



Confirmed Minutes

Burke Shire Council Ordinary Meeting

Thursday 19 March 2020

9.00am Council Chambers

01. Opening of Meeting	3
02. Record of Attendance	3
02.01 LGR 2012 Section 276 – Attendance by teleconferencing.....	3
03. Prayer	3
04. Consideration of applications for leave of absence	3
05. Confirmation of minutes of previous meeting(s)	4
05.01 Ordinary Meeting Thursday 20 February 2020.....	4
06. Condolences.....	4
07. Declaration of Interests	4
08. Consideration of Notice(s) of Motion and Petitions.....	4
08.01 Notices of Motion	4
08.02 Petitions	4
09. Works, Services and Finance Reports	4
09.01.01 Works and Services Monthly Update Report	4
09.02.01 Finance Monthly Update Report	5
09.02.02 Budget Revision	19
09.03.01 Strategic Projects Reports.....	23
09.03.02 4G small cell satellite infrastructure	28
11. Chief Executive Officer Reports	33
11.01 Chief Executive Officer Report.....	33
10. Closed Session Reports	34
10.01 Closed Session Report - Funded Projects Update.....	35
12. Corporate and Community Services	35
12.01.01 Corporate and Community Services Reports.....	35

14. Councillor Reports.....	35
13. Mayoral Report	36
15. New business of an urgent nature admitted by Council	36
16. Deputations and presentation scheduled for meeting	36
17. Closure of meeting.....	36

01. Opening of Meeting

The Chair declared the meeting open at 9.06am.

02. Record of Attendance

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

Simbarashe Chimpaka; Executive Manager Finance (Teleconference)
Philip Keirle; Executive Manager Strategic Projects (Teleconference)
Madison Marshall; Executive Assistant - Minutes

Apologies **Clare Keenan; Chief Executive Officer**
 Dan McKinlay; Deputy Chief Executive Officer

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)**

Moved: **Cr Camp**

Seconded: **Cr Poole**

Carried 200319.01 5/0

03. Prayer

Cr Poole 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 20 February 2020

That the Minutes of the Ordinary Meeting of Council held on Thursday 20 February 2020 as presented be confirmed by Council.

Moved: Cr Camp

Seconded: Cr Murray

Carried 200319.02 5/0

06. Condolences

No condolences were noted for the meeting.

07. Declaration of Interests

- i. Cr Camp – Material Personal Interest – Item 09.03.02**

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

08.01 Notices of Motion

08.02 Petitions

Council notes that no notices of motion or petitions were received.

Attendance

Clinton Murray entered the meeting at 9.26am.

09. Works, Services and Finance Reports

09.01.01 Works and Services Monthly Update Report

A verbal report will be provided to the meeting.

That Council notes the contents of the verbal report.

Moved: Cr Camp

Seconded: Cr Murray

Carried 200319.03 5/0

Attendance

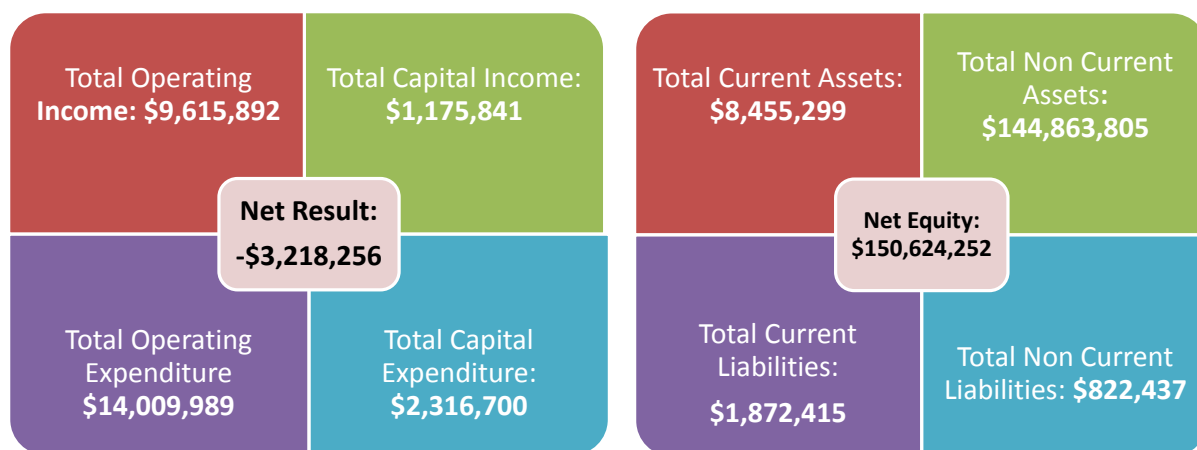
Clinton Murray left the meeting at 9.35am.

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	12 March 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	9,615,892	16,626,544
Operating Expenses	14,009,989	20,601,000
Operating Result (Profit/Loss)	- 4,394,097	- 3,974,456
Capital Revenue	1,175,841	2,927,000
Net Result	- 3,218,256	- 1,047,456

Assets & Liabilities	Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	6,053,388	7,748,131
Other Current Assets	2,401,911	1,193,564
Non Current Assets	144,863,805	146,288,006
Total Assets	153,319,104	155,229,701
Liabilities (Current)	1,872,415	1,172,224
Liabilities (Non Current)	822,437	691,323
Total Liabilities	2,694,852	1,863,547
Net Community Assets	150,624,252	153,366,154

The eight month of the financial year (67% elapsed) is presented in the financial reports with operational expenditure to date at 68% of full year budget and operational income at 58% of full year budget.

Financial performance (operating results)

Year to date operating revenues sat at \$9m against an annual forecast of \$16m while operating expenditure sat at \$14m against an annual budget of \$20m, consequently council's operating position at month end was a \$4.3m deficit against a forecast annual operating deficit of \$3.9 million (excluding capital income and capital expenditure).

Capital revenue (capital projects)

Capital revenues (revenues relating to the construction, renewal, replacement or purchase of assets) sat at \$1.2m against an annual forecast of \$2.9m. Capital revenues increased largely due to the receipt of grant funding for the sewer treatment plant project.

Cash and cash equivalents

Cash balances increased from \$4.9 million at the end of the previous reporting month to \$6million at the end of February. The closing cash balance is progressively steering closer to the budgeted cash balance of \$7m at year end .

