



Unconfirmed Minutes  
Burke Shire Council Ordinary Meeting  
Wednesday 28 January 2026  
9.00am Council Chambers

---

01. Opening of Meeting .....	3
02. Record of Attendance .....	3
02.01 LGR 2012 Section 254K – Participating in meetings by audio link or visual audio link.....	3
03. Prayer .....	3
04. Consideration of applications for leave of absence .....	4
05. Confirmation of minutes of previous meeting(s) .....	4
05.01 Ordinary Meeting Friday 12 December 2025 .....	4
06. Condolences.....	4
07. Declaration of Interests .....	4
08. Registers of Interests .....	4
09. Consideration of Notice(s) of Motion and Petitions.....	4
09.01 Notices of Motion .....	4
09.02 Petitions .....	4
10. Engineering Services Reports.....	5
10.01 Engineering Department Monthly Report .....	5
10.02 Capital Works Projects Status Update Report .....	10
10.03 DRFA Works Project Status Report .....	14

11. Chief Executive Officer Reports .....	17
11.01 Status Report .....	17
11.02 Chief Executive Officer Report.....	25
11.03 Finance Monthly Update Report .....	36
11.04 Operational Risk Register – Update 31 December 2025 .....	46
11.05 Councillor Remuneration Review Effective 1 July 2026 .....	49
11.06 Emergency Fund .....	54
11.07 Review of Delegations - Council to Chief Executive Officer.....	58
11.08 Operational Plan 2025-2026 – December 2025 Quarter Review .....	60
11.09 Sport and Recreation Strategy 2025-2030 – December 2025 Quarter Update .....	63
11.10 Small Business Digital Incentive Grants Policy Application.....	65
11.11 Revision of Procurement Policy (Statutory).....	68
12. Closed Session Reports .....	70
12.01 Closed Session Report – Debt Write-off – Rates Assessment 00230-83800-000 .....	70
12.02 Closed Session Report – Northlane Civil Engineering Consultancy - 3 Year (+1) Services Agreement .....	71
13. Mayoral Report .....	71
14. Councillor Reports.....	72
15. Late Business.....	72
16. Deputations and presentation scheduled for meeting .....	72
17. Closure of meeting.....	72

## 01. Opening of Meeting

**The Chair opened the meeting at 9.07am.**

## 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**

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

**Apologies –  
Shannon Moren; Environmental Health, Local Laws and Facilities Manager**

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

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

- **Cr Clinton Murray**
- **Amir Akrami; Manager Project Management Office**
- **Chelsea Nelson; People and Culture Manager**
- **Sarath Jayasekara; Infrastructure Engineer**

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 260128.01 4/0**

## 03. Prayer

**Led by Cr Poole.**

## 04. Consideration of applications for leave of absence

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

**Moved: Cr Clarke**

**Seconded: Cr Poole**

**Carried 260128.02 4/0**

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

### 05.01 Ordinary Meeting Friday 12 December 2025

**That the Minutes of the Ordinary Meeting of Council held on Friday 12 December 2025 as presented be confirmed by Council.**

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 260128.03 4/0**

## 06. Condolences

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

## 07. Declaration of Interests

**That Council notes no declarations of interests were received.**

## 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 were received for the meeting.**

## Attendance

Madison Marshall entered the meeting at 9.17am.

Cr Yanner entered the meeting at 9.26am.

Madison Marshall left the meeting from 9.27am to 9.28am.

Daniel McKinlay left the meeting from 9.27am to 9.29am.

## 10. Engineering Services Reports

### 10.01 Engineering Department Monthly Report

---

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Ben Stephen; Works and Services Manager
DATE REPORT PREPARED:	15 January 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 December 2025 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

- Assisted with Rex.
- Assisted with maintaining Gregory.
- Assisted with stores.
- Assisted with some of the cyclone clean up.
- With some of the staff still on leave we have been working very hard at trying to get the grass mowed and whipper sniped where we can.
- Cleaning council facilities.
- Cleaning council units on Sloman Street.
- Working on a works program for 2026.

##### 2.2 Roads Crew

###### Camooweal Road:

- Cleaning gravel pit 52, carting rubbish back to Burketown 1 load a day.
- Cart all heavy machinery back to Burketown.
- A road crew staff assisted with GWTP and BWTP during Christmas Shutdown period.

## 2.3 RMPC

### Wills Development Road:

- Inspections – Logging of defects and entering data onto system. (Ongoing)
- Pothole patching (Ongoing).
- Capturing photos of existing defects and monitoring for the flood season.

### Camooweal Road:

- Inspections – Logging of defects and entering data onto system. (Ongoing).
- Capturing photos of existing defects and monitoring for the flood season.

### Local Roads:

- Lawn Hills Road - Capturing photos of existing defects and monitoring for the flood season.
- Floraville Road - Capturing photos of existing defects and monitoring for the flood season.
- Doomadgee East Road - Capturing photos of existing defects and monitoring for the flood season.
- Doomadgee West Road - Capturing photos of existing defects and monitoring for the flood season.

### General Maintenance:

- Setting up of signs for road closures and putting them in their respective places for the upcoming wet season.
- Started cyclone cleanup but unfortunately didn't get to finish as the rain had started and stopped the crew from doing this. Will need to hopefully do this in January.

## 2.4 Airport

### Burketown Airport:

- Continue ongoing maintenance fence line, grass slashing/trimming
- General Notices for airport apron – rules
- Riverbank refilling of materials
- BoM – Weather broadcast unit will be updated
- Install new equipment in main admin building still in process

### Gregory Airport:

- Continue ongoing slashing pending staff availability; including emergency airstrip
- Maintenance of perimeter fence line prickly bush/shrubs
- Extra gables to purchase and emergency lights for emergency airstrip
- In discussion with BSC main gate needs one shared "new key locks + extra keys – signed out by nominated users

## 2.5 Workshop and Fleet

- #575 – Electrical Fault
- #481 – Annual inspection, Bearings, rocker box bushes, brake booster, grease
- Private works Kristy Chong's car repairs
- #480 – Check over
- #610 ride on – Service, blades
- #614 ride on – Service, blades
- #529 ride on – Service, blades
- #533 ride on – Service, blades
- Whipper snippers and push mowers service, blades

- #592 – Annual inspection, bearings
- Gregory gensets – Services
- Airport genset – check over
- WTP genset – check over
- NRPS genset – check over
- Park genset – check over
- Workshop cleaning
- #572 – Check over, electrical fault repairs
- REX duties
- Portable gensets check over
- Workshop genset – check over
- #597 – Replaced all cabin glass/ windows, greased, check over

## 2.6 Stores

- Few trucks in with restocks for wet season i.e., rapid set, cement and asphalt
- Delivery of 68 tonne of asphalt for RMPC works
- Relocate battery container from depot compound to stores yard. To be managed by stores
- Issuing of staff PPE (on wear/tear basis) - ongoing

## 2.7 Waste Management

- Weekly collection service ongoing

## 2.8 Water and Sewerage

### Water Network Production:

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
Nov – 10966 kl	Dec – 7635 kl	-3,331 kl

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

### Burketown & Gregory Projects:

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

### Water Samples:

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

Burketown Sewerage:

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

Burketown Water Treatment Plant:

- SOPs will be finalised when SCADA project is completed. Ongoing. MBS has visited the site. SCADA issues need to be repaired. P&ID needs to be fixed. Ongoing.

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. Contractor engaged to complete some water leaks.
- Repairs to water leaks ongoing.

Sewerage Treatment Plant:

- STP Blivet Upgrade. Currently working with MBS Water.
- Total flow for the month of December 11917 kl. The totals either incorrect or we have had a considerable amount of Storm water enter the sewer mains.
- Upgrade works being carried out by Local buy plumbing contractor on sewer station 3. Ongoing as they are waiting parts to arrive.
- 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 looking at solutions.
- ACDC license to be completed in November due to trainers scheduling. HR to organise.
- Sewerage irrigation pumps have arrived and needs to be installed.

Gregory WTP:

- Formalise training for the new contractor. Implement new spreadsheets for GWTP and reticulation.
- GWTP was not manned by a fulltime operator until 30<sup>th</sup> December 2025.
- Staff transferred to Gregory to manage jar testing, chlorine testing and maintenance.
- GWTP Filtration and Raw Reservoir upgrades are planned. MBS Water.
- SOPs will be finalised when SCADA project is completed. MBS Water to complete with site visit. MBS Consultant to visit for further training. This is ongoing as the defects have not been fixed.

Gregory Reticulation:

- Repairs to water leaks ongoing.
- Testing and flushing training to be completed when schedule allows.
- Staff have identified major leaks at the Bidunggu reserve. Not sure how the issue will be addressed.

Burketown Splash Park:

- Supplied splash park with chemicals 1000 litres chlorine and 250 litres sulphuric acid.
- Organised 33% sulphuric acid solution as the current 60% is bit too strong for the splash park.



- Issues:
  - Balance tank sensor failed which has over filled and wasted a lot of chlorine. Excessive rainwater, solenoid to refill balanced tank and the bump solenoid were a contributing factor.
  - Chlorine levels were reading higher than reading on analyser. Chlorine probe may have an issue resulted from being stored in PE container in 40+ degrees.
  - Testing tablets were stored for 2+ months in PE containers in 40 degrees temperature which reduce life. Some tablets damaged. Swimplex organising more reagent to be sent out
  - Jet nozzles are still blocking up. Takes roughly 30mins to remove, clean and test

3. OFFICER'S RECOMMENDATION

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

**10.01 Engineering Department Monthly Report**

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

**Moved: Cr Clarke**

**Seconded: Cr Poole**

**Carried 260128.04 5/0**

Attendance

Ben Stephen left the meeting at 9.33am.

## 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:	15 January 2026
LINK TO COUNCIL PLAN/S:	Goal – Asset Sustainability  Council makes appropriate infrastructure investments (operations, maintenance, renewals, upgrades, acquisitions, disposals) to ensure the delivery of appropriate levels of service. These decisions are made with reference to financial, asset and community sustainability.

---

### 1. PURPOSE

This report seeks to inform Council of the progress of the Shire's 2025/26 Capital Works Program, from 1 to 31 December 2025.

