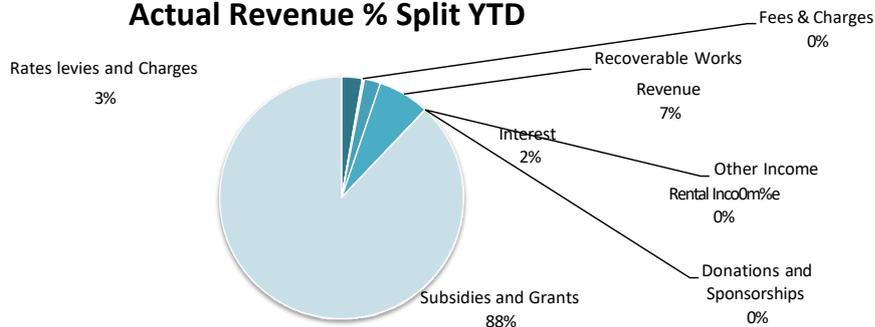
For the month ended 31 January 2026

	Note Ref	31 January 2025 \$	31 January 2026 \$	2025-26 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,760,549	1,802,944	3,628,000	50%
Fees & Charges	(1)	71,757	77,485	147,000	53%
Rental Income	(2)	130,955	117,041	218,000	54%
Interest	(3)	1,651,734	1,418,578	1,688,000	84%
Recoverable Works Revenue	(4)	421,804	4,520,696	1,151,000	393%
Other Income	(5)	41,221	25,192	304,000	8%
Donations and Sponsorships	(12)	-	245	5,000	5%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	34,432,330	58,030,470	96,574,000	60%
Total Recurrent Revenue		38,510,350	65,992,651	103,715,000	64%
Capital Revenue					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	1,072,976	3,556,158	76,610,000	5%
Total Capital Revenue		1,072,976	3,556,158	76,650,000	5%
TOTAL INCOME		39,583,326	69,548,809	180,365,000	39%
Recurrent Expenses					
Employee benefits	(8)	- 3,342,700	- 3,367,437	- 7,245,409	46%
Materials and services	(9)	- 23,397,567	- 60,236,522	- 92,891,291	65%
Finance costs	(10)	- 39,856	- 40,647	- 70,000	58%
Depreciation and amortisation	(11)	- 3,255,902	- 3,169,552	- 6,098,000	52%
TOTAL RECURRENT EXPENSES		- 30,036,025	- 66,814,158	- 106,304,700	63%
NET RESULT		9,547,302	2,734,651	74,060,300	4%

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 (4.20%). Decreased from 4.27% in December 2025. This shows council will become progressively less reliant on surplus bank interests over time to fund shortfalls; this has been anticipated as part of the annual budget planning conducted.
- (4) **Recoverable Works Revenue** - Currently reflects \$4.52mil generated from RMPC QRA works. This will place the recovery over budget. This will be amended in the Q2 budget review to account for the additional revenue and expenditure of RMPC works year to date for FY2026.
- (5) **Other Income** - Minimal movement to report for the month.
- (6) **Subsidies and Grants (operating)** - Noted that \$2.8mil of DRFA revenue has been recognised for the month ended November 2025 for the 2022-2023 DRFA REPA and 2023-2024 DRFA REPA - this is due to significant works being completed year to date.
- (7) **Subsidies and Grants (capital)** - \$nil recognition for January 2026. It is expected more funds to be realised for February 2026 at this stage.
- (8) **Employee benefits** - In relation to employee benefits costs against the budget, we have currently expended \$3.367mil against a budget of \$7.245mil for the year; this is an actual spend of 46.48% 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** - On track with budget.
- (11) **Depreciation and amortisation** - On track with budget.
- (12) **Donations and Sponsorship Revenue** - No movement year to date.
- (13) **Sale of non-current assets** - Minimal movement year to date.

6. BURKE SHIRE COUNCIL FINANCIAL PERFORMANCE

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

It is expected that movements should be no more than 8.33% month on month (100% divided by 12 months).
 Benchmark for January 2026 58.33%

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

Organisational Services					Comments
	31 January 2025	31 January 2026	2025-26 Annual Budget	YTD Progress	
	\$	\$	\$	%	
Recurrent Expenses					
Corporate Governance Costs	552,166	614,437	1,219,000	50.41%	On track with budget.
Administration Costs	2,400,944	2,403,381	4,414,900	54.44%	On track with budget.
Recoverable Works Expenses	335,505	2,492,078	925,000	269.41%	Council is currently doing significantly elevated REPA works for TMR. This increase in cost also translates into increased recoverable works revenue with a \$2mil claim generated in December 2025. This is reflected in the budget review for Q2.
Engineering Services	22,656,203	56,752,200	90,841,000	62.47%	Pro-rata target exceeded due to significant DRFA works for 2022-2023 REPA program during the month; this is also an impact resulting from cost phasing.
Utility Services Costs	426,103	602,337	994,000	60.60%	Monitoring; slightly above budget but within the margin of low risk.
Net Plant Operating Costs	- 596,868	- 206,374	565,000	36.53%	This balance is expected to fluctuate during the year based on works completed. Behaves similarly to PY comparative.
Planning and Environmental Expenses	35,581	96,846	458,000	21.15%	On track with budget.
Community Services Costs	926,583	849,054	1,849,800	45.90%	On track with budget.
Finance Costs	39,856	40,647	70,000	58.07%	On track with budget.
Depreciation	3,255,902	3,169,552	6,098,000	51.98%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
TOTAL RECURRENT EXPENSES	30,031,975	66,814,158	106,304,700	62.85%	Pro-rata target exceeded due to significant DRFA works for 2022-2023 REPA program during the month; this is also an impact resulting from cost phasing.
Capitalised Wages	-	223,564	501,000	45%	On track with budget.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 31 January 2026

