



Confirmed Minutes

Burke Shire Council Ordinary Meeting

Thursday 20 February 2020

9.00am Council Chambers

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01. Opening of Meeting

The Chair declared the meeting open at 9.01am.

02. Record of Attendance

Cr Ernie Camp; Mayor – Chair
Cr Paul Poole; Deputy Mayor
Cr John Clarke
Cr John Yanner
Cr Tonya Murray

Clare Keenan; Chief Executive Officer
Simbarashe Chimpaka; Executive Manager Finance
Philip Keirle; Executive Manager Strategic Projects
Clinton Murray; Works Manager
Madison Marshall; Executive Assistant (Minutes)

02.01 LGR 2012 Section 276 – Attendance by teleconferencing

That Council, in accordance with section 276 of the Local Government Regulation 2012, allows the following person/s to take part in the meeting by teleconferencing:

- **Simbarashe Chimpaka, Executive Manager Finance (EMF)**
- **Philip Keirle, Executive Manager Strategic Projects (EMSP)**
- **Graham O’Byrne**

03. Prayer

Cr Yanner led Council in prayer.

04. Consideration of applications for leave of absence

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

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 23 January 2020

That the Minutes of the Ordinary Meeting of Council held on Thursday 23 January 2020 as presented be confirmed by Council.

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 200220.01 5/0

06. Condolences

Council notes the passing of Kenneth Major and expresses their condolences to the family.

07. Declaration of Interests

No declarations of interests were noted for this meeting.

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

08.01 Notices of Motion

No notices of motion were received for the meeting.

16. Deputations and presentation scheduled for meeting

16.01 Averil Portch – presentation of Community petition

Attendance

Averil Portch, John Bishop and Janet Bishop joined the meeting from 9.05am to 9.52am to present a community petition.

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

08.02 Petitions

A community petition in relation to Council's rates was presented to Council.

Attendance

Cr Poole left the meeting at 9.56am.

09. Works, Services and Finance Reports

09.01.01 Works and Services Monthly Update Report

A verbal report was provided to the meeting by works manager Clinton Murray.

Attendance

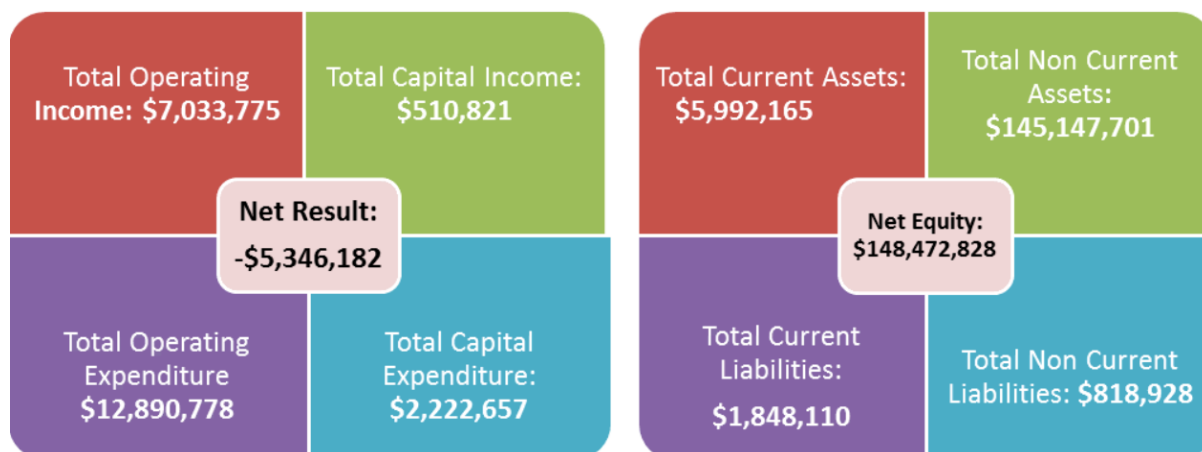
Clinton Murray left the meeting at 10.20am.

09.02.01 Finance Monthly Update Report

| | |
|-------------------------|-----------------------------------------|
| DEPARTMENT: | Finance |
| RESPONSIBLE OFFICER: | Simba Chimpaka; Chief Executive Officer |
| DATE REPORT PREPARED: | 14 February 2020 |
| LINK TO COUNCIL PLAN/S: | Operational Plan Budget |

1. FINANCIAL SUMMARY (SNAPSHOT)

This monthly report illustrates the financial performance and position of Burke Shire Council compared to its adopted budget.



| Overall Financial Performance | Year To Date Actual | Annual Budget (Target) |
|--------------------------------|---------------------|------------------------|
| Operating Revenue | 7,033,776 | 16,626,544 |
| Operating Expenses | 12,890,778 | 20,601,000 |
| Operating Result (Profit/Loss) | - 5,857,002 | - 3,974,456 |
| Capital Revenue | 510,821 | 2,927,000 |
| Net Result | - 5,346,181 | - 1,047,456 |

| Assets & Liabilities | Year To Date Actual | Annual Budget (Target) |
|---------------------------|---------------------|------------------------|
| Cash & Cash Equivalents | 4,911,353 | 7,748,131 |
| Other Current Assets | 1,080,812 | 1,193,564 |
| Non Current Assets | 145,147,701 | 146,288,006 |
| Total Assets | 151,139,866 | 155,229,701 |
| Liabilities (Current) | 1,848,110 | 1,172,224 |
| Liabilities (Non Current) | 818,928 | 691,323 |
| Total Liabilities | 2,667,038 | 1,863,547 |
| Net Community Assets | 148,472,828 | 153,366,154 |

Year to date operating revenues sat at \$7m while operating expenditure sat at \$12.8m consequently council's operating position at month end was a \$5.3m deficit against a forecast annual operating deficit of \$1.047 million (excluding capital income and capital expenditure).

Capital revenues (revenues relating to the construction, renewal, replacement or purchase of assets) sat at \$510K against an annual forecast of \$2.9m

Cash balances decreased from \$5.4 million to \$4.9 million from the previous reporting month. The closing cash balance at the end of the month remains unfavourably below the annual cash flow forecast of ~\$7m at year end and requires strict cash flow management, however it should be noted that cash balances are expected to fluctuate progressively through the financial year in line with timing of receipts and outflows for employee wages, materials and services and are expected to increase in the second half of the financial year as rates and grant funding for completed projects and programs is received.

Fluctuations in current liabilities are expected in the short term depending on the volumes and timing of payables billing however there are no significant movements anticipated in respect of non current and current liabilities at year end.

