



Unconfirmed Minutes
 Burke Shire Council Ordinary Meeting
 Wednesday 22 April 2026
 9.00am Council Chambers

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01. Opening of Meeting

The Chair opened the meeting at 9.02am.

02. Record of Attendance

**Cr Ernie Camp; Mayor – Chair
Cr John Clarke; Deputy Mayor
Cr Clinton Murray
Cr John Yanner – as indicated
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
Jordan Marshall; Executive Assistant (Minutes)
Kimberly Chan; Economic and Community Development Manager
Madison Marshall; Corporate Services and Governance Manager
Sarath Jayasekara; Infrastructure Engineer
Shannon Moren; Environmental Health, Local Laws and Facilities Manager
James Bell; Project Engineer – as indicated
Northlane Consulting Engineers: Ben Faith and Heath Jones – as indicated**

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**
- **Amir Akrami; Senior Engineering Manager**
- **James Bell; Project Manager**
- **Sarath Jayasekara; Infrastructure Engineer**
- **Shannon Moren; Environmental Health, Local Laws and Facilities Manager**
- **Northlane Consulting Engineers: Ben Faith and Heath Jones**

Moved: Cr Clarke

Seconded: Cr Poole

Carried 260422.01 4/0

03. Prayer

Led by Cr Camp.

04. Consideration of applications for leave of absence

That due to medical reasons, Council grants Cr Yanner partial leave of absence from the April 2026 Ordinary meeting of Council.

Moved: Cr Camp

Seconded: Cr Clarke

Carried 260422.02 4/0

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Tuesday 31 March 2026

That the Minutes of the Ordinary Meeting of Council held on Tuesday 31 March 2026 as presented be confirmed by Council, with the below amendment to the Record of Attendance:

- **Mayor Ernie Camp listed as an Apology. Amend to On Leave, and that leave of absence granted at the January 2026 Ordinary Council Meeting.**

Moved: Cr Poole

Seconded: Cr Murray

Carried 260422.03 4/0

06. Condolences

Council notes the passing of Peter McKinlay and expresses their condolences to the family.

07. Declaration of Interests

i. Cr Clinton Murray – Item 10.06 2025 DRFA Restoration Works – Package 1 Contract No.: 5605-4250-1

Cr Clinton Murray informed the meeting that he has a declarable conflict of interest in Item 10.06 2025 DRFA Restoration Works – Package 1 Contract No.: 5605-4250-1 – as my father-in-law Kenny Booth is the owner of the company that is the preferred tenderer.

I will leave the meeting and will not participate in the decision relating to the matter, including any area set aside for the public while this matter is discussed and voted on.

ii. Cr Clinton Murray – Items 10.07 2025 DRFA Restoration Works – Package 2 Contract No.: 5605-6800-1 and 10.08 2025 DRFA Restoration Works – Package 3 Contract No.: 5605-5100-1

Cr Clinton Murray informed the meeting that he has a declarable conflict of interest in Items 10.07 2025 DRFA Restoration Works – Package 2 Contract No.: 5605-6800-1 and 10.08 2025 DRFA Restoration Works – Package 3 Contract No.: 5605-5100-1 – as my father-in law Kenny Booth is the owner of a company that has tendered for these contracts.

I will leave the meeting and will not participate in the decision relating to the matters, including any area set aside for the public while the matters are discussed and voted on.

iii. Cr John Clarke – Item 11.08 2025/26 Grants to Community Organisation Request – Gregory Downs Jockey Ablution Block Upgrade

Cr John Clarke informed the meeting that he has a declarable conflict of interest in 11.08 2025/26 Grants to Community Organisation Request – Gregory Downs Jockey Ablution Block Upgrade – as he is the President of the Gregory Downs Jockey Club Incorporated.

I have determined that this conflict of interest is not of sufficient significance that it will lead me to deciding on this matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council area by participating in the discussion and voting on this matter.

However, I acknowledge that the remaining Councillors must determine whether I have a declarable conflict of interest in this matter and if so whether I may participate or must leave for the discussion and voting.

08. Registers of Interests

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

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

09.01 Notices of Motion

09.02 Petitions

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

10. Engineering Services Reports

10.01 Engineering Department Monthly Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Ben Stephen; Works Manager
PREPARED BY:	Ben Stephen; Works Manager
DATE REPORT PREPARED:	10 April 2026
LINK TO COUNCIL PLAN/S:	Corporate Plan 2025-30

1. PURPOSE

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

- Mowing town streets where we can.
- Community garden is coming along well.
- Road crew have assisted with some of the slashing around town/wharf areas.
- Mowing and whipper snipping around water treatment plant needs to be slashed but it is still a bit wet out there.
- Have a staff member being trained to assist in stores for when the store person is away.
- 2 x P&G staffs starting work at 6.00am cleaning the top office and depot before workers arrive, we will continue with this until a cleaner is employed.
- Assisting with Rex.
- Assisted with airport maintenance.
- Rubbish collection from Gregory is now being brought back to Burketown Rubbish Dump
- More regular trips to areas where we have our skip bins placed – Gregory Crossing, Burketown Wharf, Leichhardt Falls.
- Food van has been scrubbed from top to bottom.
- Minimal Usage of splash park in the last month, but still requires up to 3 hours cleaning daily. School holidays are here now and more kids in town using the splash park.
- Attended the team bonding afternoon along with the council employees, had a great afternoon, thanks Madison and Kim very well organised.
- Have started to clean up of council blocks where we can.
- Rubbish pit is getting a weekly tidy up, but this is an uphill battle with rubbish being dumped wherever it is convenient and easy for people to dump their rubbish.
- Back to doing weekly septic pump out at Gregory and down at the wharf.

2.2 Roads Crew

Town Streets:

- Street driveway repairs
- Slashing town streets

Roads:

- Check stockpile pads on WDR road – Future works.
- Reopen Floraville Road

Airport – Burketown:

- Patching runway on airport twice a week

General:

- Assist other teams where necessary.

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 staffs.
- Sorting new locks for airport gates – Pending.
- Weather station to have a start date – 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

- Food van – replaced A frame bolts, fit new spare tyre holder, grease springs and annual inspection.
- 597 – Backhoe – Repaired flashing beacon fault, repaired transmission shift fault, service, clean, replaced bonnet hinges, weekly inspections, clean and grease
- 562 – Skid steer – Service, clean, belly plate clean and cab remount, hyd tank leak repair, fuel filter leak fault repair, hyd coupling repairs, grease, fuel cap repair
- 119 – Small septic pump out unit – New frame build, tank mount, pump mount, water tank replacement and mount, new 2-inch hoses, spray painted frame
- 614 – Zero turn ride on – rear tyre plug repairs, park sensor repair
- 589 – RMPC Job truck – 1 new windscreen, PTO actuator fault repair, a/c fault
- 538 – Workshop ranger – 2 new front tyres, side rail repairs, clean
- 839 – Gregory fire slip on unit – Check over/ inspection
- Gregory depot Gensets – Check overs – James Derrick servicing
- Gregory WTP Gensets – Check overs – James Derrick servicing
- 585- Road Crew Job truck – 2 new batteries, 3 new tyres
- 598 – RMPC Hilux – Diff sensors faults, 4wd module faults, parts ordered
- Assisted with food drop.
- Morning Glory Park genset refuelling, check over
- 601 – Float – 1 new tyre, annual inspection, grease, bearings, brake adjustments, repaired clearance lights, fit new door to right side toolbox
- 529 – John Deere ride on – blade repairs, deck repairs, inspection, fit new LED flashing beacon
- 480 – Western star prime mover – Annual inspection, grease – serviced before Christmas shutdown, Teflon turntable pads replaced, reverse alarm repair
- Minor plant repairs – 895, 919 whipper snipper repairs
- 551 – Western star prime mover – 8 new drive tyres, 2 new steer tyres, service, headlight fault repairs, flashing beacon repairs, fuel tank strap rubber replace both sides and repositioned fuel tanks
- Workshop weekly cleaning
- Airport patch repairs
- Spit water hot wash pressure washer – repaired in Townsville and refit in the workshop.

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

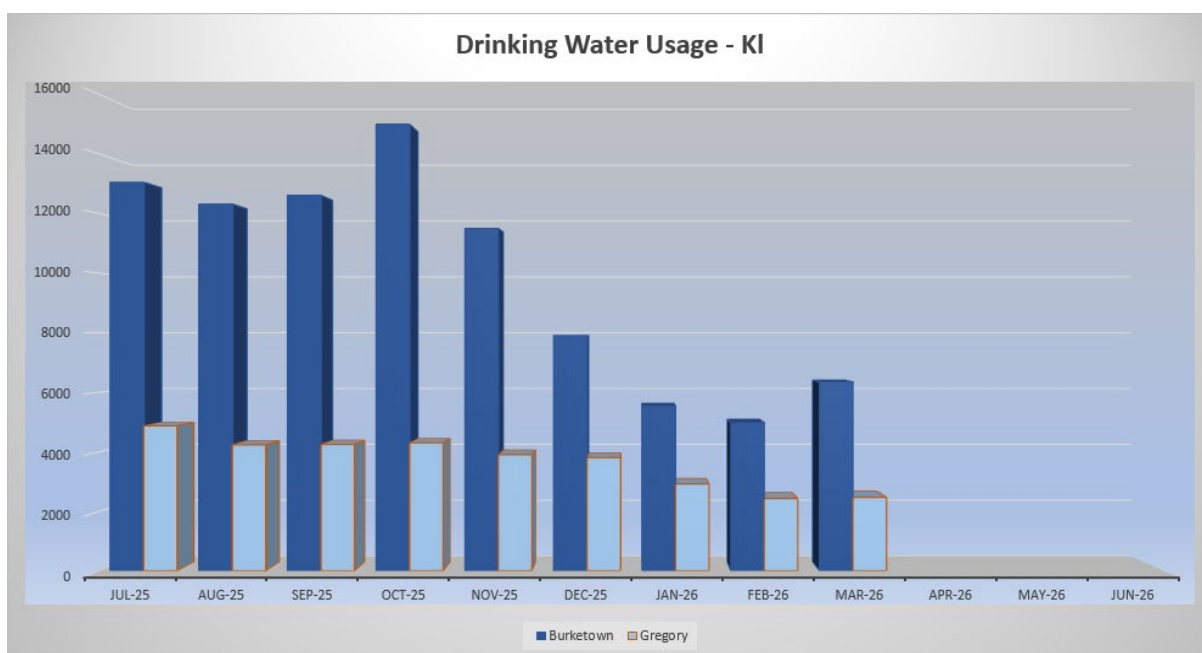
Staff Movements:

- Gregory currently has no staff. Working from Burketown.

Water Network Production:

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
Feb – 4977 kl	Mar – 6342 kl	+ 1365 kl

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
Feb – 2424 kl	Mar – 2464 kl	+ 40 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.
- Extension letter to Water Regulators was to be sent by DOE.

Water Samples:

- Burketown and Gregory Monthly water samples:
 - Double up samples were taken for Burketown and Gregory due to missed February samples.
 - Gregory samples had a failure with the Turbidity at the pub.
 - 14 NTU – Flushing of mains in Gregory commenced on 2nd March.
 - Raw water samples at the following locations:

- *Please note that Raw water samples are not reportable failure. NRPS and Gregory raw water intake well.

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 after completion of council poison container facility.
- Plant operating good with a few minor chlorine pump issues.
- Working on getting the 1 megalitre tank back online before Durack are back in town.

Burketown Reticulation:

- Due to staff shortages and higher priorities we had to concentrate on both Water Treatment Plant issues and have been repairing when we can or in Emergencies. Local buy contractor engaged to complete some of the water leaks.
- Repairs to water leaks Ongoing.
- High priority:
 1. Internal E-coli samples to be taken – Completed.
 2. Extra NATA samples to be sent in March for each plant - Completed.
 3. NATA E coli Samples and in-house testing were completed for Gregory with <1 for all samples.
 4. Extra monitoring and testing of reticulation systems were completed due to non-compliance drinking water with no parameters.

Sewerage Treatment Plant:

- STP Blivet Upgrade. Currently working with MBS Water.
- 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. WHS officer was ordering.
- Unwanted weeds and vegetation management needed – 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.
- STP needs mowing.
- Sewer station 3 – No Scada at the moment.

Gregory WTP:

- External samples were sent early February with the results <1. Boiled water notice removed for Gregory.
- SWTP Supervisor to formalise training for the new starter as we have now implemented the new Spreadsheets for GWTP and Reticulation.
- A Contractor have started with the Water department.
- 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 finalising report into the issues.
 6. One Solar Bank currently down. Matt Brewster was finalising report and quote to repair was sent to the Quality and System Officer.

Gregory Reticulation:

- External samples were sent early March when *roads reopened* with the results <1 . Boiled water notice removed for Gregory.
- Internal E-coli samples have been taken results <1.

Burketown Splash Park:

- Chlorine readings are good when park not being used. Once the park equipment has started the chlorine continuously rises – Swimplex contractor arrived onsite to rectify troubleshooting before the school holidays.
- SOPs and the new batch of Tablets arrived – Located at Graduate Engineer desk.
- Issues:
 1. Power outages have been quite frequent here in Burketown and we have been attending site to reset the fault. Low balance fault. Swimplex have been notified and have adjusted the settings to rectify.
 2. Jet Nozzles are still blocking up. Takes roughly a 30mins to remove, clean and test – Ongoing maintenance. WTP Supervisor conducted onsite maintenance training with the RMPC and Parks and Gardens crew – Photos attached.
 3. Chlorine readings are good when park not being used. Once the park equipment has started the chlorine continuously rises. Pending Swimplex report.

3. OFFICER'S RECOMMENDATION

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

10.01 Engineering Department Monthly Report

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

Moved: Cr Clarke

Seconded: Cr Poole

Carried 260422.04 4/0

Attendance

Madison Marshall left the meeting from 9.31am to 9.34am.

Northlane Consulting Engineers entered the meeting at 9.32am.

