



Unconfirmed Minutes  
 Burke Shire Council Ordinary Meeting  
 Tuesday 31 March 2026  
 9.00am Council Chambers

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## 01. Opening of Meeting

**The Chair declared the meeting open at 9.02am.**

## 02. Record of Attendance

**Cr John Clarke; Acting Mayor – Chair**  
**Cr Clinton Murray**  
**Cr John Yanner**  
**Cr Paul Poole**

**Zachary Revere; Chief Executive Officer**  
**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) – as indicated**  
**Madison Marshall; Corporate Services and Governance Manager – as indicated**  
**Sarath Jayasekara; Infrastructure Engineer**  
**Shannon Moren; Environmental Health, Local Laws and Facilities Manager**  
**Aidan El Majda; Project Admin and Support Officer – as indicated**  
**Natasha Williamson; Workplace Health, Safety and Training Officer – as indicated**

**Apologies –**  
**Cr Ernie Camp; Mayor**  
**Kimberly Chan; Economic and Community Development Manager**

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

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

- **Cr John Yanner**
- **Aidan El Majda; Project Admin and Support Officer**
- **Amir Akrami; Manager Project Management Office**
- **Chelsea Nelson; People and Culture Manager**
- **Natasha Williamson; Workplace Health, Safety and Training Officer**
- **Sarath Jayasekara; Infrastructure Engineer**
- **Shannon Moren; Environmental Health, Local Laws and Facilities Manager**
- **Shaun Jorgensen; Director of Finance and Technology**

**Moved: Cr Clarke**

**Seconded: Cr Murray**

**Carried 260331.01 4/0**

## Attendance

Jordan Marshall and Madison Marshall entered the meeting at 9.03am.

## 03. Prayer

**Led by Cr Murray.**

## 04. Consideration of applications for leave of absence

**That due to medical reasons, Council grants the following leave of absence for Cr Yanner:**

- i. **Retrospectively, from the February 2026 Ordinary meeting of Council.**
- ii. **Partial leave of absence from the March 2026 Ordinary meeting of Council.**

**Moved: Cr Clarke**

**Seconded: Cr Murray**

**Carried 260331.02 3/0**

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

### 05.01 Ordinary Meeting Friday 27 February 2026

**That the Minutes of the Ordinary Meeting of Council held on Friday 27 February 2026 as presented be confirmed by Council.**

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 260331.03 4/0**

## 06. Condolences

**That Council notes that no condolences were received for the meeting.**

## 07. Declaration of Interests

## 08. Registers of Interests

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

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

09.01 Notices of Motion

09.02 Petitions

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

### Attendance

Natasha Williamson entered the meeting at 9.29am.

## 10. Engineering Services Reports

### 10.01 Engineering Department Monthly Report

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DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Ben Stephen; Works and Services Manager
DATE REPORT PREPARED:	19 March 2026
LINK TO COUNCIL PLAN/S:	Corporate Plan 2025-30

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#### 1. PURPOSE

This report is provided to Councillors for information and outlines the works carried out by the Engineering Department for the month of February 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

- Keep up with the mowing in and around town
- Weekly assistance with Rex plane
- Assist other work crew ground maintenance
- Assisted with works at the Airport
- Ongoing cleaning of council facilities
- Daily clean of the splash park
- Install new plants around splash park
- Splash Park outlet jet nozzles are still blocking up. Takes roughly 30mins to remove, clean and test – Ongoing maintenance.

##### 2.2 Roads Crew

###### State Road:

- Assist road inspections and defect reports
- Assist closure of road corridor

###### Local Road:

- Conduct Inspections
- Truganini Rd - Inspections
- Floraville Rd - Inspections
- Gregory – Lawn Hill Rd – Inspections
- Pothole patching – Musgrave St, Burke St and Truganini Rd.

## 2.3 RMPC

### Wills Development Road:

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

### Local Roads:

- Road Inspections
- Maintenance including whipper snipping around guideposts
- Installing guideposts/floodway guideposts
- Replacing old/missing signs
- Pothole patching
- Surface corrections
- Clearing of debris and silt

### General Maintenance:

- Assisting with repairs on the Burketown Airstrip (ongoing almost weekly)
- Town streets – Cleaning of drains, whipper snipper of drainages
- Finalising of the cyclone cleanup

## 2.4 Airport

### Burketown Airport:

- Ongoing emergency repair works (assisted by other crews) continues weekly until April shut down
- Slashing and mowing of grass assisted by other staff
- Sorting new locks for airport gates – Pending
- Weather station installation – Weather permitting

### Gregory Airport:

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

## 2.5 Workshop and Fleet

- Provide private works service
- Depot Maintenance – Ongoing
- Plant Repairs:
  - 119 Septic tank frame
  - 596 Cat smooth drum roller
  - 611 Mobile traffic light trailer
  - 598 Toyota Hilux extra cab
  - 585 Isuzu job truck
  - 607 Gregory depot genset 60kva
  - 811 Gregory depot genset 30kva

**2.6 Stores**

- Order various store items and equipment for work crew and workshop.
- Ongoing issuing of Items, PPE, materials etc

**2.7 Waste Management**

- Weekly collection service ongoing

**2.8 Water and Sewerage**Staff Movements:

- Gregory currently has no permanent staff

Water Network Production:

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
Jan – 5535 kl	Feb – 4977 kl	-558 kl

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
Jan – 2913 kl	Feb – 2424 kl	-489 kl

Burketown & Gregory – High Priority Works:

- Scada defect list: MBS Water and Austek working on it.
- STP Blivet upgrade. Information sent to regulator for comment. Currently working with MBS Water – Ongoing.
- GWTP Filtration and Raw Reservoir upgrades are planned. MBS water. Progressing now clarifier onsite.
- MBS Water to update SOPs – Ongoing.

Burketown & Gregory Projects:

- Planning for de-silting of lagoons for 2025 – 26 under way. Collaboration with QWRAP members - Ongoing.
- Brad Wheeler from the Water Regulators has mentioned that this needs to be completed by the 31st of March 2026. If it cannot be completed extension will be required. Extension letter was to be sent by DOE.

Water Samples:

- Burketown and Gregory Monthly water samples
  - February samples were not taken due to Sampling Esky kit was in Cloncurry with AusPost mail.
  - All treated water samples have passed with <1 ECOLI.
  - Gregory – No NATA samples taken for February. Water Regulators were notified, and Form A submitted.
  - Raw water samples at the following locations. Please note that Raw water samples are not reportable failure.

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.
- 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.

Sewerage Treatment Plant:

- STP Blivet Upgrade. Currently working with MBS Water.
- STP 4961 kl
- Upgrade works being carried out by Local Contractor 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 Staff 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.
- Need to poison weeds and vegetation – Pending completion of chemical shed for chemical storage and ACDC training to be organised.
- Sewerage Irrigation pumps have arrived and need to be installed. Currently too wet to access with a vehicle. Ongoing.

Gregory WTP:

- External samples were sent early February with the results <1. Boiled water notice removed for Gregory.
- Formalise training for the new starter as we have now implemented the new Spreadsheets for GWTP and Reticulation.
- Staff was transferred to site to manage and has done an excellent 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.

- Maintenance on the GWTP:
  1. Calibrating equipment.
  2. Clarifier Maintenance.
  3. Chlorine pump maintenance.
  4. Acid Bund Maintenance- and Acid Pump Maint.
  5. New ABLE generator not compatible with the GWTP solar. Matt Brewster was finalizing report into the issues.
  6. One Solar Bank currently down. Matt Brewster was finalising report and quote to repair. External samples were sent early February with the results <1. Boiled water notice removed for Gregory.

Gregory Reticulation:

- External samples were sent early February with the results <1. Boiled water notice removed for Gregory.
- Internal E-coli samples have been taken: results <1.
- Major water leaks at the Bidunggu reserve. Not sure how we address this issue.

Burketown Splash Park:

- Chlorine readings are good when park not being used. Once the park equipment has started the chlorine continuously rises – Consult Swimplex for troubleshooting
- SOPs and the new batch of Tablets arrived.
- 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.

3. OFFICER’S RECOMMENDATION

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

**10.01 Engineering Department Monthly Report**

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

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 260331.04 4/0**

Attendance

Aidan El Majda entered the meeting at 9.43am.

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## 10.02 Capital Works Projects Status Update Report

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DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Amir Akrami; Manager Project Management Office
DATE REPORT PREPARED:	16 March 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.

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### 1. PURPOSE

This report seeks to inform Council of the progress of the Shire's 2025/26 Capital Works Program, for February 2026.

### 2. SUMMARY

The total 25-26 FY Capital Works Program budget is \$78,492,058. The lifetime budget for Capital Works program including the WIP for the carryover projects and 25-26 FY budget is \$82,233,368 including \$45,507,000 funding of carry over projects.