Sustainability outlook

| Financial Sustainability Ratios and Measures of Sustainability | Target | Year To Date Actual |
|----------------------------------------------------------------|--------------------|---------------------|
| Operating Surplus Ratio (%) | Between 0% and 10% | -83% |
| Asset Sustainability Ratio (%) | Greater than 90% | 0% |
| Working Capital Ratio | Greater than 1:1 | 3 |
| Net Financial Liabilities Ratio | Less than 60% | -59% |

Sustainability ratios are a reasonable measure of council's financial performance and financial position.

The working capital ratio: measures council's ability to offset short term obligations with current assets. Council's year to date working capital ratio changed from the previous month at 3:1 at the end of January. Fluctuations in the working capital ratio on a month on month basis are expected

(heavily impacted by timing of receipts and outflows); however annual budget forecasts indicate that council is in a position to offset current liabilities with current assets.

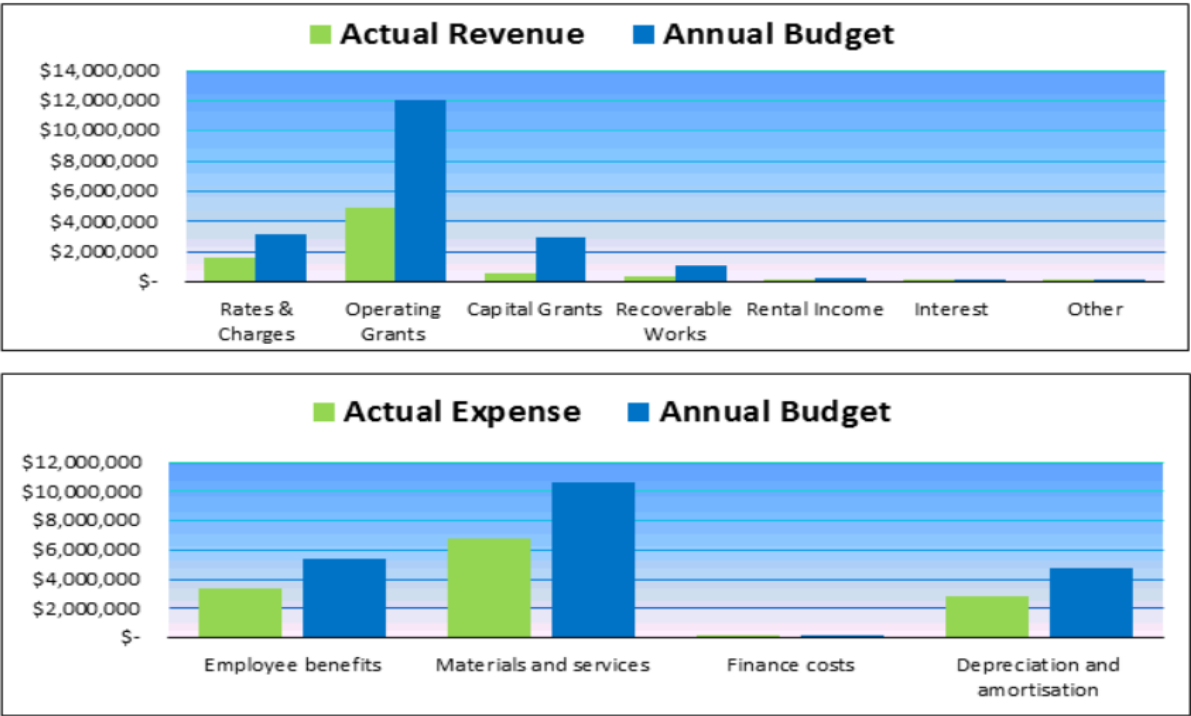
The net financial liabilities ratio: measures council's ability to increase borrowings where necessary; council has no borrowings to date as reflected in the recurrent high year to date percentage versus a benchmark target of less than 60%. The year to date actual result remains positively above the annual budget forecast.

The operating surplus ratio: measures council's ability to cover operational costs through operational revenues. Councils operating surplus ratio remains outside the benchmark range of between 0%-10% indicating limited capacity to cover operational expenditures through operating revenue.

The Asset Sustainability ratio: measures council's expenditure on the renewal and replacement of infrastructure assets, council's ratio at the end of the reporting period remains below the target benchmark primarily reflecting the infancy of the financial year. The budgeted asset sustainability ratio is lower than the target benchmark as the majority of the capital works budget consists of asset upgrades and new assets.

2. STATEMENT OF COMPREHENSIVE INCOME

| STATEMENT OF INCOME AND EXPENDITURE | | | | |
|-------------------------------------|---------------------|----------|-------------------|---------------------|
| | Year to Date | | Annual | Actual to |
| | Actual | | Budget | Budget |
| | | | | Variance |
| Recurrent Revenue | | | | |
| Rates levies and Charges | 1,533,663 | | 3,081,000 | - 1,547,337 |
| Fees & Charges | 44,761 | | 97,000 | - 52,239 |
| Rental Income | 118,987 | | 230,000 | - 111,013 |
| Interest | 90,907 | | 127,000 | - 36,093 |
| Recoverable Works Revenue | 356,738 | | 1,055,000 | - 698,262 |
| Other Income | 63,808 | | 28,000 | 35,808 |
| Donations | 3,890 | | 13,000 | - 9,110 |
| Developer Contributions | - | | - | - |
| Subsidies and Grants | 4,821,022 | | 11,995,544 | - 7,174,522 |
| Total Recurrent Revenue | 7,033,776 | | 16,626,544 | - 9,592,768 |
| Capital Revenue | | | | |
| Sale of non-current assets | - | | - | - |
| Contributions | - | | - | - |
| Subsidies and Grants | 510,821 | | 2,927,000 | - 2,416,179 |
| Total Capital Revenue | 510,821 | | 2,927,000 | - 2,416,179 |
| TOTAL INCOME | 7,544,597 | | 19,553,544 | - 12,008,947 |
| Recurrent Expenses | | | | |
| Employee benefits | - 3,355,615 | - | 5,310,000 | 1,954,385 |
| Materials and services | - 6,720,999 | - | 10,603,000 | 3,882,001 |
| Finance costs | - 6,789 | - | 15,000 | 8,211 |
| Depreciation and amortisation | - 2,807,375 | - | 4,673,000 | 1,865,625 |
| TOTAL RECURRENT EXPENSES | - 12,890,778 | - | 20,601,000 | 7,710,222 |
| NET RESULT | - 5,346,181 | - | 1,047,456 | - 4,298,725 |