### 2. SUMMARY

The total 25-26 FY Capital Works Program budget is \$82,124,000. The lifetime budget for Capital Works program including the WIP for the carryover projects and 25-26 FY budget is \$86,566,000 including \$52,916,000 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: 50%
- Average Capital Works Program Progress for 25-26 added projects (excluding projects awaiting funds): 19%
- Average Capital Works Financial Progress for Carry over projects: 49%
- Average Capital Works Financial Progress for 25-26 added projects (excluding projects awaiting funds): 15%

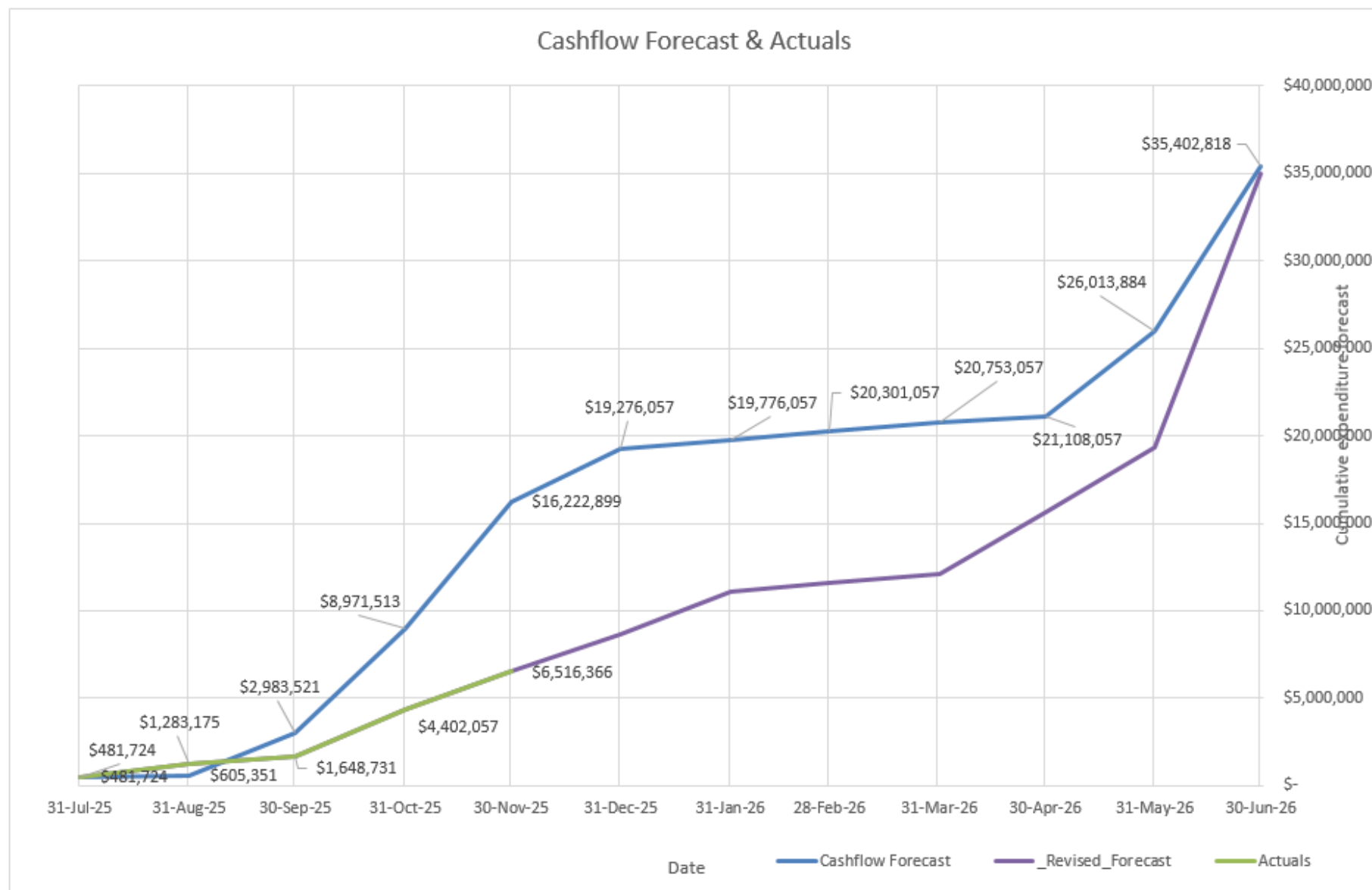
The slow progress of the 25-26 FY projects is mainly due to them being multi year and in design process or recent approval of the grants.

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 \$34,950,000 expenditure for 25-26 FY. The drop in the revised forecast is coming from removing the forecasted figure for the Industrial Estate Construction Project (as no funding has been secured yet).

The actual expenditure for the month of December is approximately \$11m less than the baseline. As raised in the last report, the revised forecast expenditure of the Airport Runway Project and Concrete Mattresses Project are the main sources of this gap. Both projects while behind the financial forecast, are still expected to get delivered in 2026.



#### 4. CAPITAL WORKS PROGRAM HIGHLIGHTS

- Burketown Health & wellbeing, Stage 1, Splash Park Development Project
  - The Splash park was officially opened on 5 December.
  - Some outstanding items are yet to be completed prior to the Practical Completion.



*Figure 1: Opening day of Splash Park*

- Burketown Community Housing Program
  - Delivery of all houses complete. Delivery of carports and driveways is outstanding.
  - Earthworks and services connections of Firefly in progress.



*Figure 2: The three bedroom house installed at 15 Firefly Burketown*

- Sloman St Staff Accommodation Provisions
  - The new deck and awning for both units have been installed.
- Gregory Airport Reseal
  - RAUP Funding application successful.
  - Design RFQ received and the preferred designer has been engaged for the seal design.
- Burketown Evacuation Centre Design
  - DRF Funding successful.
  - Selection of a designer is in progress.

5. OFFICER'S RECOMMENDATION

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

**10.02 Capital Works Projects Status Update Report**

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

**Moved: Cr Yanner**

**Seconded: Cr Camp**

**Carried 260128.05 5/0**

## 10.03 DRFA Works Project Status Report

---

DEPARTMENT:	Engineering Services
RESPONSIBLE OFFICER:	Chris Wilson; Director of Engineering/Deputy CEO
PREPARED BY:	Amir Akrami; Manager Project Management Office
DATE REPORT PREPARED:	16 January 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 for the month of December 2025.

### 2. SUMMARY

This report details the progress to date and forecasted cash flow for both the 2023/2024 DRFA restoration program for Northern Queensland Monsoon and Flooding 20 December 2022 – April 2023; the Northern and Western Queensland Monsoon trough in January 2024; and the Western Queensland Surface Trough and Associated Rainfall and Flooding 21 March – 19 May 2025.

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

### 3. AWARDED FUNDING

#### 3.1 2023 PROGRAM – Northern Queensland Monsoon and Flooding, 20 December 2022 – April 2023

Body 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 **\$82.99 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 – Northern and Western Queensland Monsoon, January 2024**

Burke Shire Council's approved restoration funding (REPA) for the Northern and Western Queensland Monsoon, January 2024 event is \$157,126,000.

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

Burke Shire Council has reported approximately **\$17.25m** 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 program has been divided into three contract packages for external delivery and one package assigned for Council crew delivery. The three external packages are currently out for tender, with submissions due 2 February 2026.

Upon tender closure, a formal evaluation will be made and presented at the March Council Meeting.

## **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, Taxiway and Apron. The Contract was awarded to Durack Civil at the August 2025 Council Meeting.

The Contract value is currently \$27,475,034, with \$3,153,049 claimed to date.

- 43,248cu.m of the pavement material was delivered to site prior to the onset of the 25/26 wet season, with 35,619cu.m to be delivered in 2026.
- Pavement material stockpiles have been protected with the Contractor actively monitoring over the wet season.
- Works are programmed to recommence on 30 March 2026.

## **5. PRE-AWARD 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.

Design and development of the proposed culvert structure is underway. Development Application (DA) lodgements were made in Q4 2025. The Statement Government (SARA) has reviewed the application and has advised that the works can be completed without a DA Approval.

- Target tender release late Jan 2026 for delivery in 2026.

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

Tender assessment has been undertaken for the final stage of the Floraville Road Project, with Contract award to be finalised following Council's upcoming meeting on 28 January.

The project will complete the full reconstruction of Floraville Road, with the final section to include the works between Armraynald Pit and Burketown.

- EOT Approved with QRA through to December 2026.

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

The Gregory River Crossing project will be released to market in Q1 2026, for construction in 2026 and 2027. The project includes the construction of a new circa 180m long bridge over the Gregory River near Tirranna Springs Roadhouse.

The project is currently under detailed design development.

- EOT Approved with QRA through to September 2027.
- An additional EOT will likely be required through to December 2027 –QRA agreed that council should apply for this final EOT only after the works have been released to market, and there is 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. The three contract packages for external delivery are currently out for tender, due back on 2 February 2026. These submissions will be evaluated, and the outcomes will be presented at the March Council Meeting.

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

**6. OFFICER'S RECOMMENDATION**

That Council accepts and notes the Disaster Recovery Funding Arrangement (DRFA) Status Update Report for progress during the month of December 2025.

**10.03 DRFA Works Project Status Report**

**That Council accepts and notes the Disaster Recovery Funding Arrangement (DRFA) Status Update Report for progress during the month of December 2025.**

**Moved: Cr Poole**

**Seconded: Cr Yanner**

**Carried 260128.06 5/0**



## 11. Chief Executive Officer Reports

### 11.01 Status Report

**Resolution Number – 240828.17 - Closed Session Report - Rating Sales Approval to Proceed and Authority for CEO to Negotiate Transfer for Land**

That Council:

1. Delegates authority to the CEO to negotiate on behalf of council the transfer of land in return for the consideration of write-off of outstanding rating arrears for the assessments listed in the report.
2. Must obtain valuations for each of the listed assessments and council determine the fair value of each in accordance with section 137 of the Local Government Regulation.
3. Proceed with rating sale in accordance with the council Debt Recovery Policy and section 135 of the Local Government Regulation and in accordance with the advice provided by external debt collectors (Collection House) for the assessment listed in the report.
4. Ensure this rating sales process is carried out in accordance with section 140, section 141, section 142, section 143, section 145, and section 146 of the Local Government Regulation.

**Status**

Some progress. Further briefing to Council. Ongoing.

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

That Council:

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

**Status**

Ongoing.

**Resolution Number – 250625.14 – 2025/26 Donation Requests**

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

**Schedule of Recommended Donations 2025-2026**

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

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

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

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

**Resolution Number – 250731.17 – Closed Session – License to Occupy Agreement Between Burke Shire Council and Wilson Mobile Contracting Unit Trust – Part of Lot 54 – SP280661**

That Council:

- A. Note the report
- B. Approve the issuing of a Temporary Licence to Occupy to Wilson Mobile Contracting Unit Trust as per the draft Licence to Occupy Agreement attached under Appendix 1.
- C. Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009, to negotiate the finalisation of the Licence to Occupy Agreement.

**Status**

Now finalised.

**Matter closed.**

**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 – 251120.19 – Closed Session Report – Memorandum of Understanding between Finn Biogas Pty Ltd and Burke Shire Council Regarding Burketown Waste Management System**

That Council approves the Memorandum of Understanding between Finn Biogas Pty Ltd and Burke Shire Council regarding the investigation and design phases of the proposed waste transfer station.

**Status**

Finalised.

**Matter closed.**

**Resolution Number – 251212.06 – 2023 DRFA Restoration Works – Package 12 Contract No.: 5601-2000-12**

That Council:

1. Receive and note the contents of this report and relevant attachments, and
2. Awards Contract 5601-2000-12 – DRFA Restoration Works Package 12 – Floraville Road Stages 4a, 5, 6, 7 to Durack Civil Pty Ltd for \$44,154,506.19 ex GST.
3. Delegates authority to the CEO to enter negotiations regarding any and all matters associated with executing the Contract to the maximum value of the Project Budget of \$45,547,606.89

**Status**

Contract finalised.