Liabilities

Fluctuations in current liabilities are expected in the short term depending on the volumes and timing of payables. 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%	-46%
Working Capital Ratio	Greater than 1:1	5
Net Financial Liabilities Ratio	Less than 60%	-68%

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 improved from the previous month (3:1) up to 5:1 at the end of February. The improvement in council's working capital ratio is largely due to an increase in councils cash balance at the end of February. 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 consistently 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

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2. STATEMENT OF COMPREHENSIVE INCOME

STATEMENT OF INCOME AND EXPENDITURE								
	Annual analysis				Pro rata analysis			
	2019-20 Year To Date Actual	2019-20 Annual Budget	Variance to Annual Budget	Actual Percentage of Full Year Budget	2019-20 Year to Date Actual	2019-20 Pro Rata Forecast	Variance to Pro Rata Forecast	
Recurrent Revenue								
Rates levies and Charges	3,040,773	3,081,000	- 40,227	99%	3,040,773	2,054,000	986,773	
Fees & Charges	58,616	97,000	- 38,384	60%	58,616	64,667	- 38,384	
Rental Income	134,861	230,000	- 95,139	59%	134,861	153,333	- 95,139	
Interest	97,795	127,000	- 29,205	77%	97,795	84,667	- 29,205	
Recoverable Works Revenue	357,417	1,055,000	- 697,583	34%	357,417	703,333	- 697,583	
Other Income	70,279	28,000	42,279	251%	70,279	18,667	42,279	
Donations	3,890	13,000	- 9,110	30%	3,890	8,667	- 9,110	
Developer Contributions	-	-	-	-	-	-	-	
Subsidies and Grants	5,852,261	11,995,544	- 6,143,283	49%	5,852,261			
Total Recurrent Revenue	9,615,892	16,626,544	- 7,010,652	58%	23,637,196	- 30,647,848	54,285,044	
Capital Revenue								
Sale of non-current assets	-	-	-	-	-	-	-	
Contributions	-	-	-	-	-	-	-	
Subsidies and Grants	1,175,841	2,927,000	- 1,751,159	40%	1,175,841	1,951,333	- 775,492	
Total Capital Revenue	1,175,841	2,927,000	- 1,751,159	40%	1,175,841	1,951,333	- 775,492	
TOTAL INCOME	10,791,733	19,553,544	- 8,761,811	55%	24,813,037	- 28,696,515	53,509,552	
Recurrent Expenses								
Employee benefits	- 3,751,208	- 5,310,000	1,558,792	71%	- 3,751,208	- 3,540,000	- 211,208	
Materials and services	- 7,000,316	- 10,603,000	3,602,684	66%	- 7,000,316	- 7,068,667	68,351	
Finance costs	- 73,150	- 15,000	- 58,150	488%	- 73,150	- 10,000	- 63,150	
Depreciation and amortisation	- 3,185,315	- 4,673,000	1,487,685	68%	- 3,185,315	- 3,115,333	- 69,982	
TOTAL RECURRENT EXPENSES	- 14,009,989	- 20,601,000	6,591,011	68%	- 14,009,989	- 13,734,000	- 275,989	
NET RESULT	- 3,218,256	- 1,047,456	- 2,170,800	307%	10,803,048	- 42,430,515	53,233,563	

The statement of comprehensive income shows total income (operating and capital) and total expenditure by type i.e. total expenditure is classified as;
Employee benefits - includes wages and other employee entitlements such as superannuation, paid annual leave, paid public holiday and paid sick leave.

Materials and services - includes costs of goods and services.

Finance costs - includes bank fees and charges and expenditure relating to bad debts.

Depreciation - costs relating to the reduction in value of assets overtime, depreciation represents how much of an assets value has been used up over time.

3. OPERATING STATEMENT

OVERALL OPERATING STATEMENT							
	Last year (2018-19) YTD Actual	2019-20 Year To Date Actual	2019-20 Annual Budget	Actual to Annual Budget Variance	Actual Percentage of Full Year Budget	Percentage of Year Lapsed	
Recurrent Revenue							
Rates levies and Charges	2,822,357	3,066,531	3,139,000	-	72,469	98%	67%
Less Discounts, Rebates & Remissions	- 57,475	- 25,758	- 58,000	-	32,242	44%	67%
Net Rates levies & Charges	2,764,882	3,040,773	3,081,000	-	40,227	99%	67%
Fees & Charges	103,740	58,616	97,000	-	38,384	60%	67%
Rental Income	224,559	134,861	230,000	-	95,139	59%	67%
Interest	212,976	97,795	127,000	-	29,205	77%	67%
Recoverable Works Revenue	998,229	357,417	1,055,000	-	697,583	34%	67%
Other Income	431,833	70,279	28,000	-	42,279	251%	67%
	1,971,337	718,968	1,537,000	-	818,032	47%	67%
Donations	-	3,890	13,000	-	9,110	30%	67%
Developer Contributions	-	-	-	-	-	-	-
Subsidies and Grants	9,227,643	5,852,261	11,995,544	-	6,143,283	49%	67%
	9,227,643	5,856,151	12,008,544	-	6,152,393	49%	67%
TOTAL RECURRENT REVENUE	13,963,862	9,615,892	16,626,544	-	7,010,652	58%	67%
Recurrent Expenses							
Corporate Governance Costs	947,915	562,171	938,000	-	375,829	60%	67%
Administration Costs	3,417,191	2,223,664	3,901,000	-	1,677,336	57%	67%
Recoverable Works Expenses	930,732	296,112	952,000	-	655,888	31%	67%
Engineering Services	6,732,715	6,376,978	7,635,000	-	1,258,022	84%	67%
Utility Services Costs	670,805	536,977	668,000	-	131,023	80%	67%
Net Plant Operating Costs	- 978,836	- 471,779	- 913,000	-	441,221	52%	67%
Planning and Environmental Expenses	81,713	185,630	230,000	-	44,370	81%	67%
Community Services Costs	1,302,915	1,041,772	2,502,000	-	1,460,228	42%	67%
Finance Costs	20,215	73,150	15,000	-	58,150	488%	67%
Depreciation	4,760,454	3,185,315	4,673,000	-	1,487,685	68%	67%
Other Expenses	-	-	-	-	-	-	-
TOTAL RECURRENT EXPENSES	17,885,819	14,009,990	20,601,000	-	6,591,010	68%	67%
NET OPERATING RESULT	- 3,921,957	- 4,394,098	- 3,974,456	-	419,642	111%	67%