10.02 Capital Works Projects Status Update Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Amir Akrami; Manager Project Management Office
DATE REPORT PREPARED:	9 April 2026
LINK TO COUNCIL PLAN/S:	Goal- Asset Sustainability. Council makes appropriate infrastructure investments (operations, maintenance, renewals, upgrades, acquisitions, disposals) to ensure the delivery of appropriate levels of service. These decisions are made with reference to financial, asset and community sustainability.

1. PURPOSE

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

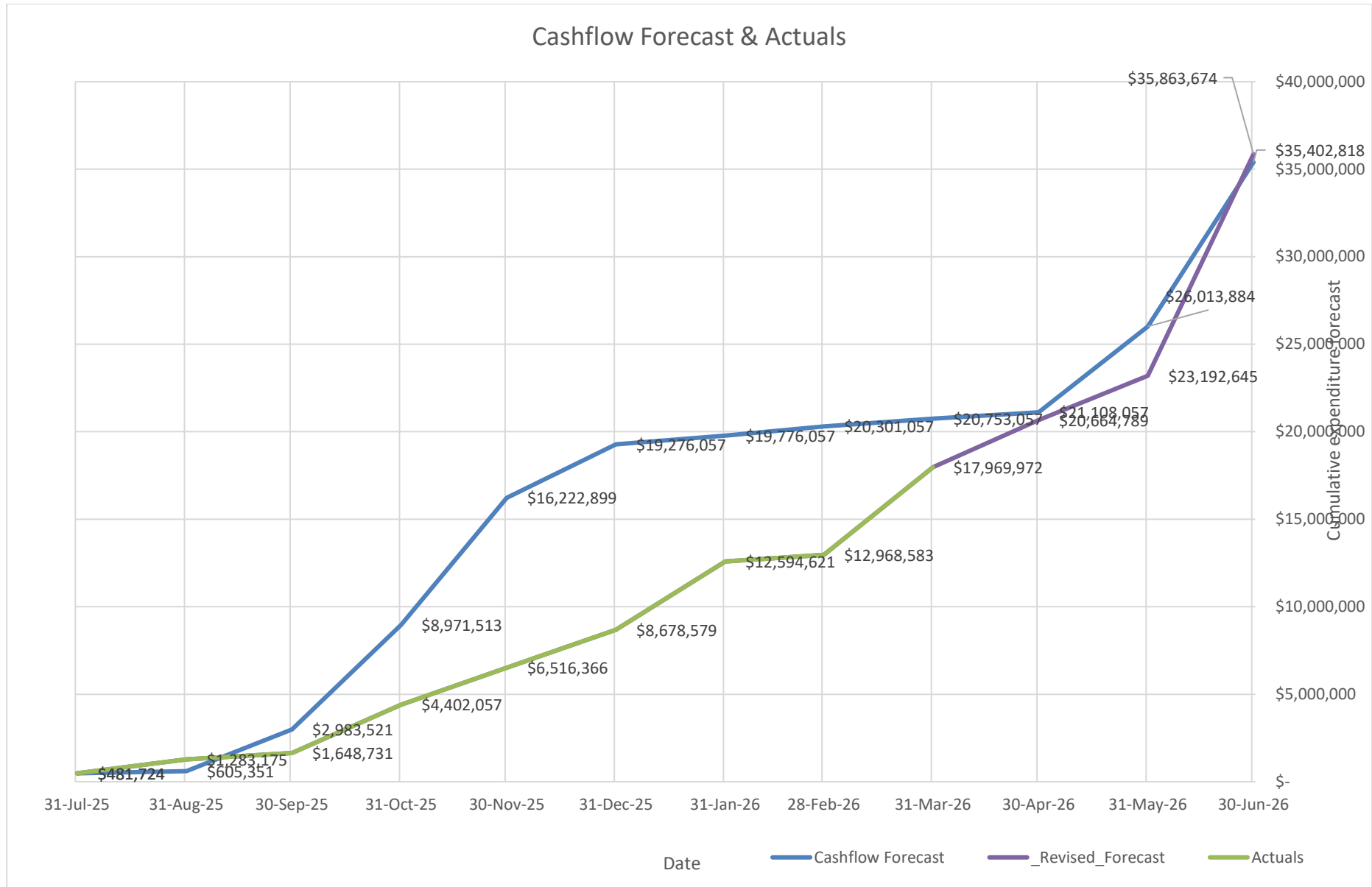
- Average Capital Works Program Progress for Carry over projects: 59%
- Average Capital Works Program Progress for 25-26 added projects (excluding projects awaiting funds): 48%
- Average Capital Works Financial Progress for Carry over projects: 53%
- Average Capital Works Financial Progress for 25-26 added projects (excluding projects awaiting funds): 34%

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 \$35,864,000 (rounded up) expenditure for 25-26 FY.

The actual expenditure for the month of January is approximately \$2.8m less than the baseline, which was improved compared to the revised forecast prepared in the last month. The revised actual expenditure is expected to stay below the baseline and exceed in June 2026.



4. CAPITAL WORKS PROGRAM HIGHLIGHTS

- Burketown Archive Container Project
 - The archival containers have been shipped and are expected to arrive in town by early May where contractors are in place for the works.
 - Contractors have established the site and will be commencing preliminary works shortly.



Figure 1: Interior view of the archive containers



Figure 2: Exterior view of the archive containers

- Burketown Chemical container project
 - The container has been installed onto its mounts and the stair access is being fabricated and is set to be installed by the 15th of April.
 - The contractor will then make good the site and provide a handover to council staff.



Figure 3: Fabrication of the container stairs



Figure 4: The chemical container installed.

- Burketown Rodeo Amenity Block Upgrade
 - The contract is being negotiated with the contractor and site hand over is expected to take place early May.
 - The building will be fabricated while the contractor is setting up site.

5. OFFICER'S RECOMMENDATION

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

10.02 Capital Works Projects Status Update Report

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

Moved: Cr Camp

Seconded: Cr Clarke

Carried 260422.05 4/0

10.03 DRFA Works Project Status Report

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Amir Akrami; Manager Project Management Office
DATE REPORT PREPARED:	9 April 2026
LINK TO COUNCIL PLAN/S:	Goal – Asset Sustainability Council makes appropriate infrastructure investments (operations, maintenance, renewals, upgrades, acquisitions, disposals) to ensure the delivery of appropriate levels of service. These decisions are made with reference to financial, asset and community sustainability.

1. PURPOSE

This report seeks to inform Council of the progress of the Shire’s ongoing Disaster Recovery Funding Arrangement (DRFA) Works Program.

2. SUMMARY

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

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

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

3. AWARDED FUNDING

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

Burke Shire Council's approved restoration funding (REPA) for the 2022/2023 Northern Queensland Monsoon and Flooding event from December 2022 to April 2023, is \$158,793,000 with an additional \$40,138,000 in Betterment funding approved.

The works are divided into multiple packages with Council crews also undertaking work. Eleven of the packages have been awarded to contractors.

Burke Shire Council has reported approximately **\$94.62 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 three contract packages for external delivery and part of one package assigned for Council crew delivery. The three external packages returned a high volume of competitive tenders.

The evaluation process is complete, a formal evaluation report is provided to council for discussion at April's council meeting.

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

Following the accumulative flooding events commencing from late-December, Burke Shire 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 August 2025 council meeting. The contract value is \$27,398,189.58, with \$5,391,484 claimed to date.

- Burketown Airport has now closed.
- Replacement flights are operating to transit passengers through to Doomadgee Airport to link with Rex services. The bus service will commence as soon as road access is available to Doomadgee, replacing the BUC>DMD flights, to link with Rex services.
- The Contractor has mobilised back to site following the wet season.
- Phase B works are underway with lighting and pavement marking works underway onsite to prepare for the installation of the reduced length runway.
- Reduced Threshold RWY is due to be complete by the 15th of April.
- Major earthworks will then commence around the 18th of April.
- ~95,600T of material has been delivered to site
- 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 betterers 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 have remobilised to site to continue the installation of the mattresses and road pavement.
- 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 Armraynald Gravel Pit and Burketown. The Contract has been awarded to Durack Civil.

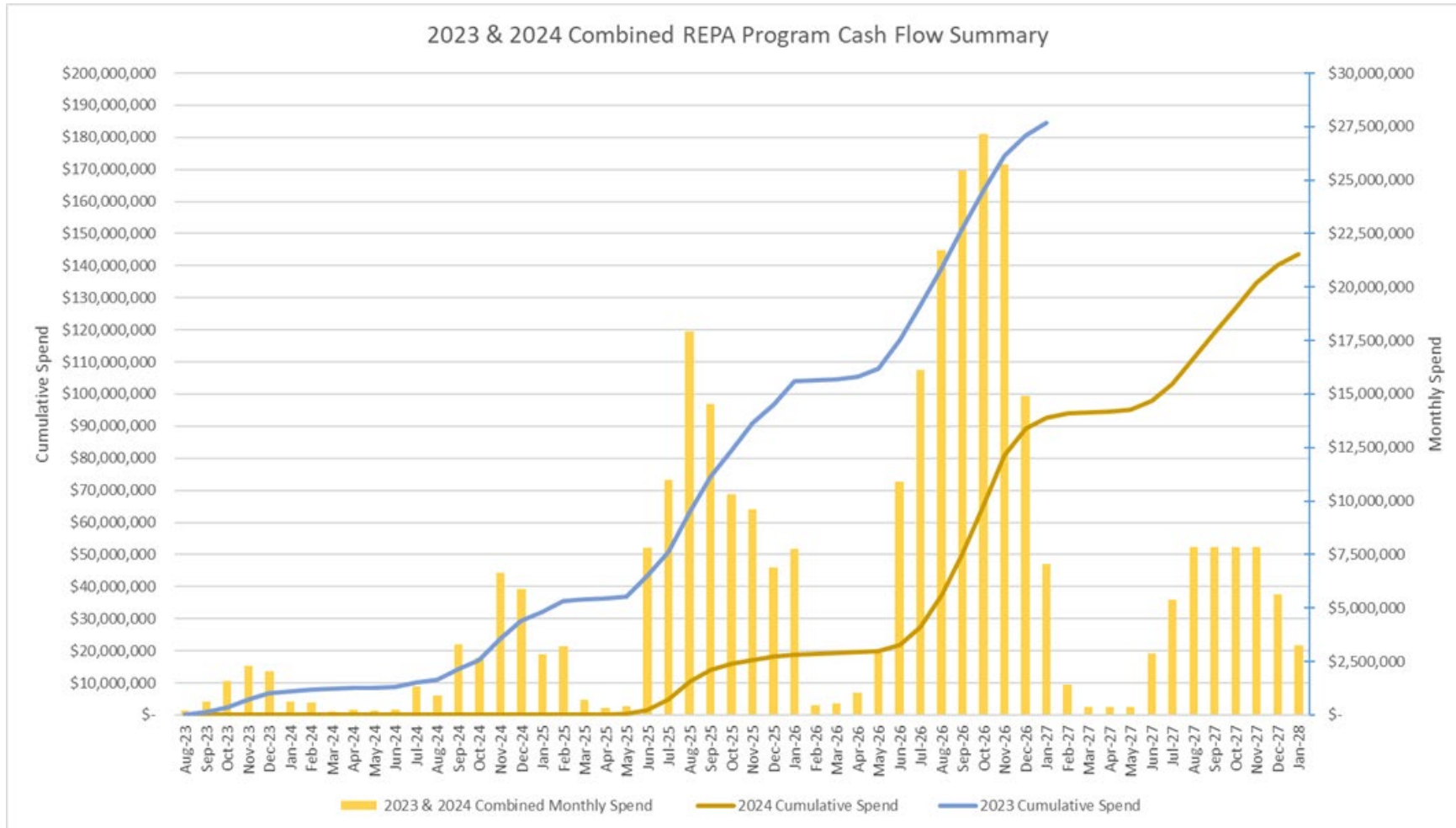
The Contract is underway with site preparation and planned to commence with gravel works from the 14th of April. Works on road will commence shortly after.

Works are expected to continue in a similar manner to the previous years on this asset, with completion of this three year rebuild currently scheduled for November 2026.

Forecast Cashflow for Awarded Contracts

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

Figure 1 – Monthly expenditure with cumulative costs



5. PRE-AWARD CONTRACTS

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.

The works include the installation of a new culvert crossing structure over Lawn Hill Creek and associated realignment works.

Tenders have now closed for this project, a formal evaluation report has been provided to council for with recommendations for award at 2026 April's meeting

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

Tenders have now closed for this project, a formal evaluation report has been provided to council for with recommendations for award at 2026 April's meeting

2024 DRFA Upcoming Project: Gregory River Crossing

The Gregory River Crossing project will be put to market in April, 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 will be shortly out to tender, with responses due in May.

- 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 is provided to council, with recommendations to award three construction packages at 2026 April's meeting.

6. PHOTOS



Figure 1: Gravel material onsite at Airport ready for use, following wet season

7. OFFICER'S RECOMMENDATION

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

10.03 DRFA Works Project Status Report

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

Moved: Cr Clarke

Seconded: Cr Murray

Carried 260422.06 4/0

Adjournment

That Council adjourned the meeting from 9.48am to 11.13am. All were present at resumption except Ben Stephen, Kimberly Chan and Shannon Moren.

12. Closed Session Reports

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

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

Council moved into closed session at 11.13am.

Moved: Cr Camp

Seconded: Cr Poole

Carried 260422.07 4/0

Move into Open Session

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

Council resumed open session at 11.37am.

Moved: Cr Clarke

Seconded: Cr Murray

Carried 260422.08 4/0

Attendance

Cr Yanner entered the meeting at 11.52am.

Adjournment

That Council adjourned the meeting from 11.55am to 1.01pm for lunch, all were present at resumption including Kimberly Chan and with the exception of Madison Marshall and Shannon Moren.

10. Engineering Services Reports

10.04 2023 DRFA Lawn Hill Creek Crossing Contract No.: 0280-4612-2

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Northlane Consulting Engineers
DATE REPORT PREPARED:	10 April 2026

1. PURPOSE

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

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

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As a part of the State Government's Disaster Recovery Funding Arrangements (DRFA) for the 2023 flood event, the reconstruction of public assets work packages for this year was approved under Restoration Works.