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

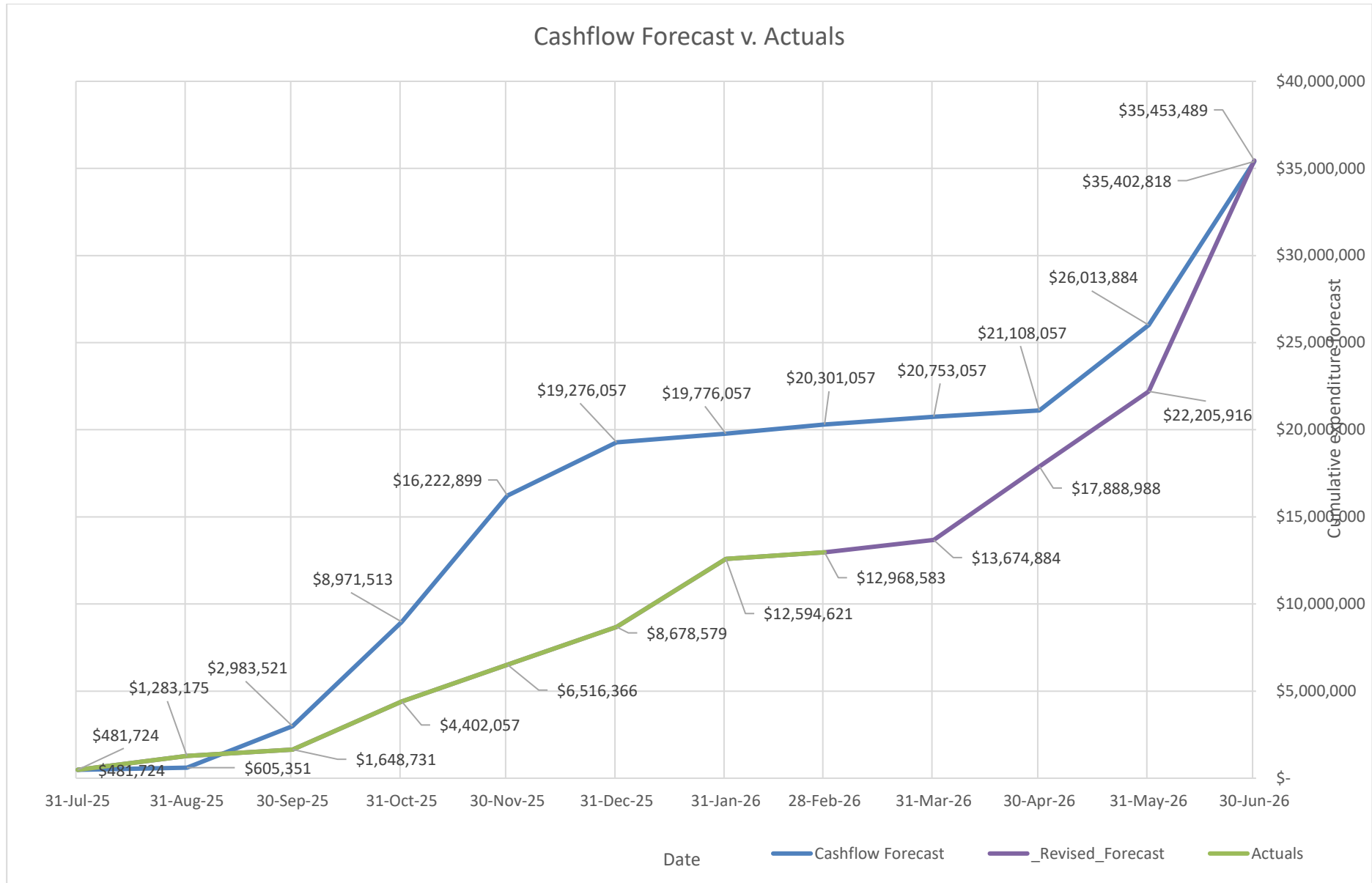
- Average Capital Works Program Progress for Carry over projects: 53%
- Average Capital Works Program Progress for 25-26 added projects (excluding projects awaiting funds): 13%
- Average Capital Works Financial Progress for Carry over projects: 53%
- Average Capital Works Financial Progress for 25-26 added projects (excluding projects awaiting funds): 19%

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 \$35,450,000 (rounded up) expenditure for 25-26 FY.

The actual expenditure for the month of January is approximately \$7.3m 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 Archive Container Project
  - The archival containers have been fabricated and the project is well underway to be completed once roads reopen to allow delivery of the containers into site.
  - Due to poor weather contractors must wait for good soil conditions to erect foundations.



*Figure 1: Interior view of the archive containers*



*Figure 2: Exterior view of the archive containers*

- Burketown Chemical container project
  - The works are underway for the installation of the chemical container and are slated to be done by the end of the month.
  - Contractors have begun drilling holes to install the concrete mounts.



*Figure 3: Mapping of the containers area*

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

5. OFFICER’S RECOMMENDATION

That Council receives and notes the Capital Works Projects Report for the month of February 2026.

**10.02 Capital Works Projects Status Update Report**

**That Council receives and notes the Capital Works Projects Report for the month of February 2026.**

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 260331.05 4/0**

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## 10.03 DRFA Works Project Status Report

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DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Amir Akrami; Manager Project Management Office
DATE REPORT PREPARED:	16 March 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.

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### 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 **\$94.60 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 **\$20.99m** 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 four contract packages for external delivery and one package assigned for Council crew delivery. The three from four external packages returned a high volume of competitive tenders which are currently under assessment.

The evaluation process is complete, a formal evaluation report will be provided to council for discussion at the March council Workshop for award at the next 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 active 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 27<sup>th</sup> 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 dry season.
- ~95,600T of material has been delivered to site.
- Contractor will return to site in April to commence construction – the anticipated commencement date is 9th April, pending weather.
- EOT Approved with QRA through to December 2026.

###### **2023 – Betterment Project 3 – Gregory Lawn Hill Road Concrete Mattresses**

Contract 5601-3000-003 and 5601-3000-004 includes betterment and REPA works on Gregory-Lawn Hill Road. Works include replacement of failed concrete betterments and installation of new concrete floodway works as part of the betterment project. The contracts have been awarded to Lohman's Contracting.

- Sites 8, 7 and 6 are complete.
- Lohman will return to site after Easter to complete the Balance of the sites.
- Project Completion is forecast for October 2026.

###### **2023 – DRFA – Floraville Road Stages 4a-7**

Contract 5601-2000-12 includes construction of the final stages of the Floraville Road Project between Armynald Gravel Pit and Burketown. The contract was awarded to Durack Civil, with siteworks scheduled to commence after Easter.

**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.

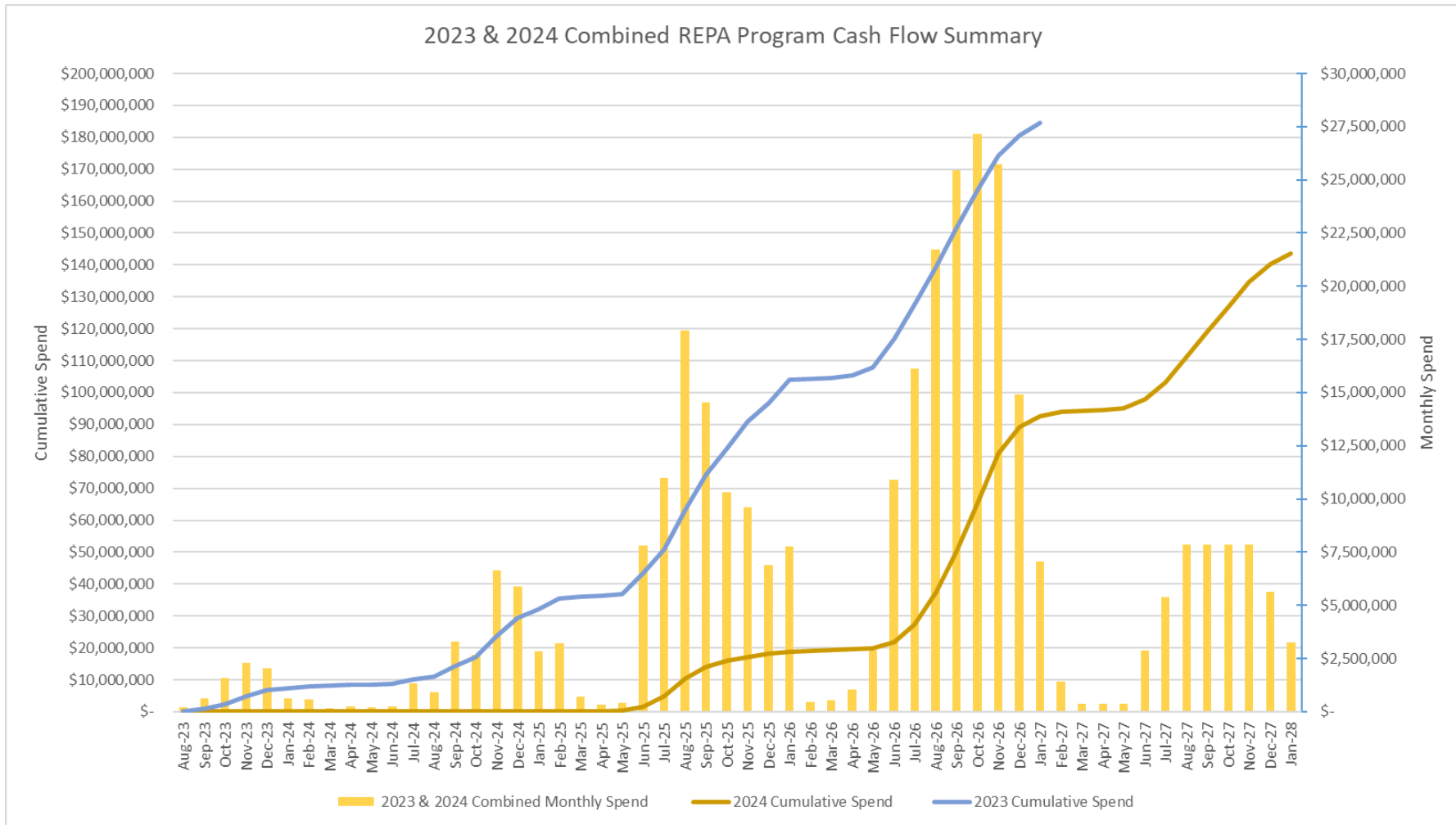


Figure 1 – Monthly expenditure with cumulative costs

## 5. PRE-AWARD CONTRACTS

**2023/2024/2025 DRFA Contracts**

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

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

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

Tenders have now closed for this project; a formal report will be provided to council for endorsement at the April council meeting.

**2024 DRFA Upcoming Project: Doomadgee East Road – CH0-30**

Tenders have now closed for this project; a formal report will be provided to council for endorsement at the April council meeting.

**2024 DRFA Upcoming Project: Gregory River Crossing**

The Gregory River Crossing project will be put to market in March, 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.

The evaluation process is complete, a formal evaluation report will be provided to council for discussion at the March council Workshop for award at the next meeting.

## 6. OFFICER'S RECOMMENDATION

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

**10.03 DRFA Works Project Status Report**

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

**Moved: Cr Murray**

**Seconded: Cr Clarke**

**Carried 260331.06 4/0**

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## 10.04 Disposal of Defective Council Yellow Plant

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DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Chris Wilson; Director of Engineering/Deputy CEO
DATE REPORT PREPARED:	19 March 2026
LINK TO COUNCIL PLAN/S:	Goal – Asset Sustainability - Council operates, maintains, and utilises Council assets to deliver efficient and cost-effective services to the community.