3. OPERATING STATEMENT

| OVERALL OPERATING STATEMENT | | | | |
|--------------------------------------|--------------------|--------------------|--------------------|----------------------|
| | 2018-19 | 2019-20 YTD | 2019-20 | YTD Actual to Budget |
| | Actual | Actual | Budget | Variance |
| Recurrent Revenue | | | | |
| Rates levies and Charges | 1,434,704 | 1,557,376 | 3,139,000 | - 1,581,624 |
| Less Discounts, Rebates & Remissions | - 26,178 | - 23,713 | - 58,000 | 34,287 |
| | 1,408,526 | 1,533,663 | 3,081,000 | - 1,547,337 |
| Fees & Charges | 56,192 | 44,761 | 97,000 | - 52,239 |
| Rental Income | 131,401 | 118,987 | 230,000 | - 111,013 |
| Interest | 118,119 | 90,907 | 127,000 | - 36,093 |
| Recoverable Works Revenue | 606,958 | 356,738 | 1,055,000 | - 698,262 |
| Other Income | 349,756 | 63,808 | 28,000 | 35,808 |
| | 1,262,426 | 675,201 | 1,537,000 | - 861,799 |
| Donations | - | 3,890 | 13,000 | - 9,110 |
| Developer Contributions | - | - | - | - |
| Subsidies and Grants | 4,385,327 | 4,821,022 | 11,995,544 | - 7,174,522 |
| | 4,385,327 | 4,824,912 | 12,008,544 | - 7,183,632 |
| | | | | |
| TOTAL RECURRENT REVENUE | 7,056,279 | 7,033,776 | 16,626,544 | - 9,592,768 |
| Recurrent Expenses | | | | |
| Corporate Governance Costs | 405,953 | 511,243 | 938,000 | 426,757 |
| Administration Costs | 1,272,863 | 2,027,334 | 3,901,000 | 1,873,666 |
| Recoverable Works Expenses | 625,465 | 294,793 | 952,000 | 657,207 |
| Engineering Services | 2,980,361 | 6,125,016 | 7,635,000 | 1,509,984 |
| Utility Services Costs | 356,414 | 482,646 | 668,000 | 185,354 |
| Net Plant Operating Costs | 358,097 | - 424,129 | 913,000 | - 488,871 |
| Planning and Environmental Expenses | 44,052 | 158,704 | 230,000 | 71,296 |
| Community Services Costs | 736,144 | 901,007 | 2,502,000 | 1,600,993 |
| Finance Costs | 6,652 | 6,789 | 15,000 | 8,211 |
| Depreciation | 2,698,293 | 2,807,375 | 4,673,000 | 1,865,625 |
| Other Expenses | - | - | - | - |
| | | | | |
| TOTAL RECURRENT EXPENSES | 9,484,294 | 12,890,778 | 20,601,000 | 7,710,222 |
| | | | | |
| NET RESULT | - 2,428,015 | - 5,857,002 | - 3,974,456 | - 1,882,546 |

Overall current year actual financial performance results have been compared to the previous financial year results. Current year results have also been compared against the annual budget.

Year on year overall results show higher rates revenue figures, the variance is driven by the application of adopted rates and utility charges increases at the beginning of the financial year.

Interest earnings are lower than previous year earnings due to a lower investment principal amount and lower investment interest rates.

Year to date recoverable works earnings are lower than the previous financial year earnings due to timing differences in the completion and claim for RMPC works however annual forecasts reflect that RMPC earnings should be higher than the previous year at year end.

Other income earnings at the end of January 2020 are lower than prior year earnings due to the loss of shared services revenue.

4. NORMALISED OPERATING STATEMENT

| NORMALISED OPERATING STATEMENT | | | | |
|--------------------------------------------------------------|--------------------|--------------------|--------------------|----------------------|
| | 2018-19 | 2019-20 YTD | 2019-20 | YTD Actual to Budget |
| | Actual | Actual | Budget | Variance |
| Recurrent Revenue | | | | |
| Rates levies and Charges | 1,434,704 | 1,557,376 | 3,139,000 | - 1,581,624 |
| Less Discounts, Rebates & Remissions | - 26,178 | - 23,713 | - 58,000 | 34,287 |
| | 1,408,526 | 1,533,663 | 3,081,000 | - 1,547,337 |
| Fees & Charges | 56,192 | 44,761 | 97,000 | - 52,239 |
| Rental Income | 131,401 | 118,987 | 230,000 | - 111,013 |
| Interest | 118,119 | 90,907 | 127,000 | - 36,093 |
| Recoverable Works Revenue | 606,958 | 356,738 | 1,055,000 | - 698,262 |
| Other Income | 349,756 | 63,808 | 28,000 | 35,808 |
| | 1,262,426 | 675,201 | 1,537,000 | - 861,799 |
| Donations | - | 3,890 | 13,000 | - 9,110 |
| Developer Contributions | - | - | - | - |
| Subsidies and Grants (Excl flood damage revenue) | 771,879 | 942,428 | 3,343,544 | - 2,401,116 |
| | 771,879 | 946,318 | 3,356,544 | - 2,410,226 |
| TOTAL RECURRENT REVENUE (EXCL FLOOD DAMAGE REVENUE) | 3,442,831 | 3,155,182 | 7,974,544 | - 4,819,362 |
| Recurrent Expenses | | | | |
| Corporate Governance Costs | 405,953 | 511,243 | 938,000 | 426,757 |
| Administration Costs | 1,272,863 | 2,027,334 | 3,901,000 | 1,873,666 |
| Recoverable Works Expenses | 625,465 | 294,793 | 952,000 | 657,207 |
| Engineering Services (Excl flood damage expenses) | 751,226 | 1,231,588 | 2,035,000 | 803,412 |
| Utility Services Costs | 356,414 | 482,646 | 668,000 | 185,354 |
| Net Plant Operating Costs | 358,097 | - 424,129 | - 913,000 | - 488,871 |
| Planning and Environmental Expenses | 44,052 | 158,704 | 230,000 | 71,296 |
| Community Services Costs | 736,144 | 901,007 | 2,502,000 | 1,600,993 |
| Finance Costs | 6,652 | 6,789 | 15,000 | 8,211 |
| Depreciation | 2,698,293 | 2,807,375 | 4,673,000 | 1,865,625 |
| Other Expenses | - | - | - | - |
| TOTAL RECURRENT EXPENSES (EXCL FLOOD DAMAGE EXPENSES) | 7,255,159 | 7,997,350 | 15,001,000 | 7,003,650 |
| NET RESULT | - 3,812,328 | - 4,842,168 | - 7,026,456 | 2,184,288 |

The normalised operating statement shows income and expenditure by service/program excluding flood damage revenue and flood damage expenditure.