	31 January 2026	2025-26 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	63,704,574	45,794,426
Trade and other receivables	5,505,588	1,000,000
Inventories	482,444	300,000
Other financial assets	- 480,571	102,000
Non-current assets classified as held for sale	-	-
Total current assets	69,212,035	47,196,426
Non-current Assets		
Receivables	-	-
Property, plant and equipment	302,473,755	372,930,519
Accumulated Depreciation	- 125,609,103	125,435,465
Intangible assets	-	-
Total non-current assets	176,864,652	247,495,054
TOTAL ASSETS	246,076,687	294,691,480
Current Liabilities		
Trade and other payables	62,719,294	40,000,000
Borrowings	-	-
Provisions	242,569	190,000
Other	-	-
Total current liabilities	62,961,863	40,190,000
Non-current Liabilities		
Trade and other payables	27,705	27,710
Interest bearing liabilities	-	-
Provisions	1,104,964	930,000
Other	-	-
Total non-current liabilities	1,132,669	957,710
TOTAL LIABILITIES	64,094,532	41,147,710
NET COMMUNITY ASSETS	181,982,156	253,543,770

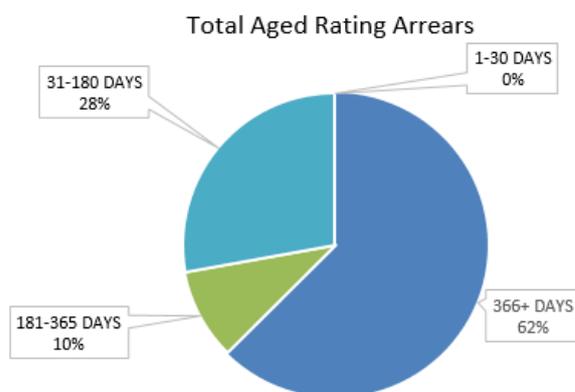
8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 19 February 2026.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	85,637	19,613	56,564	-	161,814
SEWERAGE	9,062	3,440	20,848	-	33,350
GARBAGE	7,102	2,807	16,805	-	26,715
WATER	111,907	19,676	46,649	-	178,232
WATER CONSUMPTION	159,128	6,439	7,519	-	173,086
STATE GOVT EMERGENCY	4,685	1,276	3,909	-	9,869
LEGAL FEES	3,415	-	-	-	3,415
Rating Sale Adjustment	- 39,346	-	-	-	-
Total	341,590	53,251	152,295	-	547,136
Prior Month (December)	334,653	58,440	151,831	3,998	548,922
Movt \$	6,937 -	5,189	463 -	3,998 -	1,786
Movt %	2.07% -	0	0.31%	100.00%	-0.33%

Debt Collection Actions Executed for September 2025:

	Number of assessments	Amount Outstanding	Previous Month	Movement
Ratepayers subject to further legal rectification	1	\$ 220,844.72	\$ 216,436.59	\$ 4,408.13
Assessments in Active legal resolution progress	1	\$ 18,409.25	\$ 34,808.57	-\$ 16,399.32
Assessments to progress to Rating Sale	2	\$ 50,466.00	\$ 49,492.28	\$ 973.72
(\$) Sum of Debt Actions in progress		\$ 289,719.97	\$ 313,314.75	-\$ 11,017.47
(%) of Total Rating Arrears		53%	39%	13.60%
Remaining Arrears Adjusted for On-going Matters		\$ 257,415.73		



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 the 31 January 2026 be received and noted.

11.03 Finance Monthly Update Report

That the financial report for the 31 January 2026 be received and noted.

Moved: Cr Poole

Seconded: Cr Murray

Carried 260227.10 4/0

Attendance

Kimberly Chan left the meeting at 11.53am.

James Bell entered the meeting at 11.57am.

Zachary Revere left the meeting from 11.57am to 12.00pm.

Jordan Marshall left the meeting from 12.06pm to 12.08pm.

11.05 Tender for Proposed Sand Extraction Under Quarry Management Allocation QMAN –100674

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Zachary Revere; Chief Executive Officer
PREPARED BY:	Dan McKinlay
DATE REPORT PREPARED:	17 February 2026
LINK TO COUNCIL PLAN/S:	Goal-Asset Economic development and sustainability A diverse, strong and sustainable economy that provides employment and business opportunities for current and future generations. 1 Support the sustainability and growth of local businesses and industry.

1. PURPOSE

The purpose of this report is to seek approval to invite tenders for proposed sand extraction under Quarry Management Allocation QMAN-100674.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

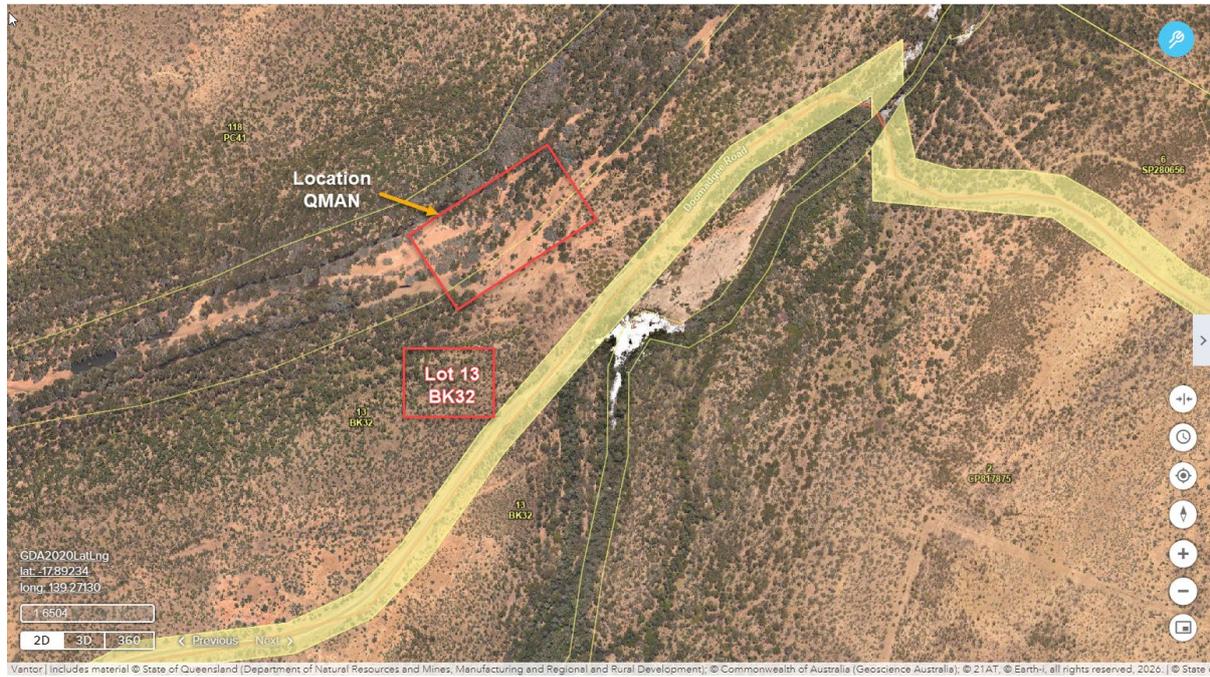
Council has a Quarry Material Allocation Notice under the Water Act 2000 for the Nicholson River adjacent to lot 13 on BK32. Extraction is only permitted within the bed and banks defined by the following parameters:

- Downstream Limit: Lat: -17° 53' 40.00" Long: 139° 16' 53.00"
- Upstream Limit: Lat: -17° 53' 43.00" Long: 139° 16' 43.00"
- Datum: GDA94
- Extraction volume, 27,500 cubic metres with a limit of 5,500 cubic metres in any twelve-month period, or part thereof, (unless otherwise specified in the conditions), commencing from the date the notice takes effect.
- The Quarry Material Allocation Notice is subject to the conditions stipulated in Schedule A and B (copy attached)

The Department has also confirmed that the Quarry Material Allocation Notice was renewed on 1 October 2025 for a further five-year term.

The Department also confirmed that subcontracting is permitted under the current QMAN. They do not regulate or involve themselves in subcontracting arrangements, and therefore have no concerns if Council chooses to subcontract the works.

Map of lot



Map of GPS allocation



The allocation is located just after Tirranna Crossing heading west and has been in place since approximately 2001.

Before council can confirm a tender and enter into a subcontract, two additional approvals must be obtained and quarry management plan in place to lawfully extract material.

- **Environmental Authority approval (DETSI):** Required if more than 1,000 tonnes is extracted. The allocation allows up to 5,500 cubic metres per year, which exceeds this threshold.
- **Development Approval (SARA):** This will involve a pre-lodgement meeting with relevant departments. Initial contact is made with SARA, who coordinate agency input. SARA may also provide advice regarding any native title matters.
- **Quarry Management Plan (QMP):** Northlane will prepare this, as they are currently undertaking the QMP for gravel extraction.

It is anticipated that extraction quantities may reach the maximum limit of 9,350 tonnes (based on specific gravity of 1.7). SARA will coordinate advice from relevant state agencies and compile input for the development application. These services are provided free of charge. It is recommended that Council's Town Planning Consultant assist with the development approval process.

3. PROPOSAL

The proposal is to invite tenders for sand extraction under Quarry Management Allocation Notice QMAN-100674.

As part of the process Council will obtain:

- a Quarry Management Plan (QMP) through Northlane
- an Environmental Authority approval through DETSI
- a Development Approval through SARA

It is anticipated that extraction quantities may reach the maximum limit of approximately 9,350 tonnes (specific gravity 1.7) or 5,500 cubic meters.

4. RISK

Risk Type	What could happen	Possible consequence
No successful tender	<ul style="list-style-type: none"> • QMP remains with Council 	<ul style="list-style-type: none"> • No ability to minimise extraction costs
Native title	<ul style="list-style-type: none"> • Native Title issues identified 	<ul style="list-style-type: none"> • May delay finalisation of successful tenderer
Cultural Heritage	<ul style="list-style-type: none"> • Finding of CH material during extraction 	<ul style="list-style-type: none"> • Stop extraction until matter resolved

5. FINANCIAL IMPLICATIONS

There will be legal fees and Planning fees involved. Council has a budget allocation. Any budget overrun should be offset through additional revenue generated from the sales permit.

The arrangement could support timely delivery of public projects or infrastructure requiring sand and production of concrete with locally sourced sand.

6. POLICY & LEGAL IMPLICATIONS

Under section 227 of the *Local Government Regulation 2012*, a local government cannot enter into a valuable non-current asset contract unless it for invites written tenders for the contract, or offers the non-current asset for sale by auction.

Under section 224 of the LGR:

- a “valuable non-current asset contract” is defined as a contract for the disposal of a valuable non-current asset; and
- a “valuable non-current asset” is either land or another non-current asset that has an apparent value that is equal to or more than a limit set by the local government which cannot be more than \$14,000.00 (excluding GST). For assets below this threshold, disposal is unregulated.

The term “non-current asset” is not explicitly defined under the LGR. However, commentary suggests that intangible fixed assets, including licences, should be considered non-current assets. Consequently, Preston Law have advised that an extraction permit would fall under this category and the proposal to contract sand extraction should be dealt with as the disposal of a valuable non-current asset contract, subject to the default contracting procedures under Chapter 6 Part 3 of the LGR.

Pursuant to section 228(2)(a) of the LGR, the Request for Tender is an invitation for interested parties to submit written tenders for: sand extraction under Quarry Management Allocation QMA-100674.

7. CONSULTATION

Consultation has taken place with:

- Councillors
- Relevant EMT members
- Preston Law
- Town Planner

8. CONCLUSION

Tenders will be published on Councils website for 21 days. Running in parallel will be:

- Preparation of a Quarry Management Plan (QMP).
- An Environmental Authority approval through DETSI
- Development Approval through SARA. This will also involve our Consultant Town Planner

9. OFFICER'S RECOMMENDATION

That Council:

1. note the contents of this report;
2. resolves pursuant to section 227 of the *Local Government Regulation 2012* to invite written tenders for a contract for the proposed sand extraction under Quarry Management Allocation MA-100674;
3. resolves to delegate to the Chief Executive Officer, pursuant to section 257(1)(b) of the *Local Government Act 2009*, the power to negotiate and finalise all matters associated with advertising the request for tender on behalf of Council (including by signing necessary documents on behalf of Council), and otherwise deal with all matters that arise in connection with the request for tender; and
4. ensure the following are finalised as part of the process:
 - a Quarry Management Plan (QMP);
 - Environmental Authority approval through DETSI;
 - Development Approval through SARA, including assistance from Council's Town Planning Consultant.