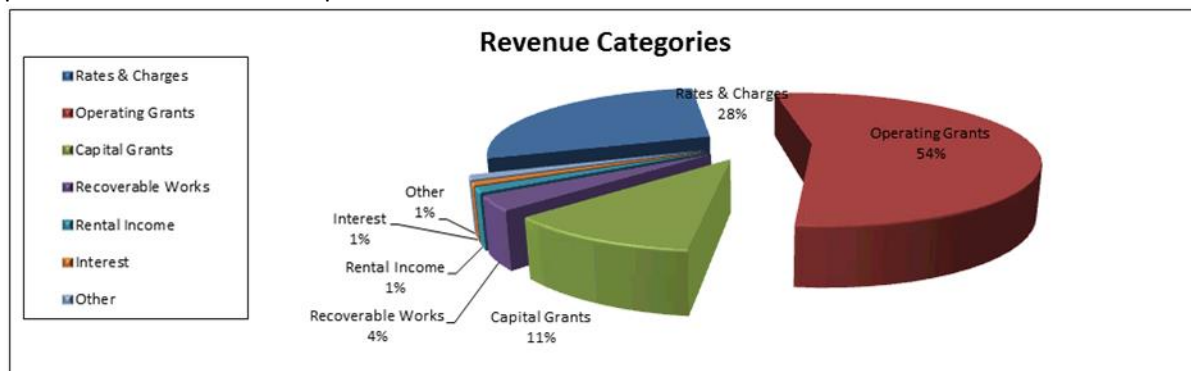
***The overall operating statement shows council operating income and operating expenditure by program or service. This report includes flood damage revenues and flood damage related expenditure. The normalised operating statement below excludes flood damage revenue and expenditure and presents a more realistic perspective of council's financial performance.*

4. NORMALISED OPERATING STATEMENT

NORMALISED OPERATING STATEMENT						
	(Last year) 2018-19 YTD Actual	2019-20 Year To Date Actual	2019-20 Annual Budget	YTD Actual to Annual Budget Variance	Actual Percentage of Full Year Budget	Percentage of Year Lapsed
Recurrent Revenue						
Rates levies and Charges	2,822,357	3,066,531	3,139,000 -	72,469	98%	67%
Less Discounts, Rebates & Remissions	- 57,475	- 25,758	- 58,000	32,242	44%	67%
	2,764,882	3,040,773	3,081,000 -	40,227	99%	67%
Fees & Charges	103,740	58,616	97,000 -	38,384	60%	67%
Rental Income	224,559	134,861	230,000 -	95,139	59%	67%
Interest	212,976	97,795	127,000 -	29,205	77%	67%
Recoverable Works Revenue	998,229	357,417	1,055,000 -	697,583	34%	67%
Other Income	431,833	70,279	28,000	42,279	251%	67%
	1,971,337	718,968	1,537,000 -	818,032	47%	67%
Donations	-	3,890	13,000 -	9,110	30%	67%
Developer Contributions	-	-	-	-		
Subsidies and Grants (Excl flood damage revenue)	4,253,126	1,309,490	3,343,544 -	2,034,054	39%	67%
	4,253,126	1,313,380	3,356,544 -	2,043,164	39%	67%
TOTAL RECURRENT REVENUE (EXCL FLOOD DAMAGE REVENUE)						
	8,989,345	5,073,121	7,974,544 -	2,901,423	64%	67%
Recurrent Expenses						
Corporate Governance Costs	947,915	562,171	938,000	375,829	60%	67%
Administration Costs	3,417,191	2,223,664	3,901,000	1,677,336	57%	67%
Recoverable Works Expenses	930,732	296,112	952,000	655,888	31%	67%
Engineering Services (Excl flood damage expenses)	1,816,047	1,442,586	2,035,000	592,414	71%	67%
Utility Services Costs	670,805	536,977	668,000	131,023	80%	67%
Net Plant Operating Costs	- 978,836	- 471,779	- 913,000 -	441,221	52%	67%
Planning and Environmental Expenses	81,713	185,630	230,000	44,370	81%	67%
Community Services Costs	1,302,915	1,041,772	2,502,000	1,460,228	42%	67%
Finance Costs	20,215	73,150	15,000 -	58,150	488%	67%
Depreciation	4,760,454	3,185,315	4,673,000	1,487,685	68%	67%
Other Expenses	-	-	-	-		
TOTAL RECURRENT EXPENSES (EXCL FLOOD DAMAGE EXPENSES)						
	12,969,151	9,075,598	15,001,000	5,925,402	60%	67%
NET RESULT						
	- 3,979,806	- 4,002,477	- 7,026,456	3,023,979	57%	67%

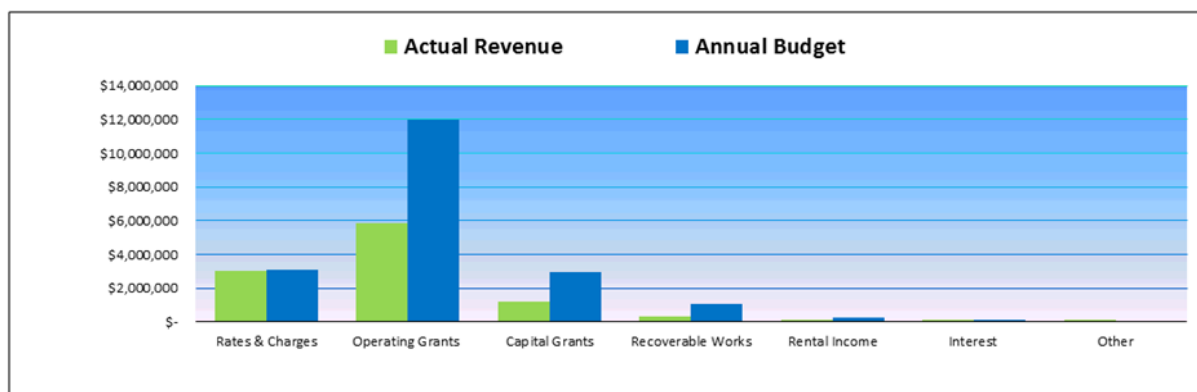
5. REVENUE ANALYSIS

Revenue streams have been classified and measured against seasonal forecasts and project milestone based indicators to negate the distortions related a simplified actual to pro rata comparison as this is not always the best basis of measurement of financial performance. A combination of the various techniques presents a better perspective on council's financial performance and financial position.