**Matter closed.**

**Resolution Number – 251212.07 – 2023 DRFA Restoration Works – Gregory Lawn Hill Road – Concrete Mattresses and Pavement Sites 1 – 4 – Contract No.: 5601-3000-0004**

That Council:

1. Receive and note the contents of this report, and
2. Awards the Contract 5601-3000-0004 – 2023 DRFA Restoration Works – Gregory Lawn Hill Road – Concrete Mattresses and Pavement Sites 1 – 4 to Lohman Contracting Pty Ltd for \$4,496,121.30 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: \$4,496,121.30 ex GST + 10% contingency.

**Status**

Contract finalised.

**Matter closed.**

**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 – 251212.15 – Late Business – Closed Session Report – Adoption of New Organisational Structure**

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

**Status**

Adopted.

**Matter closed.**

**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.

**1. OFFICER'S RECOMMENDATION**

That Council receives and notes the contents of the Status Report as at 28 January 2026.

**11.01 Status Report**

**That Council receives and notes the contents of the Status Report as at 28 January 2026.**

**Moved: Cr Camp**

**Seconded: Cr Clarke**

**Carried 260128.07 5/0**



## 11.02 Chief Executive Officer Report

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	19 January 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 December 2025.

### 2. UPDATES

#### Chief Executive Officer

User Agreement being developed for The Gregory Downs Jockey Club (Inc) and the Gregory District Sporting Association Incorp.

Review of Licence Agreement between Burke Shire Council and Gangalidda and Garawa Services Pty Ltd is well advanced in regard to the Visitor Information Centre.

The Housing Strategy implementation is progressing. Seven houses now sold to staff and one approved, plus one house sold in Gregory. I have one mortgage remaining.

Various meetings as follows:

- In Cairns office for 1st week of December
- Various staff issues
- Meeting with Projects Team
- Council Briefing Day
- Phosphate One-Pre Lodgement Meeting
- LGAQ Webinar-Local Government Empowering Councils and Other Legislation Amendment Bill 2025
- Meeting North Queensland Rural Management Challenge Report-Team debrief session
- Meeting to discuss Gregory TRS Application
- Meeting re Gregory ILUA
- Mount Isa DDMG meeting
- December Council meeting

- Meetings pending weather events
- Staff Christmas Function
- Conversion of Water Licence to Water Allocation Discussion
- Town and Rural Property addressing
- EMT meeting
- GSD Board Meeting

### Financial Services and Information Technology

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

- Currently revising council FBT and updating FBT returns with EIJ Accounting.
- Finalised R2R Annual External Audit. Report due to be completed in the new year.
- Still working through rates debt collection process with ratepayers.
- Strategic Procurement Framework in progress – commenced drafting.
- Commenced drafting incremental RoPS audit plan with Peak Services.
- New Procurement Administration Office PD developed.
- Drafted Internal Audit Scopes to commence February 2026.

#### **Major focus in December 2025 for Technology Services was as follows:**

- Pressing contractor to implement Burketown Wifi Project.
- Attentis Smart AI Weather and Environmental Monitoring Stations – in progress – held up due to flooding and refinement of Starlink implementation.
- Scoped Gregory Starlink SD Wan for Depot and ordered; currently enroute to Burketown.
- Currently in the process of scoping a new Scada IOT implementation with Engineering and Water Management Staff.
- Continuing reviewing project scoping for 2025/2026 delivery priorities.
- Govt Frameworks Project Management Software delivery – set to roll out in January 2026
- \$50k grant award for AI CCTV solution from the IDF (LGAQ) – in progress.
- Commencing AI Strategy planning for January – briefed via LGFP conference on possible approaches.
- Reviewing council sat phones.
- IT equipment repair & servicing visit due in January 2026.

### People and Culture

#### **EBA related**

- Additional feedback has been received from the unions in relation to the draft negotiated 2026 Certified Agreement. This feedback is currently under consideration.

**Policies**

- Nil

**Positions advertised**

- Labourer/Machine Operator
- Water Operator
- Administration Officer
- Works and Services Administrator

**New employees**

- Zachary Revere-CEO

**Terminations**

- Nil

**Training and Professional Development**

- Artificial Intelligence Training
- Enrolment in Certificate III in Heavy Commercial Vehicle Mechanical Technology
- Bridge Inspection Training

**Economic and Community Development****Grants**Awaiting Outcome:

<i><b>Grant Name</b></i>	<i><b>Project Name</b></i>	<i><b>Amount of Funding Requested</b></i>
Resource Recovery Boost Fund – Stream 1 Small Projects	Burketown Waste Transfer Station	TBC
Great Artesian Basin Rehabilitation Program	Burketown Bore Project	\$515,492.56
Regional Tourism Infrastructure Fund	Burketown to Wharf Footpath Stage 1	\$300,000.00
SES Funding 2026 – 2027	Upgrades to Burketown SES Area – access to shed, generator fence etc. TBC	\$150,000.00

Recently Successful:

<i><b>Grant Name</b></i>	<i><b>Project Name</b></i>	<i><b>Amount of Funding Requested</b></i>
Gambling Community Benefit Fund	Rodeo Grounds Amenities Block	\$100,000.00

Currently Holding Funding:

<b>Grant Name</b>	<b>Project Name</b>	<b>Amount of Funding</b>
Betterment Funding	<ul style="list-style-type: none"> <li>• Gregory Lawn Hill Road Concrete Running Surface site 4 and 7</li> <li>• Airport runway pavement remediation</li> <li>• Lawn Hill Creek Betterment – raised culvert crossing</li> </ul>	\$18,000,000.00
LGGSP Infrastructure Project	Burke Shire Housing Project	\$2.04 million in funding
Residential Activation Fund	Firefly Street Servicing	\$6.5 million in funding
Supply Scheme Fund	Planning Scheme Review	\$100,000.00
Industry Development Fund	Vendor Simplification Project for Remote Councils	\$59,390.00
SES Support Grant 2024-25	Gregory SES Administration and Training Building	\$85,000.00
Active Women's and Girls Program	Boxing and Fitness Sessions	\$25,000.00
Local Government Sun Safety Grant	Sun Safety Incentive	\$5,000.00
Tackling Regional Adversity through Connected Communities	Burke Shire Mental Health Events	\$66,000.00
Disaster Resilience Funding NEMA	Attentis Disaster Ready Intelligence Network	\$224,000.00
Disaster Ready Fund 24-25	Disaster Resilience Master Planning Report	\$100,000.00
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)
GRP Round 2	Health and Wellbeing Precinct Stage 1	\$4,096,737
NWQMP Tourism Infrastructure Grant	Progressing	\$200,000.00
Age-friendly community development program	Grey legends funding	\$35,000.00
Northwest Queensland Tourism Signage Program	Burke Shire Tourism Signage Program	\$71,875.00
Australia Day National Committee Grants	Burke Shire Australia Day Celebrations	\$2,000.00
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

Community Projects:

<b>Project Name</b>	<b>Status</b>	<b>Funding Amount</b>
SES Support Grant 2024-25 Gregory SES Administration and Training Building	Building fabrication commenced. Extension requested and granted.	\$85,000.00
Active Women's and Girls Program Boxing and Fitness Sessions	Program due to start week 2 of school term	\$25,000.00
Local Government Sun Safety Grant Sun Safety Incentive	Progressing – with WHS	\$5,000.00
Tackling Regional Adversity through Connected Communities Burke Shire Mental Health Events	Acquittal due	\$66,000.00
Move it NQ Program – Gregory Move it Program	Three sessions scheduled for the end of the year.	\$7,000.00
RADF 2024 – 2025	Projects completed.	\$15,000.00
Age-friendly community development program - Grey legends funding	Seniors' health sessions planning underway. Further digital skills workshops planning underway. Hell's gate trip pencilled for May	\$35,000.00
Australia Day Grant	<ul style="list-style-type: none"> <li>Planning for the event underway.</li> <li>Australia Day Committee Meeting</li> </ul>	\$2,000.00

- Council Website updated with community grants. To be updated monthly – ongoing.

**Small Business**

- Drafting a business investment prospectus document to entice people to come to the shire and start a business – ongoing. Awaiting industrial land to be finalised.
- One digital uptake policy received. Planning to use this as an example to entice other businesses to apply.

**Tourism**

- Signage audit underway.
  - Currently looking at putting in a new welcome to Burketown Sign at the airport and Hell's Gate Roadhouse – Action Graphics working on this – currently with designer
  - Working on funding received from State Development ~\$72k. Project plan approved.
    - Burketown Airport Sign
    - Information Bays – Burketown and Gregory
    - Bird information signage in the park x10
- Tourism Data (Provided by the Visitor Information Centre) No data provided.
- Order for new banners finalised – some have been delivered. Taken down due to bad weather.

**Economic Development**

- Currently focusing on tourism related action items – signage

## Events

### Council Events:

- Senior's monthly meetings occurring
- Burketown Community Christmas Party and Splash Park Opening



- Young ambassadors completed



- Burke Shire Council Staff Christmas Party.
- Christmas lights competition judged.
- Upcoming events:

January 2026	
Monday 26 <sup>th</sup> January	Australia Day

### Community Events:

- Burketown Community Christmas Party

## Donations

### Completed Donations:

Group/Organisation	Donation and Date
Moungibi Housing Co-operative Society Ltd (Football Club) – Battle of the Gulf Football Cluster	12 <sup>th</sup> July 2025 In kind – chairs, toilets, bins and rubbish collection, use of marquees, use of rodeo ground facilities, portable toilets
Burketown Rodeo and Sporting Association – Burketown Rodeo and Campdraft	18 – 20 July 2025 Cash - \$5,000.00 In kind – bins and rubbish collection, printing, cleaning of bathrooms, marquees, use of Council machinery

Group/Organisation	Donation and Date
Burketown Kindy Incorporated	\$5,000.00 cash donation (cash for cans matching and printing ongoing)
Moungibi Housing Co-operative Society Ltd Community Market and Fair	16 <sup>th</sup> August 2025 4pm – 10pm Road closure at front of pub, chairs and tables, bins and rubbish collection, portaloo use, BSC marquees, letter of support for alcohol consumption, support to compile event programs, rubbish collection
Mount Isa School of the Air	Cash \$350.00 Hall hire and rubbish collection for mini school.
Carpentaria Land Council – DAFF Ranger Forum	<ul style="list-style-type: none"> <li>• General use of football oval and facilities</li> <li>• Use of rodeo ground covered area for dinners</li> <li>• Portaloo's x 2 for dinner on salt pans</li> <li>• Septic pump out of rodeo grounds, football ground, Portaloo's, and trailer toilets as needed.</li> <li>• Water truck and operator to water road on salt pan and roads to football grounds</li> <li>• Hall Hire 9 days (includes 4 days prior to event and 2 days after event for set up and take down) – a bond for hall hire must be paid prior to event</li> <li>• PA system hire 3 days</li> <li>• Lights and amenities use at Oval and Rodeo for four days</li> <li>• BSC tables and chairs</li> <li>• Water line marking</li> <li>• Use of marquees x 3</li> <li>• Rubbish collection</li> <li>• Skip bin and ten rubbish bins</li> </ul>
QCWA Gregory Branch Date 21 September 2025	Cash \$2,500. Rubbish Collection, Erect street banners
Burketown Barramundi Fishing Organisation (October 2025 – donation carried over from 2024 - 2025)	3 <sup>rd</sup> – 5 <sup>th</sup> October – \$5,000.00 cash. Hall Hire, Printing, rubbish collection