11.05 Tender for Proposed Sand Extraction Under Quarry Management Allocation QMAN –100674

That Council:

- 1. note the contents of this report;**
- 2. resolves pursuant to section 227 of the *Local Government Regulation 2012* to invite written tenders for a contract for the proposed sand extraction under Quarry Management Allocation MA-100674;**
- 3. resolves to delegate to the Chief Executive Officer, pursuant to section 257(1)(b) of the *Local Government Act 2009*, the power to negotiate and finalise all matters associated with advertising the request for tender on behalf of Council (including by signing necessary documents on behalf of Council), and otherwise deal with all matters that arise in connection with the request for tender; and**
- 4. ensure the following are finalised as part of the process:**
 - a Quarry Management Plan (QMP);**
 - Environmental Authority approval through DETSI;**
 - Development Approval through SARA, including assistance from Council's Town Planning Consultant.**

Moved: Cr Poole

Seconded: Cr Clarke

Carried 260227.11 4/0

Attendance

Kimberly Chan entered the meeting at 12.12pm.

Chris Wilson and James Bell left the meeting at 12.09pm.

11.06 Council Property to Tender – Lot 607, Block B1361, 22 Gregory Street Burketown (sale as is or alternative option to remove house from block)

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Zachary Revere; Chief Executive Officer
PREPARED BY:	Dan McKinlay
DATE REPORT PREPARED:	11 February 2026
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 outlines the proposed sale by tender of Lot 607, Block B1361, 22 Gregory Street, Burketown, comprising land and house, or alternatively a tender for removal of the house from the land.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council became the owner of 22 Gregory Street as a result of the Land Swap with Gangalidda Garawa. This arose from a confidential report considered on the 13 December 2024.

Council previously obtained quotes to renovate the house on 22 Gregory Street. These quotes (GST Inclusive) now over a year old were as follows:

All-over Downunder Contracting	\$271,568
Tim Wilson Carpentry	\$282,414
GOS Construction	\$354,401

Council has recently obtained quotes to demolish the dwelling (including asbestos removal). These quotes were as follows:

Tim Wilson Carpentry	\$78,894
Silkwood Sands Pty Ltd-Tully	\$93,641

The property was valued in December 2024 at \$28,000 by Marsh Valuation Services.

Lot 607 – B1361 (22 Gregory Street), Burketown – QLD 4830

Item	Description
Location	<p>The subject parcel is located within the main township of Burketown – Queensland, an outback coastal town approximately 25 kilometres inland from the coast of Gulf of Carpentaria. Burketown is located 2,153 kilometres north-west of Brisbane and 425 kilometres north of Mount Isa. The surrounding environment includes flat, grassy plains to the south and salt flats and wetlands to the north. The township comprises mostly low-density residential dwellings. An aerial map of the subject parcel is highlighted below:</p> 
Current Use/ Improvements	<p>The lot is improved with a 2-bedroom, 1 bathroom residential dwelling with a laundry and combined lounge/dining and small kitchen. The property boundary is fenced with steel chain link fencing.</p> <p>Note, dwelling excluded from valuation. Land component only.</p>
Shape	The parcel has a regular shaped rectangular allotment.
Topography	Level with road grade.
Road Access	Single north facing frontage (20.1 metres) to Musgrave Street, a sealed bitumen road. Access is considered easy.
Land Area	1,012m ²
Zoning	The subject parcel is zoned 'Township Zone Code – Residential Precinct' according to the Burke Shire Planning Scheme (adopted by Council in January 2020).
Flooding	<p>The property is listed under the 'Burketown Township Defined Flood Level' however just outside of the 'Burketown 1 per cent AEP Flood Overlay'.</p> <p>The property has a Defined Flood Level (DFL) of 5.03m, which is considered on the higher end when compared to the surrounding defined levels within town.</p> <p>Burketown has been subject to significant flood events, as evidenced most recently in March 2023. We recommend additional flood survey reports to assess the potential damage that flooding events may have on the subject parcel and the surrounding location.</p>
Services	We assume for the purposes of this report that water, sewerage and electricity services is available.

3. PROPOSAL

Continue quarterly update of strategy.

It is proposed that Council again call for tenders on the following basis:

- **Option 1:** Tender for removal of the house, with a three-month completion period; or
- **Option 2:** Tender for purchase of the land and buildings, subject to a condition that the house is made safe within six months of contract execution.

A key issue is that the dwelling requires works to make it safe. Any significant delay may increase public risk. It is therefore recommended that a special condition be included in the contract of sale requiring that the following works be undertaken within six months of the contract being signed:

Works limited to:

- Replacement of veranda structure
- Installation of compliant balustrades/handrails
- Any other works required to obtain lawful occupation

Certification requirements:

- Building approval
- Final Inspection Certificate
- Evidence that the veranda complies with the NCC

In addition, the purchaser will be required to provide a **\$40,000 bank guarantee**.

Pre-tender inspections may be arranged so prospective tenderers can understand the required works and associated costs before submitting a tender.

4. RISK

Risk Type	What could happen	Possible consequence
No successful tender	<ul style="list-style-type: none"> • House and Land do not sell 	<ul style="list-style-type: none"> • Council must retain ownership of the property.
Safety risk	<ul style="list-style-type: none"> • House remains in current condition. 	<ul style="list-style-type: none"> • Ongoing safety risk as the dwelling requires repairs to meet building certification standards under the Queensland Building Code; asbestos issues must also be addressed
Compliance risk	<ul style="list-style-type: none"> • Property remains unsold 	<ul style="list-style-type: none"> • Council may be required to demolish or repair the building to comply with local, building, and planning laws

5. FINANCIAL IMPLICATIONS

- Any sale will generate income not budgeted. Additional rates revenue will also be generated if land and buildings are sold. There will also be no future maintenance costs.
- Revenue generated will be included in the March 2026 budget review.

6. POLICY & LEGAL IMPLICATIONS

Pursuant to section 228(2)(a) of the *Local Government Regulation 2012*, the Request for Tender is an invitation for interested parties to submit a written tender for:

- the purchase of the land and building “as is”; or
- the alternative tender to remove the house from 22 Gregory Street

7. CONSULTATION

Consultation has taken place with:

- Councillors
- Environmental Health, Local Laws and Facilities Manager
- Preston Law

8. CONCLUSION

The tenders will be published on Councils website for 21 days.