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)	1,167,599	1,167,599	-	On track with quarterly payment schedule.	Nil
General Rates	2,359,282	2,426,000	- 66,718	Revenue on track with seasonal forecast.	Nil
Waste Management Charges	108,309	109,000	- 691	Revenue on track with seasonal forecast.	Nil
Sewerage Service Charges	163,741	166,000	- 2,259	Revenue on track with seasonal forecast.	Nil
Water Service Charges	435,199	438,000	- 2,801	Revenue on track with seasonal forecast.	Nil

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	Works have not commenced, funding to be received on milestone claim.	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	665,020	950,000	- 284,980	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



6. EXPENDITURE ANALYSIS

The table below is an extract from the income statement, the table highlights operating expenditure by type compared against pro rata estimates.

Analysis of Costs by Type				
Cost	Year To Date Actual	Forecasted Pro Rata Budget	Variance to Pro Rata Forecast	Exception
Employee benefits	3,751,208	3,676,154	- 75,054	Above pro rata estimate
Materials and services	7,000,316	7,068,667	68,351	on track with pro rata forecast
Finance costs	73,150	10,000	- 63,150	Above pro rata forecast
Depreciation and amortisation	3,185,315	3,115,333	- 69,982	Slightly above pro rata estimates
Total	14,009,990	13,734,000	- 275,990	Slightly 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 estimates, while council has had savings as a result of vacancies during the year, month on month or pro rata comparatives show a slightly negative pro rata variance primarily due to earlier payout of annual leave entitlements for several employees, further council has seen a positive reduction in significant and historic cumulative leave balances. The short term result is an increase in wages costs with a corresponding reduction in short term wage related liabilities, overall this is a positive outcome for council as any accumulated historical leave would have to be paid at higher rates in future periods. Year to date results show a 76K reduction in annual leave liability, a 12K reduction in long service leave liability and a 8k reduction in rostered days off and time off in lieu (after factoring in all accruals and decrements).

Finance costs; Finance costs consist of bank charges and bad debts written off – finance costs are unfavourable to budget largely due to a significant provision made for doubtful debts.

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

Materials and services; Materials and services include all products and services required to deliver community services and projects. Materials and services are within the pro rata forecast and within the annual forecast, however there a few exceptions on a line by line basis (significant exceptions are reported below).

Building and town planning costs exceeded budget (44% over budget) due to previously unbudgeted flood mapping expenditure, however this is not a permanent variance as the cost will be offset by external funding and a budget line item will be added in for the revenue and expenditure ad part of the budget review.

Depot maintenance costs exceeded budget (45% over budget) primarily due to previously unbudgeted expenditure on repairs and replacements for health and safety reasons.

Housing maintenance costs exceeded budget (30% over budget) primarily due to wider scope of works completed than anticipated due to availability of trades and service contractors in the community. Council used the opportunity to progress maintenance works that would otherwise have not been completed within the financial year.

NDRRA flood damage costs (18-19 year flood events) exceeded budget (60% over budget) primarily due to more costs incurred in the current year (instead of the following year) than anticipated however this is not a permanent variance but a timing variance, costs will be offset by associated revenue.

Sport and rodeo grounds maintenance costs exceeded budget (54% over budget) largely due to previously unbudgeted expenditure on Frontier Days Festival preparation costs.

Water maintenance costs exceeded budget (11% over budget) primarily due to costs for unscheduled maintenance.

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	6,053,388	7,748,131
Trade and other receivables	1,012,126	1,821,563	729,000
Inventories	230,813	304,344	230,813
Other financial assets	307,845	276,004	233,751
Non-current assets classified as held for sale	-	-	-
Total current assets	11,146,602	8,455,299	8,941,695
Non-current Assets			
Receivables	-	-	-
Property, plant and equipment	209,710,488	212,459,954	214,331,152
Accumulated Depreciation	- 64,410,834	- 67,596,149	- 68,043,146
Intangible assets	-	-	-
Total non-current assets	145,299,654	144,863,805	146,288,006
TOTAL ASSETS	156,446,256	153,319,104	155,229,701
Current Liabilities			
Trade and other payables	1,441,271	1,803,720	1,103,921
Borrowings	-	-	-
Provisions	142,848	68,695	68,303
Other	-	-	-
Total current liabilities	1,584,119	1,872,415	1,172,224
Non-current Liabilities			
Trade and other payables	-	-	-
Interest bearing liabilities	-	-	-
Provisions	686,323	822,437	691,323
Other	-	-	-
Total non-current liabilities	686,323	822,437	691,323
TOTAL LIABILITIES	2,270,442	2,694,852	1,863,547
NET COMMUNITY ASSETS	154,175,813	150,624,252	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	24,675,906	27,417,809
Other reserves	-	-	-
TOTAL COMMUNITY EQUITY	154,175,813	150,624,252	153,366,154

Cash and investment accounts summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	1.74%	75,016	\$ 4,427,549
Westpac General Fund	0%	-	\$ 1,625,556
Cash Floats	0%	-	\$ 283
Total			\$ 6,053,388

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 increased from \$90K at the end of January to \$96K at the end of February. Month end results indicate that approximately 79% or \$76K of total outstanding debt (\$96K) has been assessed as high risk based on customer and debt analysis. The total number of high risk debtors as a percentage of the total number of outstanding debtors equates to 28%.

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			1,179		\$ 1,179
Low Risk of default	343				\$ 343
High 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			1,851		\$ 1,851
High Risk of default	4,026				\$ 4,026
High Risk of default	816				\$ 816
Low Risk of default	49				\$ 49
Low Risk of default			1,333		\$ 1,333
Low Risk of default					\$ -
Low Risk of default	184			2,475	\$ 2,659
Low Risk of default	1,526				\$ 1,526
Low Risk of default	64				\$ 64
Low Risk of default					\$ -
Total	\$ 90,127	\$ -	\$ 4,363	\$ 2,475	\$ 96,965
Default risk percentage of total outstanding	79%				
Projected Bad Debts write of in \$ Terms	\$ 76,973				

Outstanding rates, levies and charges

Council commenced debt recovery actions relating to general rates and utility charges in May 2019.