The Tender

The tender for the 2023 DRFA Lawn Hill Creek Crossing was released via Vendorpanel on the 13th February 2026 and closed on 9th of March 2026. The practical completion date for this tender is to be no later than the 30th of November 2026.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 30th March 2026 to discuss and agree on the consensus scoring.

Table No. 1 – Summary of Tender and Responses

Tender Package	Scope of Work	Number of Tenders Received	Non-conforming Tenders
RFT 0280-4612-2 – 2023 DRFA Lawn Hill Creek Crossing	<p>This package comprises the construction of the Lawn Hill Creek Crossing on Doomadgee Lawn Hill Road.</p> <p>The realignment includes, but is not limited to, the construction of sealed pavements, unsealed pavements, a motor grid, and an unsealed property access track.</p>	6	1

3. PROPOSAL

That Council, having referenced the Tender Evaluation Report, endorses the recommendations of the Tender Evaluation Panel to the extent that the Contract is, in principle, awarded to Durack Civil Pty Ltd to the amount of \$10,282,605.57 (ex GST).

4. FINANCIAL & RESOURCE IMPLICATIONS

The QRA approved project budget allocated for this tender is \$10,485,754.86 including contingency costs.

5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

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

The Council must also meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012, and Council's Procurement Policy. These requirements have been met through the tender process involved with these projects. Requirements of section 254H of the Local Government Regulation 2012 (Qld) are included for reference:

254H Recording of reasons for particular decisions

1) *This section applies if a decision made at a local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor of the local government and either or both of the following apply to the decision—*

a) *the decision is about entering into a contract the total value of which is more than the greater of the following—*

i) *\$200,000 exclusive of GST;*

ii) *1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report;*

b) *the decision is inconsistent with a policy of the local government, or the approach ordinarily followed by the local government for the type of decision.*

Examples of decisions to which this section might apply—

- *the grant of a licence, permit or approval, however named, under an Act or local law*
- *the grant of a concession, rebate or waiver in relation to an amount owed to the local government*
- *the disposal of land or a non-current asset*

2) *Also, this section applies if a decision is made at a local government meeting about a conduct breach under section 150AG of the Act that is inconsistent with a recommendation made by the entity who conducted the investigation into the conduct.*

3) *The chief executive officer must ensure the minutes of the local government meeting include a statement of the reasons for not adopting the recommendation or advice.*

4) *In this section—*

“advisor”, of a local government, means a person—

a) *who is an employee of the local government or is otherwise engaged to provide services to the local government; and*

b) *whose duties include giving a recommendation or advice.*

7. CONSULTATION

Consultation has taken place with:

- Queensland Reconstruction Authority
- Northlane Consulting Engineers Pty Ltd

8. OFFICER'S RECOMMENDATION

That Council:

1. Receive and note the contents of this report;
2. Awards Contract 0280-4612-2 – 2023 DRFA Restoration Works – Lawn Hill Creek Crossing to Durack Civil Pty Ltd for \$10,282,605.57 (ex GST); and
3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget as follows:
 - a. 2023 DRFA Restoration Works – Lawn Hill Creek Crossing: \$10,485,754.86

10.04 2023 DRFA Lawn Hill Creek Crossing Contract No.: 0280-4612-2

That Council:

- 1. Receive and note the contents of this report;**
- 2. Awards Contract 0280-4612-2 – 2023 DRFA Restoration Works – Lawn Hill Creek Crossing to Durack Civil Pty Ltd for \$10,282,605.57 (ex GST); and**
- 3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget as follows:**
 - a. 2023 DRFA Restoration Works – Lawn Hill Creek Crossing: \$10,485,754.86**

Moved: Cr Clarke

Seconded: Cr Camp

Carried 260422.09 3/1

Vote for – Cr Camp, Cr Clarke and Cr Yanner

Vote against – Cr Poole

Cr Murray abstained from voting.

10.05 2024/2025 DRFA Restoration Works – Doomadgee East Road Contract No.:
5603-4000-2

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Northlane Consulting Engineers
DATE REPORT PREPARED:	10 April 2026

1. PURPOSE

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

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

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As a part of the State Government's Disaster Recovery Funding Arrangements (DRFA) for the 2023/2024 and 2024/2025 flood event, the reconstruction of public assets work packages for this year was approved under Restoration Works.

The Tender

The tender for the 2023/2024 DRFA Restoration Works – Doomadgee East Road was released via Vendorpanel on the 17th of December 2025 and closed on 2nd of February 2026. The practical completion date for this tender is to be no later than the 31st of October 2026.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 17th March 2026 to discuss and agree on the consensus scoring.

Table No. 1 – Summary of Tender and Responses

Tender Package	Scope of Work	Number of Tenders Received	Non-conforming Tenders
RFT 5603-4000-2–2024/2025 DRFA Restoration Works <ul style="list-style-type: none"> Doomadgee East Road (Stage 2) 	<p>This package comprises both 2024 and 2025 DRFA Reconstruction Works on Doomadgee East Road</p> <p>2024</p> <p>Flood damage restoration works for these roads incorporate various approved QRA treatments, including but not limited to pavement reconstruction and in-situ pavement stabilisation, between Chainage 0.036km and Chainage 30.078km</p> <p>2025</p> <p>Flood damage restoration works for these roads incorporate various approved QRA treatments, including but not limited to pavement reconstruction between Chainage 0.350km and Chainage 27.741km</p>	4	1

3. PROPOSAL

That Council, having referenced the Tender Evaluation Report, endorses the recommendations of the Tender Evaluation Panel to the extent that the Contract is, in principle, awarded to Symal Infrastructure Pty Ltd to the amount of \$21,403,514.27 (ex GST).

4. FINANCIAL & RESOURCE IMPLICATIONS

The QRA approved project budget allocated for this tender is \$23,543,865.70 including contingency.

5. RISK

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

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

6. POLICY & LEGAL IMPLICATIONS

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

The Council must also meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012, and Council's Procurement Policy. These requirements have been met through the tender process involved with these projects. Requirements of section 254H of the Local Government Regulation 2012 (Qld) are included for reference:

254H Recording of reasons for particular decisions

- 1) *This section applies if a decision made at a local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor of the local government and either or both of the following apply to the decision—*
 - a) *the decision is about entering into a contract the total value of which is more than the greater of the following—*
 - i) *\$200,000 exclusive of GST;*
 - ii) *1% of the local government’s net rate and utility charges as stated in the local government’s audited financial statements included in the local government’s most recently adopted annual report;*
 - b) *the decision is inconsistent with a policy of the local government, or the approach ordinarily followed by the local government for the type of decision.*

Examples of decisions to which this section might apply—

 - *the grant of a licence, permit or approval, however named, under an Act or local law*
 - *the grant of a concession, rebate or waiver in relation to an amount owed to the local government*
 - *the disposal of land or a non-current asset*
- 2) *Also, this section applies if a decision is made at a local government meeting about a conduct breach under section 150AG of the Act that is inconsistent with a recommendation made by the entity who conducted the investigation into the conduct.*
- 3) *The chief executive officer must ensure the minutes of the local government meeting include a statement of the reasons for not adopting the recommendation or advice.*
- 4) *In this section—*

“advisor”, of a local government, means a person—

 - a) *who is an employee of the local government or is otherwise engaged to provide services to the local government; and*
 - b) *whose duties include giving a recommendation or advice.*

7. CONSULTATION

Consultation has taken place with:

- Queensland Reconstruction Authority
- Northlane Consulting Engineers Pty Ltd

8. OFFICER'S RECOMMENDATION

That Council:

1. Receive and note the contents of this report;
2. Awards Contract 5603-4000-2 – 2024/2025 DRFA Restoration Works – Doomadgee East Road (Stage 2) to Symal Infrastructure Pty Ltd for \$21,403,514.27 (ex GST); and
3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget as follows:
 - a. 2024/2025 DRFA Restoration Works – Doomadgee East Road (Stage 2):
\$23,543,865.70

10.05 2024/2025 DRFA Restoration Works – Doomadgee East Road Contract No.: 5603-4000-2

That Council:

1. Receive and note the contents of this report;
2. Awards Contract 5603-4000-2 – 2024/2025 DRFA Restoration Works – Doomadgee East Road (Stage 2) to Symal Infrastructure Pty Ltd for \$21,403,514.27 (ex GST); and
3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget as follows:
 - a. 2024/2025 DRFA Restoration Works – Doomadgee East Road (Stage 2):
\$23,543,865.70

Amendment to motion

Move amendment to motion.

Moved: Cr Camp

Seconded: Cr Poole

Carried 260422.10 Vote 5/0

The amendment was proposed as:

- i. Council identified that the preferred tenderer demonstrates a stronger contribution to the local economy, a higher level of established operational presence within the region, and had regard to its demonstrated performance under previous contracts and in comparable operating environments.

- ii. Council formed the view that the reduced delivery risk associated with an established contractor with demonstrated performance in comparable conditions, including greater confidence in mobilisation, workforce availability, and continuity of delivery, outweighs the marginal scoring advantage of the alternative tender.
- iii. Council considered the risks associated with delivery of DRFA-funded works, including the importance of timely completion to maintain funding eligibility and minimise exposure to delay and program disruption.
- iv. Council determined that the preferred tenderer represents the lower overall risk when assessed against the sound contracting principles and Procurement Process Conditions.

COUNCILLORS RECOMMENDATION

That Council:

1. Receive and note the contents of this report;
2. Awards Contract 5603-4000-2 – 2024/2025 DRFA Restoration Works – Doomadgee East Road (Stage 2) to Durack Civil Pty Ltd for \$21,493,846.79 (ex GST); and
3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget as follows:
 - a. 2024/2025 DRFA Restoration Works – Doomadgee East Road (Stage 2):
\$23,543,865.70

Moved: Cr Camp

Seconded: Cr Yanner

Carried 260422.11 5/0

Conflict of Interest

Cr Clinton Murray informed the meeting that he has a declarable conflict of interest in Items 10.06 2025 DRFA Restoration Works – Package 1 Contract No.: 5605-4250-1, 10.07 2025 DRFA Restoration Works – Package 2 Contract No.: 5605-6800-1 and 10.08 2025 DRFA Restoration Works – Package 3 Contract No.: 5605-5100-1 as detailed in section 7. He did not participate in the discussions or decisions relating to these matters and left the meeting at 1.34pm.

10.06 2025 DRFA Restoration Works – Package 1 Contract No.: 5605-4250-1

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Northlane Consulting Engineers
DATE REPORT PREPARED:	10 April 2026

1. PURPOSE

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

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

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As a part of the State Government's Disaster Recovery Funding Arrangements (DRFA) for the 2024/2025 flood event, the reconstruction of public assets work packages for this year was approved under Restoration Works.

The Tender

The tender for the 2025 DRFA Restoration Works – Package 1 was released via VendorPanel on the 17th of December 2025 and closed on 2nd of February 2026. The practical completion date for this tender is to be no later than the 31st of October 2026.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 17th March 2026 to discuss and agree on the consensus scoring.

Table No. 1 – Summary of Tender and Responses

Tender Package	Scope of Work	Number of Tenders Received	Non-conforming Tenders
RFT 5605-4250-1 – 2025 DRFA Restoration Works Package 1: <ul style="list-style-type: none"> Bowthorn Road Doomadgee Lawn Hill Road (North of Lawn Hill Creek) 	2025 DRFA Restoration Works for the activated event. This includes but is not limited to treatments such as gravel resheet, heavy formation grade, medium formation grade, bulk fill and bulk excavate, between Chainage 0km to 43.245km on Bowthorn Road and Chainage 0km to 53.319km on Doomadgee Lawn Hill Road.	9	0

3. PROPOSAL

That Council, having referenced the Tender Evaluation Report, endorses the recommendations of the Tender Evaluation Panel to the extent that the Contract is, in principle, awarded to Kenglen Civil Pty Ltd to the amount of \$3,014,024.84 (ex GST).

4. FINANCIAL & RESOURCE IMPLICATIONS

The QRA approved project budget allocated for this tender is \$3,315,427.32 including contingency.

5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

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

The Council must also meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012, and Council's Procurement Policy. These requirements have been met through the tender process involved with these projects. Requirements of section 254H of the Local Government Regulation 2012 (Qld) are included for reference:

254H Recording of reasons for particular decisions

- 1) *This section applies if a decision made at a local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor of the local government and either or both of the following apply to the decision—*
 - a) *the decision is about entering into a contract the total value of which is more than the greater of the following—*
 - i) *\$200,000 exclusive of GST;*
 - ii) *1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report;*

- b) *the decision is inconsistent with a policy of the local government, or the approach ordinarily followed by the local government for the type of decision.*

Examples of decisions to which this section might apply—

- *the grant of a licence, permit or approval, however named, under an Act or local law*
 - *the grant of a concession, rebate or waiver in relation to an amount owed to the local government*
 - *the disposal of land or a non-current asset*
- 2) *Also, this section applies if a decision is made at a local government meeting about a conduct breach under section 150AG of the Act that is inconsistent with a recommendation made by the entity who conducted the investigation into the conduct.*
- 3) *The chief executive officer must ensure the minutes of the local government meeting include a statement of the reasons for not adopting the recommendation or advice.*
- 4) *In this section—*
- “advisor”, of a local government, means a person—*
- a) *who is an employee of the local government or is otherwise engaged to provide services to the local government; and*
 - b) *whose duties include giving a recommendation or advice.*

7. CONSULTATION

Consultation has taken place with:

- Queensland Reconstruction Authority
- NorthLane Consulting Engineers Pty Ltd

8. OFFICER’S RECOMMENDATION

That Council:

1. Receive and note the contents of this report;
2. Awards Contract 5605-4250-1 – 2025 DRFA Restoration Works Package 1 to Kenglen Civil Pty Ltd for \$3,014,024.84 ex GST; and
3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget as follows:
 - a. 2025 DRFA Restoration Works Package 1: \$3,315,427.32

10.06 2025 DRFA Restoration Works – Package 1 Contract No.: 5605-4250-1

That Council:

- 1. Receive and note the contents of this report;**
- 2. Awards Contract 5605-4250-1 – 2025 DRFA Restoration Works Package 1 to Kenglen Civil Pty Ltd for \$3,014,024.84 ex GST; and**
- 3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget as follows:**
 - a. 2025 DRFA Restoration Works Package 1: \$3,315,427.32**

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 260422.12 4/0

10.07 2025 DRFA Restoration Works – Package 2 Contract No.: 5605-6800-1

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Northlane Consulting Engineers
DATE REPORT PREPARED:	10 April 2026

1. PURPOSE

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

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

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As a part of the State Government's Disaster Recovery Funding Arrangements (DRFA) for the 2024/2025 flood event, the reconstruction of public assets work packages for this year was approved under Restoration Works.