9. OFFICER’S RECOMMENDATION

- 1) That Council note the contents of the report.
- 2) That Council invite tenders for:
 - the sale Lot 607, block B1361 22 Gregory Street Burketown; or
 - alternatively, the removal of the house from the block.
- 3) That the following Special conditions of sale apply.

Required Works:

- Replacement of veranda structure.
- Installation of compliant balustrades/handrails
- Any other works required to obtain lawful occupation

Certification Requirements:

- Building approval
- Final Inspection Certificate
- Evidence veranda complies with NCC.

In addition, the purchaser to provide a \$40,000 bank guarantee.

11.06 Council Property to Tender – Lot 607, Block B1361, 22 Gregory Street Burketown (sale as is or alternative option to remove house from block)

- 1) That Council note the contents of the report.
- 2) That Council invite tenders for:
 - the sale Lot 607, block B1361 22 Gregory Street Burketown; or
 - alternatively, the removal of the house from the block.
- 3) That the following Special conditions of sale apply.

Required Works:

- Replacement of veranda structure.
- Installation of compliant balustrades/handrails
- Any other works required to obtain lawful occupation

Certification Requirements:

- Building approval
- Final Inspection Certificate
- Evidence veranda complies with NCC.

In addition, the purchaser to provide a \$40,000 bank guarantee.

Moved: Cr Camp

Seconded: Cr Clarke

Carried 260227.12 4/0

Attendance

Chris Wilson and James Bell entered the meeting at 12.15pm.

Adjournment

That Council adjourned the meeting from 12.16pm to 12.29pm.

11.04 Draft User Agreement between Burke Shire Council and the Burketown Rodeo and Sporting Association Inc.

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Zachary Revere; Chief Executive Officer
PREPARED BY:	Dan McKinlay
DATE REPORT PREPARED:	19 February 2026
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

The purpose of this report is to approve a User Agreement between Burke Shire Council and the Burketown Rodeo and Sporting Association Inc.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Burketown Rodeo and Sporting Association Inc has been an active Community and Sporting Club in Burketown for decades with a focus on sports.

The User agreement covers a three year period commencing 01 March 2026 to 28 February 2029. There is also a further three year option to 28 February 2032. The User agreement covers a range of sports events and activities undertaken by the association.

Council retains the right to provide use of facilities to other organisations/events from time to time. Council will provide written notification to all clubs covered by this agreement if this occurs.

3. PROPOSAL

The proposal is to approve a User Agreement between Burke Shire Council and the Burketown Rodeo and Sporting Association Inc.

4. FINANCIAL & RESOURCE IMPLICATIONS

Legal fees will be incurred in relation to the agreement. The use of the facility is at nil cost.

5. RISK

Nil in relation to the agreement.

6. POLICY & LEGAL IMPLICATIONS

Land Act 1994

7. CONSULTATION

Consultation has taken place with:

- Councillors
- Relevant EMT members
- Preston Law

8. CONCLUSION

A User Agreement is a contractual tenancy agreement which outlines the terms and conditions associated with the usage of the facility. The terms of a user agreement are not usually standard and are negotiated between the two parties.

9. OFFICER'S RECOMMENDATION

That Council:

1. note the contents of this report.
2. approve the attached user agreement between Burke Shire Council and Burketown Rodeo and Sporting Association Inc.
3. resolves to delegate authority of the Chief Executive Officer the finalisation of the User Agreement between Burke Shire Council and Burketown Rodeo and Sporting Association Inc.

11.04 Draft User Agreement between Burke Shire Council and the Burketown Rodeo and Sporting Association Inc.

Officer's Recommendation

That Council:

- 1. note the contents of this report.**
- 2. approve the attached user agreement between Burke Shire Council and Burketown Rodeo and Sporting Association Inc.**
- 3. resolves to delegate authority of the Chief Executive Officer the finalisation of the User Agreement between Burke Shire Council and Burketown Rodeo and Sporting Association Inc.**

Councillors Recommendation

That the matter be deferred to the March Council Meeting.

Moved: Cr Poole

Seconded: Cr Clarke

Carried 260227.13 3/0

Cr Murray was ineligible to vote and didn't vote on the matter.

Adjournment

That Council adjourned the meeting from 12.30pm to 1.15pm for lunch, all were present at resumption except Chelsea Nelson.

Attendance

James Bell entered the meeting at 1.57pm.

Chelsea Nelson entered the meeting at 2.12pm.

Leonard Locke left the meeting from 2.14pm to 2.15pm.

Dan McKinlay left the meeting from 2.14pm to 2.24pm.

11.07 Budget Review for the 7 months to the end of 31 January 2026

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Shaun Jorgenson; Director of Finance and Technology
PREPARED BY:	Shaun Jorgenson; Director of Finance and Technology
DATE REPORT PREPARED:	19 February 2026
LINK TO COUNCIL PLAN/S:	Operational Plan/Budget

1. PURPOSE

The purpose of the following budget review is to establish any significant or tentative deviations of actuals costs against the original budget set for the 2025/26 financial year and to advise of any amendments to its budget pursuant to section 170(1) of the Local Government Regulation 2012. These review items will be separated into the categories of 'Operating' and 'Capital'.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the budget for the 2025/26 financial year on the 16th of July 2025. Council's actual year to date revenue and expenditure is reviewed on a monthly basis. Any significant variances between year-to-date financial performance and budget estimates are investigated and reported. Section 170 (3) of the Local Government Regulation 2012 provides that a Local Government may by resolution amend the budget for the financial year at anytime before the end of the financial year. Year to date financial performance has been assessed against original budget estimates and the follow review will outline any amendments required in accordance to the Local Government Regulation 2012. A budget review was conducted for the 4 months to the end of October 2025 noting a total annual surplus of \$281k. This budget review will cover the period of the 7 months to the end of 31 January 2026 and report a surplus of \$1.461mil less \$1mil reserved for a Provision of Future Sustainability Reserve (Total Surplus \$2.461 mil).