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### 1. PURPOSE

This report assesses the economic viability of multiple pieces of council plant and seeks council's approval for the disposal or sale of old, unused, and severely defective yellow plant currently held by the Burke Shire Council.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

A continuing review of existing council fleet and plant continues to be carried out with the assistance of the acting Workshop Supervisor. As part of this review, it was identified that the following yellow plant should be considered for disposal in accordance with FIN-POL-014 (Non-current Asset Disposal Policy):

#### **Plant 522 – Caterpillar Road Grader**

This item was struck by lightning in 2023 and has not operated since then. It was assessed by a Caterpillar technician who was unable to confirm what the total extent of the damage. It was sent to Hastings Deering in Mt Isa at the end of 2025 and has had a minimal amount of money spent on repair work to make it operational.

Hastings Deering on council's behalf have been seeking interested parties to purchase the item on an as-is, where is.

Council initially received an offer of \$105,000 (excl GST). Officers counter-offered with \$130,000 and subsequently received a revised offer of \$110,000.

### 3. PROPOSAL

Council officers recommend that the offer of \$110,000 (excl GST) be accepted.

This recommendation is based on the nature of the event and the unknown nature of any potential damage, the fact the machine sat idle in the depot for a number of years, and that there has been very limited interest in the machine, and that council has not received any other offers and is not aware if anyone else has shown any interest in the plant item.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

The plant item is fully depreciated, so it has no written-down value. Council has held the item 3.34 years longer than ideal.

## 5. RISK

Risk Type	What could happen	Possible consequence
Repairing heavily defected plant	<ul style="list-style-type: none"> <li>▪ Funds spent on plant that would otherwise be more economically viable to simply replace instead of repairing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excessive council funds spent repairing plant with no clear result as to whether the plant will operate better and cheaper than if council were to simply replace the plant.</li> <li>▪ Further undiagnosed problems presenting themselves which will incur further costs.</li> </ul>

## 6. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>FIN-POL-014</i>	Section 5.1	<p>Recommend to Dispose.</p> <p>Before any asset is disposed of, it is necessary to determine that it is appropriate for disposal. In deciding and recommending an asset for disposal, employees must consider the following common criteria for determining whether assets may be suitable for disposal:</p> <ul style="list-style-type: none"> <li>(a) No longer required;</li> <li>(b) Unserviceable or beyond economic repair;</li> <li>(c) Technologically obsolete;</li> <li>(d) Operationally inefficient;</li> <li>(e) Surplus to current or immediately foreseeable needs;</li> <li>(f) Part of an asset replacement program; and/or</li> <li>(g) Contains any environmentally sensitive or hazardous material.</li> </ul> <p>In deciding and recommending an asset for disposal, senior managers should consider the needs of all Council programs. This could take the form of a notice communicating surplus assets.</p>

## 7. CRITICAL DATES &amp; IMPLICATIONS

It is recommended the plant noted in the above report be disposed of immediately.

## 8. CONSULTATION

- Chief Executive Officer
- Director of Finance and Technology
- Workshop Supervisor

**9. CONCLUSION**

In conclusion, based on the recommendation of council officers as well as the observation of management, it is recommended that council accept the offer of \$110,000 (excl GST) for the road grader p/n522 on an as-is, where-is basis.

**10. OFFICER'S RECOMMENDATION**

That Council:

- a. Accepts and notes the contents of the report; and
- b. Instructs the Chief Executive Officer to arrange the sale of plant items 522 for \$110,000 (excl GST) on an as-is, where-is basis; and
- c. Delegates authority to the Chief Executive Officer to enter into negotiations for any and all matters associated with executing the sale of this plant item for the stated amount in Section 10 b.

**10.04 Disposal of Defective Council Yellow Plant**

That Council:

- a. Accepts and notes the contents of the report; and
- b. Instructs the Chief Executive Officer to arrange the sale of plant items 522 for \$110,000 (excl GST) on an as-is, where-is basis; and
- c. Delegates authority to the Chief Executive Officer to enter into negotiations for any and all matters associated with executing the sale of this plant item for the stated amount in Section 10 b.

Moved: Cr Poole

Seconded: Cr Murray

Carried 260331.07 4/0

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

<b>Burketown Rodeo &amp; Sporting Association</b>	Burketown Campdraft and Rodeo 18 <sup>th</sup> – 20 <sup>th</sup> July 2025	\$5,000.00	\$3,000.00	\$8,000.00	<ul style="list-style-type: none"> <li>• Amenities cleaned</li> <li>• Skip Bin use</li> <li>• Use of Council machinery</li> <li>• Printing flyers/programs</li> <li>• Advertising on Councils media platforms</li> <li>• Rubbish collection</li> </ul>	\$8,000.00
<b>Moungibi Housing Co-operative Society Limited</b>	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"> <li>• Road closure (front of pub) - street barricades with netting and appropriate signage.</li> <li>• 130 chairs</li> <li>• 20 tables</li> <li>• Skip bin &amp; 8 wheely bins</li> <li>• 1 porta loo</li> <li>• BSC Marquees</li> <li>• Support letter for the consumption of alcohol in the designated road closure area</li> <li>• Support to compile event programs</li> <li>• Rubbish collection</li> </ul>	\$7,000.00

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

<b>Royal Flying Doctors</b>	Contribution decided by Council	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
<b>LifeFlight</b>	Contribution decided by Council	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
<b>Mt Isa School of the Air</b>	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
<b>Sundry Donations</b>	Donations requests to be approved at Council discretion – funerals, event support etc.	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
<b>TOTAL</b>		<b>\$54,850.00</b>	<b>\$30,500.00</b>	<b>\$85,350.00</b>	-	<b>\$85,350.00</b>

**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 – 260128.21 – 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.

**Resolution Number – 260227.06 – 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.

**Status**

Approved.

**Matter closed.**

**Resolution Number – 260227.07 – 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.

**Status**

Ongoing.

**Resolution Number – 260227.11 – 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:
  - o a Quarry Management Plan (QMP);
  - o Environmental Authority approval through DETSI;
  - o Development Approval through SARA, including assistance from Council’s Town Planning Consultant.

**Status**

Ongoing.

**Resolution Number – 260227.12 – 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.

**Status**

Ongoing.

**Resolution Number – 260227.13 – 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.

**Status**

Ongoing. Report to go the April Council Meeting.

### Resolution Number – 260227.14 – 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.

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

#### Status

Finalised.

**Matter closed.**

**Resolution Number – 260227.15 – Budget Schedule 2026-2027**

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

**Status**

Finalised.

**Matter closed.**

**Resolution Number – 260227.16 – 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

**Status**

Finalised.

**Matter closed.**

**Resolution Number – 260227.19 – Closed Session Report – Adoption of New Organisational Structure**

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

**Status**

Adopted.

**Matter closed.**

## 1. OFFICER'S RECOMMENDATION

That Council receives and notes the contents of the Status Report as at 31 March 2026.

**11.01 Status Report**

**That Council receives and notes the contents of the Status Report as at 31 March 2026.**

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 260331.08 4/0**

## Attendance

Jordan Marshall left the meeting from 11.02am to 11.03am.

### 11.02 Chief Executive Officer Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Zachary Revere; Chief Executive Officer
PREPARED BY:	Zachary Revere; Chief Executive Officer
DATE REPORT PREPARED:	16 March 2026
LINK TO COUNCIL PLAN/S:	Goal – Good Governance Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

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#### 1. PURPOSE

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

#### 2. UPDATES

##### Chief Executive Officer

#### Commencement

I formally commenced in the role of Chief Executive Officer on Monday 2 February 2026, following the departure of my predecessor, Dan McKinlay.

#### Executive and Governance Matters

As an initial priority, I undertook a series of briefings and engagements to establish a clear understanding of Council's legal, governance and operational position.

This included:

- Engagement with Council's solicitors, including receipt of a status report from Preston Law
- Multiple meetings with Moray & Agnew Lawyers across active matters
- Review and refinement of the Chief Executive Officer action item register to ensure clarity, structure and alignment with organisational priorities

## **Agreements and Legal Matters**

Progress has continued on several key agreements previously identified:

- Agreements with:
  - Gregory Downs Jockey Club Incorporated / Gregory District Sporting Association Incorporated
  - Burketown Rodeo and Sporting Association

These are currently being finalised, with the Manager of Facilities to meet with stakeholders ahead of presentation to Council.

The licence agreement between Burke Shire Council and Gangalidda & Garawa Services Pty Ltd is in the final stages of negotiation, with minor legal matters being resolved.

## **Housing Strategy**

Implementation of the existing Housing Strategy is progressing, including:

- Seven houses sold to staff.
- One additional property approved for sale.
- One property sold in Gregory.

Given the Local Housing Action Plan (LHAP) expired in 2025, it is appropriate that Council now undertakes a formal review and reset of its housing approach.

Flinders Shire Council is currently undertaking a similar review, and I have scheduled engagement with their outgoing and incoming Chief Executive Officers to inform our approach.

A scoped framework for a long-term housing and population strategy will be developed and brought to Council for early input.

## **Operational Priorities**

### Waste Management

A comprehensive waste management briefing was undertaken with the Deputy CEO and Director of Engineering, Chris Wilson, and contractor Kieran Travers.

This identified six key priority areas:

1. Mandatory closure of the Burketown landfill
2. Transition to a waste transfer and resource recovery model
3. Organics diversion and associated community benefits
4. Funding pathways and current shortfalls
5. Legacy waste streams and market limitations
6. Fleet replacement and service continuity

Additional initiatives, including Containers for Change (COEX), were also considered.

### Workplace Health and Safety

A revised approach to WHS reporting and response has been identified in consultation with the Director of Engineering and WHS Manager.

A short-term improvement model has been implemented using the RAFR framework (Receive, Assign, Follow-up, Result). This is intended to strengthen response times, improve reporting quality, and ensure accountability across incident management.

### **Organisational Culture and Communications**

A detailed review of organisational culture and internal communications has been undertaken with Human Resources, including the undertaking of an external audit of organisational culture.

This work is being used to:

- Prepare Council's response to the Audit Committee.
- Inform the development of a long-term culture program to replace the existing model.

### **Infrastructure and Services**

#### Airport Project

A formal legal and project briefing was undertaken with Ochre Legal regarding the DRFA-funded airport reconstruction project, including contract structure, obligations and delivery status.

#### Water Supply

A technical briefing was undertaken on Council's drinking water supply requirements, including regulatory obligations and operational considerations.