Actual Spend on Donations:

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 <sup>th</sup> July 2025 <ul style="list-style-type: none"> <li>• In kind – chairs, toilets, bins and rubbish collection, use of marquees, use of rodeo ground facilities, portable toilets</li> <li>• General use of facilities</li> <li>• Use of Nijinda Durlga hall for presentation</li> </ul>	<ul style="list-style-type: none"> <li>• \$10,000.00 in kind</li> </ul>	<ul style="list-style-type: none"> <li>• ~\$4,500.00 for the football cluster</li> </ul>	<ul style="list-style-type: none"> <li>• Unable to obtain the cost of lights for the football general use.</li> <li>• Have not yet done a football presentation</li> </ul>

Group/Organisation	Donation and Date	Budgeted spend	Actual spend	Notes
Burketown Rodeo and Sporting Association – Burketown Rodeo and Campdraft	18 – 20 July 2025 Cash - \$5,000.00 In kind – bins and rubbish collection, printing, cleaning of bathrooms, marquees, use of Council machinery	<ul style="list-style-type: none"> <li>• \$5,000.00 Cash</li> <li>• \$3,000.00 In kind</li> </ul>	<ul style="list-style-type: none"> <li>• \$5,000.00 cash payment made</li> <li>• ~\$4,100.00 in kind work completed</li> </ul>	<ul style="list-style-type: none"> <li>• May need to increase the in-kind budget for next year.</li> </ul>
Burketown Kindy Incorporated	\$5,000.00 cash donation (cash for cans matching and printing ongoing)	<ul style="list-style-type: none"> <li>• \$5,000.00 Cash</li> <li>• Up to \$10,000 for cash for cans</li> </ul>	<ul style="list-style-type: none"> <li>• \$5,000.00 Cash</li> <li>• \$1,027.90 cash for cans</li> </ul>	<ul style="list-style-type: none"> <li>• Printed around 400 pages - \$55.68</li> </ul>
Moungibi Housing Co-operative Society Ltd Community Market and Fair	16 <sup>th</sup> August 2025 4pm – 10pm Road closure at front of pub, chairs and tables, bins and rubbish collection, portaloo use, BSC marquees, letter of support for alcohol consumption, support to compile event programs, rubbish collection	<ul style="list-style-type: none"> <li>• \$3,000.00 Cash</li> <li>• \$4,000.00 In-kind</li> </ul>	<ul style="list-style-type: none"> <li>• \$3,000.00 Cash</li> <li>• ~\$2,500.00 In kind</li> </ul>	<ul style="list-style-type: none"> <li>• Can maybe drop the in-kind costs</li> </ul>
Carpentaria Land Council – DAFF Ranger Forum	<ul style="list-style-type: none"> <li>• General use of football oval and facilities</li> <li>• Use of rodeo ground covered area for dinners</li> <li>• Portaloo's x 2 for dinner on saltpans</li> <li>• Septic pump out of rodeo grounds, football ground, Portaloo's, and trailer toilets as needed.</li> <li>• Water truck and operator to water road on salt pan and roads to football grounds</li> <li>• Hall Hire 9 days (includes 4 days prior to event and 2 days after event for set up and take down) – a bond for hall hire must be paid prior to event</li> <li>• PA system hire 3 days</li> </ul>	<ul style="list-style-type: none"> <li>• \$22,900.00</li> </ul>	<ul style="list-style-type: none"> <li>• \$7,848.75 + hall hire (air con not operational for a couple of days)</li> </ul>	<ul style="list-style-type: none"> <li>• Some high staff charging. Additional cleaning not included.</li> </ul>



Group/Organisation	Donation and Date	Budgeted spend	Actual spend	Notes
	<ul style="list-style-type: none"> <li>Lights and amenities use at Oval and Rodeo for four days</li> <li>BSC tables and chairs</li> <li>Water line marking</li> <li>Use of marquees x 3</li> <li>Rubbish collection</li> <li>Skip bin and ten rubbish bins</li> </ul>			
QCWA Gregory Branch Date 21 September 2025	Cash \$2,500. Rubbish Collection, Erect street banners	• \$3,000.00	• \$2,208.00 Works + \$2,500.00 Cash	• 24hrs charged payroll – likely overcharged.
Burketown Barramundi Fishing Organisation (October 2025 – donation carried over from 2024 - 2025)	3 <sup>rd</sup> – 5 <sup>th</sup> October – \$5,000.00 cash. Hall Hire, Printing, rubbish collection	• \$5,500.00	• \$1,500.00 works +\$5,000.00	• 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 <sup>rd</sup> – 5 <sup>th</sup> April (Easter Weekend) \$5,000.00 cash. Hall hire, printing, rubbish collection
Gregory Downs Jockey Club – Gregory Saddles and Paddles	2 <sup>nd</sup> May 2026 \$6,000.00 cash Printing of booklets and program Slashing of grounds Rubbish collection
Northwest Canoe Club – Gregory Saddles and Paddles	3 <sup>rd</sup> May 2026 Cash \$2,500.00 cash Rubbish bins/skip bins, rubbish collection, portaloos use
Gregory District Sporting Association – Gregory Campdraft	19 <sup>th</sup> – 21 <sup>st</sup> June 2026 Cash \$3,000.00 Use of portaloos, skip bin use, rubbish collection
Royal Flying Doctors	\$5,000.00 cash
LifeFlight	\$5,000.00 cash

**Community General**

- Survey to community organisations regarding training to be distributed shortly. Draft complete.
- Drafting Community Engagement Framework.

## Environmental Health, Locals Laws, and Facilities

### Building, Facilities and Maintenance

- Property Summary:
  - Sloman Street Units – Currently booked by staff & contractors.
  - Unit 6, 172 Musgrave St Burketown – Vacant.
  - House 9, Gregory – Vacant.
  - RFQ for Demolishment of Gregory Street, Burketown Property. Closed 16<sup>th</sup> December 2025. Tenders being evaluated.
- Maintenance:
  - Quotes received to finalise repairs to House 2, Lot 170 Sloman Street Burketown in preparation for sale.
  - Addressing reported maintenance issues.
  - Quote received for back-up generator – Comms Hut. Sourcing funding.
  - Inspection schedule to be finalised for February 2026.

### Local Laws

- Developing a suite of templates/procedures (animal management) and onsite/offsite training for Local Laws Officer with Mt Isa City Council. Awaiting proposal and quote.
- Dog Registration campaign continuing. Audit to be scheduled.
- VET Visit – to be carried out in early 2026. Public Notice will be released to engage interest.
- Cyclone clean up to be finalised January 2026.
- Council vacant allotment clean ups progressing.
- Liaising with Department of Housing in relation to repair/replacement of fencing to assist with Responsible Pet Ownership.
- Abandoned vehicles. 8 vehicles have been identified on the Burketown to Gregory Rd and Burketown to Doomadgee Rd for removal.
- Equipment received for Mosquito Fogging. Public Notice to be released.
- Working on setting up SPER account for Burke Shire Council to enable issue of PINS and debt recovery.

### Environmental Health

- Food Business Licences – follow up inspection carried out, Gregory Hotel, 1<sup>st</sup> October 2025. Provisional licence in place. Re-inspection to occur January 2026.
- Burke Shire Council Food Licence Application to be finalised to enable delivery of Potable Water.

### Planning & Building

- Nil

**Other**

- Investigating property/maintenance management app.
- Currently working on Pest Bounty Policy. Traps and Storage have arrived.
- BSC Auction to be finalised and released.

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

- Midpoint reporting will be due at the end of January. Working through this and planning activities for the remainder of 25-26.

**Disaster Management**

- Contacting rural properties to ensure details are updated prior to wet season.

**Other**

- Snap Send Solve – met with the Snap Send Solve marketing team to develop some resources. Planning on marketing this over the coming months to encourage more use by the public.
- Attended Public Interest Disclosure training.

**3. OFFICER'S RECOMMENDATION**

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

**11.02 Chief Executive Officer Report**

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

**Moved: Cr Yanner**

**Seconded: Cr Poole**

**Carried 260128.08 5/0**

**Adjournment**

That Council adjourned the meeting from 10.25am to 10.51am for morning tea, all were present at resumption.

## 11.03 Finance Monthly Update Report

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Director of Finance and Technology
DATE REPORT PREPARED:	20 January 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 December 2025.

### 2. SUMMARY

Council's cash was up by \$3.357mil by the end of December 2025.

Overall council's reporting shows a budget position of 58.46% expended to date; this is above budget expectations overall by 8.46%. Note that significant flood damage works has been completed to date which skews this result significantly resulting in heavy cost phasing; it is expected this over budget percentage to normalise as the year continues. In addition to this, significant amounts of unbudgeted RMPC works have been carried out which has yielded a reasonable level in additional income to council as well year to date. This will be amended in the Q2 budget review.

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)	61,073,428	103,715,000	59%
Operating Expenses	(2)	62,146,096	106,304,700	58%
<b>Operating Result (Profit/Loss)</b>	-	<b>1,072,668</b>	<b>- 2,589,700</b>	41%
Capital Revenue	(3)	3,556,158	76,650,000	5%
<b>Net Result</b>		<b>2,483,490</b>	<b>74,060,300</b>	3%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	62,657,110	45,794,426
Other Current Assets	(5)	3,719,740	1,402,000
Non Current Assets	(6)	176,577,251	247,495,054
<b>Total Assets</b>		<b>242,954,101</b>	<b>294,691,480</b>
Liabilities (Current)	(7)	59,641,906	40,190,000
Liabilities (Non Current)	(8)	1,126,633	957,710
<b>Total Liabilities</b>		<b>60,768,539</b>	<b>41,147,710</b>
<b>Net Community Assets</b>		<b>182,185,562</b>	<b>253,543,770</b>

#### Sustainability Outlook<sup>1</sup>

*Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
<sup>1</sup> Operating Surplus Ratio (%)	Between 0% and 10%	-2%	-6%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	1.1	1.1
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-11%	-15%

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

#### Notes:

**(1) Operating Revenues** - Noted that \$5.66mil of DRFA revenue has been recognised for the month ended December 2025 for the 2022-2023 DRFA REPA and 2023-2024 DRFA REPA - this is due to significant works being completed year to date and due to arrears in revenue owed to council from the QRA now being resolved.

**(2) Operating Expenses** - Noted a majority of expenditure was incurred for DRFA flood damage works; this has slightly pushed council above its general expense pro-rata expectations on the basis of the amount of works being material when compared to all other operating expenditure of council. All accruals have now been processed and expenditure is free from material timing distortions.

**(3) Capital Revenue** - \$1.44mil for Growing Regions R2 was recognised for the month and \$266k of BOR6 was recognised for capital works completed year to date.

**(4,5,6,7,8)** - Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; as such no items by exception to report at this stage.