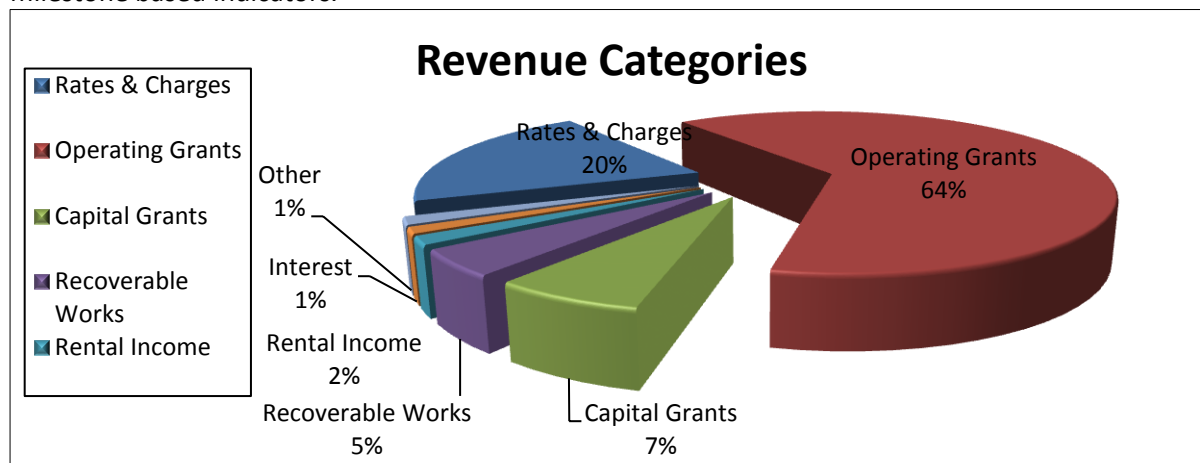
The normalised operating statement shows council operating revenues and operating expenditure on core operational services including road and street maintenance, facilities (swimming pools, broadcasting facilities, and sporting ovals, airports, parks and gardens maintenance) plant and vehicle maintenance, water, sewer, waste collection services, administrative and governance services. Separating flood damage revenue and expenditure presents a clearer picture of the cost and income associated with delivering core services to the community.

Flood Damage Program Analysis

| Flood Damage Revenue Stream Analysis | | | | | | | | |
|--------------------------------------|------------------------|---------------------------|--------------------------|---------------------------|---------------------|--------------------------------|------------------------------|-----------------------|
| Income Stream | Approved Project Costs | Historical Costs Incurred | Projected Budgeted Costs | Current Year Actual Costs | Prior Year Receipts | Current Year Budgeted Receipts | Current Year Actual Receipts | Balance to be claimed |
| Flood Damage 2016 - 2017 Events | 5,870,000 | 5,919,000 | - | 30,328 | 4,713,651 | 1,152,000 | 1,134,814 | 17,186 |
| Flood Damage 2017 - 2018 Events | 8,699,000 | 1,153,000 | 7,546,000 | 3,586,253 | 2,660,000 | 6,000,000 | 1,296,542 | 4,703,458 |
| Flood Damage 2018 - 2019 Events | 6,856,000 | - | 1,500,000 | 73,545 | - | 1,500,000 | 2,190,043 | 2,809,957 |
| Total | | | 9,046,000 | 3,690,126 | 7,373,651 | 8,652,000 | 4,621,399 | 7,530,601 |

5. REVENUE ANALYSIS

Revenue streams have been classified and measured against seasonal forecasts and project milestone based indicators.



Seasonal Revenue Analysis

| Seasonal Revenue Variance Analysis | | | | | |
|------------------------------------------------------------------------|---------------------|-------------------|-------------------|---------------------------------------------|------|
| Income Stream | Year To Date Actual | Seasonal Forecast | Seasonal Variance | Key Financial Performance Indicator/Comment | Risk |
| Financial Assistance Grant (General Purpose & Road Maintenance Grants) | 778,399 | 778,399 | - | On track with quarterly payment schedule. | Nil |
| General Rates | 1,179,881 | 1,213,000 | - 33,119 | Revenue on track with seasonal forecast. | Nil |
| Waste Management Charges | 54,155 | 54,500 | - 345 | Revenue on track with seasonal forecast. | Nil |
| Sewerage Service Charges | 81,871 | 83,000 | - 1,129 | Revenue on track with seasonal forecast. | Nil |
| Water Service Charges | 193,729 | 193,000 | 729 | Revenue on track with seasonal forecast. | Nil |

Project Based Revenue Analysis

| Project /Milestone Based Revenue Stream Analysis | | | | | |
|--------------------------------------------------|---------------------|--------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Income Stream | Year To Date Actual | Milestone Forecast | Milestone Variance | Key Financial Performance Indicator/Comment | Risk |
| TIDS | 348,269 | 348,269 | 0 | Milestone on target, revenue on track with forecast. | Nil |
| ATSI TIDS | - | 298,000 | - 298,000 | Works have not commenced, funding to be received on milestone claim. | Low |
| Roads to Recovery (R2R) | - | 305,000 | - 305,000 | Milestone not met yet, new project required | High |
| MIPP Grant | 41,000 | 41,000 | - | On track | Low |
| Work for Queensland Funding | 118,000 | 678,000 | - 560,000 | Work in progress, funding to be received | Low |
| Sewerage Upgrade Project Grant | - | 950,000 | - 950,000 | Work in progress, phase one of project almost complete. | Low |
| RMPC | 325,397 | 1,017,000 | - 691,603 | RMPC works 44% complete. Claims for approx. \$352K for Wills Development, \$290K for Camowear and \$47K for minor works to be lodged on completion of works. | Low |
| Get Playing Places and Spaces Grant | - | 105,000 | - 105,000 | Work on Philip Yanner Memorial Oval 95% complete, milestone claim to be lodged. | Low |

Rates and utility charges remain close to annual budget estimates with a slight variance relating to rates reversals for exempt properties. Second half rates levies are on track to be levied in February 2020.

Financial assistance grants are on track with quarterly forecast. There are no significant risks relating to capital grants, most projects are underway and will be completed by 30 June.

6. EXPENDITURE ANALYSIS

Expenditure by Type

Expenses are classified according to type: Wages and employee entitlements, materials and services, depreciation and finance costs.

| Analysis of Costs by Type | | | | |
|-------------------------------|---------------------|----------------------------|-------------------------------|-----------------------------------|
| Cost | Year To Date Actual | Forecasted Pro Rata Budget | Variance to Pro Rata Forecast | Exception |
| Employee benefits | 3,355,615 | 3,267,692 | - 87,923 | Above pro rata estimate |
| Materials and services | 6,720,999 | 6,185,083 | - 535,916 | Above pro rata estimate |
| Finance costs | 6,789 | 8,750 | 1,961 | Below pro rata estimates |
| Depreciation and amortisation | 2,807,375 | 2,725,917 | - 81,458 | Slightly above pro rata estimates |
| Total | 12,890,778 | 12,017,250 | - 873,528 | Above pro rata estimates |

Employee Benefits; Employee benefits include all labour related expenses including wages, allowances, salaries and on-costs such as superannuation, leave entitlements, training and fringe benefits tax. Employee benefits are within annual budget at the end of the reporting month with a slight variance over pro rata estimates primarily due to earlier payout of annual leave entitlements within the workforce.