#### Health and Wellbeing Precinct

Multiple meetings were held regarding Stage 2 of the Health and Wellbeing Precinct, including:

- Review and reshaping of the project strategy
- Identification of funding pathways
- Immediate mitigation measures for roof leaks within the existing gym facility

### **Economic Development and Tourism**

Engagements undertaken include:

- Meeting with Tropical Tourism North Queensland (TTNQ) CEO to discuss positioning Burke Shire within the regional tourism market ahead of the dry season
- Meeting with Balloons Aloft regarding tourism opportunities/strategy along with the Mayor and Councillor Poole

### **Regional and External Engagement**

Attendance and participation included:

- Northwest Queensland Regional Organisation of Councils (NWQROC) General Meeting in Mount Isa, including engagement with the Bureau of Meteorology CEO and Ergon representatives
- Meeting with Emergency Management Coordinator Elliott Dunn and regional stakeholders regarding wet season preparedness and coordination
- GSD Board Meeting
- LGMA CEO Connect sessions (two)

**Internal Governance and Financial Management**

- Internal grants meeting
- Q2 Budget Review session
- Council Meeting

**Community and Stakeholder Engagement**

Engagements included:

- Attendance at the Burketown Rodeo and Sporting Association AGM
- Meeting with the Burketown State School Principal
- Attendance at the Seniors (Grey Legends) meeting, with feedback captured and assigned to relevant officers

**Corporate Communications**

An annual publication schedule has been established for Council's public newsletter, including:

- Two editions in 2026
- Transition to three editions annually from 2027
- Inclusion of a dedicated post-budget edition

**Other Activities**

Additional activities undertaken include:

- HR induction
- Webinar attendance on the Residential Activation Fund (Round 2)
- Ongoing engagement with Executive Management Team, staff and depot operations

**Financial Services and Information Technology****Major focus in February 2026 for Financial Services was as follows:**

- Currently revising council FBT and updating FBT returns with EIJ Accounting.
- Finalised R2R Annual External Audit. Pending QAO to finalise the approval of this report.
- Still working through rates debt collection process with ratepayers. Progressed with outstanding general debtors and rates debtors for this month.
- Strategic Procurement Framework in progress – nearing completion.
- New Procurement Administration Officer recruited and in training.
- Commenced clean up and update of all contracts registers, sole supplier register and tender registers.
- RoPS progressing with Peak Services for March to commence first test.
- Internal audit 1 completed – internal audit 2 to be commenced for April/May at this stage.
- QAO external audit plan 2025/2026 – finalised for audit committee review.

- Asset Val was confirmed to maintain it's valuation service provision for Burke.
- Budget Review Q2 – completed.
- Commenced preparation for 2026/2027 budget.
- Commenced preparation of the Shell Financial Statements – PIB engaged to train Rachel and David in Finance in this work.
- Reviewed all Annual Policies marked for review.
- Audit committee held 12/3/2026.
- 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 February 2026 for Technology Services was as follows:**

- Travelled to Townsville to meet Telstra and Frontier Tech for unique public wifi solution prototype which will be getting delivered to Gregory for it's first testing iteration – this will likely be able to cover a 20 acre range and has been build custom based on Gregory's needs.
- Attentis Smart AI Weather and Environmental Monitoring Stations – issues with contracting elements – alternative solution may now be required
- Scoped Gregory Starlink SD Wan for Depot and ordered; currently pending Telstra Installation – Starlink paperwork signed and waiting for weather to clear up
- Deployed Skylock 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.
- Currently in the process of scoping a new Scada IOT implementation with Engineering and Water Management Staff.
- Govt Frameworks Project Management Software delivery – rollout in progress.
- Commenced scoping grants management software solution using Govt Frameworks with Kim
- \$50k grant award for AI CCTV solution from the IDF (LGAQ) – in progress.
- Terrestrial TV system changes scoped and corrections in progress.

## People and Culture

### EBA related

- Draft Certified Agreement went to ballot at the end of February and was endorsed by the majority of eligible employees. Documentation to Certify the new agreement and terminate the current agreement are now with the QIRC.

### Policies

- Smoke-Free Workplace Policy

**Positions advertised**

- Water Operator
- Administration Officer
- Quality and Systems Officer

**New employees**

- Kai Breukelman – Procurement Administration Officer

**Terminations**

- Nil

**Training and Professional Development**

- HR Induction
- Supervisor Leadership Training
- People and Culture Exchange Meeting
- Business Writing Workshop
- Reinforced Concrete Design Workshop
- First Aid 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
Seniors Month Grants	Seniors Month activity	TBD

Awaiting Outcome:

<i>Grant Name</i>	<i>Project Name</i>	<i>Amount of Funding Requested</i>
Resource Recovery Boost Fund – Stream 1 Small Projects	Burketown Waste Transfer Station	TBC
Great Artesian Basin Rehabilitation Program	Burketown Bore Project	\$515,492.56
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
Queensland Small Business Month Funding	Small business month activity	\$2,500
Fighting Illegal Dumping Partnership Program	Burke Shire Council Illegal Dumping Works	\$106,500.00

Unsuccessful:

<b>Grant Name</b>	<b>Project Name</b>	<b>Amount of Funding Requested</b>
Regional Tourism Infrastructure Fund	Burketown to Wharf Footpath Stage 1	\$300,000.00

Currently Holding Funding:

<b>Grant Name</b>	<b>Project Name</b>	<b>Amount of Funding</b>
Betterment Funding	<ul style="list-style-type: none"> <li>Gregory Lawn Hill Road Concrete Running Surface site 4 and 7</li> <li>Airport runway pavement remediation</li> <li>Lawn Hill Creek Betterment – raised culvert crossing</li> </ul>	\$18,000,000.00
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
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:

<b>Project Name</b>	<b>Status</b>	<b>Funding Amount</b>
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

- 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. Draft agreement received. To be reviewed.

**Tourism**

- Signage audit underway.
  - Working on funding received from State Development ~\$72k. Project plan approved. RFQ release – closing late March
  - 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:

- No major events in Feb.
- Senior's monthly meetings occurring
  - Seniors one on one fitness sessions completed with Taren
  - Photography course scheduled
  - Ai, scams and spam course scheduled
  - Working on Hell's Gate trip for May
- Fitness classes in Burketown have continued. 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. First committee meeting completed. Six committee members.
- Upcoming events:

March 2026	
Saturday 28 <sup>th</sup> March	Burke Shire Meet and Greet Oztag
Saturday 25 <sup>th</sup> April	ANZAC Day Dawn Service

- Meet and Greet - Weather not looking good for the meet and greet especially since the ground is saturated. There is no contingency for this event as it is heavily dependent on being an event before work starts with stations.
- Some additional events to be included (some still in planning):
  - Photography workshop April 17<sup>th</sup> for Seniors
  - Photography workshop – Burketown April 18<sup>th</sup> and Gregory April 19<sup>th</sup>
  - Looking at a couple more art workshops possibly silversmithing and barb wire
  - Musical 11<sup>th</sup> April – The Last Ship screening at Durlga Hall

### Community Events:

No events held in February.

### **Donations**

- Timeline for 2026 – 2027 confirmed. To open in early April and close on the 22<sup>nd</sup> May. To be presented at the June Council Meeting. (RADF will follow a similar timeline). Reviews of forms are currently underway.
- LifeFlight and Royal Flying Doctors cheques scheduled to be presented 20<sup>th</sup> March.

Completed Donations:

<b>Group/Organisation</b>	<b>Donation and Date</b>
Moungibi Housing Co-operative Society Ltd (Football Club) – Battle of the Gulf Football Cluster	12 <sup>th</sup> 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 <sup>th</sup> August 2025 4pm – 10pm Road closure at front of pub, chairs and tables, bins and rubbish collection, portaloos, 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"> <li>• General use of football oval and facilities</li> <li>• Use of rodeo ground covered area for dinners</li> <li>• Portaloo's x 2 for dinner on salt pans</li> <li>• Septic pump out of rodeo grounds, football ground, Portaloo's, and trailer toilets as needed.</li> <li>• Water truck and operator to water road on salt pan and roads to football grounds</li> <li>• 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</li> <li>• PA system hire 3 days</li> <li>• Lights and amenities use at Oval and Rodeo for four days</li> <li>• BSC tables and chairs</li> <li>• Water line marking</li> <li>• Use of marquees x 3</li> <li>• Rubbish collection</li> <li>• Skip bin and ten rubbish bins</li> </ul>
QCWA Gregory Branch Date 21 September 2025	Cash \$2,500. Rubbish Collection, Erect street banners
Burketown Barramundi Fishing Organisation (October 2025 – donation carried over from 2024 - 2025)	3 <sup>rd</sup> – 5 <sup>th</sup> October – \$5,000.00 cash. Hall Hire, Printing, rubbish collection

Actual Spend on Donations:

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

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

2025 Donations (to be completed):

<b>Group/Organisation</b>	<b>Donation and Date</b>
Burketown Barramundi Fishing Organisation – World Barramundi Fishing Championships	3 <sup>rd</sup> – 5 <sup>th</sup> April (Easter Weekend) \$5,000.00 cash. Hall hire, printing, rubbish collection
Gregory Downs Jockey Club – Gregory Saddles and Paddles	2 <sup>nd</sup> May 2026 \$6,000.00 cash Printing of booklets and program Slashing of grounds Rubbish collection
Northwest Canoe Club – Gregory Saddles and Paddles	3 <sup>rd</sup> May 2026 Cash \$2,500.00 cash Rubbish bins/skip bins, rubbish collection, portaloos use
Gregory District Sporting Association – Gregory Campdraft	19 <sup>th</sup> – 21 <sup>st</sup> 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. Survey closed. Will review whether training will be provided.
- 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. Workshop review and final test and tag required before sending out for hire.
- Drafting Community Engagement Framework.

**Other**

- Meeting with RADF

**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 – New tenant as of 30<sup>th</sup> March 2026.
  - 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. Works have been delayed due to weather conditions.
  - Minor Electrical Burn/Fire at Gregory Depot on the main power board which resulted in loss of power. Contractor engaged to complete works and carry out audit of electrical network.
  - Burketown Gym – Issues with power and leaking roof. Contractor engaged to carry out repairs.
  - 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.
  - RFQ's in final stages – Tree Lopping, Pest Control, Air Conditioner Clean & Servicing, Roller Door Servicing, Gutter Clearing, Smoke Alarm inspection & replacement.