The Tender

The tender for the 2025 DRFA Restoration Works – Package 2 was released via VendorPanel on the 17th of December 2025 and closed on 2nd of February 2026. The practical completion date for this tender is to be no later than the 31st of October 2026.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 17th March 2026 to discuss and agree on the consensus scoring.

Table No. 1 – Summary of Tender and Responses

Tender Package	Scope of Work	Number of Tenders Received	Non-conforming Tenders
RFT 5605-6800-1 – 2025 DRFA Restoration Works Package 2: <ul style="list-style-type: none"> • Doomadgee Lawn Hill Road (South of Lawn Hill Creek) • Lawn Hill National Park Road • Riversleigh Road • Morella Road 	2025 DRFA Restoration Works for the activated event. This includes but is not limited to treatments such as reconstruct unbound granular pavement, bitumen spray seal, pothole repair, patch repair, gravel resheet, heavy formation grading, medium formation grading and bulk fill. Between Chainage 0km to 47.035km on Doomadgee Lawn Hill Road, Chainage 0km and 19.219km on Lawn Hill National Park Road, Chainage 0km and 18.772km on Riversleigh Road and Chainage 0km to 25.684km on Morella Road.	12	0

3. PROPOSAL

That Council, having referenced the Tender Evaluation Report, endorses the recommendations of the Tender Evaluation Panel to the extent that the Contract is, in principle, awarded to Saw Civil Pty Ltd to the amount of \$1,838,701.35 (ex GST).

4. FINANCIAL & RESOURCE IMPLICATIONS

The QRA approved project budget allocated for this tender is \$2,022,571.49 including contingency.

5. RISK

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

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

6. POLICY & LEGAL IMPLICATIONS

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

The Council must also meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012, and Council's Procurement Policy. These requirements have been met through the tender process involved with these projects. Requirements of section 254H of the Local Government Regulation 2012 (Qld) are included for reference:

254H Recording of reasons for particular decisions

- 1) *This section applies if a decision made at a local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor of the local government and either or both of the following apply to the decision—*
 - a) *the decision is about entering into a contract the total value of which is more than the greater of the following—*
 - i) *\$200,000 exclusive of GST;*
 - ii) *1% of the local government’s net rate and utility charges as stated in the local government’s audited financial statements included in the local government’s most recently adopted annual report;*
 - b) *the decision is inconsistent with a policy of the local government, or the approach ordinarily followed by the local government for the type of decision.*

Examples of decisions to which this section might apply—

 - *the grant of a licence, permit or approval, however named, under an Act or local law*
 - *the grant of a concession, rebate or waiver in relation to an amount owed to the local government*
 - *the disposal of land or a non-current asset*
- 2) *Also, this section applies if a decision is made at a local government meeting about a conduct breach under section 150AG of the Act that is inconsistent with a recommendation made by the entity who conducted the investigation into the conduct.*
- 3) *The chief executive officer must ensure the minutes of the local government meeting include a statement of the reasons for not adopting the recommendation or advice.*
- 4) *In this section—*

“advisor”, of a local government, means a person—

 - a) *who is an employee of the local government or is otherwise engaged to provide services to the local government; and*
 - b) *whose duties include giving a recommendation or advice.*

7. CONSULTATION

Consultation has taken place with:

- Queensland Reconstruction Authority
- NorthLane Consulting Engineers Pty Ltd

8. OFFICER'S RECOMMENDATION

That Council:

1. Receive and note the contents of this report;
2. Awards Contract 5605-6800-1 – 2025 DRFA Restoration Works Package 2 to Saw Civil Pty Ltd for \$1,838,701.35 ex GST; and
3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget as follows:
 - a. 2025 DRFA Restoration Works Package 2: \$2,022,571.49

10.07 2025 DRFA Restoration Works – Package 2 Contract No.: 5605-6800-1

That Council:

- 1. Receive and note the contents of this report;**
- 2. Awards Contract 5605-6800-1 – 2025 DRFA Restoration Works Package 2 to Saw Civil Pty Ltd for \$1,838,701.35 ex GST; and**
- 3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget as follows:**
 - a. 2025 DRFA Restoration Works Package 2: \$2,022,571.49**

Moved: Cr Camp

Seconded: Cr Clarke

Carried 260422.13 4/0

10.08 2025 DRFA Restoration Works – Package 3 Contract No.: 5605-5100-1

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Northlane Consulting Engineers
DATE REPORT PREPARED:	10 April 2026

1. PURPOSE

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

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

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As a part of the State Government's Disaster Recovery Funding Arrangements (DRFA) for the 2024/2025 flood event, the reconstruction of public assets work packages for this year was approved under Restoration Works.

The Tender

The tender for the 2025 DRFA Restoration Works – Package 3 was released via VendorPanel on the 17th of December 2025 and closed on 2nd of February 2026. The practical completion date for this tender is to be no later than the 31st of October 2026.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 17th March 2026 to discuss and agree on the consensus scoring.

Table No. 1 – Summary of Tender and Responses

Tender Package	Scope of Work	Number of Tenders Received	Non-conforming Tenders
RFT 5605-5100-1 – 2025 DRFA Restoration Works Package 3: Separable Portion 1: <ul style="list-style-type: none"> • Archie Dinner Creek Pavement Works Separable Portion 2: <ul style="list-style-type: none"> • Gregory Lawn Hill Road • Town Streets (Burketown and Gregory) • Escott Road • Doomadgee East Road (30km to end) • Nugaburra Road • Five Mile Road (Provisional, if ordered) • Mellish Park Road (Provisional, if ordered) • Punjaub Road (Provisional, if ordered) • Hospital Road (Provisional, if ordered) 	2025 DRFA Restoration Works for the activated event. This includes but is not limited to treatments such as reconstruct unbound granular pavement, bitumen spray seal, pothole repair, patch repair, reshape table drain, bulk fill, reconstruct reinforced concrete, repair with flowable concrete, rock protection, replace guardrail, heavy shoulder grading, bulk excavate, gravel resheeting, heavy formation grading and medium formation grading.	6	0

3. PROPOSAL

That Council, having referenced the Tender Evaluation Report, endorses the recommendations of the Tender Evaluation Panel to the extent that the Contract is, in principle, awarded to GOS Constructions QLD Pty Ltd to the amount of \$3,237,940.49 (ex GST).

4. FINANCIAL & RESOURCE IMPLICATIONS

The QRA approved project budget allocated for this tender is \$3,561,734.54 including contingency.

5. RISK

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

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

6. POLICY & LEGAL IMPLICATIONS

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

The Council must also meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012, and Council's Procurement Policy. These requirements have been met through the tender process involved with these projects. Requirements of section 254H of the Local Government Regulation 2012 (Qld) are included for reference:

254H Recording of reasons for particular decisions

1) *This section applies if a decision made at a local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor of the local government and either or both of the following apply to the decision—*

a) *the decision is about entering into a contract the total value of which is more than the greater of the following—*

i) *\$200,000 exclusive of GST;*

ii) *1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report;*

b) *the decision is inconsistent with a policy of the local government, or the approach ordinarily followed by the local government for the type of decision.*

Examples of decisions to which this section might apply—

- *the grant of a licence, permit or approval, however named, under an Act or local law*
- *the grant of a concession, rebate or waiver in relation to an amount owed to the local government*
- *the disposal of land or a non-current asset*

2) *Also, this section applies if a decision is made at a local government meeting about a conduct breach under section 150AG of the Act that is inconsistent with a recommendation made by the entity who conducted the investigation into the conduct.*

3) *The chief executive officer must ensure the minutes of the local government meeting include a statement of the reasons for not adopting the recommendation or advice.*

4) *In this section—*

“advisor”, of a local government, means a person—

a) *who is an employee of the local government or is otherwise engaged to provide services to the local government; and*

b) *whose duties include giving a recommendation or advice.*

7. CONSULTATION

Consultation has taken place with:

- Queensland Reconstruction Authority
- NorthLane Consulting Engineers Pty Ltd

8. OFFICER'S RECOMMENDATION

That Council:

1. Receive and note the contents of this report;
2. Awards Contract 5605-5100-1 – 2025 DRFA Restoration Works Package 3 to GOS Constructions QLD Pty Ltd for \$3,237,940.49 ex GST; and
3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget as follows:
 - a. 2025 DRFA Restoration Works Package 3: \$3,561,734.54.

10.08 2025 DRFA Restoration Works – Package 3 Contract No.: 5605-5100-1

That Council:

- 1. Receive and note the contents of this report;**
- 2. Awards Contract 5605-5100-1 – 2025 DRFA Restoration Works Package 3 to GOS Constructions QLD Pty Ltd for \$3,237,940.49 ex GST; and**
- 3. Delegates authority to the CEO to enter into negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget as follows:**
 - a. 2025 DRFA Restoration Works Package 3: \$3,561,734.54.**

Moved: Cr Yanner

Seconded: Cr Poole

Carried 260422.14 4/0

Attendance

Cr Murray entered the meeting at 1.46pm.

James Bell entered the meeting at 1.46pm.

10.09 0280-4623 Burketown and Gregory Drainage Phase 1 RFT

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	James Bell; Project Manager
DATE REPORT PREPARED:	14 April 2026

1. PURPOSE

This report provides Council with the recommendation to reject all the tenders received due to lack of available budget and market uncertainty.

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Tender

The tender for 0280-4623 Burketown and Gregory Drainage Phase 1, was released via VendorPanel on 17th February 2026 and closed on 10th of March 2026.

The evaluation panel reviewed each tender in accordance with the probity and evaluation plan and undertook a tender evaluation meeting on 27th March 2026 to discuss and agree on the consensus scoring.

Table No. 1 – Summary of Tender and Responses

Tender Package	Scope of Work	Number of Tenders Received	Non-conforming Tenders
0280-4623 Burketown and Gregory Drainage Phase 1 RFT	This package includes Separable Portion 1, Stage 1 of the Burketown Drainage and Separable Portion 1 of the Gregory Drainage Design	7	0

3. PROPOSAL

That Council, having referenced the Tender Evaluation Report, endorses the recommendation of the Tender Evaluation Panel to not progress with any of the Tenderers at this point in time.

This recommendation is based on the fact that the Tender amounts were greater than the current budget, not allowing for any escalation due to the fuel crisis, potential variations and/or any contingency amounts.

Town	Budget	Tender Variance
Burketown	\$250,000	\$986,000 - \$1,700,000
Gregory	\$900,000	\$1,100,000 - \$2,700,000

Accordingly, the preferred alternative is to proceed with the purchase of the culvert units and pipes for Gregory, estimated approximately \$600,000-\$900,000 depending on the number of culvert units/pipes. This approach would allow Council to utilise the existing budget to secure the materials and mitigate potential supply lead times ahead of the installation phase. It would also provide an opportunity for Council to seek and secure funding for installation in the new financial year, with the expectation that current fuel supply pressures may have stabilised by that time.

For Burketown, an alternative arrangement is to rectify the issue with the drainage of intersection of Burke St with Sloman St and Gregory St.

4. FINANCIAL & RESOURCE IMPLICATIONS

The project budgets and sources of funds are as follows:

- Gregory Town Streets Reconstruction Project: \$905,000 including;
 - \$290k FAGS
 - \$125k Council cash
 - \$490k R2R
- Burketown Drainage - Upgrade Project: \$250,000 including;
 - \$125,000 TIDS
 - \$125,000 Council Cash

The approved project budgets for 2026 were significantly lower than the tenders received. As the allocation for TIDS and FAGS needs to be spent in the allotted year, with the potential for R2R to be extended till Dec 2026 it is proposed to proceed with the purchase of the Gregory culvert units, estimated at approximately \$600,000 to satisfy the minimum spend requirement for the FAGS and a portion of R2R.

For Burketown, an alternative arrangement is to rectify the issue with the drainage of intersection of Burke St with Sloman St and Gregory St.

5. RISK

Risk	Possible Consequence	Mitigation
Contract variation – due to wet weather, latent conditions, fuel and material escalation due to fuel crisis	Increase in Contract Sum	<ul style="list-style-type: none"> • None – over budget.
Delays to the completion of the project	Not meeting the funding requirements	<ul style="list-style-type: none"> • None – over budget.

6. POLICY & LEGAL IMPLICATIONS

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

7. CONSULTATION

Consultation has taken place with:

- The Tender Evaluation Panel

8. OFFICER'S RECOMMENDATION

That Council:

1. Receive and note the contents of this report;
2. Not proceed with any of the current Tenders; and
3. Delegates to the CEO to enter into a contract for the supply of the culvert units for Gregory Drainage Project up to the project budget of \$905,000.

10.09 0280-4623 Burketown and Gregory Drainage Phase 1 RFT

That Council:

- 1. Receive and note the contents of this report;**
- 2. Not proceed with any of the current Tenders; and**
- 3. Delegates to the CEO to enter into a contract for the supply of the culvert units for Gregory Drainage Project up to the project budget of \$905,000.**

Moved: Cr Poole

Seconded: Cr Camp

Carried 260422.15 5/0

Attendance

Shannon Moren entered the meeting at 1.58pm.