#### <sup>1</sup>Definitions

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

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

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

#### 4. STATEMENT OF CASH FLOWS

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

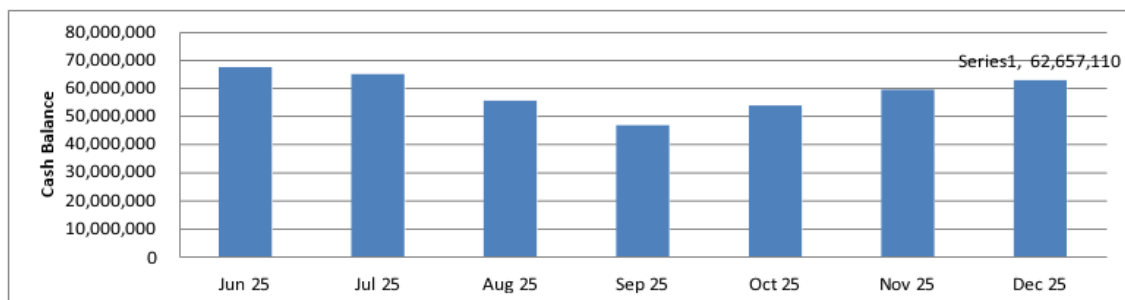
For the month ended 31 December 2025

	Note Ref	31 December 2024 \$	31 December 2025 \$	2025-26 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	1,744,941	5,448,049	6,177,219	88%
Payments to suppliers and employees	(2)	(28,501,081)	(81,242,433)	(141,029,508)	58%
		<b>(26,756,140)</b>	<b>(75,794,383)</b>	<b>(134,852,289)</b>	<b>56%</b>
Rental Income	(3)	113,386	103,012	218,000	47%
Interest Received	(4)	1,410,286	1,220,028	1,688,000	72%
Operating Grants and Contributions	(5)	36,355,583	56,031,426	96,574,000	58%
Finance Costs		0	0	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		<b>11,123,114</b>	<b>(18,439,917)</b>	<b>98,480,000</b>	<b>-19%</b>
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	(5,031,361)	(10,099,887)	(82,124,000)	12%
Net movement on loans and advances		0	0	0	0%
Proceeds from Sale of Property, Plant and Equipment		0	0	40,000	0%
Capital Grants and Subsidies	(7)	1,136,613	3,556,158	76,610,000	5%
<b>Net cash inflow (outflow) from investing activities</b>		<b>(3,894,749)</b>	<b>(6,543,729)</b>	<b>(5,474,000)</b>	<b>120%</b>
<b>Cash flows from financing activities:</b>					
Proceeds from Borrowings		0	0	0	0%
Repayment of Borrowings		0	0	0	0%
<b>Net cash inflow (outflow) from financing activities</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Net increase (decrease) in cash held</b>	(8)	<b>7,228,366</b>	<b>(24,983,647)</b>	<b>(41,846,289)</b>	<b>60%</b>
Cash at beginning of reporting period		54,749,881	87,640,757	87,640,715	100%
<b>Cash at end of reporting period</b>	(8)	<b>61,978,247</b>	<b>62,657,110</b>	<b>45,794,425</b>	<b>137%</b>

#### Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	4.27%	1,220,028	55,479,732
Westpac General Fund - Trust	-	-	7,177,095
Cash Floats	-	-	283
<b>Total</b>			<b>62,657,110</b>

#### Cash and Cash Equivalents Movement Comparison Chart



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

Total Cash on hand	\$ 62,657,110.09	%
Restricted Cash - DRFA Operating Grants	\$ 38,554,155.17	61.53%
Restricted Cash - Non-DRFA Operating Grants	\$ 367,914.01	0.59%
Restricted Cash - Capital Grants	\$ 19,541,013.90	31.19%
GST Payable	\$ 940,654.12	1.50%
Unrestricted Cash	\$ 3,253,372.89	5.19%
<b>Contract Assets - Cash to be received by 30 June 2026</b>		
RMPC Works - Raised 6/1/2026	1,863,134.57	
LRCI 2 and 3	\$ 323,000.00	<i>With QAO to finalise</i>
Insurance	\$ 250,000.00	<i>In query with LGM</i>
Projected Unrestricted Cash	\$ 5,689,507.46	
Prior Month Projected Unrestricted Cash Balance	\$ 8,255,822.91	
<b>Explanation for Movement:</b>	<b>-\$ 2,566,315.45</b>	
Noted improvement in restricted cash (projected) month on month. This is due to a number of capital grants being recognised post works completed. It should also be noted that a large sum of funds are pending to be paid by TMR to Burke Shire council. There has also been approximately \$4mil in capital funds spent on projects during the month with approximately \$2mil of this being funded by grant to date with further grants due for claim. Projects staff have been notified to follow up on any funding claims that should be made as a result.		

**Notes to the Statement of Cashflows:**

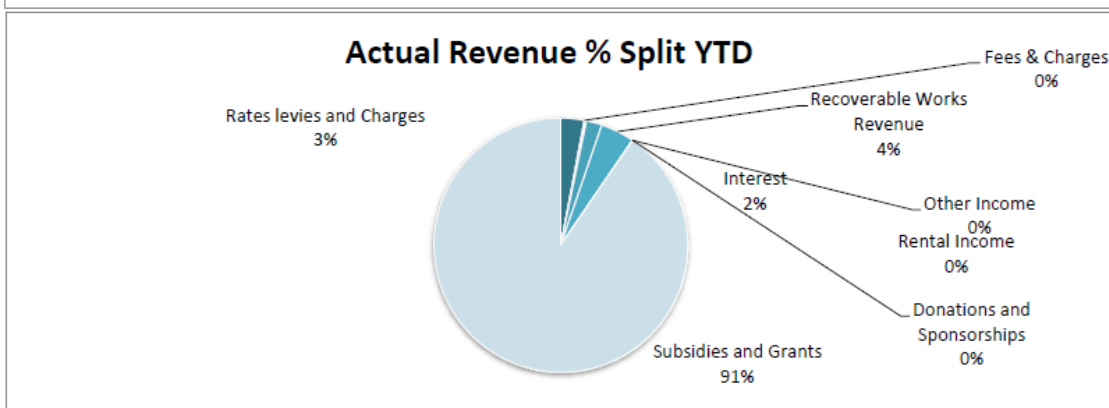
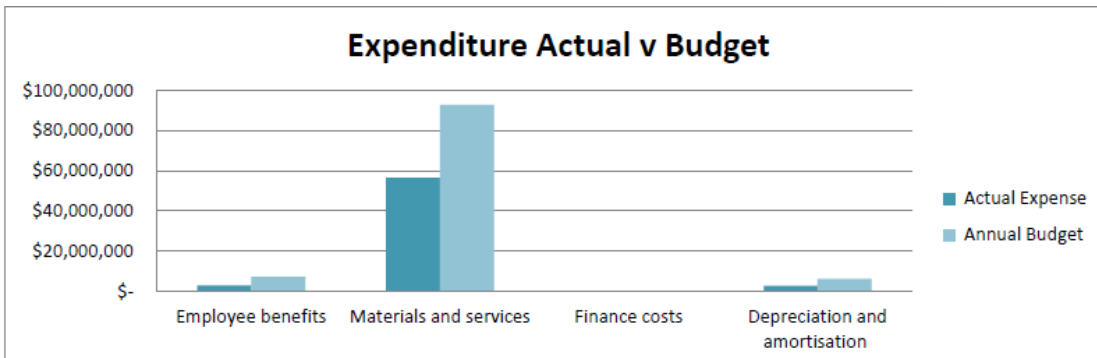
- (1) **Receipts from customers** – On track with budget.
- (2) **Payments to suppliers and employees** – Significant amounts spend on DRFA funded works during the month for the 22/23 and 23/24 flood damage program makes up the predominant amount of the monthly movement.
- (3) **Rental Income** – Rental income is on track with budget.
- (4) **Interest Received** – Interest is on track with budget with an effective interest rate provided by the QTC (4.27%). Increase from 4.23% in November 2025. This shows council will become progressively less reliant on surplus bank interests over time to fund shortfalls; this has been anticipated as part of the annual budget planning conducted.
- (5) **Operating Grants and Contributions** – Noted that \$5.99mil of DRFA revenue has been recognised for the month ended November 2025 for the 2022-2023 DRFA REPA and 2023-2024 DRFA REPA - this is due to significant works being completed year to date.
- (6) **Payments for Property, Plant and Equipment** – Noted an increase in expenditure by approximately \$4.04mil for the month of December 2025. Projects staff are currently in the process of seeking milestone claims to continue to return this cash to council reserves.
- (7) **Capital Grants and Subsidies** – \$1.44mil for Growing Regions R2 was recognised for the month and \$266k of BOR6 was recognised for capital works completed year to date.
- (8) **Net Cash Movement** – Council's cash holdings were up by \$3.357mil by the end of December 2025.

## 5. STATEMENT OF INCOME AND EXPENDITURE

The below statement shows a comparison between the income and expense statement of December 2024 in the previous year v December 2025 actuals v the budgeted income and expenditure for 30 June 2026.

*For the month ended 31 December 2025*

	Note Ref	31 December 2024 \$	31 December 2025 \$	2025-26 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		1,760,549	1,802,944	3,628,000	50%
Fees & Charges	(1)	59,345	74,041	147,000	50%
Rental Income	(2)	113,386	103,012	218,000	47%
Interest	(3)	1,410,286	1,220,028	1,688,000	72%
Recoverable Works Revenue	(4)	333,608	2,625,376	1,151,000	228%
Other Income	(5)	41,191	22,763	304,000	7%
Donations and Sponsorships	(12)	-	245	5,000	5%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	28,371,017	55,225,019	96,574,000	57%
<b>Total Recurrent Revenue</b>		<b>32,089,380</b>	<b>61,073,428</b>	<b>103,715,000</b>	<b>59%</b>
<b>Capital Revenue</b>					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	1,136,613	3,556,158	76,610,000	5%
<b>Total Capital Revenue</b>		<b>1,136,613</b>	<b>3,556,158</b>	<b>76,650,000</b>	<b>5%</b>
<b>TOTAL INCOME</b>		<b>33,225,993</b>	<b>64,629,586</b>	<b>180,365,000</b>	<b>36%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	2,895,114	2,929,189	7,245,409	40%
Materials and services	(9)	22,306,751	56,467,042	92,891,291	61%
Finance costs	(10)	34,063	34,881	70,000	50%
Depreciation and amortisation	(11)	2,787,704	2,714,984	6,098,000	45%
<b>TOTAL RECURRENT EXPENSES</b>		<b>28,023,632</b>	<b>62,146,096</b>	<b>106,304,700</b>	<b>58%</b>
<b>NET RESULT</b>		<b>5,202,361</b>	<b>2,483,490</b>	<b>74,060,300</b>	<b>3%</b>





**Notes to the Statement of Income and Expenditure:**

- (1) **Fees & Charges** – This amount is on track with budget.
- (2) **Rental Income** – Rental income is on track against budget.
- (3) **Interest** – Interest is on track with budget with an effective interest rate provided by the QTC (4.27%). Increase from 4.23% in November 2025. This shows council will become progressively less reliant on surplus bank interests over time to fund shortfalls; this has been anticipated as part of the annual budget planning conducted.
- (4) **Recoverable Works Revenue** – Currently reflects \$2.63mil generated from RMPC QRA works. This will place the recovery over budget. We are still waiting on the payment of this amount to the council bank account.
- (5) **Other Income** – Minimal movement to report for the month.
- (6) **Subsidies and Grants (operating)** – Noted that \$5.99mil of DRFA revenue has been recognised for the month ended November 2025 for the 2022-2023 DRFA REPA and 2023-2024 DRFA REPA - this is due to significant works being completed year to date.
- (7) **Subsidies and Grants (capital)** – \$1.44mil for Growing Regions R2 was recognised for the month and \$266k of BOR6 was recognised for capital works completed year to date.
- (8) **Employee benefits** – In relation to employee benefits costs against the budget, we have currently expended \$2.929mil against a budget of \$7.245mil for the year; this is an actual spend of 40.43% 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** – No 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 December 2025 50.00%