3. PROPOSAL

That Council acknowledges and endorses revised changes to the 2025/26 Budget. Please note these changes per the below table:

Summary of Proposed Budget Amendments To the end of January 2026			
Proposed Amendments	Oct Movt \$	Oct Movt \$	Total \$
Opening 2025/2026 Budget Surplus			352,300.00
October 2025 Budget Proposed Amendments			(71,000.00)
January 2026 Budget Proposed Amendments			
<u>Income</u>			
Sale of Non-Current Assets	70,000.00		
Sale of House/Land (Gregory) - for Ablution Block Gregory	74,000.00		
TOTAL Sale of NC Assets		144,000.00	
RMPC Revenue	3,959,000.00		
TOTAL RMPC Revenue Budget		3,959,000.00	
Aggregate Capital Budget Movement - Grant Funded	70,000.00		
TOTAL Capital Budget Revenue		70,000.00	
Total Income			4,173,000.00
<u>Expenses</u>			
Workshop Operating Expenses	50,000.00		
Plant Maintenance Expenses	(120,000.00)		
TOTAL Plant and Fleet Budget		(70,000.00)	
Consultancies - Governance	66,000.00		
Internal Audit	(30,000.00)		
Workplace Health & Safety	(30,000.00)		
Child Safe policies	(6,000.00)		
Grant to Community Organisations - Ablution Block Gregory	(74,000.00)		
TOTAL General Expense Budget		(74,000.00)	
RMPC Expenses	(1,785,000.00)		
TOTAL RMPC Expenses Budget		(1,785,000.00)	
Aggregate Capital Budget Movement - Internally Funded	6,000.00		
Aggregate Capital Budget Movement - Grant Funded	(70,000.00)		
TOTAL Capital Budget Expenses		(64,000.00)	
Total Expenses			(1,993,000.00)
January 2026 Budget Proposed Amendments (Surplus)			2,180,000.00
<i>Less: Provision for Future Sustainability Reserve</i>			<i>1,000,000.00</i>
Closing 2025/2026 Budget Surplus			1,461,300.00

4. FINANCIAL & RESOURCE IMPLICATIONS

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

RMPC

It was identified during the quarter 2 review period that council had attracted a reasonable increase to RMPC revenues to the sum of \$3.95mil. This is offset by the increase to expected costs being \$1.785mil resulting in a net surplus generated to a sum of approximately \$2.174mil when compared to the existing RMPC budget for 2025-2026. As such we recommend that council reflect these changes in both operational revenue and expenditure up to and including 30 June 2026.

Workshop Expenditure

It was further identified that, due to Council's ageing fleet, workshop and maintenance expenditure requires review. Accordingly, it has been noted that a grader remains idle and available for sale in Mount Isa, with Council currently intending to liquidate this asset by 30 June 2026. The expected return from the sale is approximately \$110,000, based on initial estimates.

On this basis, it is recommended that the budget allocation for the sale of non-current assets be increased by \$70,000, from the existing provision of \$40,000.

In addition, management has noted that workshop expenses were significantly underspent at the January review. It is therefore recommended that \$50,000 from this underspend be reallocated back into the workshop maintenance budget.

Overall, these adjustments will increase the workshop maintenance budget by \$120,000 to support continued plant and fleet works for the remainder of the financial year.

General Admin and Governance Expenditure

It was further identified that a number of general expense budget adjustments are required to align expenditure with operational priorities for the remainder of the financial year. A decrease of \$66k is proposed under Consultancies – Governance is requested on this basis to offset increases in other areas, including Internal Audit (\$30k), Workplace Health & Safety (\$30k), and Child Safe Policies (\$6,000). In addition, an allocation of \$74k is proposed under Grant to Community Organisations – Gregory Sporting Association to aid in the construction of the new Gregory Ablution facility – this \$74k has been sourced from the Gregory housing and land sales returns to be accounted for as additional Sale of Non-Current Assets funds received.

Capital Expenses

A number of projects have been returned in the capital expenses budget; I refer to document D. 25-26 Capital Works Amended Budget - Q2 Review. Major movements included:

- \$300k reallocated from the Burketown Transfer Station Upgrade project
- \$200k reallocated to the Gregory Water Treatment Plant Upgrade to also be applied to the Burketown Water Treatment Plant UC Filtration system (this is considered urgent for regional water safety compliance)
- \$192k reallocated from grant funding of other projects to the Burketown Rodeo Amenity Block Project

Overall the capital budget is recommended to be adjusted by \$64k in aggregate to \$82.259mil.

Other budget areas to note:

- Roads and streets maintenance costs are expended up to 63.43%.
- DRFA funded works is 62.86% expended against budget. No amendment was noted from Northlane for these works and currently this line item acts to distort the overall budget average movement year to date. At this stage we consider there are no issue with this balance or expenditure to date with council tracking slightly ahead for the year ahead of the flood season.
- Q1 budget review item of \$71k. This was funded via the opening annual surplus due to the surplus reflecting cash remaining less all other expenditure planned, however this cash was also deemed as restricted as part of the contract liability balance.

5. POLICY & LEGAL IMPLICATIONS

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

6. CRITICAL DATES & IMPLICATIONS

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

7. CONSULTATION

- Executive Management Team; and
- Council.

8. CONCLUSION

A total surplus of \$2.461mil will be reported for the year up to 31 January 2026 as a result of an increase in RMPC revenues. \$1mil of this balance is recommended to be held as a Provision for Future Sustainability Reserve.

9. OFFICER'S RECOMMENDATION

That the following resolutions be endorsed by council:

1. In accordance with section 170(3) of the Local Government Regulation 2012, council is to revise and amend the Burke Shire Council budget adopted for the financial year 2025/2026 as follows.