### **Local Laws**

- Dog Registration campaign continuing. Audit to be scheduled.
- VET Visit – Positive response from the community. RFQ to be finalised. Clinic to be scheduled for 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 has commenced (Stage 1 – Cert III Urban Pest Management) Once training has been completed, application for licence to be submitted to Queensland Health. Estimated timeframe 1-6 months.
- Wheelie Bin Audit complete, Burketown. Gregory will be finalised when weather permits.
- Policies currently in draft/under review – Firearms Policy (new), Cat Bounty 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. Installation of signage to be completed by September 2026.
- Grants –
  - Submission on 16<sup>th</sup> February for the Queensland Biosecurity Boost Education Grant. Awaiting outcome.
  - Application submitted for 'Fighting Illegal Dumping Partnership Program – Round 1A
- 3 animal impoundments for the month of March. 2 animals to be rehomed.
- 1 animal complaint received. Investigation complete. No further action required.

**Environmental Health**

- Food Business Licences – Renewal notices will be issued in March 2026. Inspections to occur in June/July 2026.
- 1 Mobile Food Business Application received.
- 3 Environmental issues identified in February have been investigated and rectified. On going works required.

**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.
- Attended Women In Local Government Conference in Brisbane 4<sup>th</sup> & 5<sup>th</sup> March 2026. See report.
- Chemical Storage Container Installation, Burketown Works Depot – has commenced.
- Lease Agreements:
  - In discussions with QPS to initiate a lease on the Comms Tower
  - Liaising with QPS regarding an MOU/Potential Lease on the SES Facility
  - Expired Lease Agreements – Rangers Office, Gregory and Visitor Information Centre Burketown.

**Corporate Services and Governance****Library**

- First 5 Forever Story Time took place. A notice has been released for the next couple of story time sessions.

**REX**

- Commenced training for additional Rex staff.

**Records**

- Continuing to work through destruction runs.
- Held interview for the records officer position.

**Other**

- Conducted and planned resupply for stations and businesses.
- Planning for staff social function.

3. OFFICER'S RECOMMENDATION

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

**11.02 Chief Executive Officer Report**

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

**Moved: Cr Murray**

**Seconded: Cr Poole**

**Carried 260331.09 4/0**

Adjournment

That Council adjourned the meeting from 11.10am to 11.30 am for morning tea, all were present at resumption except Ben Stephen.

Attendance

Madison Marshall left the meeting at 11.39am.

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## 11.03 Finance Monthly Update Report

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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 March 2026
LINK TO COUNCIL PLAN/S:	Operational Plan 2025-26   Council Budget 2025-26

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### 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 February 2025.

### 2. SUMMARY

Council's cash was down by \$2.544mil by the end of February 2026.

Overall council's reporting shows a budget position of 63.52% expended to date; this is below budget expectations overall by 3.14%. At this stage it appears cost phase has been caught up tentatively year to date.

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)	68,763,374	107,674,000	64%
Operating Expenses	(2)	68,754,651	108,233,700	64%
<b>Operating Result (Profit/Loss)</b>		<b>8,723 -</b>	<b>559,700</b>	<b>-2%</b>
Capital Revenue	(3)	5,942,976	76,650,000	8%
<b>Net Result</b>		<b>5,951,699</b>	<b>76,090,300</b>	<b>8%</b>

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	61,160,349	47,903,426
Other Current Assets	(5)	6,592,463	1,402,000
Non Current Assets	(6)	177,382,547	247,630,054
<b>Total Assets</b>		<b>245,135,359</b>	<b>296,935,480</b>
Liabilities (Current)	(7)	58,797,353	40,190,000
Liabilities (Non Current)	(8)	1,138,805	957,710
<b>Total Liabilities</b>		<b>59,936,158</b>	<b>41,147,710</b>
<b>Net Community Assets</b>		<b>185,199,201</b>	<b>255,787,770</b>

Sustainability Outlook<sup>1</sup>

*Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
<sup>1</sup> Operating Surplus Ratio (%)	Between 0% and 10%	0%	-1%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	1.2	1.1
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-13%	-9%

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

## Notes:

- (1) **Operating Revenues** - Noted that minimal grant funding was recognised during February 2026 due to minimal work being possible as a result of regional flood. Rates Levies were issued for the half year during February.
- (2) **Operating Expenses** - Noted that due to flooding across the region for an extended period; flood damage works have slowed comparative to previous months. Due to this, cost phase has been caught up at the end of February 2026 resulting in council being slight under-budget on a pro-rata basis. This result was anticipated.
- (3) **Capital Revenue** - Approximately \$2.6mil was recognised in capital grants during the month with further amounts to be recognised in line with further reconciliation work to be carried between the Projects and Finance Teams.
- (4,5,6,7,8) - Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; as such no items by exception to report at this stage.

<sup>1</sup>Definitions

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

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

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

4. STATEMENT OF CASH FLOWS

The below statement shows a comparison between the cashflow of February 2025 in the previous year v February 2026 actuals v the budgeted estimated cashflow for 30 June 2026.

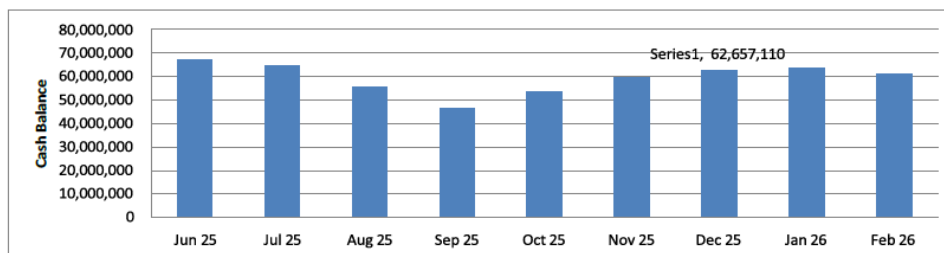
For the month ended 28 February 2026

	Note Ref	28 February 2025 \$	28 February 2026 \$	2025-26 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	1,962,679	6,766,232	10,136,219	67%
Payments to suppliers and employees	(2)	(35,678,635)	(86,138,393)	(142,958,508)	60%
		<b>(33,715,956)</b>	<b>(79,372,161)</b>	<b>(132,822,289)</b>	<b>60%</b>
Rental Income	(3)	148,864	131,658	218,000	60%
Interest Received	(4)	1,880,468	1,606,869	1,688,000	95%
Operating Grants and Contributions	(5)	35,520,434	57,024,572	96,574,000	59%
Finance Costs		0	0	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		<b>3,833,810</b>	<b>(20,609,063)</b>	<b>98,480,000</b>	<b>-21%</b>
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	(6,172,043)	(11,814,321)	(82,259,000)	14%
Net movement on loans and advances		0	0	0	0%
Proceeds from Sale of Property, Plant and Equipment		62,457	0	184,000	0%
Capital Grants and Subsidies	(7)	4,154,265	5,942,976	76,680,000	8%
<b>Net cash inflow (outflow) from investing activities</b>		<b>(1,955,321)</b>	<b>(5,871,345)</b>	<b>(5,395,000)</b>	<b>109%</b>
<b>Cash flows from financing activities:</b>					
Proceeds from Borrowings		0	0	0	0%
Repayment of Borrowings		0	0	0	0%
<b>Net cash inflow (outflow) from financing activities</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Net increase (decrease) in cash held</b>	(8)	<b>1,878,489</b>	<b>(26,480,407)</b>	<b>(39,737,289)</b>	<b>67%</b>
Cash at beginning of reporting period		54,749,881	87,640,757	87,640,715	100%
<b>Cash at end of reporting period</b>	(8)	<b>56,628,370</b>	<b>61,160,349</b>	<b>47,903,425</b>	<b>128%</b>

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	4.32%	1,606,869	55,851,564
Westpac General Fund - Trust	-	-	5,308,502
Cash Floats	-	-	283
<b>Total</b>			<b>61,160,349</b>

Cash and Cash Equivalents Movement Comparison Chart



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

<b>Total Cash on hand</b>	<b>\$ 61,160,349.34</b>	<b>%</b>
Restricted Cash - DRFA Operating Grants	\$ 37,872,706.20	61.92%
Restricted Cash - Non-DRFA Operating Grants	\$ 321,209.12	0.53%
Restricted Cash - Capital Grants	\$ 18,146,663.72	29.67%
GST Payable	-\$ 178,629.12	-0.29%
Unrestricted Cash	\$ 4,998,399.42	8.17%
<b>Contract Assets - Cash to be received by 30 June 2026</b>		
LRCI 2 and 3	\$ 323,000.00	<i>With QAO to finalise</i>
Insurance	\$ 250,000.00	<i>In query with LGM</i>
RMPC funds due to council	\$ 476,000.00	<i>Receipts still due to council</i>
Projected Unrestricted Cash	\$ 6,047,399.42	
Prior Month Projected Unrestricted Cash Balance	\$ 7,836,964.97	
<b>Explanation for Movement:</b>	<b>-\$ 1,789,565.55</b>	
Movement month to month is a result of capital project expenditure & ongoing operation expenditure during the month.		