10.10 Purchase of Temporary Fuel Tanks for Temporary Runway Burketown Airport - Nowland Engineering

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	James Bell; Project Manager
DATE REPORT PREPARED:	15 April 2026

1. PURPOSE

This report provides Council with background information on the purchase of Temporary Fuel Tanks from Nowland Engineering for supply of aviation fuel at the Temporary Airfield, and why this procurement methodology was chosen.

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Nowland Engineering were approached directly by Northlane Engineering with the following rationale:

“As Nowland Engineering are the incumbent fuel supplier at Burketown Airport and, to our knowledge, the only supplier operating locally with NMI-compliant AVGAS and Jet A1 capability.”

When the invoice was received the cost of the purchase of the tanks, being \$322,098 excluding GST was above our procurement policy for single sourced or request for quotation procurement paths requiring the need to go to public tender.

Following receipt of the quotation from Nowland Engineering on the 27th February 2026 we received a follow up email on the 13th March 2026 advising us that the portable tank supplier had advised them:

“Given the fuel supply issues that the country is currently experiencing the tanks they have reserved for us have been sold and the supply price may need to increase from our initial quote. They have concerns about having any tanks to provide at all.”

Following advice from Ochre Legal it was agreed to accept the quote and proceed with procurement of the tanks under a “Genuine Emergency” rationale due to the current oil crisis and the potential lack of availability of tanks in the market due to customer demand and oil reserve stockpiling.

A single invitation form was submitted on the 25th March 2026, following the execution of the temporary lease agreement for Nowland Engineering to supply fuel at the temporary runway, and PO raised.

3. PROPOSAL

That Council approve, retrospectively, the procurement method adopted.

4. FINANCIAL & RESOURCE IMPLICATIONS

The purchase of the tanks is funded under the 0280-4613 Burketown Airport Runway Upgrade – QRA funded project.

5. RISK

Risk	Possible Consequence	Mitigation
Contract variation – due to fuel escalation	Increase in Contract Sum	<ul style="list-style-type: none"> Contingency within the QRA funded project.
Delays to the completion of the project	EOT due to not being able to open the temporary runway	<ul style="list-style-type: none"> Seeking redundancy plans such as fuel trucks etc.

6. POLICY & LEGAL IMPLICATIONS

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

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

7. CONSULTATION

Consultation has taken place with:

- Queensland Reconstruction Authority
- Northlane Consulting Engineers Pty Ltd
- Ochre Legal

8. OFFICER'S RECOMMENDATION

That Council:

1. Receive and note the contents of this report; and
2. Approve, retrospectively, the procurement method adopted.

10.10 Purchase of Temporary Fuel Tanks for Temporary Runway Burketown Airport - Nowland Engineering

That Council:

1. Receive and note the contents of this report; and
2. Approve, retrospectively, the procurement method adopted.

Moved: Cr Poole

Seconded: Cr Clarke

Carried 260422.16 5/0

Attendance

James Bell and Northlane Consulting Engineers left the meeting at 2.06pm.
Cr Camp left the meeting from 2.21pm to 2.23pm.

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

Completed.

Matter closed.

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. Awaiting funding.

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

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

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

Royal Flying Doctors	Contribution decided by Council	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
LifeFlight	Contribution decided by Council	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
Mt Isa School of the Air	Magazine page sponsorship School camps	\$350.00	\$2,000.00	\$2,350.00	No request received however, based on previous figures, and events run by Mt Isa School of the Air from 2023/2024 financial year an estimation of costs have been calculated. Hall hire for annual school camps in Burketown and Gregory. Rubbish collection.	\$2,350.00
Sundry Donations	Donations requests to be approved at Council discretion – funerals, event support etc.	\$5,000.00	NIL	\$5,000.00	NIL	\$5,000.00
TOTAL		\$54,850.00	\$30,500.00	\$85,350.00	-	\$85,350.00

Status

Ongoing.

Resolution Number – 251015.09 – Queensland Scheme Supply Fund Project

That:

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

Status

Ongoing.

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

That this report lay on the table for further investigation.

Status

Ongoing.

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

Council resolves as follows:-

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

Status

Ongoing.

Resolution Number – 251212.18 – Late Business – Council Housing

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

Status

Ongoing.

Resolution Number – 260128.21 – 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 – 260227.07 – 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.

Resolution Number – 260331.02 – 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.

Status

Finalised.

Matter closed.

Resolution Number – 260331.07 – 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.

Status

In progress.

Resolution Number – 260331.11 – Burke Shire Council Internal Audit Plan (2024 - 2027)

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

Status

Finalised.

Matter closed.

Resolution Number – 260331.12 – 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.

Status

Finalised.

Matter closed.

Resolution Number – 260331.13 – 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.

Status

Adopted.

Matter closed.

Resolution Number – 260331.14 – 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.

Status

Finalised.

Matter closed.

Resolution Number – 260331.15 – 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

Status

Finalised.

Matter closed.

Resolution Number – 260331.16 – 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)

Status

Ongoing.

1. OFFICER'S RECOMMENDATION

That Council receives and notes the contents of the Status Report as at 22 April 2026.

11.01 Status Report

That Council receives and notes the contents of the Status Report as at 22 April 2026.

Moved: Cr Poole

Seconded: Cr Camp

Carried 260422.17 5/0

Attendance

Natasha Williamson entered the meeting at 2.34pm.

Cr Yanner left the meeting at 2.58pm.

11.02 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Zachary Revere; Chief Executive Officer
PREPARED BY:	Zachary Revere; Chief Executive Officer
DATE REPORT PREPARED:	13 April 2026
LINK TO COUNCIL PLAN/S:	Goal – Good Governance Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

1. PURPOSE

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

2. UPDATES

Chief Executive Officer

Executive and Governance Matters

During March, focus was placed on strengthening internal governance, decision-making discipline, and executive oversight across the organisation.

Key actions included:

- Finalisation of the restructure and refinement of the Chief Executive Officer action item register, ensuring clearer tracking, accountability and alignment across executive priorities.
- Development and implementation of a formalised decision-making framework, led in conjunction with the Director of Engineering, to improve how external inputs (including contractors, stakeholders and community matters) are assessed, validated and progressed. This framework places a clear expectation on officers to appropriately test and verify external information prior to escalation, strengthening organisational control and improving the quality of advice presented to Council.
- Early-stage implementation of this approach across the projects function, supporting more structured engagement with Councillors on key project matters while maintaining appropriate officer ownership and accountability.

Operational Priorities

Focus areas during the month included project governance, infrastructure oversight and organisational alignment.

Key activities included:

- Ongoing works of the Gregory Crossing ILUA and associated land and project discussions, including pre-lodgement engagement and coordination with legal advisors.
- Continued engagement on airport-related infrastructure, including contractor discussions relating to supporting infrastructure (including water tanks) and broader project coordination with the DoE.
- Initial discussions regarding fuel supply and service continuity risks, including internal and external stakeholder engagement.
- Commencement of the formalisation of a Burke Shire Council Priority Projects List for 2026–27. This work is aimed at establishing a clear, organisation-wide view of priority infrastructure and strategic projects. An initial priority projects list is targeted for implementation in May 2026, with a finalised 2026–27 Priority Projects List to be embedded as part of the July 2026 budget process.
- Early-stage development of structured works planning across operational areas, including the introduction of six-month works plans led by the Works Manager. These plans will outline scheduled works, service delivery activities and departmental priorities across the July to December 2026 period, and will be presented to Council in July for review and endorsement. From 2027 onwards, this approach will transition to a 12-month rolling works plan, providing improved visibility, planning certainty and accountability across Council operations.

Organisational Culture and Communications

Work continued in response to the organisational culture audit, with a focus on leadership alignment and addressing key areas of concern.

Key actions included:

- Executive-level discussions on culture audit findings and next steps in developing a structured organisational response.
- Ongoing reinforcement of leadership expectations across the Executive Management Team, particularly in relation to accountability, communication and team cohesion.
- Representation of Burke Shire Council at the Queensland Industrial Relations Commission in relation to the Burke Shire Council Certified Agreement 2025. The agreement was formally approved, endorsed and certified by the Commission, following engagement with relevant unions and stakeholders.

Regional and External Engagement

Significant engagement occurred with regional stakeholders, state agencies and industry bodies.

This included:

- Attendance at the Northwest Queensland Regional Organisation of Councils (NWQROC) engagement relating to the Productivity Commission Inquiry into regional airfares.
- Participation in the Burke Shire Council Audit Committee meeting.
- Engagement with Regional Air Services and broader aviation stakeholders regarding regional connectivity.

- Attendance at the Gulf Regional Water Assessment Working Group.
- Participation in LGMA CEO Connect sessions and attendance at the LGAQ Civic Leaders Summit and LGMA CEO Forum.

Economic Development and Strategic Engagement

Engagements during the month supported economic development and regional positioning. This included:

- Ongoing discussions with Tourism Tropical North Queensland (TTNQ), including participation in an industrial relations and tourism overview webinar.
- Executive Management Team meetings.
- Audit Committee meeting attended, with a focus on governance, financial oversight and risk management.
- Ongoing preparation and coordination of Council reporting requirements.

Financial Services and Information Technology

Major focus in March 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 – Completion set for April 2026.
- Progressing clean up and update of all contracts registers, sole supplier register and tender registers.
- Internal audit 2 nearing completion.
- QAO external audit to commence in May. Audit plan finalised.
- Asset Val was confirmed to maintain it's valuation service provision for Burke.
- Preparation for 2026/2027 budget – in-progress.
- Shell Financial Statements – nearing completion.
- 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 March 2026 for Technology Services was as follows:

- Attentis Smart AI Weather and Environmental Monitoring Stations – relationship terminated with provided via Telstra – alternative solution now be sought and variation to be completed with NEMA.
- Gregory Starlink deployment in progress with works planned for April.
- 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.

- Scoping grants management software solution using Govt Frameworks with Kim
- \$50k grant award for AI CCTV solution from the IDF (LGAQ) – in progress.
- Review of all ICT Policies and Framework completed.

People and Culture

EBA related

- The Burke Shire Council Certified Agreement 2025 is now approved and implementation is underway..

Policies

- Nil

Positions advertised

- Water Operator

New employees

- Rebekah Trindle transferred to an Administration Officer role
- Samantha Bismark transferred to full time employment

Terminations

- Nil

Training and Professional Development

- HR Induction
- LGMA People and Culture Forum
- Women in Local Government Conference
- Microsoft Word training
- Microsoft Excel training
- Confined Space Refresher training
- First Aid training

Other

An organisational culture and communications audit took place. The findings have been reviewed and a formal response and action plan will be implemented alongside a review of the Workforce Plan.

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

Awaiting Outcome:

Grant Name	Project Name	Amount of Funding Requested
Resource Recovery Boost Fund – Stream 1 Small Projects	Burketown Waste Transfer Station	\$2million
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
Seniors Month Grants	Seniors Activities for 2026 – 2027	\$12,000.00
Fighting Illegal Dumping Partnership Program	Burke Shire Council Illegal Dumping Works	\$106,500.00

Unsuccessful:

Grant Name	Project Name	Amount of Funding Requested
Queensland Small Business Month Funding	Small business month activity	\$2,500

Currently Holding Funding:

Grant Name	Project Name	Amount of Funding
Betterment Funding	<ul style="list-style-type: none"> Gregory Lawn Hill Road Concrete Running Surface site 4 and 7 Airport runway pavement remediation Lawn Hill Creek Betterment – raised culvert crossing 	\$18,000,000.00
LGGSP Infrastructure Project	Burke Shire Housing Project	\$2.04 million in funding
Residential Activation Fund	Firefly Street Servicing	\$6.5 million in funding
Supply Scheme Fund	Planning Scheme Review	\$100,000.00
Industry Development Fund	Vendor Simplification Project for Remote Councils	\$59,390.00
SES Support Grant 2024-25	Gregory SES Administration and Training Building	\$85,000.00
Local Government Sun Safety Grant	Sun Safety Incentive	\$5,000.00
Disaster Resilience Funding NEMA	Attentis Disaster Ready Intelligence Network	\$224,000.00
Disaster Ready Fund 24-25	Disaster Resilience Master Planning Report	\$100,000.00
Local Government Grants and Subsidies Program (LGGSP) 24-28 - PLANNING STREAM	Burketown Industrial Estate – Planning and Design	\$519,000.00 funded (total project cost \$650,000.00)
NWQMP Tourism Infrastructure Grant	Progressing	\$200,000.00

Grant Name	Project Name	Amount of Funding
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:

Project Name	Status	Funding Amount
SES Support Grant 2024-25 Gregory SES Administration and Training Building	Building fabrication commenced. Extension requested and granted.	\$85,000.00
Local Government Sun Safety Grant Sun Safety Incentive	Progressing – with WHS	\$5,000.00
RADF 2026 – 2027	Working on opening community grant funding for 2026 – 2027. Working on expending remaining funds from previous financial year.	\$15,000.00
Age-friendly community development program - Grey legends funding	Seniors' health sessions planning underway. Further digital skills workshops planning underway – supplier found. Hell's gate trip pencilled for May	\$35,000.00

- 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. Lawyers engaged to finalise contract template. No new applications received.
- Business visits scheduled 16th April for Gregory (and Tirranna) and 17th for Burketown. Hell's Gate and Adel's Grove also expressed interests for visits – will schedule once roads open.

Tourism

- Signage audit underway.
 - Working on funding received from State Development ~\$72k. Project plan approved. Working with preferred tendered now.
 - 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. Phones from the information centre have been diverted to the Council Office.

- Order for new banners finalised - Easter and ANZAC ones up.
- Working on future planning for banners.
- Planning for tourism marketing to commence shortly – currently using old stock but will get an update when business visits are conducted.
- Planning to review content of tourism website

Events

Council Events:

- No major events in March.
- Oz Tag Meet and Greet – had good interest with 5 teams but had to cancel due to weather.
- Senior's monthly
 - Seniors one on one fitness sessions with Taren – still ongoing
 - Photography course scheduled 17 – 19th April
 - Ai, scams and spam course scheduled 27th – 28th April for Seniors
 - Working on Hell's Gate trip for May
- Fitness classes in Burketown have Finished to recommence in April.