**% 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 October 2024	31 October 2025	2025-26 Annual Budget	YTD Progress %	
	\$	\$	\$		
<b>Recurrent Expenses</b>					
Corporate Governance Costs	463,833	564,742	1,219,000	46.33%	On track with budget.
Administration Costs	1,989,935	2,108,727	4,414,900	47.72%	On track with budget.
Recoverable Works Expenses	325,610	2,469,447	925,000	266.97%	Council is currently doing significantly elevated REPA works for TMR. This increase in cost also translates into increased recoverable works revenue with a \$2mil claim generated in December 2025. This will be reflected in the next budget review for Q2.
Engineering Services	21,808,244	53,096,711	90,841,000	58.45%	Pro-rata target exceeded due to significant DRFA works for 2022-2023 REPA program during the month; this is also an impact resulting from cost phasing.
Utility Services Costs	367,467	515,471	994,000	51.86%	Monitoring; slightly above budget but within the margin of low risk.
Net Plant Operating Costs	- 623,683	- 156,628	- 565,000	27.72%	This balance is expected to fluctuate during the year based on works completed. Behaves similarly to PY comparative.
Planning and Environmental Expenses	35,581	81,480	458,000	17.79%	On track with budget.
Community Services Costs	834,877	718,281	1,849,800	38.83%	On track with budget.
Finance Costs	34,063	34,881	70,000	49.83%	On track with budget.
Depreciation	2,787,704	2,714,984	6,098,000	44.52%	On track with budget.
Other Expenses	-	-	-	0.00%	On track with budget.
<b>TOTAL RECURRENT EXPENSES</b>	<b>28,023,632</b>	<b>62,146,096</b>	<b>106,304,700</b>	<b>58.46%</b>	Pro-rata target exceeded due to significant DRFA works for 2022-2023 REPA program during the month; this is also an impact resulting from cost phasing.
<b>capitalised Wages</b>	-	202,264	501,000	40%	On track with budget.

## 7. STATEMENT OF FINANCIAL POSITION

*For the month ended 31 December 2025*

	31 December 2025	2025-26 Annual Budget
	\$	\$
<b>Current Assets</b>		
Cash and cash equivalents	62,657,110	45,794,426
Trade and other receivables	3,855,943	1,000,000
Inventories	458,190	300,000
Other financial assets	- 594,393	102,000
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>66,376,850</b>	<b>47,196,426</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	301,277,217	372,930,519
Accumulated Depreciation	- 124,699,966	125,435,465
Intangible assets	-	-
<b>Total non-current assets</b>	<b>176,577,251</b>	<b>247,495,054</b>
<b>TOTAL ASSETS</b>	<b>242,954,101</b>	<b>294,691,480</b>
<b>Current Liabilities</b>		
Trade and other payables	59,399,337	40,000,000
Borrowings	-	-
Provisions	242,569	190,000
Other	-	-
<b>Total current liabilities</b>	<b>59,641,906</b>	<b>40,190,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	27,705	27,710
Interest bearing liabilities	-	-
Provisions	1,098,928	930,000
Other	-	-
<b>Total non-current liabilities</b>	<b>1,126,633</b>	<b>957,710</b>
<b>TOTAL LIABILITIES</b>	<b>60,768,539</b>	<b>41,147,710</b>
<b>NET COMMUNITY ASSETS</b>	<b>182,185,563</b>	<b>253,543,770</b>
<b>Community Equity</b>		
Shire capital	39,529,889	116,179,889
Asset revaluation reserve	103,541,131	103,541,131
Retained surplus/(deficiency)	39,114,541	33,822,750
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>182,185,563</b>	<b>253,543,770</b>

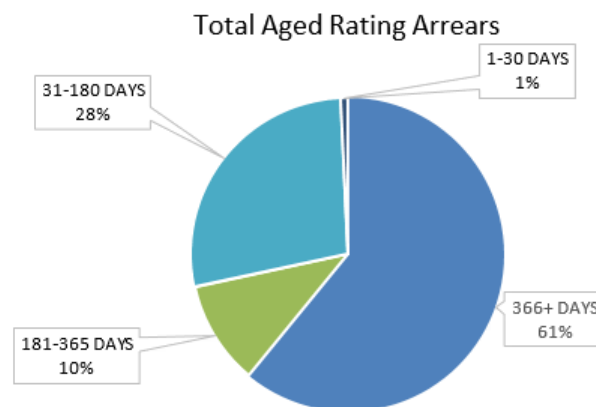
## 8. RATING ARREARS SUMMARY

The below report shows the outstanding aged rating arrears as at 20 January 2026.

Rating Type	366+ DAYS	181-365 DAYS	31-180 DAYS	1-30 DAYS	Total
	\$	\$	\$	\$	\$
GENERAL	84,114	20,894	56,312	1,123	162,444
SEWERAGE	8,869	3,540	20,735	224	33,368
GARBAGE	6,945	2,890	16,712	181	26,728
WATER	110,050	21,284	46,652	1,231	179,218
WATER CONSUMPTION	155,952	8,494	7,468	1,172	173,086
STATE GOVT EMERGENCY	4,653	1,337	3,951	67	10,009
LEGAL FEES	3,415	-	-	-	3,415
Rating Sale Adjustment	- 39,346	-	-	-	-
<b>Total</b>	<b>334,653</b>	<b>58,440</b>	<b>151,831</b>	<b>3,998</b>	<b>548,922</b>
<b>Prior Month (October)</b>	<b>355,104</b>	<b>54,665</b>	<b>156,901</b>	<b>4,053</b>	<b>570,723</b>
Movt \$	- 20,451	3,775	5,069	55	21,801
Movt %	-5.76%	0	-3.23%	100.00%	-3.82%

### Debt Collection Actions Executed for September 2025:

	Number of assessments	Amount Outstanding	Previous Month	Movement
<i>Ratepayers subject to further legal rectification</i>	1	\$ 220,844.72	\$ 216,436.59	\$ 4,408.13
<i>Assessments in Active legal resolution progress</i>	1	\$ 18,409.25	\$ 34,808.57	-\$ 16,399.32
<i>Assessments to progress to Rating Sale</i>	2	\$ 50,466.00	\$ 49,492.28	\$ 973.72
<b>(\$) Sum of Debt Actions in progress</b>		<b>\$ 289,719.97</b>	<b>\$ 313,314.75</b>	<b>-\$ 11,017.47</b>
<b>(%) of Total Rating Arrears</b>		<b>53%</b>	<b>39%</b>	<b>13.43%</b>
<b>Remaining Arrears Adjusted for On-going Matters</b>		<b>\$ 259,202.10</b>		



## 9. EXERCISE OF DELEGATIONS

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

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

### Debt Write off requested > \$1,000

Assessment 00230-83800-000 for \$18,235.01 (council resolution).

## 10. OFFICER'S RECOMMENDATION

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

### 11.03 Finance Monthly Update Report

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

Moved: Cr Poole

Seconded: Cr Yanner

Carried 260128.09 5/0

## 11.04 Operational Risk Register – Update 31 December 2025

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	20 January 2026
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-2024-Goal-Good governance. Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

---

### 1. PURPOSE

To adopt the Council's Operational Risk Register – to 31 December 2025.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council's Operational Risk Register reflects the organisation wide commitment to a consistent approach to managing risks. The management of risk is not the responsibility of a particular department, team, or service within Council, but a shared responsibility across the organisation. The acceptance of risk ownership is required by each staff member at every level within the organisation.

Council wishes to foster and promote a 'risk aware' but not 'risk averse' culture throughout the organisation. The purpose of the Operational Risk Register is to assist individuals in considering risks and opportunities in a consistent manner.

Council's Risk Management Framework adopted by Council in October 2020 identified the following risk categories:

- Assets
- Financial Sustainability
- Emergency and Disaster
- Environment
- Governance and Compliance
- ICT
- Public Health
- Reputation and Service Delivery
- Workforce
- Workplace and Public Safety

### 3. PROPOSAL

Senior Management have brainstormed each risk category to determine risks identified, previous progress and current progress towards mitigating risk.

Summary of each risk category in the table below identifies Control Likelihood, Level of Control, Consequence Level and total risk rating.

Summary of Risks Identified					
Risk	Details	Control Likelihood	Level of Control	Consequence Level	Total Risk Rating
1	Assets	Possible-3	Marginal	High-4	High-7
2	Financial Sustainability	Possible-3	Satisfactory	High-4	High-7
3	Emergency and Disaster	Almost Certain-5	Satisfactory	Extreme-5	Extreme-10
4	Environmental	Likely-4	Weak	High-4	High-8
5	Governance and Compliance	Unlikely-2	Good	High-4	Medium-6
6	ICT	Likely-4	Satisfactory	Extreme-5	Extreme-9
7	Public Health	Likely-4	Marginal	Extreme-5	Extreme-9
8	Reputation and Service Delivery	Likely-4	Satisfactory	High-4	High-8
9	Workforce	Possible-3	Good	High-4	High-7
10	Workplace and Public Safety	Likely-4	Good	Extreme-5	Extreme-9

### 4. FINANCIAL & RESOURCE IMPLICATIONS

Minimisation of risk will have a positive impact on Council's finances and help insure sustainability.

### 5. RISK

Refer detailed Operational Risk Register.

### 6. POLICY & LEGAL IMPLICATIONS

Instrument	Details
Local Government Act 2009	Refer Delegations
Local Government Regulation 2012	Enterprise Risk Management Policy
SO 31000:2018-Risk Management - Guidelines	Enterprise Risk Management Policy

### 7. CRITICAL DATES & IMPLICATIONS

The next review of the Operational Risk Register will be in July 2026.

## 8. CONSULTATION

Executive Management Team

Projects Team

Councillors

Audit Committee

## 9. CONCLUSION

Strategic risks are:

- Identified and assessed;
- Treatment options are prioritised and implemented;
- Actions are assigned; and
- Performance is monitored and reviewed.

The Operational Risk Register It is not designed solely to eliminate risk, but rather to manage the risks involved in all Council activities, to maximise opportunities and minimise risk.

## 10. OFFICER'S RECOMMENDATION

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

### **11.04 Operational Risk Register – Update 31 December 2025**

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

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 260128.10 5/0**



## 11.05 Councillor Remuneration Review Effective 1 July 2026

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	12 January 2026
LINK TO COUNCIL PLAN/S:	Burke Shire Council Budget 2026/2027

---

### 1. PURPOSE

To determine Councillors Remuneration for the financial year ended 30 June 2027.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Local Government Remuneration Commission (Commission) has concluded its annual review of the categories of local governments and the assignment of local governments to categories

Each year by 1 December, the Local Government Remuneration and Discipline Tribunal must finalise a determination of the maximum remuneration levels for mayors, deputy mayors and Councillors, to take effect from 1 July the following year. The Commission determines the levels of remuneration for Mayors, Deputy Mayors and Councillors of Queensland local governments as required by section 177(c) of the Local Government Act 2009 (Act) and Chapter 8, Division 1 of the Local Government Regulation 2012 (Regulation).