OUTSTANDING LEVIES & CHARGES					
LEVY/CHARGE	366+ DAYS ARREARS	181-365 DAYS ARREARS	31-180 DAYS ARREARS	1-30 DAYS ARREARS	Total Outstanding
GENERAL RATES	\$ 94,993	\$ 45,516	\$ 22,071	\$ 201	\$ 162,782
SEWERAGE CHARGES	\$ 2,149	\$ 446	\$ 857	\$ 20	\$ 3,472
GARBAGE CHARGES	\$ 2,225	\$ 604	\$ 2,073	\$ 22	\$ 4,923
WATER ACCESS CHARGES	\$ 44,866	\$ 8,929	\$ 14,101	\$ 267	\$ 68,163
WATER - EXCESS CONSUMPTION	\$ 50,518	\$ 2,705	\$ 16,303	\$ 252	\$ 69,777
STATE GOVT EMERGENCY SVCE LEVY	\$ 1,924	\$ 661	\$ 1,295	\$ 13	\$ 3,893
TOTAL	\$ 196,675	\$ 58,860	\$ 56,700	\$ 774	\$ 313,009

Debt Collection Actions to Date			
Action	Details	Date	Comments
First Reminder letters issued	43 letters issued	2/10/2019	
Second reminder letters issued	22 letters issued	31/10/2019	
Referral to debt collection agency	32 assessments	21/05/2019	
Judgement entered	4 debtors	11/11/2019	Total legal fees incurred by council \$6,847
Legal fees billed to debtor	4 debtors	28/02/2020	Total legal fees billed to debtors \$6,847

Liabilities

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

8. STATEMENT OF CASH FLOWS

STATEMENT OF CASH FLOWS			
		Year To Date	Annual Forecast
		Actual	Budgeted
Cash flows from operating activities			
Receipts from customers		2,857,753	4,574,314
Payments to suppliers & employees	-	11,367,098	- 15,997,545
	-	8,509,345	- 11,423,231
Interest received		97,795	127,000
Rental income		135,581	230,000
Non capital grants and subsidies		5,874,398	11,995,544
Net cash inflow (outflow) from operating activities	-	2,401,572	929,313
Cash flows from investing activities			
Payments for property plant & equipment	-	2,316,700	- 5,938,000
Proceeds from sale of property plant & equipment		-	234,000
Capital grants, subsidies, contributions and donations		1,175,841	2,927,000
Net cash inflow (outflows) from investing activities	-	1,140,859	- 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	-	3,542,430	- 1,847,687
Cash at beginning of the reporting period		9,595,818	9,595,818
Cash at end of the reporting period		6,053,388	7,748,131

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 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	Rate Debt to be cleared in 4 months, final payment to be made by 30 June 2020.	CEO

10. BUSINESS UNITS

ROADS, BRIDGES & STREETS MAINTENANCE PROGRAM							
Annual Comparatives				Pro Rata Comparatives			
	2019-20 Year To Date Actual	2019-20 Annual Budget	Variance To Annual Budget		2019-20 Year To Date Actual	2019-20 Pro Rata Budget	Variance To Pro Rata Budget
Total Revenue	163,577	425,000	- 261,424		163,577	283,333	- 119,757
Total Expenditure	372,792	425,000	52,208		372,792	283,333	89,458
Earnings before interest and depreciation (EBITD)	- 209,215	- -	313,632	-	209,215	- -	209,215
Depreciation Expense	- 2,140,298	- 3,106,000	965,702		2,140,298	- 2,070,667	4,210,965
Operating Surplus/Deficit	- 2,349,513	- 3,106,000	652,070	-	1,931,083	- 2,070,667	4,001,749

FLOOD DAMAGE PROGRAM							
Annual Comparatives				Pro Rata Comparatives			
	2019-20 Year To Date Actual	2019-20 Annual Budget	Variance To Annual Budget		2019-20 Year To Date Actual	2019-20 Pro Rata Budget	Variance To Pro Rata Budget
Total Revenue	4,542,772	8,652,000	- 4,109,228		4,542,772	5,768,000	- 1,225,228
Total Expenditure	4,956,529	5,600,000	- 643,471		4,956,529	3,733,333	1,223,195
Operating Surplus/Deficit	- 413,757	3,052,000	- 3,465,757	-	413,757	2,034,667	- 2,448,423

RMPC							
Annual Comparatives				Pro Rata Comparatives			
	2019-20 Year To Date Actual	2019-20 Annual Budget	Variance To Annual Budget		2019-20 Year To Date Actual	2019-20 Pro Rata Budget	Variance To Pro Rata Budget
Total Revenue	325,397	1,017,000	- 691,603		325,397	678,000	- 352,603
Total Expenditure	270,374	917,000	646,626		270,374	611,333	- 340,960
Operating Surplus/Deficit	55,024	100,000	- 44,976		55,024	66,667	- 11,643

WATER UTILITY						
Annual Comparatives				Pro Rata Comparatives		
	2019-20 Year To Date Actual	2019-20 Annual Budget	Variance To Annual Budget	2019-20 Year To Date Actual	2019-20 Pro Rata Budget	Variance To Pro Rata Budget
Total Revenue	435,199	438,000	- 2,801	435,199	292,000	143,199
Total Expenditure	364,800	475,000	110,200	364,800	316,667	48,134
Earnings before interest and depreciation (EBITD)	70,398 -	37,000 -	107,398	70,398 -	24,667	95,065
Depreciation Expense	223,478	269,000	45,522	223,478	179,333	44,145
Operating Surplus/Deficit	- 153,080 -	306,000 -	152,920	- 153,080 -	204,000	50,920

SEWER UTILITY						
Annual Comparatives				Pro Rata Comparatives		
	2019-20 Year To Date Actual	2019-20 Annual Budget	Variance To Annual Budget	2019-20 Year To Date Actual	2019-20 Pro Rata Budget	Variance To Pro Rata Budget
Total Revenue	163,741	166,000	- 2,259	163,741	110,667	53,075
Total Expenditure	104,478	95,000	- 9,478	104,478	63,333	41,144
Earnings before interest and depreciation (EBITD)	59,264	71,000	11,736	59,264	47,333	11,931
Depreciation Expense	34,077	54,000	19,923	34,077	36,000 -	1,923
Operating Surplus/Deficit	25,187	17,000 -	8,187	25,187	11,333	13,853

WASTE MANAGEMENT UTILITY						
Annual Comparatives				Pro Rata Comparatives		
	2019-20 Year To Date Actual	2019-20 Annual Budget	Variance To Annual Budget	2019-20 Year To Date Actual	2019-20 Pro Rata Budget	Variance To Pro Rata Budget
Total Revenue	108,309	109,000	- 691	108,309	72,667	35,643
Total Expenditure	67,699	98,000	30,301	67,699	65,333	2,366
Earnings before interest and depreciation (EBITD)	40,610	11,000 -	30,992	40,610	7,333	33,277
Depreciation Expense	3,498	10,000	6,502	3,498	6,667 -	3,169
Operating Surplus/Deficit	37,112	1,000 -	37,494	37,112	667	36,446