- Planning for the Order of the Outback Ball underway. Second Meeting Scheduled for Early April. Award nominations to come out in early April.
- Upcoming events:

April 2026	
Saturday 11 th April	Last Ship Screening
17 th 19 th April	Photography Workshops – seniors, Burketown and Gregory
Saturday 25 th April	ANZAC Day Dawn Service

- Some additional events to be included (some still in planning):
 - Looking at a couple more art workshops possibly silversmithing/ other craft
 - Barb Wire Workshop – 6th -7th June

Community Events:

No events held in February.

Donations

- Timeline for 2026 – 2027 confirmed. To open in early April and close on the 22nd May. To be presented at the June Council Meeting. (RADF will follow a similar timeline). Reviews of forms are currently underway.
- Grants to community organisations sent to public and community groups.

Completed Donations:

Group/Organisation	Donation and Date
Moungibi Housing Co-operative Society Ltd (Football Club) – Battle of the Gulf Football Cluster	12 th July 2025 In kind – chairs, toilets, bins and rubbish collection, use of marquees, use of rodeo ground facilities, portable toilets
Burketown Rodeo and Sporting Association – Burketown Rodeo and Campdraft	18 – 20 July 2025 Cash - \$5,000.00 In kind – bins and rubbish collection, printing, cleaning of bathrooms, marquees, use of Council machinery
Burketown Kindy Incorporated	\$5,000.00 cash donation (cash for cans matching and printing ongoing)
Moungibi Housing Co-operative Society Ltd Community Market and Fair	16 th August 2025 4pm – 10pm Road closure at front of pub, chairs and tables, bins and rubbish collection, 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"> • General use of football oval and facilities • Use of rodeo ground covered area for dinners • Portaloos x 2 for dinner on salt pans • Septic pump out of rodeo grounds, football ground, Portaloos, and trailer toilets as needed. • Water truck and operator to water road on salt pan and roads to football grounds • Hall Hire 9 days (includes 4 days prior to event and 2 days after event for set up and take down) – a bond for hall hire must be paid prior to event • PA system hire 3 days • Lights and amenities use at Oval and Rodeo for four days • BSC tables and chairs • Water line marking • Use of marquees x 3 • Rubbish collection • Skip bin and ten rubbish bins
QCWA Gregory Branch Date 21 September 2025	Cash \$2,500. Rubbish Collection, Erect street banners
Burketown Barramundi Fishing Organisation (October 2025 – donation carried over from 2024 - 2025)	3 rd – 5 th October – \$5,000.00 cash. Hall Hire, Printing, rubbish collection
Royal Flying Doctors	\$5,000.00 cash
LifeFlight	\$5,000.00 cash

Actual Spend on Donations:

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

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

2025 Donations (to be completed):

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

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. Issues with electrical appliances to be addressed.
- Drafting Community Engagement Framework.

Other

- Completed first aid course
- Assisted with Staff get together

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 30th 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 16th 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 4th & 5th 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**

- Met with State Library to discuss the funding, reporting and workshops/training.

REX

- Assisted with additional flights that were diverted to Burketown due to the fuel shortage in the Gulf during the wet season.

Records

- Met with CorpMem to work on recordkeeping procedures and completed some training.
- Bek Trindle commenced in the records officer role.

Other

- Completed resupply for stations and businesses.
- Prepared and ran a staff social function. Ran well and all positive feedback received from staff.
- Meeting in relation to the child safe policies and procedures being developed through the NWQROC.
- Working with engineering and project team on the Local Resilience Action Plan (LRAP).

3. OFFICER'S RECOMMENDATION

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

11.02 Chief Executive Officer Report

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

Moved: Cr Camp

Seconded: Cr Poole

Carried 260422.18 4/0

Attendance

Natasha Williamson left the meeting at 3.05pm.

Zachary Revere left the meeting from 3.05pm to 3.08pm.

Jordan Marshall left the meeting from 3.18pm to 3.20pm.

Cr Poole left the meeting at 3.20pm.

11.03 Finance Monthly Update Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Shaun Jorgensen; Director of Finance and Technology
PREPARED BY:	Shaun Jorgensen; Director of Finance and Technology
DATE REPORT PREPARED:	13 April 2026
LINK TO COUNCIL PLAN/S:	Operational Plan 2025-26 Council Budget 2025-26

1. PURPOSE OF REPORT

This report has been constructed to provide a snapshot of the progress of council's operations (financial) against budget targets at 30 June 2026 as adopted by the council budget. The below report will focus on providing information to key decision makers in regards to key metrics, trends and actuals for the month ended March 2026.

2. SUMMARY

Council's cash was up by \$441k by the end of March 2026.

Overall council's reporting shows a budget position of 65.86% expended to date; this is below budget expectations overall by 9.14%. 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)	70,296,872	107,674,000	65%
Operating Expenses	(2)	71,284,539	108,233,700	66%
Operating Result (Profit/Loss)	-	987,666	559,700	176%
Capital Revenue	(3)	5,942,976	76,650,000	8%
Net Result		4,955,310	76,090,300	7%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	61,602,192	47,903,426
Other Current Assets	(5)	4,660,311	1,402,000
Non Current Assets	(6)	175,923,740	247,630,054
Total Assets		242,186,243	296,935,480
Liabilities (Current)	(7)	57,703,343	40,190,000
Liabilities (Non Current)	(8)	1,145,178	957,710
Total Liabilities		58,848,521	41,147,710
Net Community Assets		183,337,723	255,787,770

Sustainability Outlook¹

*Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-1%	0%
² Working Capital Ratio	Greater than 1:1	1.1	1.2
³ Net Financial Liabilities Ratio	Less than 60%	-12%	-13%

Notes:

- (1) **Operating Revenues** - Noted that FA Grant Funding was received during the month. Minimal other movements were noted.
- (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 March 2026 resulting in council being slight under-budget on a pro-rata basis. This result was anticipated. We expect spending to increase on the lead up to 30 June 2026.
- (3) **Capital Revenue** - No movement for the month pending roads opening for April which will see an increase to capital works.
- (4,5,6,7,8)** - Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; as such no items by exception to report at this stage.

¹Definitions

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

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

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

4. STATEMENT OF CASH FLOWS

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

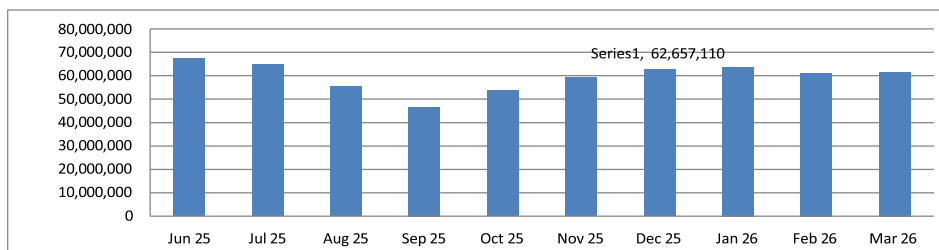
For the month ended 31 March 2026

	Note	31 March 2025	31 March 2026	2025-26 Annual Budget	YTD Progress
	ref	\$	\$	\$	%
Cash flows from operating activities:					
Receipts from customers	(1)	3,352,822	8,681,990	10,136,219	86%
Payments to suppliers and employees	(2)	(37,656,723)	(88,588,568)	(142,958,508)	62%
		(34,303,901)	(79,906,579)	(132,822,289)	60%
Rental Income	(3)	166,526	151,573	218,000	70%
Interest Received	(4)	2,089,649	1,808,092	1,688,000	107%
Operating Grants and Contributions	(5)	36,736,779	58,051,069	96,574,000	60%
Finance Costs		0	0	-	0%
Net cash inflow (outflow) from operating activities		4,689,053	(19,895,844)	98,480,000	-20%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(6,354,934)	(12,085,697)	(82,259,000)	15%
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)	4,489,582	5,942,976	76,680,000	8%
Net cash inflow (outflow) from investing activities		(1,802,894)	(6,142,721)	(5,395,000)	114%
Cash flows from financing activities:					
Proceeds from Borrowings		0	0	0	0%
Repayment of Borrowings		0	0	0	0%
Net cash inflow (outflow) from financing activities		0	0	0	0%
Net increase (decrease) in cash held	(8)	2,886,159	(26,038,565)	(39,737,289)	66%
Cash at beginning of reporting period		54,749,881	87,640,757	87,640,715	100%
Cash at end of reporting period	(8)	57,636,040	61,602,192	47,903,425	129%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	4.22%	1,808,092	56,028,035
Westpac General Fund - Trust	-	-	5,573,874
Cash Floats	-	-	283
Total			61,602,192

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	\$ 61,602,191.78	%
Restricted Cash - DRFA Operating Grants	\$ 37,562,994.97	60.98%
Restricted Cash - Non-DRFA Operating Grants	\$ 321,209.12	0.52%
Restricted Cash - Capital Grants	\$ 18,146,663.72	29.46%
GST Payable	-\$ 305,391.48	-0.50%
Unrestricted Cash	\$ 5,876,715.45	9.54%
Contract Assets - Cash to be received by 30 June 2026		
LKCL 2 and 3	\$ 323,000.00	<i>with UAO to finalise</i>
Insurance	\$ 250,000.00	<i>In query with LGM</i>
Projected Unrestricted Cash	\$ 6,449,715.45	
Prior Month Projected Unrestricted Cash Balance	\$ 6,047,399.42	
Explanation for Movement:	\$ 402,316.03	
Movement month to month is a result of capital project expenditure & ongoing operation expenditure during the month. Due to flooding in the region, capital spend has been limited.		

Notes to the Statement of Cashflows:

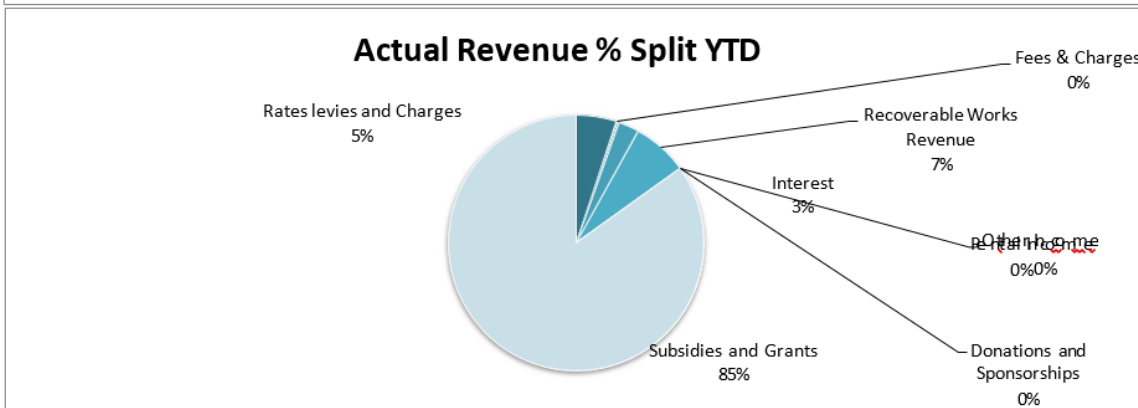
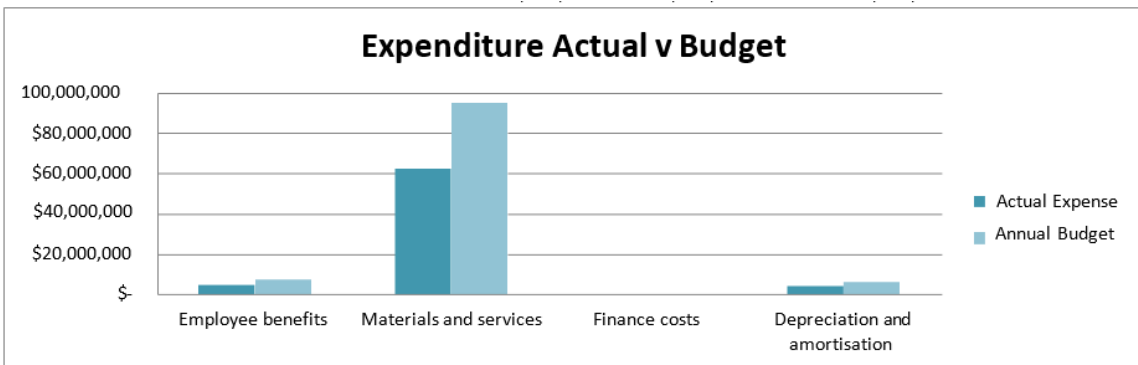
- (1) **Receipts from customers** - On track with budget.
- (2) **Payments to suppliers and employees** - Significant amounts spend on DRFA funded works during the month for the 22/23 and 23/24 flood damage program makes up the predominant amount of the monthly movement.
- (3) **Rental Income** - Rental income is on track with budget.
- (4) **Interest Received** - Interest is on track with budget with an effective interest rate provided by the QTC (4.22%). Decrease from 4.32% in February 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 March 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 \$270k for the month of March 2026. 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** - No movement noted for the month.
- (8) **Net Cash Movement** - Council's cash holdings was down by \$441kl by the end of March 2026.