**Notes to the Statement of Cashflows:**

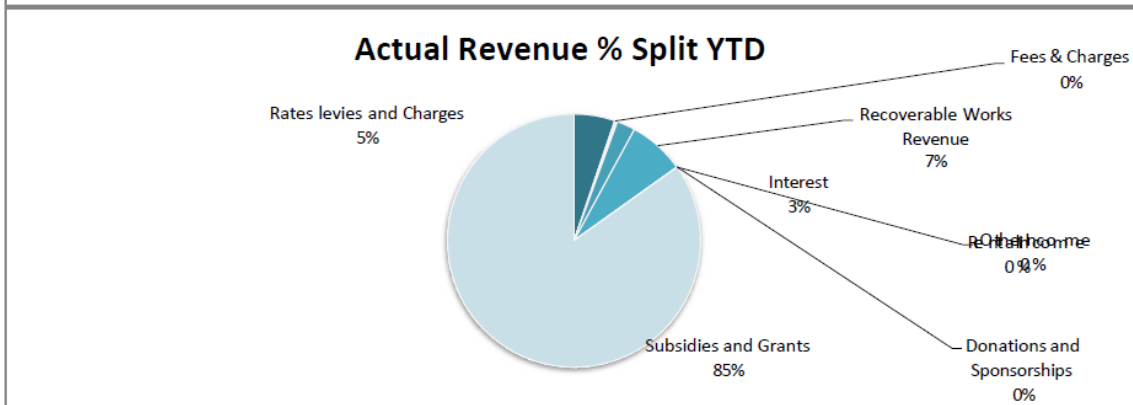
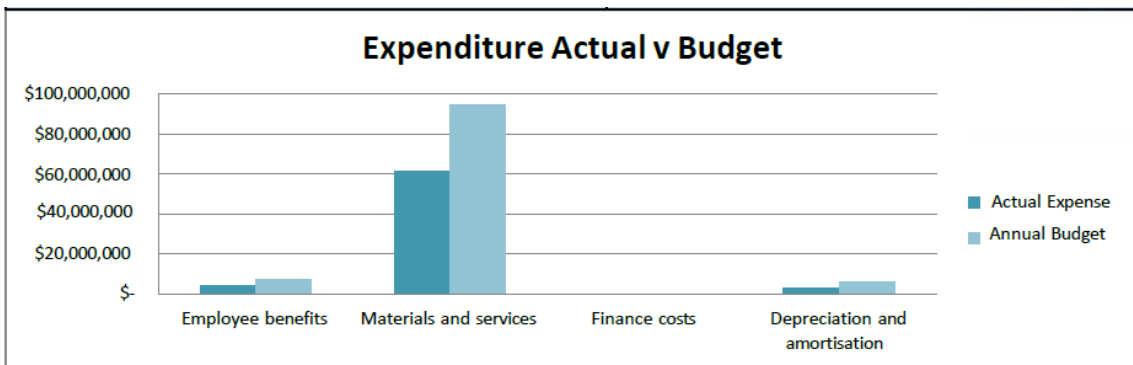
- (1) **Receipts from customers** - On track with budget.
- (2) **Payments to suppliers and employees** - Significant amounts spend on DRFA funded works during the month for the 22/23 and 23/24 flood damage program makes up the predominant amount of the monthly movement.
- (3) **Rental Income** - Body 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 (4.32%). Increased from 4.20% in January 2026. 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 minimal grant funding was recognised during February 2026 due to minimal work being possible as a result of regional flood.
- (6) **Payments for Property, Plant and Equipment** - Noted an increase in expenditure by approximately \$517k for the month of February 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** - \$2.6mil recognition for February 2026 based on works completed to date. It is expected more funds to be realised for March 2026 at this stage.
- (8) **Net Cash Movement** - Council's cash holdings was down by \$2.544mil by the end of February 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 February 2026 actuals v the budgeted income and expenditure for 30 June 2026.

For the month ended 28 February 2026

	Note Ref	28 February 2025 \$	28 February 2026 \$	2025-26 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		3,498,725	3,598,076	3,628,000	99%
Fees & Charges	(1)	79,587	95,525	147,000	65%
Rental Income	(2)	148,864	131,658	218,000	60%
Interest	(3)	1,880,468	1,606,869	1,688,000	95%
Recoverable Works Revenue	(4)	421,804	4,962,401	5,110,000	97%
Other Income	(5)	41,221	27,931	304,000	9%
Donations and Sponsorships	(12)	-	245	5,000	5%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	34,590,902	58,340,669	96,574,000	60%
<b>Total Recurrent Revenue</b>		<b>40,661,571</b>	<b>68,763,374</b>	<b>107,674,000</b>	<b>64%</b>
<b>Capital Revenue</b>					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	3,722,265	5,942,976	76,610,000	8%
<b>Total Capital Revenue</b>		<b>3,722,265</b>	<b>5,942,976</b>	<b>76,650,000</b>	<b>8%</b>
<b>TOTAL INCOME</b>		<b>44,383,836</b>	<b>74,706,350</b>	<b>184,324,000</b>	<b>41%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	3,774,032	4,056,340	7,245,409	56%
Materials and services	(9)	29,298,064	61,482,822	94,820,291	65%
Finance costs	(10)	45,044	45,937	70,000	66%
Depreciation and amortisation	(11)	3,678,790	3,169,552	6,098,000	52%
<b>TOTAL RECURRENT EXPENSES</b>		<b>36,795,929</b>	<b>68,754,651</b>	<b>108,233,700</b>	<b>64%</b>
<b>NET RESULT</b>		<b>7,587,907</b>	<b>5,951,699</b>	<b>76,090,300</b>	<b>8%</b>



**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 (4.32%). Increased from 4.20% in January 2026. 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** - This amount is on track with budget.
- (5) **Other Income** - Minimal movement to report for the month.
- (6) **Subsidies and Grants (operating)** - Noted that minimal grant funding was recognised during February 2026 due to minimal work being possible as a result of regional flood.
- (7) **Subsidies and Grants (capital)** - \$2.6mil recognition for February 2026 based on works completed to date. It is expected more funds to be realised for March 2026 at this stage.
- (8) **Employee benefits** - In relation to employee benefits costs against the budget, we have currently expended \$4.056mil against a budget of \$7.245mil for the year; this is an actual spend of 55.98% 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 February 2026 66.67%

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

Organisational Services					Comments
	28 February 2025	28 February 2026	2025-26 Annual Budget	YTD Progress	
	\$	\$	\$	%	
<b>Recurrent Expenses</b>					
Corporate Governance Costs	629,149	767,853	1,153,000	66.60%	On track with budget.
Administration Costs	2,657,506	2,812,475	4,474,900	62.85%	On track with budget.
Recoverable Works Expenses	357,090	2,513,722	925,000	271.75%	Council is currently doing significantly elevated REPA works for TMR. This was reflected in the budget review for Q2 however was allocated to Engineering Services; this will be corrected in the March 2026 Finance Report.
Engineering Services	28,297,161	57,817,362	92,696,000	62.37%	On track with budget.
Utility Services Costs	523,737	674,845	994,000	67.89%	Monitoring; slightly above budget but within the margin of low risk.
Net Plant Operating Costs	558,846	195,348	565,000	34.57%	This balance is expected to fluctuate during the year based on works completed. Behaves similarly to PY comparative.
Planning and Environmental Expenses	40,778	132,788	458,000	28.99%	On track with budget.
Community Services Costs	1,121,469	1,015,466	1,929,800	52.62%	On track with budget.
Finance Costs	45,044	45,937	70,000	65.62%	On track with budget.
Depreciation	3,678,790	3,169,552	6,098,000	51.98%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
<b>TOTAL RECURRENT EXPENSES</b>	<b>36,791,879</b>	<b>68,754,652</b>	<b>108,233,700</b>	<b>63.52%</b>	On track with budget.
<b>Capitalised Wages</b>	-	283,910	501,000	57%	On track with budget.

## 7. STATEMENT OF FINANCIAL POSITION

*For the month ended 28 February 2026*

	28 February 2026	2025-26 Annual
	\$	Budget \$
<b>Current Assets</b>		
Cash and cash equivalents	61,160,349	47,903,426
Trade and other receivables	5,711,974	1,000,000
Inventories	490,288	300,000
Other financial assets	390,201	102,000
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>67,752,812</b>	<b>49,305,426</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	302,991,650	373,065,519
Accumulated Depreciation	- 125,609,103	- 125,435,465
Intangible assets	-	-
<b>Total non-current assets</b>	<b>177,382,547</b>	<b>247,630,054</b>
<b>TOTAL ASSETS</b>	<b>245,135,359</b>	<b>296,935,480</b>
<b>Current Liabilities</b>		
Trade and other payables	58,554,784	40,000,000
Borrowings	-	-
Provisions	242,569	190,000
Other	-	-
<b>Total current liabilities</b>	<b>58,797,353</b>	<b>40,190,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	27,705	27,710
Interest bearing liabilities	-	-
Provisions	1,111,100	930,000
Other	-	-
<b>Total non-current liabilities</b>	<b>1,138,805</b>	<b>957,710</b>
<b>TOTAL LIABILITIES</b>	<b>59,936,158</b>	<b>41,147,710</b>
<b>NET COMMUNITY ASSETS</b>	<b>185,199,202</b>	<b>255,787,770</b>
<b>Community Equity</b>		
Shire capital	39,529,889	116,393,889
Asset revaluation reserve	103,541,131	103,541,131
Retained surplus/(deficiency)	42,128,180	35,852,750
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>185,199,202</b>	<b>255,787,770</b>

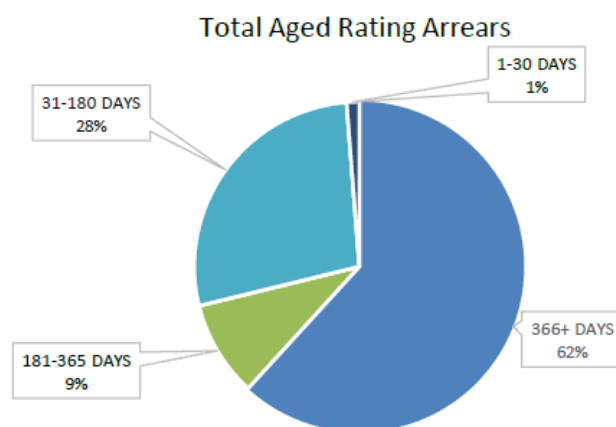
8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 17 March 2026.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	79,200	18,104	54,697	1,782	153,783
SEWERAGE	9,097	3,461	20,765	385	33,708
GARBAGE	7,131	2,823	16,739	309	27,002
WATER	105,903	18,318	44,784	1,970	170,974
WATER CONSUMPTION	160,107	6,369	6,609	2,022	175,108
STATE GOVT EMERGENCY	4,558	1,246	3,845	112	9,760
LEGAL FEES	3,415	-	-	-	3,415
Rating Sale Adjustment	- 39,346	-	-	-	-
<b>Total</b>	<b>330,065</b>	<b>50,322</b>	<b>147,439</b>	<b>6,579</b>	<b>534,406</b>
<b>Prior Month (January)</b>	<b>341,590</b>	<b>53,251</b>	<b>152,295</b>	<b>-</b>	<b>547,136</b>
Movt \$	- 11,525	- 2,929	- 4,855	6,579	- 12,730
Movt %	-3%	-6%	-3%	100%	-2%

**Debt Collection Actions Executed for September 2025:**

	Number of assessments	Amount Outstanding	Previous Month	Movement
<i>Ratepayers subject to further legal rectification</i>	1	\$ 223,989.28	\$ 216,436.59	\$ 7,552.69
<i>Assessments to progress to Rating Sale</i>	2	\$ 53,390.86	\$ 49,492.28	\$ 3,898.58
<b>(\$) Sum of Debt Actions in progress</b>		<b>\$ 277,380.14</b>	<b>\$ 265,928.87</b>	<b>\$ 11,451.27</b>
<b>(%) of Total Rating Arrears</b>		<b>52%</b>	<b>39%</b>	<b>13%</b>
<b>Remaining Arrears Adjusted for On-going Matters</b>		<b>\$ 257,025.48</b>		



## 9. EXERCISE OF DELEGATIONS

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

Debt Write off (Amount written off)	Payment arrangement and repayment term	Authorising officer (CEO)
Nil	Nil	Nil

Debt Write off requested > \$1,000
Nil

## 10. OFFICER’S RECOMMENDATION

That the financial report for the 28 February 2026 be received and noted.