Materials and services; Materials and services include all products and services required to deliver community services and projects. Materials and services were above the pro rata forecast but within the annual forecast, variances to pro rata budget mainly relate to timing variances though there a few exceptions on a line by line basis.

Finance costs; Finance costs consist of bank charges and bad debts written off – finance costs are on track and within annual and pro rata budget estimates.

Depreciation and Finance costs; Depreciation costs are slightly higher than pro rata forecast.

Expenditure by Program

There are a few exceptions on a line by line basis however overall expenditure at a program level is within budget. Line by line exceptions will be reviewed and amended accordingly as part of the half year budget review process.

| Analysis of Expenditure By Program | | | | |
|-------------------------------------|---------------------|-------------------|------------------|------------------------------------------------------------------------------|
| Program | Year To Date Actual | Annual Budget | Variance | Exception |
| Corporate Governance Costs | 511,243 | 938,000 | 426,757 | Within Budget, nil significant exceptions |
| Administration Costs | 2,027,334 | 3,901,000 | 1,873,666 | Within Budget, nil significant exceptions |
| Recoverable Works Expenses | 294,793 | 952,000 | 657,207 | Within Budget, nil significant exceptions |
| Engineering Services | 6,125,016 | 7,635,000 | 1,509,984 | Overall spend within Budget, however there are a few line by line exceptions |
| Utility Services Costs | 482,646 | 668,000 | 185,354 | Within Budget, nil significant exceptions |
| Net Plant Operating Costs | - 424,129 | - 913,000 | - 488,871 | Within Budget, nil significant exceptions |
| Planning and Environmental Expenses | 158,704 | 230,000 | 71,296 | Within Budget, nil significant exceptions |
| Community Services Costs | 901,007 | 2,502,000 | 1,600,993 | Within Budget, nil significant exceptions |
| Finance Costs | 6,789 | 15,000 | 8,211 | Within Budget, nil significant exceptions |
| Depreciation | 2,807,375 | 4,673,000 | 1,865,625 | Within Budget, nil significant exceptions |
| Other Expenses | - | - | - | |
| Total | 12,890,778 | 20,601,000 | 7,710,222 | Within Budget, with exceptions on a line by line basis |

7. STATEMENT OF FINANCIAL POSITION

| STATEMENT OF FINANCIAL POSITION | | | |
|------------------------------------------------|--------------------|--------------------|--------------------|
| | Opening Balance | Year To Date | Annual Forecast |
| | As at 1 July 2019 | Actual | Budgeted |
| Current Assets | | | |
| Cash and cash equivalents | 9,595,818 | 4,911,353 | 7,748,131 |
| Trade and other receivables | 1,012,126 | 455,713 | 729,000 |
| Inventories | 230,813 | 268,929 | 230,813 |
| Other financial assets | 307,845 | 356,170 | 233,751 |
| Non-current assets classified as held for sale | - | - | - |
| Total current assets | 11,146,602 | 5,992,165 | 8,941,695 |
| Non-current Assets | | | |
| Receivables | - | - | - |
| Property, plant and equipment | 209,710,488 | 212,365,910 | 214,331,152 |
| Accumulated Depreciation | - 64,410,834 | - 67,218,209 | - 68,043,146 |
| Intangible assets | - | - | - |
| Total non-current assets | 145,299,654 | 145,147,701 | 146,288,006 |
| TOTAL ASSETS | 156,446,256 | 151,139,866 | 155,229,701 |
| Current Liabilities | | | |
| Trade and other payables | 1,441,271 | 1,779,415 | 1,103,921 |
| Borrowings | - | - | - |
| Provisions | 142,848 | 68,695 | 68,303 |
| Other | - | - | - |
| Total current liabilities | 1,584,119 | 1,848,110 | 1,172,224 |
| Non-current Liabilities | | | |
| Trade and other payables | - | - | - |
| Interest bearing liabilities | - | - | - |
| Provisions | 686,323 | 818,928 | 691,323 |
| Other | - | - | - |
| Total non-current liabilities | 686,323 | 818,928 | 691,323 |
| TOTAL LIABILITIES | 2,270,442 | 2,667,038 | 1,863,547 |
| NET COMMUNITY ASSETS | 154,175,813 | 148,472,828 | 153,366,154 |
| Community Equity | | | |
| Shire capital | 39,529,889 | 39,529,889 | 39,529,889 |
| Asset revaluation reserve | 86,418,456 | 86,418,456 | 86,418,456 |
| Retained surplus/(deficiency) | 28,227,468 | 22,524,483 | 27,417,809 |
| Other reserves | - | - | - |
| TOTAL COMMUNITY EQUITY | 154,175,813 | 148,472,828 | 153,366,154 |

Cash and investment accounts summary

| Cash & Cash Equivalents | Effective Interest Rate | YTD Interest Earnings | Cash Balance |
|-------------------------|-------------------------|-----------------------|---------------------|
| QTC Cash Fund | 1.72% | 68,902 | \$ 4,420,932 |
| Westpac General Fund | 0% | - | \$ 490,138 |
| Cash Floats | 0% | - | \$ 283 |
| Total | | | \$ 4,911,353 |

8. OUTSTANDING RECEIVABLES

The tables below provide a breakdown of the amounts owed to Council in respect of services that have been provided to the community/customers.

Ageing of general debts analysis

Outstanding general debts at month end declined to \$90K. Month end results indicate that approximately 84% or \$76K of total outstanding debt (\$90K) has been assessed as high risk based on customer and debt analysis however it should be noted that the total number of defaulting customers in percentage terms equates 4.6% of total customers with debts owed to council.

| Collectability Analysis | 90 Days & Over | 60 Days | 30 Days | Current | Total |
|-----------------------------------------------------|------------------|-------------|-----------------|-------------|------------------|
| Low Risk of default | | | 523 | | \$ 523 |
| Low Risk of default | 54 | | | | \$ 54 |
| Low Risk of default | | | 343 | | \$ 343 |
| Low Risk of default | 6,370 | | | | \$ 6,370 |
| Low Risk of default | | | 1,649 | | \$ 1,649 |
| High Risk of default | 65,761 | | | | \$ 65,761 |
| Low Risk of default | 1,980 | | | | \$ 1,980 |
| High Risk of default | 6,782 | | | | \$ 6,782 |
| Low Risk of default | | | 564 | | \$ 564 |
| High Risk of default | 4,026 | | | | \$ 4,026 |
| Low Risk of default | 816 | | | | \$ 816 |
| Low Risk of default | 49 | | | | \$ 49 |
| Low Risk of default | 184 | | | | \$ 184 |
| Low Risk of default | 1,526 | | | | \$ 1,526 |
| Low Risk of default | 64 | | | | \$ 64 |
| Low Risk of default | | | | | \$ - |
| Low Risk of default | | | | | \$ - |
| Low Risk of default | | | | | \$ - |
| Low Risk of default | | | | | \$ - |
| Total | \$ 87,612 | \$ - | \$ 3,079 | \$ - | \$ 90,692 |
| Default risk percentage of total outstanding | 84% | | | | |
| Projected Bad Debts write of in \$ Terms | \$ 76,569 | | | | |