HOUSING						
Annual Comparatives				Pro Rata Comparatives		
	2019-20 Year To Date Actual	2019-20 Annual Budget	Variance To Annual Budget	2019-20 Year To Date Actual	2019-20 Pro Rata Budget	Variance To Pro Rata Budget
Total Revenue	135,581	230,000	- 94,419	135,581	153,333	- 17,752
Total Expenditure	368,490	311,000	- 57,490	368,490	207,333	161,157
Earnings before interest and depreciation (EBITD)	- 232,909	- 81,000	- 36,929	- 232,909	- 54,000	- 178,909
Depreciation Expense	141,540	316,000	174,460	141,540	210,667	69,127
Operating Surplus/Deficit	- 374,448	- 397,000	- 211,389	- 374,448	- 264,667	- 109,782

PARKS,GARDENS, MULTIPURPOSE COURTS, AQUATIC CENTRE AND SPORTS OVALS						
Annual Comparatives				Pro Rata Comparatives		
	2019-20 Year To Date Actual	2019-20 Annual Budget	Variance To Annual Budget	2019-20 Year To Date Actual	2019-20 Pro Rata Budget	Variance To Pro Rata Budget
Total Revenue	21,087	3,000	18,087	21,087	2,000	19,087
Total Expenditure	305,546	387,000	81,454	305,546	258,000	47,546
Earnings before interest and depreciation (EBITD)	- 284,459	- 384,000	- 63,367	- 284,459	- 256,000	- 28,459
Depreciation Expense	119,098	138,000	18,902	119,098	92,000	27,098
Operating Surplus/Deficit	- 403,557	- 522,000	- 82,269	- 403,557	- 348,000	- 55,557

AIRPORT OPERATIONS						
Annual Comparatives				Pro Rata Comparatives		
	2019-20 Year To Date Actual	2019-20 Annual Budget	Variance To Annual Budget	2019-20 Year To Date Actual	2019-20 Pro Rata Budget	Variance To Pro Rata Budget
Total Revenue	43,944	75,000	- 31,056	43,944	50,000	- 6,056
Total Expenditure	127,785	168,000	40,215	127,785	112,000	15,785
Earnings before interest and depreciation (EBITD)	- 83,841	- 93,000	- 71,271	- 83,841	- 62,000	- 21,841
Depreciation Expense	31,103	45,000	13,897	31,103	30,000	1,103
Operating Surplus/Deficit	- 114,944	- 138,000	- 85,169	- 114,944	- 92,000	- 22,944

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 Murray

Seconded: Cr Yanner

Carried 200319.04 5/0

09.02.02 Budget Revision

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; EMF
DATE REPORT PREPARED:	12 March 2020
LINK TO COUNCIL PLAN/S:	Operational Plan Budget

1. PURPOSE

The Budget outlines the financial and resource implications of Council's projected capital and operational expenditure in 2019-2020 in accordance with the Local Government Regulation 2012.

This report presents the revised budgeted position of Council including requested budget amendments for 2019/20. This report also presents the revised Long Term Financial Forecast.

In accordance with the *Local Government Regulation 2012 Section 169*, attached to this report is the

Revised 2019/20 Operating Statement,
Revised 2019/20 Statement of Cash Flows,
Revised 2019/20 Statement of Financial Position,
Revised 2019/20 Statement of Changes in Equity,
Revised Long term Financial Forecast

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the budget for the 2019-20 financial year on the 24th of July 2019. Council's actual year to date revenue and expenditure is reviewed on a monthly basis, significant variances between year to date financial performance and budget estimates are investigated and reported.

Section 170 (3) of the Local Government Regulation 2012 provides that a Local Government may by resolution amend the budget for the financial year at anytime before the end of the financial year. Year to date financial performance has been assessed against original budget estimates and the original budget has been amended accordingly. This report presents the proposed amended budget.

Council does not intend to revise the revenue statement and the revenue policy for the 2019/20 financial year.

3. PROPOSAL

That Council acknowledges and endorses revised changes to the 2019/20 Budget and Long Term Financial forecast.

4. FINANCIAL & RESOURCE IMPLICATIONS

This recommendation requires changes to the current year budget as well as the projected Long-Term Forecast.

5. POLICY & LEGAL IMPLICATIONS

Compliance with the *Local Government Act 2009* and *Local Government Regulation 2012*

Section 170 of the *Local Government Regulation 2012*

Adoption and amendment of budget

(1) A local government must adopt its budget for a financial year-

- (a) after 31 May in the year before the financial year; but
- (b) before—
 - (i) 1 August in the financial year; or
 - (ii) a later day decided by the Minister.

(2) If the budget does not comply with section 169 when it is adopted, the adoption of the budget is of no effect.

Council adopted the original budget for the 2019-20 financial year on the 24th of July 2019.

Section 169 of the *Local Government Regulation 2012*

Preparation and content of budget

(1) A local government's budget for each financial year must—

- (a) be prepared on an accrual basis; and
- (b) include statements of the following for the financial year for which it is prepared and the next 2 financial years—
 - (i) financial position;
 - (ii) cash flow;
 - (iii) income and expenditure;
 - (iv) changes in equity.

(2) The budget must also include—

- (a) a long-term financial forecast; and
- (b) a revenue statement; and
- (c) a revenue policy.

(3) The statement of income and expenditure must state each of the following—

- (a) rates and utility charges excluding discounts and rebates;
- (b) contributions from developers;
- (c) fees and charges;
- (d) interest;
- (e) grants and subsidies;
- (f) depreciation;
- (g) finance costs;
- (h) net result;

(i) the estimated costs of—

- (l) the local government's significant business activities carried on using a full cost pricing basis; and
- (ii) the activities of the local government's commercial business units; and
- (iii) the local government's significant business activities.

(4) The budget must include each of the relevant measures of financial sustainability for the financial year for which it is prepared and the next 9 financial years.

(5) The relevant measures of financial sustainability are the following measures as described in the financial management (sustainability) guideline—

- (a) asset sustainability ratio;
- (b) net financial liabilities ratio;
- (c) operating surplus ratio.

(6) The budget must include the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget.

(7) For calculating the rates and utility charges levied for a financial year, any discounts and rebates must be excluded.