5. STATEMENT OF INCOME AND EXPENDITURE

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

For the month ended 31 March 2026

	Note Ref	31 March 2025 \$	31 March 2026 \$	2025-26 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		3,498,308	3,560,277	3,628,000	98%
Fees & Charges	(1)	89,492	106,866	147,000	73%
Rental Income	(2)	166,526	151,573	218,000	70%
Interest	(3)	2,089,649	1,808,092	1,688,000	107%
Recoverable Works Revenue	(4)	547,046	4,962,581	5,110,000	97%
Other Income	(5)	44,478	30,360	304,000	10%
Donations and Sponsorships	(12)	-	245	5,000	5%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	34,617,376	59,676,877	96,574,000	62%
Total Recurrent Revenue		41,052,875	70,296,872	107,674,000	65%
Capital Revenue					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	4,057,582	5,942,976	76,610,000	8%
Total Capital Revenue		4,057,582	5,942,976	76,650,000	8%
TOTAL INCOME		45,110,457	76,239,848	184,324,000	41%
Recurrent Expenses					
Employee benefits	(8)	4,245,641	4,544,039	7,245,409	63%
Materials and services	(9)	29,956,688	62,654,178	94,820,291	66%
Finance costs	(10)	50,631	51,677	70,000	74%
Depreciation and amortisation	(11)	4,146,988	4,034,644	6,098,000	66%
TOTAL RECURRENT EXPENSES		38,399,948	71,284,539	108,233,700	66%
NET RESULT		6,710,509			



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 (4.22%). Decrease from 4.32% in February 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 March 2026 due to minimal work being possible as a result of regional flood.
- (7) **Subsidies and Grants (capital)** - No movement noted for the month.
- (8) **Employee benefits** - In relation to employee benefits costs against the budget, we have currently expended \$4.544mil against a budget of \$7.245mil for the year; this is an actual spend of 62.72% 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 March 2026 75.00%

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

Organisational Services					Comments
	31 March 2025	31 March 2026	2025-26 Annual Budget	YTD Progress %	
	\$	\$	\$	%	
Recurrent Expenses					
Corporate Governance Costs	708,952	855,858	1,153,000	74.23%	On track with budget.
Administration Costs	3,040,328	3,114,546	4,474,900	69.60%	On track with budget.
Recoverable Works Expenses	428,545	2,525,058	925,000	272.98%	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 April 2026 Finance Report.
Engineering Services	28,668,572	58,605,419	92,696,000	63.22%	On track with budget.
Utility Services Costs	595,089	737,339	994,000	74.18%	On track with budget.
Net Plant Operating Costs	542,940	191,972	565,000	33.98%	This balance is expected to fluctuate during the year based on works completed. Behaves similarly to PY comparative.
Planning and Environmental Expenses	48,690	145,386	458,000	31.74%	On track with budget.
Community Services Costs	1,251,045	1,406,584	1,929,800	72.89%	On track with budget.
Finance Costs	50,631	51,677	70,000	73.82%	On track with budget.
Depreciation	4,146,988	4,034,644	6,098,000	66.16%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
TOTAL RECURRENT EXPENSES	38,395,898	71,284,539	108,233,700	65.86%	On track with budget.
Capitalised Wages	-	314,915	501,000	63%	On track with budget.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 31 March 2026

	31 March 2026	2025-26 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	61,602,192	47,903,426
Trade and other receivables	3,735,230	1,000,000
Inventories	478,048	300,000
Other financial assets	447,033	102,000
Non-current assets classified as held for sale	-	-
Total current assets	66,262,503	49,305,426
Non-current Assets		
Receivables	-	-
Property, plant and equipment	303,263,026	373,065,519
Accumulated Depreciation	- 127,339,286	- 125,435,465
Intangible assets	-	-
Total non-current assets	175,923,740	247,630,054
TOTAL ASSETS	242,186,243	296,935,480
Current Liabilities		
Trade and other payables	57,460,774	40,000,000
Borrowings	-	-
Provisions	242,569	190,000
Other	-	-
Total current liabilities	57,703,343	40,190,000
Non-current Liabilities		
Trade and other payables	27,705	27,710
Interest bearing liabilities	-	-
Provisions	1,117,473	930,000
Other	-	-
Total non-current liabilities	1,145,178	957,710
TOTAL LIABILITIES	58,848,521	41,147,710
NET COMMUNITY ASSETS	183,337,724	255,787,770
Community Equity		
Shire capital	39,529,889	116,393,889
Asset revaluation reserve	103,541,131	103,541,131
Retained surplus/(deficiency)	40,266,700	35,852,750
Other reserves	-	-
TOTAL COMMUNITY EQUITY	183,337,724	255,787,770

8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 13 April 2026.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	72,966	28,077	3,397	82,181	186,621
SEWERAGE	11,728	10,482	842	37,864	60,916
GARBAGE	9,568	9,377	644	16,447	36,036
WATER	103,226	27,456	4,409	57,827	192,918
WATER CONSUMPTION	161,511	7,480	5,457	1,729	176,178
STATE GOVT EMERGENCY	3,569	2,109	221	5,701	11,600
LEGAL FEES	1,683	-	-	-	1,683
Rating Sale Adjustment	- 39,346	-	-	-	-
Total	324,905	84,982	14,970	201,749	626,606

Prior Month (February)	330,065	50,322	147,439	6,579	534,406
Movt \$	- 5,160	34,660	- 132,470	195,170	92,201
Movt %	-2%	69%	-90%	100%	17%

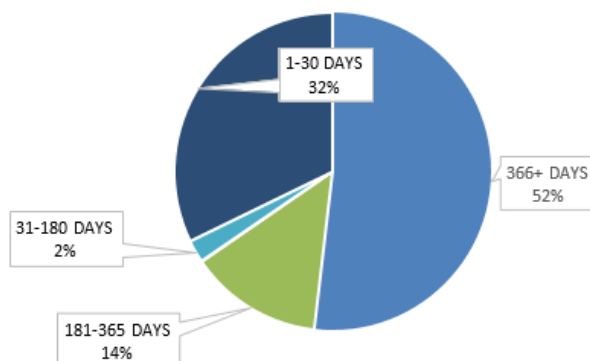
Debt Collection Actions Executed for March 2026:

	Number of assessments	Amount Outstanding	Previous Month	Movement
Ratepayers subject to further legal rectification	1	\$ 226,204.57	\$ 223,989.28	\$ 2,215.29
Assessments to progress to Rating Sale	2	\$ 53,897.30	\$ 53,390.86	\$ 506.44
(\$) Sum of Debt Actions in progress		\$ 280,101.87	\$ 277,380.14	\$ 2,721.73
(%) of Total Rating Arrears		45%	52%	-7%

Remaining Arrears Adjusted for On-going Matters

\$ 346,504.35

Total Aged Rating Arrears



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

\$3,200 - General Debtors - closed session report issued to council for approval.

10. OFFICER’S RECOMMENDATION

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

11.03 Finance Monthly Update Report

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

Moved: Cr Camp

Seconded: Cr Murray

Carried 260422.19 3/0

Attendance

Cr Poole entered the meeting at 3.23pm.

11.04 Budget Policy

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:	1 April 2026
LINK TO COUNCIL PLAN/S:	Corporate Plan, Good Governance- Council decision –making promotes financial and asset sustainability.

1. PURPOSE

To provide a framework for the administration of Council’s budget and establish guidelines to ensure that known variations to the budget are addressed in a timely manner.

2. BACKGROUND

Council provides a wide range of services, many of them significant, to all parts of the community. It is important that guidelines are established to assist in providing financial rigour to these activities. This includes guidelines to:

- clarify limitations on the release of budgetary information prior to the formal adoption of the budget
- ensure that council reports are presented in a fiscally responsible manner
- provide guidance in the preparation of the budget reviews
- ensure that required amendments to the budget are made in a timely manner
- ensure consistency with council’s Long Term Financial Forecast including Long Term Asset Management Plans
- ensure whole of life costing decisions are included in Capital Program management;
- ensure there is an emphasis for accountability for budget administration and compliance from all council officers and delegates.

3. FINANCIAL & RESOURCE IMPLICATIONS

This policy was first implemented in 2020. Having a Budget Policy in place clearly improves Councils financial accountability and sustainability.

4. POLICY & LEGAL IMPLICATIONS

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

5. RISK

Risk Type	What could happen	Possible Consequences
Financial	Inadequate internal financial controls regarding expenditure outside of adopted budget.	Councils budgeted expenditure being exceeded.

6. CRITICAL DATES & IMPLICATIONS

Budget Policy is adopted as part of the 2026-2027 budget process.

7. CONSULTATION

Councillors

CEO

Director of Finance and Technology

8. CONCLUSION

The budget policy sets out the framework under which Council's budget is determined and how the budget is adjusted throughout the year if required. The budget should be consistent with the Council's corporate plan, long term financial forecast and the annual operational plan. Not all Councils have a Budget Policy as it is not a legislative requirement, but it ensures strong financial discipline and accountability over Council's operations.

9. OFFICER'S RECOMMENDATION

That the attached revised Budget policy be adopted.

11.04 Budget Policy

That the attached revised Budget policy be adopted.

Moved: Cr Murray

Seconded: Cr Camp

Carried 260422.20 4/0

Attendance

Cr Camp left the meeting from 3.30pm to 3.31pm.

11.05 Adoption of Revised Strategic ICT Management Framework

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

1. PURPOSE

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

2. BACKGROUND

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

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

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

1. ICT Strategic Management Framework
 - BSC Cyber Incident Response Policy
 - BSC Data Breach Response Policy
 - BSC Ongoing Fleet Replacement (ICT) Plan
 - BSC Three-year ICT Strategic Plan 2026-2027-2028
 - BSC ICT Backup and Restoration Policy

3. PROPOSAL

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

ICT Strategic Management Framework

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

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

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

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

BSC Cyber Incident Response Policy

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

The policy outlines the following:

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

BSC Data Breach Response Policy

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

The policy outlines the following:

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

BSC Ongoing Fleet Replacement (ICT) Plan

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

The plan outlines the following:

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

BSC Three-year ICT Strategic Plan 2026-2027-2028

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

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

The plan outlines the following:

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

BSC ICT Backup and Restoration Policy

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

The policy outlines the following:

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

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning adoption of this report.

5. POLICY & LEGAL IMPLICATIONS

Instrument/Reference/Details
<p>Information security policy (IS18:2018)</p> <p>International Standard for Information Security Management Systems (ISO 27001)</p> <p><i>Australian Copyright Act 1968</i> - proscribes the copying of software or data files (including text, sound and images) in the absence of a licensing arrangement;</p> <p><i>Crimes Act 1914</i> - describes procedures related to dealing with a crime;</p> <p><i>Cybercrime Act 2001</i> - deals with a range of computer related offences;</p> <p><i>Privacy Act 1988</i> - introduces principles related to protection of personal information; and</p> <p><i>SPAM Act 2003</i> – which proscribes the sending of SPAM messages.</p> <p><i>Crime and Corruption Act 2001</i> - establishes a commission to reduce the incidence of corruption in the public sector. Council must preserve and make information available for this Commission so that it can be effective in its investigations;</p> <p><i>Copyright Act 1968</i> - is an Act relating to copyright law;</p> <p><i>Criminal Code Act 1995</i> - proscribes computer hacking and general misuse;</p> <p><i>Electronic Transactions (Queensland) Act 2001</i> - refers to the integrity of information and requirements to keep information associated with the need for businesses and the community to use electronic communications when dealing with government bodies;</p> <p><i>Evidence Act 1977</i> - defines what must be preserved as evidence related to government activities;</p> <p><i>Information Privacy Act 2009</i> - ensures the security and protection of personal information and restricts the collection, use and disclosure of information about an individual;</p>

Instrument/Reference/Details
<p><i>Right to Information Act 2009</i> - makes particular types of information concerning government documents available to members of the community in order to ensure such information is timely and accurate;</p> <p><i>Local Government Act 2009</i> - requires local government employees not to wilfully destroy or damage Council records;</p> <p><i>Public Records Act 2002</i> - states the responsibilities of government in the management of corporate records - particularly with regards to security;</p> <p><i>Public Sector Ethics Act 1994</i> - states the responsibilities public officials have in ensuring that public resources are not wasted, abused or improperly used;</p> <p>OAIC (Office of the Australia Information Commissioner) - When to report a data breach; and</p> <p>ASCS (Australia Cyber Security Centre) - The Essential Eight Approach.</p> <p>CASA Regulations and Standards.</p>

6. RISK

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

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

Councillors

Chief Executive Officer

Director of Finance and Technology

Robert Morrows Technology (MSP Provider)

9. CONCLUSION

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

10. OFFICER’S RECOMMENDATION

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

- ICT Strategic Management Framework
 - BSC Cyber Incident Response Policy
 - BSC Data Breach Response Policy
 - BSC Ongoing Fleet Replacement (ICT) Plan
 - BSC Three-year ICT Strategic Plan 2026-2027-2028
 - BSC ICT Backup and Restoration Policy

11.05 Adoption of Revised Strategic ICT Management Framework

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

- **ICT Strategic Management Framework**
 - **BSC Cyber Incident Response Policy**
 - **BSC Data Breach Response Policy**
 - **BSC Ongoing Fleet Replacement (ICT) Plan**
 - **BSC Three-year ICT Strategic Plan 2026-2027-2028**
 - **BSC ICT Backup and Restoration Policy**

Moved: Cr Poole

Seconded: Cr Camp

Carried 260422.21 4/0

11.06 Operational Plan 2025-2026 – March 2026 Quarter Review

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Zachary Revere; Chief Executive Officer
PREPARED BY:	Zachary Revere; Chief Executive Officer
DATE REPORT PREPARED:	17 April 2026
LINK TO COUNCIL PLAN/S:	Goal – Good Governance Council develops, implements and maintains an effective and compliant governance framework (Governance, finance, risk)

1. PURPOSE

To provide Council with an outline of progress made through the March 2026 Quarter towards the achievement of Council's 2025/2026 Operational Plan.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

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

The Operational Plan identifies planned activities for the organisation, consistent with the new Corporate Plan 2025-2030 and the annual Budget.

Attached is the update for the March 2026 Quarter review of progress against Council's 2025/2026 Operational Plan for Council consideration.

3. PROPOSAL

That Council receives and notes the contents of the March 2026 Quarter review report of progress towards implementation of the 2025/2026 Operational Plan.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Risk Type	What could happen	Possible consequence
Strategic and operational alignment	<ul style="list-style-type: none"> Non-alignment between Corporate Plan, Operational Plan and Budget. 	<ul style="list-style-type: none"> Ineffective, inefficient and non-compliant operations.
Compliance	<ul style="list-style-type: none"> Content requirements of Operational Plan 2022-23 not met. 	<ul style="list-style-type: none"> Compliance

6. POLICY & LEGAL IMPLICATIONS

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

7. CRITICAL DATES & IMPLICATIONS

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

8. CONSULTATION

The Executive Management Team have contributed to the update of the March Quarter Operational Plan.