Outstanding rates, levies and charges

Council commenced debt recovery actions relating to general rates and utility charges in May 2019. Movements in arrears since the commencement of the financial year have remained low as several large debts remain outstanding, debt collection processes are ongoing.

| OUTSTANDING LEVIES & CHARGES | | | | | |
|--------------------------------|-------------------|----------------------|---------------------|-------------------|-------------------|
| LEVY/CHARGE | 366+ DAYS ARREARS | 181-365 DAYS ARREARS | 31-180 DAYS ARREARS | 1-30 DAYS ARREARS | Total Outstanding |
| GENERAL RATES | \$ 94,758 | \$ 45,023 | \$ 24,296 | \$ 1,429 | \$ 165,506 |
| SEWERAGE CHARGES | \$ 2,141 | \$ 437 | \$ 2,941 | \$ 50 | \$ 5,569 |
| GARBAGE CHARGES | \$ 2,216 | \$ 595 | \$ 3,125 | \$ 53 | \$ 5,988 |
| WATER ACCESS CHARGES | \$ 44,798 | \$ 8,763 | \$ 19,869 | \$ 661 | \$ 74,091 |
| WATER - EXCESS CONSUMPTION | \$ 42,144 | \$ - | \$ 14,372 | \$ - | \$ 56,516 |
| STATE GOVT EMERGENCY SVCE LEVY | \$ 1,919 | \$ 652 | \$ 1,354 | \$ 35 | \$ 3,961 |
| TOTAL | \$ 187,975 | \$ 55,471 | \$ 65,956 | \$ 2,228 | \$ 311,630 |

Liabilities

There are nil significant exceptions to report in relation to council liabilities.

9. STATEMENT OF CASH FLOWS

| STATEMENT OF CASH FLOWS | | | | |
|--------------------------------------------------------|---|--------------|---|-----------------|
| | | Year To Date | | Annual Forecast |
| | | Actual | | Budgeted |
| Cash flows from operating activities | | | | |
| Receipts from customers | | 2,614,681 | | 4,574,314 |
| Payments to suppliers & employees | - | 10,618,225 | - | 15,997,545 |
| | - | 8,003,544 | - | 11,423,231 |
| | | | | |
| Interest received | | 90,907 | | 127,000 |
| Rental income | | 118,987 | | 230,000 |
| Non capital grants and subsidies | | 4,821,022 | | 11,995,544 |
| Net cash inflow (outflow) from operating activities | - | 2,972,629 | | 929,313 |
| Cash flows from investing activities | | | | |
| Payments for property plant & equipment | - | 2,222,657 | - | 5,938,000 |
| Proceeds from sale of property plant & equipment | | - | | 234,000 |
| Capital grants, subsidies, contributions and donations | | 510,821 | | 2,927,000 |
| Net cash inflow (outflows) from investing activities | - | 1,711,836 | - | 2,777,000 |
| Cash flows from financing activities | | | | |
| Proceeds from borrowings | | - | | - |
| Repayment of borrowings | | - | | - |
| Depreciation | | - | | - |
| Net cash inflow (outflow) from financing activities | | - | | - |
| | | | | |
| Net cash increase (decrease) in cash held | - | 4,684,464 | - | 1,847,687 |
| Cash at beginning of the reporting period | | 9,595,818 | | 9,595,818 |
| Cash at end of the reporting period | | 4,911,354 | | 7,748,131 |

10. 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 and Executive Manager Finance. The following delegations were exercised.

| 1. Debt Write off (Amount written off) | Payment arrangement and repayment term | Authorising officer (FM or CEO) |
|----------------------------------------|----------------------------------------|---------------------------------|
| Nil | Nil | |

11. OFFICER'S RECOMMENDATION

That Council notes the contents of the Finance Monthly Report.

09.02.01 Finance Monthly Update Report

That Council notes the contents of the Finance Monthly Report.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 200220.02 4/0

Attendance

Cr Murray left the meeting from 10.38am to 10.40am.

Graham O'Byrne phoned into the meeting at 10.41am.

10. Closed Session Reports

That Council move into closed session to discuss confidential items as stated in the *Local Government Regulation 2012* in Chapter 8 Administration, Part 2 Local government meetings and committees, under *Sections 275 (1) (d, e and h)*.

(d) rating concessions;

(e) contracts proposed to be made by it;

(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Council moved into closed session at 10.41am.

Moved: Cr Murray

Seconded: Cr Clarke

Carried 200220.03 4/0

Attendance

Madison Marshall left the meeting from 10.42am to 10.44am.

Cr Camp left the meeting from 11.10am to 11.12am.

Simbarashe Chimpaka and Graham O'Byrne left the meeting at 12.19pm.

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 1.16pm.

Moved: Cr Murray

Seconded: Cr Yanner

Carried 200220.04 4/0

10.01 Closed Session Report - Funded Projects Update

- 1) That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(e) and that the document remain confidential unless council decides otherwise by resolution; and
- 2) That Council notes the contents of the report;
- 3) That Council resolves to allocate grant funding to eligible projects as outlined in Attachment 1; and
- 4) That Council delegates authority to the CEO to seek amendments to relevant funding agreements where this is required to confirm the funding allocations proposed in Attachment 1.

Moved: Cr Murray

Seconded: Cr Clarke

Carried 200220.05 4/0

10.02 Closed Session Report - Rates Concession

- 1) That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(d) – rating concessions – and that the document remain confidential unless council decides otherwise by resolution; and
- 2) That Council notes the contents of the report.
- 3) That Council recognises the chief executive officer's delegated authority to determine whether a rating concession (charitable purposes) will be applied to the following lots for the 2017-18 and 2018-19 financial years:

| Property | Lot | Plan | Title reference |
|---------------------|------|----------|-----------------|
| Konka | 4536 | SP204559 | 17664112 |
| Pendine (Egilabria) | 4597 | PH1605 | 17664113 |
| Brokera | 2523 | PH1675 | 17664089 |
| Tarrant | 4711 | PH1677 | 17664115 |
| Troutbeck | 4601 | PH1676 | 17669202 |
| Bundella | 4712 | PH1678 | 17664116 |