(8) The budget must be consistent with the following documents of the local government—

- (a) its 5-year corporate plan;
- (b) its annual operational plan.

Section 171 of the *Local Government Regulation 2012*

Long-term financial forecast

(1) A local government's long-term financial forecast is a forecast, covering a period of at least 10 years, of the following for each year during the period of the forecast—

- (a) income of the local government;
- (b) expenditure of the local government;
- (c) the value of assets, liabilities and equity of the local government.

(2) The local government must—

- (a) consider its long-term financial forecast before planning new borrowings; and
- (b) review its long-term financial forecast annually.

6. CRITICAL DATES & IMPLICATIONS

Section 170 (3) of the *Local Government Regulation 2012* defines Council's ability to amend its budget:

The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

7. CONSULTATION

Consultation has taken place between Councillors and Senior Management, within Senior Management, between Senior Management and Supervisors, between Senior Management and key stakeholders.

8. OFFICER'S RECOMMENDATION

Adoption of Amended Budget and associated documents

1. That Council:

- (a) Resolves, pursuant to section 205 of the *Local Government Regulation 2012*, that the statement of the financial operations and financial position of the Council in respect of the previous financial year ("the Statement of Estimated Financial Position") be received and its contents noted.
- (b) Adopt, pursuant to sections 160 and 170 of the *Local Government Regulation 2012* Council's Amended Budget for the 2019/2020 financial year, incorporating:
 - a. The statements of financial position;
 - b. The statements of cash flow;
 - c. The statements of income and expenditure;
 - d. The statements of changes in equity;
 - e. The long-term financial forecast;
 - f. The relevant measures of financial sustainability; and
 - g. The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget, as tabled.

09.02.02 Budget Revision

Matter deferred to the Special Meeting being held on Thursday 26 March 2020.

Attendance

Cr Murray left the meeting from 9.50am to 9.52am.

09.03.01 Strategic Projects Reports

DEPARTMENT:	Works & Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	11 March 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; ▪ Quarterly reporting requirements for DRFA ex gratia payment completed; ▪ Monthly reporting requirements for W4Q 2019-21 met; ▪ Variation Request submitted for W4Q 2019-21 projects.
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"> ▪ Accounts Payable process improvement; ▪ Timesheet/Workforce Scheduling/HR/Onboarding product demonstration on 13 March 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. ▪ Monthly report submitted for Feb 2020. ▪ Pricing received for staff training on field maintenance.
Gregory Showgrounds Bar/Kitchen	Design, construction and fit-out of Bar & Kitchen at the Gregory Showgrounds.	<ul style="list-style-type: none"> ▪ Building Permit received; ▪ On site works commencing 13 March 2020;
Gregory Showgrounds: Judge's Tower	Relocate and upgrade Judge's Tower	<ul style="list-style-type: none"> ▪ Contract executed; ▪ Builder and trades on site from 16 March 2020;

Project	Description	Update/activity for reporting month
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"> ▪ Council meeting with Engeny on 25 Feb 2020 to confirm key deliverables; ▪ Project completion in March 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 documentation from Telstra since November 2019 to progress this project. ▪ Project may need to be deferred.
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"> ▪ Contracts executed; ▪ Awaiting suitable installation date based on ground conditions, open roads etc.
Coastal Hazard Adaptations Strategy – phases 3-5	Complete phases 3-5 of Burke's Coastal Hazard Adaptation Strategy.	<ul style="list-style-type: none"> ▪ Contract execute, Alluvium appointed. ▪ Project Reference Group to be confirmed.
Waste Reduction & Recycling Plan	Local Governments are required to adopt and update Waste Reduction and Recycling Plans.	<ul style="list-style-type: none"> ▪ Reviewing opportunities related to food organics and garden organics; ▪ Reviewing opportunities related to diverting waste streams to regional waste management facility.
Asset Management Plans	Council is required to update Asset Management Plans for key assets on an annual basis	<ul style="list-style-type: none"> ▪ Will be progressed pending receipt of updated data from full asset revaluation process

2. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Planning Scheme	Development and adoption of Planning Scheme	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Defect rectifications to conclude March 2020.

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 	Funding application successful. RFT documentation being prepared.
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)	Council to exercise final extension clause to assist in navigating the caretaker period in the lead up to the RFT documentation currently under review in preparation for post-election release.	In the process of confirming a date for a contractor session on the new ROPS arrangements and the process for responding to the RFT.

Register	Description	Comment
Trades & Services	<p>ROPS for provision of wide-range of trades and services:</p> <p>1st Term: Aug 2019 – Aug 2020</p> <p>Utilised to date for building, electrical, plumbing, building certification services.</p>	<ul style="list-style-type: none"> Established on Vendor Panel on 30 Aug 2019. Looking at opportunities to extend categories

5. CURRENT/RECENT TENDERS

Tender	Description	Opened	Closes	Awarded
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	Consultancy engaged to complete detailed design.
Burke Shire SCADA	Project scope under development.

7. GULF SAVANNAH DEVELOPMENT PROJECTS

RAB PROJECTS 2019-2020

Project	Description	Update for reporting month
<p>Remote Area Board:</p> <ul style="list-style-type: none"> Farm Stay Tourism Blueprint 	<p>Provision of full “how to” guide to set-up different kinds of farm stay businesses.</p> <p>RFQ released, submissions received, evaluated and recommendations made.</p>	Milestone 1 achieved. Consultancy engaged to deliver project.
<p>BBRF Community Investment Stream:</p> <ul style="list-style-type: none"> 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.

Project	Description	Update for reporting month
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.	Project proposal submitted. Under review by DSDMIP.
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.	Project proposal submitted. Under review by DSDMIP.
Gulf Academy	Viability analysis into establishing an accredited training facility in the Gulf.	Project proposal submitted. Under review by DSDMIP.
Digital townships	Blueprint for extracting value from digital connectivity for businesses, residents and local governments in the Gulf.	Project not submitted for consideration at initial Project Proposal stage
Seafood processing facility	Feasibility study into establishing a seafood processing facility in the Gulf.	Project rejected at concept proposal stage

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 Poole

Seconded: Cr Clarke

Carried 200319.05 5/0

Declaration: Material Personal Interest

Cr Camp declared a material personal interest in item 09.03.02 and left the meeting at 10.01am.

I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as follows: -

- (i) I stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.

I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on."

Cr Poole assumed the Chair.