**11.03 Finance Monthly Update Report**

**That the financial report for the 28 February 2026 be received and noted.**

**Moved: Cr Murray**

**Seconded: Cr Poole**

**Carried 260331.10 4/0**

## 11.04 Burke Shire Council Internal Audit Plan (2024 - 2027)

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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:	12 March 2026
LINK TO COUNCIL PLAN/S:	Goal - Good Governance - Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

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### 1. PURPOSE

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

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Internal Audit Plan (2024-2027) was presented to and accepted by the Audit Committee in the meeting held on 12<sup>th</sup> March 2026. The plan is based on the identification of key risk assessments and assumptions provided by management and looks to have these key risk areas interrogated and reviewed by an external agent to determine the existence of PIO's or performance enhancing observations that can assist in minimising organisational risk.

### 3. PROPOSAL

That the Internal Audit Plan be noted and received.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

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

### 5. RISK

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

## 6. POLICY &amp; LEGAL IMPLICATIONS

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

## 7. CRITICAL DATES &amp; IMPLICATIONS

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

## 8. CONSULTATION

Audit Committee

Mayor

CEO

Finance and Technology Manager

## 9. CONCLUSION

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

## 10. OFFICER'S RECOMMENDATION

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

**11.04 Burke Shire Council Internal Audit Plan (2024 - 2027)**

**That Burke Shire Council's Internal Audit Plan (2024- 2027) be noted and received.**

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 260331.11 4/0**

## Attendance

Madison Marshall entered the meeting at 11.48am.

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## 11.05 Adoption of Audit Committee Meeting Minutes October 2025

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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:	12 March 2026
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance - external, internal audit and Audit Committee requirements are satisfied.

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### 1. PURPOSE

The purpose of this report is to recommend the adoption of the Burke Shire Council Audit Committee meeting minutes for the October 2025 Audit Committee meeting.

### 2. BACKGROUND

Section 211 of the Local government Regulations 2012 states that the audit committee of a local government must—

(1)(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee’s recommendations about the matters.

The committee convened on the 28<sup>th</sup> October 2025 to facilitate council’s audit committee function as outlined by the Local Government Regulation 2012 to discuss the following matters:

- Audited Financial Statements 2024-2025
- DRAFT BSC 2025 Closing Report
- BSC Management Representation Letter
- Update on R2R Annual Report 2024-2025
- LGMS Burke Shire Council Cyber Review 2025

These minutes were approved at the Audit Committee meeting on the 12<sup>th</sup> March 2026.

### 3. FINANCIAL & RESOURCE IMPLICATIONS

That council must ensure compliance with the Local Government Regulation 2012. There are no financial or resource implications associated with this report.

## 4. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 211	<p>(1) The audit committee of a local government must—</p> <p>(a) meet at least twice each financial year; and</p> <p>(b) review each of the following matters—</p> <ul style="list-style-type: none"> <li>(i) the internal audit plan for the internal audit for the current financial year;</li> <li>(ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;</li> <li>(iii) a draft of the local government’s financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;</li> <li>(iv) the auditor-general’s audit report and auditor-general’s observation report about the local government’s financial statements for the preceding financial year; and</li> </ul> <p>(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee’s recommendations about the matters.</p>
Audit Committee Charter		These minutes must comply with the Audit Committee Charter.

## 5. RISK

<b>Risk Type</b>	<b>What could happen</b>	<b>Possible Consequences</b>
Financial	The audit committee does not meet.	There is no oversight of internal and external audit functions of council by key representatives to ensure the transparency and review of such functions.

## 6. CRITICAL DATES &amp; IMPLICATIONS

Nil, but minutes should be received and noted by Council on the timely basis.

## 7. CONSULTATION

Tony Walsh (Chairman Audit Committee).

Mayor (Acting).

Chief Executive Officer.

Director of Finance and Technology.

## 8. CONCLUSION

It is appropriate for Council to receive, note and acknowledge the recommendations and actions from the Audit Committee.

## 9. OFFICER'S RECOMMENDATION

That Council receive, acknowledge and accept the Minutes from the Audit Committee Meeting held on 28 October 2025.

**11.05 Adoption of Audit Committee Meeting Minutes October 2025**

**That Council receive, acknowledge and accept the Minutes from the Audit Committee Meeting held on 28 October 2025.**

**Moved: Cr Clarke**

**Seconded: Cr Poole**

**Carried 260331.12 4/0**

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## 11.06 Audit Committee Charter Review 2026

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DEPARTMENT:	Office of Chief Executive Officer
RESPONSIBLE OFFICER:	Shaun Jorgensen; Director of Finance and Technology
PREPARED BY:	Shaun Jorgensen; Director of Finance and Technology
DATE REPORT PREPARED:	12 March 2026
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance - external, internal audit and Audit Committee requirements are satisfied.

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### 1. PURPOSE

The purpose of this report is to recommend the adoption of the revised Burke Shire Council Audit Committee Charter as tabled and endorsed by the Burke Shire Council Audit Committee on the 12<sup>th</sup> March 2026.

### 2. BACKGROUND

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

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

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

An audit committee was held on the 12<sup>th</sup> March 2026 to review the Burke Shire Council Audit Committee Charter of which this document to endorsed by the committee.

Audit Committee Charter March 2026 Revision Changes:

- No changes

### 3. FINANCIAL & RESOURCE IMPLICATIONS

That council must ensure compliance with the Local Government Regulation 2012. There are no financial or resource implications associated with this report.

## 4. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012	Section 211	<p>(1) The audit committee of a local government must—</p> <p>(a) meet at least twice each financial year; and</p> <p>(b) review each of the following matters—</p> <ul style="list-style-type: none"> <li>(i) the internal audit plan for the internal audit for the current financial year;</li> <li>(ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;</li> <li>(iii) a draft of the local government’s financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;</li> <li>(iv) the auditor-general’s audit report and auditor-general’s observation report about the local government’s financial statements for the preceding financial year; and</li> </ul> <p>(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee’s recommendations about the matters.</p>
Audit Committee Charter		These minutes must comply with the Audit Committee Charter.

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

## 5. RISK

Risk Type	What could happen	Possible Consequences
Financial	The audit committee does not meet.	There is no oversight of internal and external audit functions of council by key representatives to ensure the transparency and review of such functions.

## 6. CRITICAL DATES &amp; IMPLICATIONS

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

## 7. CONSULTATION

Tony Walsh (Chairman Audit Committee).

Mayor (Acting).

Chief Executive Officer.

Director of Finance and Technology.

**8. CONCLUSION**

That upon the endorsement of the Burke Shire Council Audit Committee Charter revision per the audit committee carried out on the 12 March 2026; it is appropriate for the Burke Shire Council to endorse the revised audit committee charter presented to councillors.

**9. OFFICER'S RECOMMENDATION**

That Council adopt the revised Burke Shire Council Audit Committee Charter as per the advice and oversight provided to council by the Burke Shire Council Audit Committee per the audit committee meeting carried out on the 12th of March 2026.

**11.06 Audit Committee Charter Review 2026**

**That Council adopt the revised Burke Shire Council Audit Committee Charter as per the advice and oversight provided to council by the Burke Shire Council Audit Committee per the audit committee meeting carried out on the 12th of March 2026.**

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 260331.13 4/0**

**Attendance**

Zachary Revere left the meeting at 11.53am.

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## 11.07 Review of Annual Policies 2026 - General

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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:	11 March 2026
LINK TO COUNCIL PLAN/S:	Corporate Plan – Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

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### 1. PURPOSE

The purpose of this report is to readopt a range of Annual Policies (General) in accordance with the relevant legislation.

### 2. BACKGROUND

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

The policies included for adoption are:

- Asset and Services Management Policy
- Asset Disposal Policy
- Financial Hardship Policy; and
- Portable and Attractive Items Policy.

### 3. PROPOSAL

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

#### **Asset and Services Management Policy (General)**

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

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

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

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

**Financial Hardship Policy (General)**

The purpose of this Policy is to outline the principals and eligibility criteria, which will be taken into consideration when assessing applications and the hardship provisions available to the ratepayer. The intention of this Policy is to ensure that those experiencing severe financial difficulties remain in their home and to alleviate the immediate financial burden and escalation of potential debt recovery by Council.

**Portables and Attractive Items Policy (General)**

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

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

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

**4. FINANCIAL & RESOURCE IMPLICATIONS**

Not applicable concerning adoption of this Report

## 5. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009 Section 104	Financial management systems	(1) To ensure it is financially sustainable, a local government must establish a system of financial management that— (a) ensures regard is had to the sound contracting principles when entering into a contract for— (i) the supply of goods or services; or <b><i>(ii) the disposal of assets</i></b>
Local Government Regulation 2012	Section 120 (1) (c)	Criteria for granting concession (1) The local government may grant the concession only if it is Satisfied — (c) the payment of the rates or charges will cause hardship to the land owner;

## 6. RISK

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

## 7. CRITICAL DATES &amp; IMPLICATIONS

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

## 8. CONSULTATION

Councillors

Chief Executive Officer

Director of Finance and Technology

## 9. CONCLUSION

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

**10. OFFICER'S RECOMMENDATION**

That Council adopts the following general policies as part of the annual review carried out by officers:

- Asset and Services Management Policy
- Asset Disposal Policy
- Financial Hardship Policy; and
- Portable and Attractive Items Policy.