Summary of Proposed Budget Amendments			
To the end of January 2026			
Proposed Amendments	Oct Movt	Oct Movt	Total
	\$	\$	\$
Opening 2025/2026 Budget Surplus			352,300.00
October 2025 Budget Proposed Amendments			(71,000.00)
January 2026 Budget Proposed Amendments			
<u>Income</u>			
Sale of Non-Current Assets	70,000.00		
Sale of House/Land (Gregory) - for Ablution Block Gregory	74,000.00		
TOTAL Sale of NC Assets		144,000.00	
RMPC Revenue	3,959,000.00		
TOTAL RMPC Revenue Budget		3,959,000.00	
Aggregate Capital Budget Movement - Grant Funded	70,000.00		
TOTAL Capital Budget Revenue		70,000.00	
Total Income			4,173,000.00
<u>Expenses</u>			
Workshop Operating Expenses	50,000.00		
Plant Maintenance Expenses	(120,000.00)		
TOTAL Plant and Fleet Budget		(70,000.00)	
Consultancies - Governance	66,000.00		
Internal Audit	(30,000.00)		
Workplace Health & Safety	(30,000.00)		
Child Safe policies	(6,000.00)		
Grant to Community Organisations - Ablution Block Gregory	(74,000.00)		
TOTAL General Expense Budget		(74,000.00)	
RMPC Expenses	(1,785,000.00)		
TOTAL RMPC Expenses Budget		(1,785,000.00)	
Aggregate Capital Budget Movement - Internally Funded	6,000.00		
Aggregate Capital Budget Movement - Grant Funded	(70,000.00)		
TOTAL Capital Budget Expenses		(64,000.00)	
Total Expenses			(1,993,000.00)
January 2026 Budget Proposed Amendments (Surplus)			2,180,000.00
<i>Less: Provision for Future Sustainability Reserve</i>			<i>1,000,000.00</i>
Closing 2025/2026 Budget Surplus			1,461,300.00

11.07 Budget Review for the 7 months to the end of 31 January 2026

That the following resolutions be endorsed by council:

- 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 2025/2026 as follows.

Summary of Proposed Budget Amendments			
To the end of January 2026			
Proposed Amendments	Oct Movt	Oct Movt	Total
	\$	\$	\$
Opening 2025/2026 Budget Surplus			352,300.00
October 2025 Budget Proposed Amendments			(71,000.00)
January 2026 Budget Proposed Amendments			
Income			
Sale of Non-Current Assets	70,000.00		
Sale of House/Land (Gregory) - for Ablution Block Gregory	74,000.00		
TOTAL Sale of NC Assets		144,000.00	
RMPC Revenue	3,959,000.00		
TOTAL RMPC Revenue Budget		3,959,000.00	
Aggregate Capital Budget Movement - Grant Funded	70,000.00		
TOTAL Capital Budget Revenue		70,000.00	
Total Income			4,173,000.00
Expenses			
Workshop Operating Expenses	50,000.00		
Plant Maintenance Expenses	(120,000.00)		
TOTAL Plant and Fleet Budget		(70,000.00)	
Consultancies - Governance	66,000.00		
Internal Audit	(30,000.00)		
Workplace Health & Safety	(30,000.00)		
Child Safe policies	(6,000.00)		
Grant to Community Organisations - Ablution Block Gregory	(74,000.00)		
TOTAL General Expense Budget		(74,000.00)	
RMPC Expenses	(1,785,000.00)		
TOTAL RMPC Expenses Budget		(1,785,000.00)	
Aggregate Capital Budget Movement - Internally Funded	6,000.00		
Aggregate Capital Budget Movement - Grant Funded	(70,000.00)		
TOTAL Capital Budget Expenses		(64,000.00)	
Total Expenses			(1,993,000.00)
January 2026 Budget Proposed Amendments (Surplus)			2,180,000.00
<i>Less: Provision for Future Sustainability Reserve</i>			<i>1,000,000.00</i>
Closing 2025/2026 Budget Surplus			1,461,300.00

Moved: Cr Camp

Seconded: Cr Poole

Carried 260227.14 4/0

11.08 Budget Schedule 2026-2027

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Shaun Jorgensen; Director of Finance and Technology
PREPARED BY:	Shaun Jorgensen; Director of Finance and Technology
DATE REPORT PREPARED:	17 February 2026
LINK TO COUNCIL PLAN/S:	Corporate Plan, Good Governance- Council decision –making promotes financial and asset sustainability.

1. PURPOSE

The purpose of this report is to present to Council the 2026–2027 Budget Schedule to ensure a clear and concise timeline is established to maintain a mature and disciplined approach to the annual budgeting process for the Burke Shire Council.

2. BACKGROUND

The schedule as attached below has been established from numerous years of experience and budget administration for the Burek Shire Council and clearly outlines the deadlines required of council in the annual budget process as mandated by the Local Government Act and Regulations respectively.

Budget Timeline 2026-2027 Required Tasks:

- Review proposed 2026/2027 capital projects, funding sources, and carryover works from 2024/2025
- Consider Councillor priorities and suggestions for capital expenditure
- Identify key operational budget impacts and undertake staff budget discussions
- Review organisational structure and update the draft 2026/2027 organisational chart
- Prepare draft budget governance documents, including:
 - Revenue Policy
 - Fees and Charges Schedule
 - Operational Plan
 - Sport and Recreation Policy
- Undertake rates modelling, including scenario testing and rate increase comparisons
- Review key budget items and confirm overall capital and operational expenditure requirements
- Assess proposed grants to community organisations

- Complete annual policy reviews, including:
 - Investment Policy
 - Debt Policy
 - Budget Policy
 - Procurement Policy
- Prepare and present a full draft budget walkthrough for Council
- Finalise rates modelling outcomes and supporting budget documentation
- Present required documents to Council for adoption, including:
 - Fees and Charges Schedule
 - Revenue Policy
 - Operational Plan
 - Sport and Recreation Policy
 - Business Activity Report
 - Community Grants
 - Organisational Chart
 - Budget and Procurement Policies
- Conduct final budget review, update rate comparisons, and hold the Budget Adoption Session
- Adopt the final 2026/2027 budget and associated Debt and Investment Policies

3. FINANCIAL & RESOURCE IMPLICATIONS

Nil. Council however must ensure all deadlines are met in line with all legislative and compliance requirements.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009.	Section 12 Responsibilities of councillors.	Details responsibilities of councillors, in particular; 12 (3) (a) providing high quality leadership to the local government and then community; (b) being accountable to the community for the local government's performance.

5. RISK

Risk Type	What could happen	Possible Consequences
Financial	The annual budget is not adopted in time in line with the attached schedule.	Councils budgeted is deemed non-compliant and State Department intervention would likely be foreseeable.

6. CRITICAL DATES & IMPLICATIONS

The budget schedule should be received and noted effective as of immediate.