Moved: Cr Camp

Seconded: Cr Murray

Carried 200220.06 3/1

10.04 Closed Session Report - 5 Year Road Programme

- 1) That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(h) and that the document remain confidential unless council decides otherwise by resolution; and**
(h) Other business for which public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.
- 2) That Council note the contents of the report; and**
- 3) That Council amends the 5 Year Road Programme as outlined in Attachment 1, Scenario 1.**
- 4) That the chief executive officer communicates the changes incorporated in the amended 5 Year Road Programme as required to ensure that Council meets all program requirements related to the following:**
 - a. Transport Infrastructure Development Scheme; and**
 - b. Roads 2 Recovery;**
 - c. Roads of Strategic Importance.**
- 5) That Council, pursuant to section 257 of the Local Government Act 2009, delegates to the CEO the power to enter into large-sized contractual arrangements for the supply of goods and services with a supplier from a register of pre-qualified suppliers to complete the Gregory to Lawn Hill Road Sight Distance Improvement project.**

Moved: Cr Camp

Seconded: Cr Murray

Carried 200220.07 4/0

Adjournment

That Council adjourned the meeting for lunch from 1.30pm to 3.01pm; all were present at resumption including Cr Poole.

10.03 Closed Session Report - Floraville Rd Culvert Construction Contract

- 1) That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1)(e) and that the document remain confidential unless council decides otherwise by resolution; and**
- 2) That Council, conditional upon the approval of the Federal Government grant of \$1.2m, awards the Contract 19-49 Floraville Road Culvert Construction to Durack Civil Pty Ltd to the maximum amount of \$1,123,741 (excl GST) , allowing for both culverts to be constructed within this financial year; and**
- 3) Delegates authority to the Chief Executive Officer to negotiate any and all matters in relation to the Contract to the value stated in 2) above; and**
- 4) That Council resolves to have a supervisor independent to the contractor onsite for the duration of the construction.**

Moved: Cr Murray

Seconded: Cr Poole

Carried 200220.08 4/1

Attendance

Cr Poole left the meeting at 3.06pm.

Shannon Moren entered the meeting at 3.17pm.

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

| | |
|-------------------------|------------------------------------------------------------------------------------------------------------|
| DEPARTMENT: | Office of the Chief Executive Officer |
| RESPONSIBLE OFFICER: | Clare Keenan, Chief Executive Officer |
| DATE REPORT PREPARED: | 12 February 2020 |
| LINK TO COUNCIL PLAN/S: | Corporate Plan – Administration. Outcome 2.2 Professional administrative interaction with all stakeholders |

1. PURPOSE

To provide Council with an update of matters of relevance to Council.

2. MATTERS FOR YOUR INFORMATION

We have had two significant wins for Burke Shire; namely, funding to fix our culverts and Treasury approval for the Queensland Treasury Corporation to assist us with our long-term sustainability.

One-and-a-half million to fix our Culverts

Following Graham O’Byrne and I meeting with David Greene, Senior Advisor to the Hon Mark Bailey, Minister for Transport and Main Roads, and a follow-up email from Mayor Ernie Camp, we have secured 1.2 million in Federal funding for replacement of our culverts, supplemented by 0.3 million from State government. We are immensely grateful for the funding for this unforeseen culvert failure.

Queensland Treasury Corporation

I met with five members of the QTC in Brisbane in the precursor to them working with us to ensure ongoing sustainability and cash management. They have now spent two days in Cairns collecting data and will be analysing and modelling forecasts. We thank Warwick Agnew, Director General at DLGRMA for sponsoring this project and to Frankie Carroll for signing off on this work. It represents tens of thousands of dollars of free financial and asset management assistance to Burke Shire. QTC will be working on our data for six weeks and will come to Burke Shire to present their findings.

Staff

We welcome Clinton Murray as Works Manager.

3. OFFICER’S RECOMMENDATION

That Councillors note the contents of this report.

11.01 Chief Executive Officer Report

That Councillors note the contents of this report.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 200220.09 4/0

12. Corporate and Community Services

12.01.01 Corporate and Community Services Report

A verbal report will be provided to the meeting.

13. Mayoral Report

That Council notes the verbal report provided by Councillor Camp.

Moved: Cr Murray

Seconded: Cr Clarke

Carried 200220.10 4/0

09. Works, Services and Finance Reports

09.03.01 Strategic Projects Reports

| | |
|-------------------------|--------------------------------------------|
| DEPARTMENT: | Works & Services, Corporate Services |
| RESPONSIBLE OFFICER: | Philip Keirle; EMSP |
| DATE REPORT PREPARED: | 11 February 2020 |
| LINK TO COUNCIL PLAN/S: | Corporate Plan Operational Plan Budget |

1. PROJECTS (<\$1m)

| Project | Description | Update/activity for reporting month |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DRFA Monsoonal Trough Projects | Suite of projects being delivered under the W4Q2019-21 and DRFA \$1m bucket | <ul style="list-style-type: none"> ▪ Separate report attached |
| Works 4 Queensland Projects 2019-21 Projects | | |
| Burke ICT Project | Full review of Council's ICT requirements with a view to progressive implementation of improvements | <ul style="list-style-type: none"> ▪ Site Visit to Brighton Council completed in December 2019 and January 2020. |
| Phillip Yanner Memorial Oval Upgrade | Oval upgrade to establish playing surface capable of hosting regional events. | <ul style="list-style-type: none"> ▪ Monitoring field coverage of grass; ▪ Defect Notices issued to contractor on a range of items; ▪ First payment acquittal and monthly update submitted to Sport and Recreation per grant requirements. |
| Gregory Showgrounds Bar/Kitchen | Design, construction and fit-out of Bar & Kitchen at the Gregory Showgrounds. | <ul style="list-style-type: none"> ▪ Contract for Bar & Kitchen Construction executed; ▪ Inspection of site by hydraulic designer completed. |
| Gregory Showgrounds: Judge's Tower | Relocate and upgrade Judge's Tower | <ul style="list-style-type: none"> ▪ Updated designs and costings review; ▪ Contract drafted. Signing and execution anticipated week beginning 10 Feb 2020. |

| Project | Description | Update/activity for reporting month |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Burke Shire Planning Scheme | Adoption of new Planning Scheme | <ul style="list-style-type: none"> Scheme has been adopted. Commencement date of 7 February 2020. The Scheme can be accessed on Council's website. |
| Burketown Flood Risk Management Study | Completion of a risk-based assessment of planning and development opportunities in and around Burketown | <ul style="list-style-type: none"> Project nearing completion: estimated end of Feb 2020. |
| Gregory Economic Development ILUA #2 | Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway | <ul style="list-style-type: none"> Draft ILUA & State Land Transfer Agreement forwarded to Waanyi for review in November 2019. No progress to report |
| BKT South & Light Industrial developments | Progression of BKT South and BKT Light Industrial (Utilities) developments. | <ul style="list-style-type: none"> Reconfiguration of Lot and Operational Works process commissioned and commenced. Conditional on completion of the Flood Risk Management Study |
| IT Coverage – 4G small cell at Hells Gate | Installation of 4G small cell at Hells Gates | <ul style="list-style-type: none"> Awaiting final documentation from Telstra: updated pricing and Enterprise Works Agreement to proceed. Project will required Telstra to lodge a Development Application. |
| IT resilience – iTerra Satellite | Installation of iTerra satellite in Burketown to provide a backup internet system in the event of the failure of the fibre connection. | <ul style="list-style-type: none"> Procurement commenced for fencing, pole/mount, conduit and installation. Installation date to be advised. Awaiting final advice on location of Council's underground infrastructure. |