**11.07 Review of Annual Policies 2026 - General**

That Council adopts the following general policies as part of the annual review carried out by officers:

- **Asset and Services Management Policy**
- **Asset Disposal Policy**
- **Financial Hardship Policy; and**
- **Portable and Attractive Items Policy.**

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 260331.14 4/0**

**Attendance**

Zachary Revere entered the meeting at 11.55am.

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## 11.08 Review of Annual Policies 2026 - Statutory

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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:	12 March 2025
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

---

### 1. PURPOSE

The purpose of this report is to readopt a range of Annual Policies in accordance with the relevant legislation.

### 2. BACKGROUND

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

The policies included for adoption are:

- Related Party Disclosure Policy
- Competitive Neutrality Complaints Policy

### 3. PROPOSAL

Comments on the various policies to be adopted as per the *Local Government Regulation 2012* and *Local Government Act 2008* are as follows:

#### **Related Party Disclosure Policy (Statutory)**

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

This Guideline will be applied in:

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

### Competitive Neutrality Complaints Policy (Statutory)

The purpose of this Policy is to provide guidance to Burke Shire Councillors and Key Management Personnel (KMP) to ensure Council's compliance with section 48 of the *Local Government Act 2009*. It applies to Competitive Neutrality Complaints regarding Business Activities undertaken by Burke Shire Council (BSC) that are in direct competition, or have the potential to be in competition, with the private sector.

It covers the following areas:

- Requirement to have a Competitive Neutrality Complaints resolution process
- Preliminary Review Process
- Further Complaints Process
- Council's Competitive Neutrality Complaints Register and Reporting Requirements

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this Report.

#### 5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009 Section 104	Section 150EP Who is a related party of a councillor	A person is related to a councillor, chief executive officer, councillor advisor or senior executive employee (the primary party) if— (a) the person is the primary party's spouse; or (b) the person is totally or substantially dependent on the primary party and— (i) the person is the primary party's child; or (ii) the person's affairs are so closely connected with the affairs of the primary party that a benefit derived by the person, or a substantial part of it, could pass to the primary party.
Local Government Act 2009 Section 48	Competitive neutrality complaints	(1) A local government must adopt a process for resolving competitive neutrality complaints.

#### 6. RISK

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

#### 7. CRITICAL DATES & IMPLICATIONS

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

#### 8. CONSULTATION

Councillors

Chief Executive Officer

Director of Finance and Technology

#### 9. CONCLUSION

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

#### 10. OFFICER'S RECOMMENDATION

That Council adopts the following policies as part of the annual review carried out by officers:

- Related Party Disclosure Policy
- Competitive Neutrality Complaints Policy

#### **11.08 Review of Annual Policies 2026 - Statutory**

**That Council adopts the following policies as part of the annual review carried out by officers:**

- **Related Party Disclosure Policy**
- **Competitive Neutrality Complaints Policy**

**Moved: Cr Clarke**

**Seconded: Cr Murray**

**Carried 260331.15 4/0**

#### Attendance

Adrian Trindle entered the meeting at 12.00pm.

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## 11.09 Council Properties to Tender for Leasing

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Zachary Revere; Chief Executive Officer
PREPARED BY:	Shaun Jorgenson; Director of Finance and Technology
DATE REPORT PREPARED:	25 March 2026
LINK TO COUNCIL PLAN/S:	Corporate Plan –Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

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### 1. PURPOSE

The purpose of this report is to seek Council approval to offer 2 blocks for lease via a public tender process.

### 2. BACKGROUND

Council currently holds a number of residential land parcels that are surplus to its immediate operational requirements. These blocks are incurring ongoing maintenance costs and are not presently contributing to Council's revenue base or broader housing outcomes within the community.

Given the ongoing housing constraints across the Shire, there is an opportunity to activate these sites through leasing arrangements to support residential or associated uses, while retaining Council ownership of the land.

After a further Council briefing it was determined that the following vacant blocks be tendered:

- Lot 11 on SP287787 (Gregory)
- Lot 1 on SP287783 (Gregory)

### 3. PROPOSAL

It is proposed that the 2 blocks be offered for lease through a public tender process, with a tender period of three (3) weeks.

The tender documentation (which will be developed and approved by Council at a future meeting) will clearly outline the level of servicing available to each block as follows:

- Gregory blocks: Access to water only

The lease arrangements will be structured to:

- Enable development and/or occupation of the land in line with Council objectives
- Provide a recurring revenue stream to Council
- Ensure appropriate conditions are in place regarding use, maintenance and compliance

All blocks will be offered on an "as is, where is" basis.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Leasing the land will:

- Reduce ongoing maintenance costs associated with vacant land holdings
- Provide a recurring revenue stream to Council
- Support activation of currently underutilised land
- Contribute to addressing local housing and accommodation constraints

Blocks will be valued by an Independent Valuer.

#### 5. 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 lease of the Lots on the terms set out in the Conditions of Tender.

#### 6. RISK

Risk Type	What could happen	Possible consequence
Individual blocks	Individual blocks cannot be leased	<ul style="list-style-type: none"> <li>• Council has to retain blocks and cannot issue them for lease</li> <li>• Foregone possible future income generation from leased land</li> </ul>

#### 7. CONSULTATION

Councillors

Chief Executive Officer

Preston Law

Director of Finance and Technology

Environmental Health, Local Laws and Facilities Manager

#### 8. CONCLUSION

Offering the identified blocks for lease via a public tender process provides Council with a balanced and sustainable approach to managing surplus land assets. It enables activation of underutilised land, supports local housing outcomes, and generates ongoing revenue, while maintaining Council ownership and ensuring compliance with legislative requirements and sound contracting principles.

An additional clause will be included in the tender document to advise what the tenderer proposes to do with the block tendered and anticipated time frames.

## 9. OFFICER'S RECOMMENDATION

That Council:

1. Notes the contents of the report and relevant attachments; and
2. Approves the invitation of public tenders for the lease of the following vacant land parcels, subject to the conditions and requirements outlined in the above report and included in the tender documentation (which is to be developed and approved by Council at a future meeting):
  - a. Lot 11 on SP2877787 (Gregory)
  - b. Lot 1 on SP287783 (Gregory)

**11.09 Council Properties to Tender for Leasing**

**That Council:**

- 1. Notes the contents of the report and relevant attachments; and**
- 2. Approves the invitation of public tenders for the lease of the following vacant land parcels, subject to the conditions and requirements outlined in the above report and included in the tender documentation (which is to be developed and approved by Council at a future meeting):**
  - a. Lot 11 on SP2877787 (Gregory)**
  - b. Lot 1 on SP287783 (Gregory)**

**Moved: Cr Poole**

**Seconded: Cr Clarke**

**Carried 260331.16 4/0**

## 12. Closed Session Reports

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

### Attendance

Jordan Marshall left the meeting from 12.27pm to 12.29pm.

## 13. Acting Mayoral Report

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

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 260331.17 4/0**

## 14. Councillor Reports

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

**Moved: Cr Clarke**

**Seconded: Cr Murray**

**Carried 260331.18 4/0**

## 15. Late Business

**That Council notes no late business received for the meeting.**

## 16. Deputations and presentation scheduled for meeting

### 16.01 Adrian Trindle

Adrian Trindle emailed the CEO on 17 March 2026 to raise three questions he would like to be addressed at the March 2026 Ordinary Meeting. Acting Mayor John Clarke provided a written response on 30 March 2026 and invited Mr Trindle to attend the Council meeting. The letter was tabled as a formal response to Mr Trindle's questions.

Questions and responses noted below.

#### **1. What is the age of Council's water mains, hydrants and valves, and what is the replacement approach?**

In response to your first question, I note that as you are a resident of Burketown, I have provided information specific to the Burketown network. Should you require details relating to Gregory, please let me know and I would be happy to provide further information.

I am advised that most hydrants and valves in Burketown were installed in the 1980s, including those on Bowen Street and Lagoon Street. Ring mains on Sloman Street, Lagoon Street, Musgrave Street, Anthony Street to Marshall Street, and Firefly Street were installed in the early 2000s, with Firefly Street extended to the JCU building within the past 12 months.

I am further advised that Council does not currently undertake proactive replacement programs for these assets unless issues arise. Hydrant repair kits are held in stock, however valves are not. Replacement and repairs are generally undertaken in response to identified issues, complaints, or operational requirements.

#### **2. When were sewer lines last inspected (including CCTV videoing) for breaks and blockages, and could this relate to reported sewer odour issues?**

In response to your second question, I note your concern regarding the sewer odour you are experiencing from your toilet, which is understandably concerning.

Council manages sewer infrastructure in line with its asset lifecycle framework. This includes periodic condition assessments, such as CCTV inspections, to monitor the integrity of sewer lines and identify issues such as breaks or sediment build-up. I have been advised that records confirm that sewer lines have been videoed and inspected within the last six years.

In addition to these lifecycle-based assessments, Council also adopts a responsive approach. Where concerns are raised by residents or issues are identified in the field, targeted investigations are undertaken to assess and address the matter as required. Given current resourcing, this responsive approach plays a key role in how inspections are prioritised and delivered.

Your feedback regarding the sewer odour has been referred to the relevant Council officers for investigation. I am advised that this matter will be reviewed to determine whether any faults or blockages are present and whether remedial action is required.

**3. When will Council commence mowing and maintaining footpaths and drainage areas, in addition to parks?**

In response to your third question, I am advised by the Chief Executive Officer that during the wet season, rapid vegetation growth and the saturated ground, combined with staffing constraints and competing priorities across Burketown, Gregory, and the broader local government area, can impact Council's ability to maintain all areas at the desired standard.

The Chief Executive Officer has confirmed that Parks and Gardens operate under a works program that accounts for both wet and dry season conditions. As we transition into the dry season, a broader review of parks, gardens, roads, footpaths and drainage will be undertaken to identify and prioritise required works. I have directed that this matter be reviewed with Chief Executive Officer, Director of Engineering, the Parks and Gardens Supervisor and the Works Manager, and I am advised that this will be addressed in a timely manner.

It was also noted during the meeting that further investigation into questions 1 and 2 would take place, and a response provided by the next meeting.

## 17. Closure of meeting

**The Chair declared the meeting closed at 12.45pm.**