7. CONSULTATION

Councillors

CEO

Director of Finance and Technology

8. CONCLUSION

The 2026/2027 Budget Schedule sets out the structured process through which Council will review and develop its annual budget, including the consideration of capital works priorities, operational impacts, rates modelling, community grants, and the adoption of key supporting policies and governance documents. The budget process is designed to ensure that Council's financial decisions remain aligned with the Corporate Plan, Long Term Financial Forecast, and Annual Operational Plan. The adoption of a clear schedule and supporting policies promotes strong financial discipline, transparency, and accountability in the allocation of Council resources and the delivery of services to the community.

9. OFFICER'S RECOMMENDATION

That the attached Budget Schedule 2026/2027 be received and noted by Council.

11.08 Budget Schedule 2026-2027

That the attached Budget Schedule 2026/2027 be received and noted by Council.

Moved: Cr Murray

Seconded: Cr Clarke

Carried 260227.15 4/0

11.09 2025-2026 Fees and Charges – Food Truck Fee & Charge

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Zachary Revere; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Director of Finance and Technology
DATE REPORT PREPARED:	17 February 2026
LINK TO COUNCIL PLAN/S:	Corporate Plan 2025-2030 Operational Plan 2025-26

1. PURPOSE

The purpose of this report is to present for Council's consideration the introduction of a new fee and charge associated with the operation of Council's newly purchased food truck. The proposed fee is intended to support appropriate cost recovery and ensure the service is delivered on a financially sustainable basis in accordance with Council's applicable policies and procedures.

2. BACKGROUND

In 2025 the Burke Shire Council purchased a food truck for use for public events and for the purpose of hiring out to the public for events and similar activities. The next step to establishing use of this plant is to determine a cost recovery based approach to charging fees and charges for the use of this vehicle/facility.

3. PROPOSAL

Based on a recent review carried out by management; it was determined that the below fees should be imposed within the Council fees and charges schedule for the use of this plant (these fees include GST):

- Food trailer dry hire (non-profit organisation) - \$120 per day
- Profitable organisation/commercial use - \$190 per day
- Cleaning food trailer - \$78 per hour
- Gas bottles - \$60 per gas bottle
- Hire bond - \$450
- Key bond - \$50

4. FINANCIAL & RESOURCE IMPLICATIONS

The fees and charges set by the attached schedule forms a part of Council's revenue raising requirements and provide the source of funding and/or contribution to a number of programs delivered by Council.

5. POLICY & LEGAL IMPLICATIONS

Pursuant to section 97(1) of the Local Government Act 2009, Council may under a local law or a resolution, fix a cost recovery fee.

Sections 172 and 193 of the Local Government Regulation 2012 establish the requirements for Council's Revenue Statement and Revenue Policy in relation to information on fees and charges.

The fees and charges in the schedules can be amended at any time throughout the year in accordance with legislation.

6. CONSULTATION

Councillors

Chief Executive Officer

Executive Management Team

7. CONCLUSION

Council's newly purchased food truck presents an opportunity to support community events and provide an additional facility available for hire by both not-for-profit groups and commercial users. In order to ensure the sustainable operation of this asset, it is necessary to adopt a cost-recovery approach through the inclusion of appropriate hire fees and charges within Council's 2025/2026 Fees and Charges Schedule. The proposed fee structure outlined in this report provides a clear and equitable framework for use of the food truck, including provisions for cleaning, consumables, and bond requirements. It is therefore recommended that Council endorse the proposed fees to enable the effective management and ongoing maintenance of this community asset.

8. OFFICER'S RECOMMENDATION

That Council resolves to adopt the below Food Truck Fees and Charges for inclusion into the 2025/2026 Fees and Charges Schedule as permitted by the *Local Government Act 2009 (Qld)* and *Local Government Regulation 2012 (Qld)*.

Recommended Fees and Charges for Food Truck Hire:

- Food trailer dry hire (non-profit organisation) - \$120 per day
- Profitable organisation/commercial use - \$190 per day
- Cleaning food trailer - \$78 per hour
- Gas bottles - \$60 per gas bottle
- Hire bond - \$450
- Key bond - \$50

11.09 2025-2026 Fees and Charges – Food Truck Fee & Charge

That Council resolves to adopt the below Food Truck Fees and Charges for inclusion into the 2025/2026 Fees and Charges Schedule as permitted by the *Local Government Act 2009 (Qld)* and *Local Government Regulation 2012 (Qld)*.

Recommended Fees and Charges for Food Truck Hire:

- Food trailer dry hire (non-profit organisation) - \$120 per day
- Profitable organisation/commercial use - \$190 per day
- Cleaning food trailer - \$78 per hour
- Gas bottles - \$60 per gas bottle
- Hire bond - \$450
- Key bond - \$50

Moved: Cr Camp

Seconded: Cr Poole

Carried 260227.16 4/0

12. Closed Session Reports

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

(b) industrial matters affecting employees;

Council moved into closed session at 2.32pm.

Moved: Cr Murray

Seconded: Cr Clarke

Carried 260227.17 4/0

Move into Open Session

That the meeting resume in open session to consider recommendations arising out of the closed session.

Council resumed open session at 2.38pm.

Moved: Cr Camp

Seconded: Cr Poole

Carried 260227.18 4/0

12.01 Closed Session Report – Adoption of New Organisational Structure

1. That Council note the contents of the report; and

2. That Council adopts the revised organisational structure as submitted

Moved: Cr Camp

Seconded: Cr Poole

Carried 260227.19 4/0

Attendance

Dan McKinlay left the meeting at 2.39pm.

13. Mayoral Report

That Council notes the contents of the verbal report provided by Councillor Camp.

Moved: Cr Murray

Seconded: Cr Clarke

Carried 260227.20 4/0

14. Councillor Reports

Councillors will provide reports to the meeting.

That Council notes the contents of the verbal reports provided by Councillors Clarke, Murray and Poole.

Moved: Cr Camp

Seconded: Cr Poole

Carried 260227.21 4/0

15. Late Business

That Council notes no late business received for the meeting.

16. Deputations and presentation scheduled for meeting

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

17. Closure of meeting

The Chair declared the meeting closed at 2.45pm.