This report highlights Council's implementation of the 2025/2026 Operational Plan actions/projects for the March 2026 Quarter of the 2025/2026 Financial Year. Reasonable progress has occurred for the March Quarter.

9. CONCLUSION

This report highlights Council's implementation of the 2025/2026 Operational Plan actions/projects for the March 2026 quarter of the 2025/2026 Financial Year. Reasonable progress has occurred in meeting KPI targets for the financial year to the December Quarter.

10. OFFICER'S RECOMMENDATION

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

11.06 Operational Plan 2025-2026 – March 2026 Quarter Review

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

Moved: Cr Clarke

Seconded: Cr Poole

Carried 260422.22 4/0

11.07 Sport and Recreation Strategy 2025-2030 – March 2026 Quarter Update

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Kimberly Chan; Economic and Community Development Manager
PREPARED BY:	Kimberly Chan; Economic and Community Development Manager
DATE REPORT PREPARED:	13 April 2026
LINK TO COUNCIL PLAN/S:	Burke Shire Council Sport and Recreation Strategy 2025-30

1. PURPOSE

To provide the March 2026 Quarter Update on the implementation of the Burke Shire Council Sport and Recreation Strategy 2025-30.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required to do a quarterly update on the new 5-year Sports and Recreation Strategy that was adopted by Council 25 June 2025.

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

3. PROPOSAL

Continue quarterly update of strategy.

4. FINANCIAL & RESOURCE IMPLICATIONS

A number of items listed for delivery in the Sport and Recreation Strategy are yet to be funded which is an ongoing process.

5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Corporate Plan 2025-2030	Goals	Community: Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire.

Instrument	Reference	Details
Corporate Plan 2025-2030	Strategies	<p>Community</p> <ol style="list-style-type: none"> 1. Council provides facilities, spaces, services, events and activities that promote and support community engagement, health, well-being and sustainability. 2. Council supports and/or partners with organisations, services, events and activities that promote and support community engagement, health, well-being, the inclusion of arts and culture and sustainability. 3. Council acts (directly or through facilitation, advocacy or partnerships) to address accommodation issues that impact on community well-being and sustainability.

7. CRITICAL DATES & IMPLICATIONS

The Sport and Recreation Strategy 2025-30 allocates completion timeframes for particular activities. Council's ability to fund these activities is often dependent on receipt of external funding, so these timeframes are, in many cases, aspirational.

8. CONSULTATION

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

9. CONCLUSION

Monitoring the implementation of the Sport and Recreation Strategy 2025-30 helps Council to progress key goals and strategies in the Corporate Plan 2025-30, particularly as these relate to community health, wellbeing and sustainability.

10. OFFICER'S RECOMMENDATION

That Council note and receive the Sport and Recreation Strategy 2025-30 update for the March 2026 Quarter.

11.07 Sport and Recreation Strategy 2025-2030 – March 2026 Quarter Update

That Council note and receive the Sport and Recreation Strategy 2025-30 update for the March 2026 Quarter.

Moved: Cr Camp

Seconded: Cr Poole

Carried 260422.23 4/0

07. Declaration of Interests

07.01 Declaration of Interest – Cr John Clarke

That Cr John Clarke remains in the Chambers for discussion and vote on Item 11.08 2025/26 Grants to Community Organisation Request – Gregory Downs Jockey Ablution Block Upgrade, as the conflict of interest raised is not of significant interest to lead him to make a decision that is contrary to the public interest.

Moved: Cr Camp

Seconded: Cr Poole

Carried 260422.24 3/0

Vote ineligible – 1

11. Chief Executive Officer Reports

11.08 2025/26 Grants to Community Organisation Request – Gregory Downs Jockey Ablution Block Upgrade

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Kimberly Chan; Economic and Community Development Manager
REPORT PREPARED BY:	Kimberly Chan; Economic and Community Development Manager
DATE REPORT PREPARED:	13 April 2026
LINK TO COUNCIL PLAN/S:	Corporate Plan - Healthy, Inclusive, Sustainable Communities. Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire. Sport and Recreation Strategy – Action item 4. Complete construction of Gregory Racecourse and Sports Facilities Toilets

1. PURPOSE

To provide information to Council regarding the late donation request received for the 2025/26 financial year from the Gregory Downs Jockey Club.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under section 194 of the Local Government Regulation 2012, a local government may give a grant or (donation) to a community organisation if the local government is satisfied that the grant will be used for a purpose that is in the public interest and that the community organisation meets the criteria stated in the local government's Community Grants Policy (ADM-POL-011).

On the 25th June 2025, Council adopted 11.08 2025/26 Donation Requests which included all Grants to Community Organisation requests received prior to the closing date.

This report pertains to a late application made by the Gregory Downs Jockey Club Incorporated for the upgrade of the Gregory Downs Jockey Club Ablution Block, which includes construction of more toilets at the facility.

3. PROPOSAL

It is proposed that Council provide in-kind assistance as per the table below as per the late received Grant to Community Organisation request. This is in addition to the grant requests that were approved at the June Council meeting (resolution 11.08 2025/26 Donation Request).

Group/ Organisation	Event/donation Details Date	2024/2025 Donation/Community Grant (Cash + In-kind)	Adopted Council Budget 2024/2025	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
Gregory Downs Jockey Club Incorporated	Gregory Downs Jockey Ablution Block Upgrade - Construction of more toilets at the Gregory Racecourse and Sports Ground	\$6,000.00 cash + \$2,500.00 in-kind (for Paddles and Saddles Event)	\$8,500.00 (for Paddles and Saddles Even)	Received Cash - \$74,000.00	\$74,000.00	NA

Note the Gregory Downs Jockey Club also submitted another Grants to Community Organisations request pertaining to the Gregory Saddles and Paddles Event (2 May 2026) for the 2025/26 financial year which was approved. This included a cash donation of \$6,000.00 and In-kind work valued at approximately \$3,000.00.

4. FINANCIAL & RESOURCE IMPLICATIONS

The requests received for the FY2025/26 are as follows:

	FY 2025/26
Cash	\$128,850.00
In-Kind	\$53,400.00
Total Expenditure	\$182,250.00
Total Budgeted	\$182,250.00

5. POLICY & LEGAL IMPLICATIONS

Instrument	Details
Local Government Regulation 2012	<p>s189 Expenditure on grants to community organisations</p> <p>The annual report for a financial year must contain a summary of—</p> <p>(a) the local government’s expenditure for the financial year on grants to community organisations; and</p> <p>(b) expenditure from each councillor’s discretionary fund, including—</p> <p>(i) the name of each community organisation to which an amount was allocated from the fund; and</p> <p>(ii) the amount and purpose of the allocation.</p> <p>s194 Grants to community organisations</p> <p>A local government may give a grant to a community organisation only—</p> <p>(a) if the local government is satisfied—</p> <p>(i) the grant will be used for a purpose that is in the public interest; and</p> <p>(ii) the community organisation meets the criteria stated in the local government’s community grants policy; and</p> <p>(b) in a way that is consistent with the local government’s community grants policy.</p> <p>s195 Community grants policy</p> <p>A local government must prepare and adopt a policy about local government grants to community organisations (a "community grants policy"), which includes the criteria for a community organisation to be eligible for a grant from the local government.</p>
ADM-POL-011 Grants to Community Organisations Policy	<p>Under Council’s Grants to Community Organisations Policy, applications for \$1,000 or more – cash contribution, will require provision of set of audited financial statements.</p>

6. CRITICAL DATES & IMPLICATIONS

The late Grant to Community Organisation request relates to a facility build scheduled to be completed in the 2025/26 financial year. The budget has been considered in the previous budget review approved in February by Council (resolution no. 260227.14).

7. CONSULTATION

Consultations to ensure the project is on track and delivered will take place on an ongoing basis between Council and the Gregory Dates Jockey Club.

8. CONCLUSION

The Gregory Racecourse and Sports Facilities are an important community facility for the township of Gregory and the greater Burke Shire. The facility is instrumental in the success of various long-standing events held by the Gregory Community. The provision of the construction of the additional toilets will enhance the future of the area and its events, and this is evident as it was noted as one of the highest priorities of the Burke Shire Council Sport and Recreation Strategy 2025 – 2030.

The provision of financial support from Council, by way of donations, is a vital contribution to numerous local groups to deliver events and services for the Burke Shire community.

One of the requirements for donations is that a set of Audited Financial Statements must be received by Council where the value of donation is over \$1,000. Financials from Gregory Downs Jockey Club have been received.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council approves the additional donation request from the Gregory Downs Jockey Club for the 2025/26 financial year as follows:

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 Recommended to Council for Endorsement
Gregory Downs Jockey Club Incorporated	Construction of more toilets at the Gregory Racecourse and Sports Ground	Cash - \$74,000.00	NIL	Cash - \$74,000.00	NA	\$74,000.00

11.08 2025/26 Grants to Community Organisation Request – Gregory Downs Jockey Ablution Block Upgrade

1. That Council note the contents of the report; and
2. That Council approves the additional donation request from the Gregory Downs Jockey Club for the 2025/26 financial year as follows:

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 Recommended to Council for Endorsement
Gregory Downs Jockey Club Incorporated	Construction of more toilets at the Gregory Racecourse and Sports Ground	Cash - \$74,000.00	NIL	Cash - \$74,000.00	NA	\$74,000.00

Moved: Cr Poole
Seconded: Cr Murray
Carried 260422.25 4/0

11.09 Adoption of New Organisational Structure

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Zachary Revere; Chief Executive Officer
PREPARED BY:	Chelsea Nelson; People and Culture Manager
DATE REPORT PREPARED:	13 April 2026
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

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

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council last amended its organisational structure on 27 February 2026 with the following amendments:

- New / removed positions:
Removed: Machine Operator / Labourer
Removed: Machine Operator / Labourer
Created: Quality and Systems Officer
Created: Parks and Gardens Crew member
Change to engagement: Town and Rural Services now contractors

3. PROPOSAL

That the attached amended Organisational Structure be endorsed.

Changes from Current to Proposed Structure:

- Change to position titles:
Economic and Community Liaison Officer
- New / removed positions:
Created: DRFA Project Manager

4. FINANCIAL & RESOURCE IMPLICATIONS

Role	Change	Saving/ Expense	Notes
Economic and Community Liaison Officer	Change to existing position title and level	-\$12,077	
DRFA Project Manager	Created	-\$188,328	
TOTAL COST		\$200,405	

**These figures reflect the full budget impact, inclusive of oncosts.*

As per the table above, the proposed changes *have not* been budgeted in the 2025-26 financial year.

5. POLICY & LEGAL IMPLICATIONS

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

Appointing other local government employees

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

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

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

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

6. RISK

Nil for this report.

7. CRITICAL DATES & IMPLICATIONS

Operationally these roles are critical and should be filled as soon as possible. We therefore request that the proposed Organisational Structure be adopted as soon as practicable.

8. CONSULTATION

Councillors

CEO

Executive Management Team

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

9. CONCLUSION

The proposed Organisational Structure seeks to implement a more streamlined organisational structure.

10. OFFICER'S RECOMMENDATION

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

11.09 Adoption of New Organisational Structure

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

Moved: Cr Camp

Seconded: Cr Murray

Carried 260422.26 4/0

Attendance

Chris Wilson left the meeting from 3.51pm to 3.52pm.

15. Late Business**15.01 Late Business – Closed Session Report – Gregory Crossing ILUA****That Council accepts the following late report:**

- **15.01 Late Business – Closed Session Report – Gregory Crossing ILUA**

Moved: Cr Camp

Seconded: Cr Poole

Carried 260422.27 4/0

12. Closed Session Reports

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

(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;

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

Council moved into closed session at 3.52pm.

Moved: Cr Camp

Seconded: Cr Poole

Carried 260422.28 4/0

Attendance

Jordan Marshall and Madison Marshall left the meeting from 3.52pm to 4.26pm.

Amir Akrami, Kimberly Chan, Sarath Jayasekara and Shannon Moren left the meeting at 3.52pm.

Move into Open Session

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

Council resumed open session at 4.26pm.

Moved: Cr Clarke

Seconded: Cr Camp

Carried 260422.29 4/0

12.01 Closed Session Report – Debtor Write-off – Burial Costs

That the council approve the write-off of the sundry debt owed to council of \$3,200.00 including GST for invoice 100823 for Burial Costs.

Moved: Cr Camp

Seconded: Cr Poole

Carried 260422.30 4/0

15.01 Late Business – Closed Session Report – Gregory Crossing ILUA

Council resolves as follows:-

- 1. Council notes the contents of this Report.**
- 2. Council resolves to validate the Gregory Crossing Project by way of an indigenous land use agreement and authorises the Mayor and the Chief Executive Officer to enter into ILUA negotiations 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.**
- 3. Council agrees subject to negotiations with Gangalidda and Garawa and compliance with the Local Government Regulations, to offer non-monetary compensation to Gangalidda and Garawa People comprising the transfer of Lot 96 on B1364, Lot 88 on B 1364 and 50% of part of Lot 10 on 13620 in return for native title consent for the Project.**
- 4. The Mayor and Chief Executive Officer are authorised to sign the final Gregory Crossing ILUA subject to completion of negotiations with Gangalidda and Garawa on behalf of Council**

Moved: Cr Camp

Seconded: Cr Poole

Carried 260422.31 3/1

Vote for – Cr Camp, Cr Clarke and Cr Poole

Vote against – Cr Murray

13. Mayoral Report

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

Moved: Cr Poole

Seconded: Cr Clarke

Carried 260422.32 4/0

14. Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Poole

Carried 260422.33 4/0

16. Deputations and presentation scheduled for meeting

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

17. Closure of meeting

The Chair declared the meeting closed at 4.41pm.