2. RECENTLY COMPLETED PROJECTS

| Project | Description | Update/activity for reporting month |
|-----------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Planning Scheme | Development and adoption of Planning Scheme | Adopted by Council at the January 2020 Council meeting. Commencement date of 7 February 2020 |
| Burketown STP Upgrade | LGGSP-funded project to upgrade the Burketown Sewerage Treatment Plant | Final QA documentation received. Defects addressed. Final reporting submitted. |

| Project | Description | Update/activity for reporting month |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Waste management: procurement of Dangerous Goods Containers | Purchase of dangerous goods shipping containers to store/transport dangerous goods in Burketown | Containers received and in use |
| Maturing the Infrastructure Project Pipeline: Raising and Realignment of the Leichhardt River Crossing (Detailed Design) | Detailed design for raising and realigning the Leichhardt River Crossing | Project acquitted. |
| Flood Monitoring Feasibility Study | DRFA-funded project to audit current Flood Monitoring capabilities and to assess opportunities to enhance these capabilities. | Report submitted and circulated. |

3. CURRENT FUNDING SUBMISSIONS

| Funding program | Description | Update/activity for reporting month |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| DRFA Betterment | Transport betterment projects: <ul style="list-style-type: none"> Upgrade to LH National Park Road | Business Case submitted on 26 November 2019. Funding announcements imminent. |
| Building Our Regions R05 | Detailed Design for the Burketown Mineral Baths Project | Application submitted 27 Sep 2019. Funding for infrastructure category over-subscribed. This will impact on cash available for planning/detailed design. |
| Regional Recycling Transport Assistance Package | Transportation costs of recyclable waste (tyres) | Application submitted on 29 Nov 2019. Funding announcements expected in April 2020. |

4. REGISTERS OF PRE-QUALIFIED SUPPLIERS

| Register | Description | Comment |
|------------------------|----------------------------------------------------------|-----------------------------------------------------------|
| Plant Hire (Wet & Dry) | RFT for ROPS Plant Hire (Wet and Dry) ready for release. | No substantive changes envisioned to new ROPS arrangement |

| Register | Description | Comment |
|-------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Trades & Services | ROPS for provision of wide-range of trades and services: 1 st Term: Aug 2019 – Aug 2020 | Established on Vendor Panel on 30 Aug 2019 |

5. CURRENT/RECENT TENDERS

| Tender | Description | Opened | Closes | Awarded |
|---------|-----------------------------------------------------------|-------------|-------------|-------------|
| 2019-39 | Coastal Hazard Adaptation Strategy – Phase 3-5 | 06 Nov 2019 | 28 Nov 2019 | 12 Dec 2019 |
| 2019-44 | 2019 DRFA Works – Doomadgee West Road and Nugaburra Road | 09 Nov 2019 | 03 Dec 2019 | 12 Dec 2019 |
| 2019-45 | 2019 DRFA Works – Bowthorn Road and DMG to Lawn Hill Road | 09 Nov 2019 | 03 Dec 2019 | 12 Dec 2019 |
| 2019-49 | Floraville Road Culvert Construction | 30 Nov 2019 | 15 Jan 2020 | 20 Feb 2020 |

6. PROJECTS UNDER DEVELOPMENT

| Project | Description |
|-------------------------------------------|-----------------------------------------------------|
| Elevated transfer station at BKT Landfill | Design commissioned and completed. |
| Burketown WTP Shed Replacement | Options analysis progressed. Costings under review. |
| Burketown Water Storage Project | Design commissioned. |
| Burke Shire SCADA | Project scope under development. |

7. GULF SAVANNAH DEVELOPMENT PROJECTS

RAB PROJECTS 2019-2020

| Project | Description | Update for reporting month |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Remote Area Board: ▪ Farm Stay Tourism Blueprint | Provision of full “how to” guide to set-up different kinds of farm stay businesses. RFQ released, submissions received, evaluated and recommendations made. | Milestone 1 achieved. Consultancy engaged to deliver project. |

| Project | Description | Update for reporting month |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| BBRF Community Investment Stream: ▪ Regional Branding Strategy | Complete Regional Branding Strategy: literature review, regional audit, supply chain logistics, legal and financial dimensions, marketing and commercial, roll-out strategy. | Milestone 1 & 2 achieved. GSD visit scheduled for 1 st week of March 2020. |
| Doomadgee 4G Feasibility Study | Feasibility Study to define solution to ongoing issue with 4G services in Doomadgee. | Project completed |

RAB PROJECTS 2020-21

| Project | Description | Update for reporting month |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Local Fresh Food Production | Multi-site options analysis / technology analysis in relation to the local production of fresh fruit, vegetables and herbs in the Gulf. | Concept proposal submitted |
| Indigenous Tourism Products – from retail to wholesale | Explore opportunities and assist businesses to take tourism products from retail (point of sale) into wholesale distribution channels. | Concept proposal submitted |
| Gulf Academy | Viability analysis into establishing an accredited training facility in the Gulf. | Concept proposal submitted |
| Digital townships | Blueprint for extracting value from digital connectivity for businesses, residents and local governments in the Gulf. | Concept proposal submitted |
| Seafood processing facility | Feasibility study into establishing a seafood processing facility in the Gulf. | Concept proposal submitted |

8. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

09.03.01 Strategic Projects Reports

That Council receives the Strategic Projects Report.

Moved: Cr Camp

Seconded: Cr Murray

Carried 200220.11 4/0

14. Councillor Reports

That Council notes the verbal reports provided by Councillors Clarke, Murray and Yanner.

Moved: Cr Camp

Seconded: Cr Clarke

Carried 200220.12 4/0

15. New business of an urgent nature admitted by Council

No new business of an urgent nature was admitted by Council.

17. Closure of meeting

The Chair declared the meeting closed at 4.00pm.

I hereby certify that these pages numbered 1 to 28 – constitute
the Confirmed minutes of the Ordinary Council Meeting of Burke
Shire Council held on Thursday 20 February 2020.

Mayor Cr Ernie Camp