Under the remuneration schedule, Burke Shire Council is considered a Category A2 Council.

In making the determination this year, the Commission has considered the following:

- The outcomes of the Commission's 2023 remuneration category methodology.
- Remuneration and wages indexation applied for other public sector entities.
- The importance of maintaining financially sustainable and fiscally responsible wage growth, taking into consideration:
  - the recently challenging and unstable inflationary environment and measures taken by other government authorities to manage the impacts of inflation.
  - the challenges faced by local governments and their communities in relation to climate change and environmental, social and corporate governance (ESG) reporting, and the additional resources required in relation to sustainability and resilience strategies.
  - the realistic affordability and sustainability impacts for councils and their communities of wage increases for elected members.
  - the potential differential impact of Consumer Price Index (CPI) changes across various parts of Queensland, including rural and remote regions.
  - the appropriateness or otherwise of CPI as a potential measure in significant inflationary periods of time and the relative volatility of annual CPI since the COVID 19 pandemic.

- existing remuneration disparity in dollar terms between the remuneration paid to mayors and councillors in smaller, rural, regional and remote parts of Queensland when compared to mayors and councillors in larger, metropolitan locations.
- anecdotal evidence of the desire to attract and retain high quality candidates to these roles, particularly in regional and remote areas.
- the continuing significant disparity in remuneration between Mayors and Councillors from smaller rural, regional, and remote communities compared to those in larger metropolitan areas, as highlighted in written and oral depositions to the Commission over the last five years.
- the gap in real wage terms between Mayors and Councillors in Categories A1 to B1 and those in Categories B2 to F2, despite the equally important work undertaken by local governments in all categories.
- the Commission remains committed to addressing this gap through its annual remuneration schedule and category reviews and has applied a higher percentage increase for A1, A2, A3 and B1 councils.
- the Commission further took into consideration the increase in All Groups CPI and the increases in the wage price index.

Section 241 of the Regulation states the Commission must establish categories of local governments to enable the Commission to decide the maximum amounts of remuneration that are payable to Mayors and other Councillors in each of the categories.

Section 247 of the Regulation states that the maximum amount of remuneration payable to a Councillor under the remuneration schedule must be paid to the Councillor, unless the local government, by resolution, decides the maximum amount is not payable to the Councillor.

Section 247 of the Regulation states that Council must make a resolution for the remuneration payable from 1 July of a particular year, before 1 July of that year.

Section 248 of the Regulation allows a local government to make a submission to the Tribunal to vary the remuneration for a Councillor, or Councillors, to a level higher than that stated in the remuneration schedule where the local government considers exceptional circumstances apply. The Tribunal may, but is not required to, consider any such submission. If the Tribunal is satisfied that exceptional circumstances exist, the Tribunal may approve payment of a higher amount of remuneration.

#### **Determination of maximum remuneration levels**

For this year's determination, the Commission has decided the maximum remuneration levels for mayors, deputy mayors and Councillors are as follows:

Council Categories: A1, A2, A3 and B1	Increase by 4.5 % from 1 July 2026
Council Categories: B2, B3, C1, C2, C3, D2, D3, E2 and F2	Increase by 3.25 % from 1 July 2026

Burke Shire is an A2 Council, and the increase will be 4.5 %.

The table below details the remuneration paid to Mayor and Councillors for the last three years:

Year	Mayor	Deputy Mayor	Councillors
2025-2026	\$122,975	\$70,946	\$61,486
2024-2025	\$119,393	\$68,880	\$59,695
2023-2024	\$114,801	\$66,231	\$57,400

### 3. PROPOSAL

The proposal is to accept the remuneration increase of 4.5 % at 01 July 2026.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

The maximum remuneration determined for elected members for Category A2 Councils is 4.5% determined as follows:

Year	Mayor	Deputy Mayor	Councillors
2026-2027	\$128,509	\$74,139	\$64,253

### 5. RISK

There are no perceived risks associated with this item.

### 6. POLICY & LEGAL IMPLICATIONS

Legislation / Regulation	Section
Local Government Act 2009	<b>s177(c)</b> To decide the maximum amount of remuneration payable to the councillors in each of the categories

Legislation / Regulation	Section
Local Government Regulation 2012	<p><b>s247 Remuneration payable to councillors</b></p> <p>(1) A local government must pay remuneration to each councillor of the local government.</p> <p>(2) The maximum amount of remuneration payable to a councillor under the remuneration schedule must be paid to the councillor, unless the local government, by resolution, decides the maximum amount is not payable to the councillor.</p> <p>(3) In a resolution made under subsection (2), the local government must also decide the amount of remuneration payable to the councillor.</p> <p>(4) The amount of remuneration decided under subsection (3) for each councillor must not be more than the maximum amount of remuneration payable to the councillor under the remuneration schedule.</p> <p>(5) The amount of remuneration for each councillor, other than a mayor or deputy mayor, must be the same.</p> <p>(6) The local government must make a resolution under subsection (2), for the remuneration payable from 1 July of a particular year, before 1 July of that year.</p>

#### 7. CRITICAL DATES & IMPLICATIONS

In accordance with s247(6) of the Local Government Regulation 2012, Council is required to make a resolution in relation to the remuneration payable from 1 July of a particular year, before 1 July of that year, if the local government elects not to accept the recommended remuneration.

#### 8. CONSULTATION

Councillors

#### 9. CONCLUSION

Council's increase is in line with the Local Government Remuneration Commission's Remuneration Schedule effective from 1 July 2026.

**10. OFFICER'S RECOMMENDATION**

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

**11.05 Councillor Remuneration Review Effective 1 July 2026**

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

**Moved: Cr Camp**

**Seconded: Cr Clarke**

**Carried 260128.11 5/0**

## 11.06 Emergency Fund

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	21 January 2026
LINK TO COUNCIL PLAN/S:	Budget/Operational Plan

---

### 1. PURPOSE

To form a Council working group to oversee the Emergency Fund held in Trust.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council currently holds \$122,000 in an Emergency Trust Fund.

Burke Shire council established this Emergency Fund Trust (“Trust”) by way of a Declaration of Trust dated 20 November 2003. The Trust was established for the purpose of providing emergency assistance to people affected by emergency situations and natural disasters within the Shire of Burke.

### 3. PROPOSAL

To form a Council committee to administer the Burke Shire Emergency Fund going forward. It is proposed that all Councillors form the committee. It is also recommended that a community member be added to the committee.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

The emergency fund was established for the purpose of providing emergency assistance to people affected by emergency situations and natural disasters within the Shire of Burke. In October 2021 \$19,270 of unused contract retentions liabilities was transferred into the fund by way of a Council resolution.

\$5,000 of General Funds are transferred into the fund each financial year. The fund has a current balance of \$122,000.

## 5. RISK

Risk Type	What could happen	Possible consequence
Local Government Regulation 2012	<ul style="list-style-type: none"> <li>Section 202 Transferring money to or from a trust fund</li> </ul>	<p>(1) A local government may transfer trust money from a trust fund only in compliance with this section.</p> <p>(2) The local government may transfer trust money from a trust fund—</p> <p>(a) to, or for, the person who is entitled to the money, according to law; or</p> <p>(b) as required by the relevant Act under which the money was paid into the trust fund.</p> <ul style="list-style-type: none"> <li>(3) If the purpose for which an amount of trust money was credited to the trust fund no longer exists, the local government may, if it has resolved the purpose no longer exists, transfer the amount from the trust fund.</li> </ul>
Reputation	<ul style="list-style-type: none"> <li>Public perception and opinion.</li> </ul>	<ul style="list-style-type: none"> <li>Negative public perception, community backlash</li> </ul>

## 6. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Sections 12 and 13 – responsibilities of councillors and employees	<p>Section 12 charges councillors with ensuring the local government achieves its corporate plan.</p> <p>Section 13 charges council employees with carrying out their duties in a way that ensures the local government achieves its corporate plan.</p>
<i>Local Government Regulation 2012</i>	Part 8 Section 200 (1-6) Part 8 Section 201 (1-6)	<p>Section 200 requires a local government to establish a trust fund.</p> <p>Section 201 charges a local government with ensuring trust funds are administered and utilised appropriately.</p>

## 7. CRITICAL DATES &amp; IMPLICATIONS

N/A

## 8. CONSULTATION

Appropriate Council Management

## 9. CONCLUSION

The establishment of a working Council committee made up of Councillors and one community member is recommended to administer the fund going forward.

## 10. OFFICER'S RECOMMENDATION

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



**11.06 Emergency Fund****Officer's Recommendation**

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

**Councillors Recommendation**

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

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 260128.12 5/0**

## 11.07 Review of Delegations - Council to Chief Executive Officer

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	21 January 2026
LINK TO COUNCIL PLAN/S:	Corporate Plan – Goal good Governance No 1-Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk)

---

### 1. PURPOSE

Delegate all powers referred to in the attached Delegations Register Council to Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

It is a requirement of the Local Government Act 2009 (LGA) Section 260 for Local Governments to have in place a 'Register of Delegations'.

This section states:

1. The Chief Executive Officer must establish a register of delegations that contains the particulars prescribed under a regulation;
2. The Chief Executive Officer must record all delegations by the local government, Mayor or the Chief Executive Officer in the register of delegations; and
3. The public may inspect the register of delegations.

The Local Government Act Section 257(5) provides that a delegation to the Chief Executive Officer must be reviewed annually by the local government.

In collaboration with King & Co Solicitors and the Local Government Association, a complete list of delegations which may be delegated from Council to the Chief Executive Officer was prepared and is regularly reviewed for use by Local Governments

The proposed delegations have been comprehensively re-examined by the CEO for the purpose of up-dating Council's Delegations Register. Upon acceptance of the Delegations Register the CEO will then implement delegations to respective staff.

A formal resolution needs to be made to approve all delegations. This is a requirement to conduct the day to day business of Council without the necessity of some matters being discussed at a formal Council meeting. Once this resolution is made, the draft Register of Delegations will become the basis of Council's Record of Delegations, as required by the LGA.

3. PROPOSAL

A formal resolution needs to be made to approve all delegations. Once this resolution is made, the draft Register of Delegations will become the basis of Council's Record of Delegations, as required by the LGA.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable concerning acceptance of this Report.

5. RISK

Not applicable concerning acceptance of this Report.

6. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009 Sections, 257, 260.

7. CRITICAL DATES & IMPLICATIONS

Effective once the updated delegations are adopted.

8. CONSULTATION

Councillors

Executive management Team

9. CONCLUSION

It is timely to review Delegations from Council to CEO with a new CEO starting.

Where consultation is required with the relevant Minister the relevant section has not been delegated.

10. OFFICER'S RECOMMENDATION

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

**11.07 Review of Delegations - Council to Chief Executive Office**

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

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 260128.13 5/0**

---

## 11.08 Operational Plan 2025-2026 – December 2025 Quarter Review

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	20 January 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 December 2025 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 December 2025 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 December 2025 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"> <li>Non-alignment between Corporate Plan, Operational Plan and Budget.</li> </ul>	<ul style="list-style-type: none"> <li>Ineffective, inefficient and non-compliant operations.</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>Content requirements of Operational Plan 2022-23 not met.</li> </ul>	<ul style="list-style-type: none"> <li>Compliance</li> </ul>

## 6. POLICY &amp; 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>

Instrument	Reference	Details
Local Government Regulation 2012	Division 4 Annual Operational Plan	Section 175 Annual operational plan contents (1) The annual operational plan for a local government must— a. be consistent with its annual budget; and b. state how the local government will— 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 December Quarter Operational Plan.

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

## 9. CONCLUSION

This report highlights Council's implementation of the 2025/2026 Operational Plan actions/projects for the December 2025 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 December 2025 Quarter.

### 11.08 Operational Plan 2025-2026 – December 2025 Quarter Review

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

**Moved:** Cr Clarke

**Seconded:** Cr Yanner

**Carried 260128.14 5/0**

## 11.09 Sport and Recreation Strategy 2025-2030 – December 2025 Quarter Update

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	19 January 2026
LINK TO COUNCIL PLAN/S:	Burke Shire Council Sport and Recreation Strategy 2025-30

---

### 1. PURPOSE

To provide the December 2025 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"><li>Council unable to deliver the strategy due to resourcing issues.</li></ul>	<ul style="list-style-type: none"><li>Dissatisfaction with Council from key stakeholders: community, funding agencies etc.</li></ul>

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

## 7. CRITICAL DATES &amp; 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 December 2025 Quarter.

**11.09 Sport and Recreation Strategy 2025-2030 – December 2025 Quarter Update**

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

**Moved: Cr Poole**

**Seconded: Cr Yanner**

**Carried 260128.15 5/0**



### 11.10 Small Business Digital Incentive Grants Policy Application

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Kimberly Chan; Economic and Community Development Manager
DATE REPORT PREPARED:	19 January 2026
LINK TO COUNCIL PLAN/S:	Burke Shire Council Corporate Plan 2025 – 2030 – <i>Goal: Economic Development and Sustainability, Strategy 1. Support the sustainability and growth of local businesses and industry, KPI (f) implement small business façade improvements and digital upgrades grants policy</i> Burke Shire Economic Development Strategy 2025 – 2030

---

#### 1. PURPOSE

The purpose of this report is to review an application received from the Burketown Post Office and Convenience Store pertaining to the Burke Shire Council Small Business Digital Incentive Grants Policy.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In May 2025, Council adopted two new small business policies – the Digital Incentive Grants Policy and the Façade Improvements and Upgrades Policy. Both policies aim to help support the development and growth of our local small business community. The small business programs were rolled out to the public shortly after adoption and subsequently one application was received in December 2025 under the Small Business Digital Incentive Grants Program. As per the policy, any application must be presented to Council to determine the amount of financial support that will be granted.

#### 3. PROPOSAL

MAKAE Pty Ltd operating as Burketown Post Office and Convenience Store, submitted an application in December 2025 for the uptake of a new Xero subscription. The business adheres to the eligibility requirements of the grant and the uptake of a Xero subscription is also relevant to the small business goals of the Digital Incentive Policy. The business has only been operating for a period of six months, and therefore the subscription is a foundational piece of digital software for the newly acquired business. The business also provides essential services to our community through its supply of general groceries and postal services.

The application submitted by MAKAE Pty Ltd proposes a 50/50 Council and applicant co-contribution to the Xero subscription for one year which equates to \$997.50 per contribution. The total project cost for one year will total \$1,995.00. Evidence of the total cost of the subscription has been provided with the application.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council has an allocated budget for our Small Business Incentive Policies which includes the Small Business Digital Incentives Grants Policy. As mentioned previously, this application would see Council contribute \$997.50 to the project. As it is the first and only application that we have received for this financial year, the impact is minimal. The contribution amount also adheres to the policies guidelines.

#### 5. RISK

Risk Type	Consequence	Mitigation
Financial	<ul style="list-style-type: none"> <li>▪ Possibility of misuse of funds by applicant</li> <li>▪ Applicant becomes insolvent or ceases trading over the course of funding period</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing monitoring and open communication with applicant. Evidence of spent funds to be sent to council</li> </ul>

#### 6. POLICY & LEGAL IMPLICATIONS

GOV-POL-018 Burke Shire Council Small Business Digital Incentive Grants	Under the policy applicants must not have any outstanding debt or bankruptcy claims. Council will conduct an ASIC Search on applicable companies to ensure no outstanding debts or insolvency issues are current. Council will also ensure there are no outstanding rates or outstanding council invoices owing associated with the applicant.
---	--

#### 7. CRITICAL DATES & IMPLICATIONS

This Small Business Digital Incentive Grants Policy application from MAKAE Pty Ltd relates to a subscription that runs from December 2025 to December 2026. The funding allocated to this project will be drawn from Councils 2025 – 2026 financial year budget.

#### 8. CONSULTATION

Direct communication with the relevant business will continue to take place throughout the course of the project.

Consultation between the Burke Shire CEO, Director of Finance and Technology, and the Economic and Community Development Manager regarding the application has also occurred.

#### 9. CONCLUSION

The implementation and effectiveness of the Small Business Policies depend on allocating funds to projects that comply with policy guidelines and support the policy's objectives. The proposal submitted by the Burketown Post Office and Convenience Store exemplifies an initiative that aligns with the intent of the Small Business Digital Incentive Grants Policy. Accordingly, support for the digital subscription should be considered favourably.

**10. OFFICER'S RECOMMENDATION**

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

**11.10 Small Business Digital Incentive Grants Policy Application**

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

**Moved:** Cr Camp

**Seconded:** Cr Yanner

**Carried 260128.16 5/0**

### 11.11 Revision of Procurement Policy (Statutory)

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Director of Finance and Technology
DATE REPORT PREPARED:	12 January 2026
LINK TO COUNCIL PLAN/S:	Goal - Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk)

---

#### 1. PURPOSE

To present a revision of Council's Procurement Policy for consideration and endorsement by councillors.

#### 2. BACKGROUND

In accordance with the Local Government Regulation 2012 section 198, the Burke Shire Council is required to prepare and adopt a policy about procurement (a Procurement Policy), and review this Procurement Policy annually. This policy takes the form of a Statutory council policy.

Chapter 6 of the Local Government Regulation 2012 (Qld) was amended on 12 December 2025, through the Local Government Legislation (Empowering Councils) Amendment Regulation 2025 (Qld).

#### 3. PROPOSAL

The current Procurement Policy has been reviewed by the Executive Management Team in consideration of the changes outlined in the *Empowering Councils Amendment Regulation 2025*.

Proposed key changes are as follows:

- Purchasing thresholds of \$5,500 be increased to \$7,700
- Purchasing thresholds of \$16,500 be increased to \$23,100
- Purchasing thresholds of \$220,000 be increased to \$308,000

Note section 9.3 will remain as \$220,000 on the basis of no change being implemented to section 237 of the *Local Government Regulation 2012*.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications associated with this report. Ongoing improvements to the Procurement Policy will enhance procurement accountability.

## 5. POLICY &amp; LEGAL IMPLICATIONS

Instrument / Policy / Details	
Local Government Regulation 2012	<ul style="list-style-type: none"> <li>• Section 104 Sound Contracting principles</li> <li>• Section 198 - Adoption of Procurement Policy</li> <li>• Section 223-238 - The default contracting procedures</li> </ul>

## 6. RISK

Risk Type	What could happen	Possible Consequences
Compliance	<p>The endorsement of the policy clarifies the procurement processes to be followed, reducing the risk of compliance. It should also increase staff awareness and understanding with regards to procurement practices.</p>	Decreased likelihood of inconsistency in Council procurement practice.

## 7. CRITICAL DATES &amp; IMPLICATIONS

The next scheduled review of this policy will be June 2026. This policy must be reviewed annually as required by the Local Government Regulation 2012.

## 8. CONSULTATION

Councillors

Chief Executive Officer

Executive Management Team

## 9. CONCLUSION

The Procurement Policy has been reviewed to ensure compliance with current accounting standards, QLD regulations and the relevant legislation. The changes made provide greater clarity around governance and procurement and ensure at all times the council has clear mandates around the exercise of the sound procurement principles.

## 10. OFFICER'S RECOMMENDATION

That Council adopts the revised Procurement Policy.

**11.11 Revision of Procurement Policy (Statutory)**

**That Council adopts the revised Procurement Policy.**

**Moved: Cr Camp**

**Seconded: Cr Clarke**

**Carried 260128.17 5/0**

## 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) (d and h).**

**(d) rating concessions;**

**(h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;**

**Council moved into closed session at 11.50am.**

**Moved: Cr Clarke**

**Seconded: Cr Yanner**

**Carried 260128.18 5/0**

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 11.58am**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

**Carried 260128.19 5/0**

### 12.01 Closed Session Report – Debt Write-off – Rates Assessment 00230-83800-000

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

**Moved: Cr Clarke**

**Seconded: Cr Yanner**

**Carried 260128.20 5/0**

## 12.02 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.**

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 260128.21 5/0**

## 13. Mayoral Report

I attended the following:

- BSC Staff and Community Christmas Party in Burketown. Thank you to the Burketown Childcare and Family Hub for coordinating the events and meal for the community Christmas party – the Cent Sale was very popular!
- DDMG and QDMC meetings – NW Weather/flooding event
- Australia Day Awards Discussion – with Australia Day subcommittee members
- State Environmental Functional Recovery and Resilience Group Meeting – NW flooding/weather event
- Meeting with Gregory ILUA stakeholders, BSC Staff, Cr Poole/Murray/Mayor in person in Cairns, Cr Clarke via TEAMS
- Meeting with Andrew Kerr – various matters BSC staff, Cr Poole/Murray/Mayor in person in Cairns, Cr Clarke on TEAMS
- Meeting with Northlane – various matters BSC Staff, Cr Poole/Murray/Mayor in person in Cairns, Cr Clarke on TEAMS
- Joint Roads & Transport and Economic Functional Recovery and Resilience Group Meeting – via Teams – NW weather/flooding event
- Morning Tea with Cairns Staff
- NWQROC Virtual Monthly Meeting
- Australia Day – in Burketown and Gregory – thanks to the volunteers and Council staff who worked hard to make these events a success. Congratulations to the winners – Katrina Rex (community champion), Kieran Anderson (young community champion), Burketown Childcare and Family Hub (event of the year – Burketown Christmas Party and Cent Sale). I also acknowledge all those individuals and clubs nominated for awards – Burke Shire is fortunate to have these hardworking people in our community making it a better place to live, work and play.

GSD:

- Monthly virtual catchups
- Burke Shire's new Community Recovery Office, Beth Bickford, has commenced work and is in Burke Shire this week.

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

**Moved: Cr Poole**

**Seconded: Cr Yanner**

**Carried 260128.22 5/0**

## 14. Councillor Reports

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

**Moved: Cr Camp**

**Seconded: Cr Clarke**

**Carried 260128.23 5/0**

## 15. Late Business

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

## 16. Deputations and presentation scheduled for meeting

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

## Attendance

Jordan Marshall left the meeting at 12.06pm.

## 17. Closure of meeting

**The Chair declared the meeting closed at 12.09pm.**