09.03.02 4G small cell satellite infrastructure

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
PREPARED BY:	Liz Taylor; Consultant Town Planner
DATE REPORT PREPARED:	18 March 2020
LINK TO COUNCIL PLAN/S:	Town Planning Scheme

APPLICANTS: Burke Shire Council/Hells Gate Roadhouse; and
E & K Camp- Floraville Downs Station

APPLICATION: No Applicable

ADDRESS: Hells Gate Roadhouse – part of Lot 2 SP217472; and
Floraville Downs Station – Lot 1906 SP272843

ZONE: Rural Zone

APPENDIX: Copy of Plans

1. INTRODUCTION

Council has sought advice regarding two proposals to establish a 4G small cell satellite dish on a skid structure at Hells Gate Roadhouse and at Floraville Downs Station.

The Hells Gate Roadhouse facility is a joint initiative between Council and the operators of Hells Gate Roadhouse to benefit both Council operations in that part of the Shire, the operators and staff of the Roadhouse and as a secondary benefit, the travelling public.

The Floraville Downs Station facility is being funded by the station operators and will also benefit the public due to providing improved coverage in the area but is primarily proposed to improve telecommunications for the station operators and their staff.

2. SITES AND LOCALITY

Both sites are remote and currently have no/limited internet and mobile telephone coverage, refer Locality Plan below.

Both sites have cleared areas suitable for the siting of the facility, refer Site Plans below.



LOCALITY PLAN



HELLS GATE ROADHOUSE



FLORAVILLE DOWNS STATION



A site has already been identified on Floraville Downs Station for the facility, refer photograph above.

3. PROPOSED DEVELOPMENT

It is proposed to erect a satellite dish and associated infrastructure on a skid structure at each location. The satellite dish is erected on a 20metre pole. A copy of the Plans is attached at Attachment 1.

4. TOWN PLANNING ASSESSMENT

The proposed development requires assessment against the Burke Shire Planning Scheme 2020 and further consideration.

Burke Shire Planning Scheme 2020

Under the Burke Shire Planning Scheme the sites are included in the Rural Zone.

The land use definition of Telecommunications facility, states:

Telecommunication s facility	Premises used for systems that carry communications and signals by means of radio, including guided or unguided electromagnetic energy, whether such facility is manned or remotely controlled.	Telecommunic ation tower, broadcasting station, television station	Aviation facility, 'low-impact telecommunicati ons facility' as defined under the <i>Telecommunicati ons Act 1997</i>
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Telecommunications facility is Accepted development against the Rural zone code and the General development code on land in the Rural Zone, provided the facility is provided on behalf of a public sector entity and the site is not impacted by the flood overlay.

Building work is Accepted development, provided it is not located within 50 metres of a heritage place or within airport operational airspace, triggering up to Code assessment if either or both apply.

In both instances the Telecommunication facility is not a standalone facility it is specifically being erected as a facility that is ancillary to an existing and primary land use, being the Hells Gate Roadhouse and the Floraville Downs Station. Therefore, it is my view that the proposed developments do not meet the Telecommunications facility definition, which clearly states – Premises used for..... and does not refer to where a facility is ancillary to a primary activity already existing on the site.

This is an important distinction, by way of example: - the addition of a small café to service an existing hospital; or a swimming pool proposed for an existing dwelling house, or a covered car parking area for existing shops. All these new uses would not require planning approval but would require building approval.

It is my view that both developments, which are modest in size and scale, are necessitated by the existence of the existing use on the site (Roadhouse and Station/Station homestead) and are intended to service, primarily, these existing uses with nearby or passing travellers gaining a secondary benefit from the facility, due to improved coverage in the area.

5. CONCLUSION

The proposed developments of a satellite dish on a skid structure at Hells Gate Roadhouse and Floraville Downs Station do not fall within the Telecommunications facility definition and therefore are considered a land use ancillary to the primary use on the site, not requiring a planning approval.

However, the structures must be erected in compliance with the Building Code of Australia and following the issue of a building permit by a private building Certifier.

Any future standalone Telecommunications facility, is likely to require a planning approval or at least an assessment against the relevant codes of the Planning Scheme for Accepted development, which also does not require a planning application to Council, unless compliance is not achieved and then the level of assessment triggers up to Code Assessment.

In these two instances Exemption Certificates are not required to be issued, due to the ancillary nature of the proposed developments, which are not considered to trigger a planning application in the first instance, for which an exemption may be sought.

6. RECOMMENDATION

That the Council resolve:

That the proposed 4G small cell satellite dishes on a skid proposed to be located a Hells gate Road house, being part of Lot 2 SP217472; and at Floraville Downs Station, being Lot 1906 SP272843, are ancillary to the primary use of Roadhouse and Station/Station homestead and do not require a planning approval.

However, they do require the issue of a Building Permit, prior to erection, in compliance with the Building Code of Australia.

Telstra and any other interested party be advised accordingly of Council's decision in writing, to enable both developments to progress subject to the issue of a Building Permit.

09.03.02 4G small cell satellite infrastructure

That the Council resolve:

That the proposed 4G small cell satellite dishes on a skid proposed to be located a Hells gate Road house, being part of Lot 2 SP217472; and at Floraville Downs Station, being Lot 1906 SP272843, are ancillary to the primary use of Roadhouse and Station/Station homestead and do not require a planning approval.

However, they do require the issue of a Building Permit, prior to erection, in compliance with the Building Code of Australia.

Telstra and any other interested party be advised accordingly of Council's decision in writing, to enable both developments to progress subject to the issue of a Building Permit.

Moved: Cr Clarke

Seconded: Cr Murray

Carried 200319.06 4/0

Attendance

Cr Camp entered the meeting at 10.23am and resumed Chair.

Cr Murray left the meeting from 10.23am to 10.25am.

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; CEO
DATE REPORT PREPARED:	18 March 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

Organisational resilience

With COVID-19 being declared a pandemic, my focus has been on ensuring the best possible health outcomes for staff. To this end, the Cairns Office staff set up home offices late last week and are now working from home. While this cannot guarantee the safety of staff from the virus due to interactions with other people in society, it does mitigate the risk of ALL of our Cairns staff falling ill.

Our Brisbane staff member has indicated that he is accustomed to self-isolating.

We have three staff members away for medical reasons. They will be required to self-isolate upon return and will work from home. As of this time, any staff members who ignore Council advice not to undertake travel outside of the region, will have to self-isolate upon return and take what annual leave they have to achieve this.

The Council library is closed to prevent possible spread of virus through use of the computers. Individuals/ Families wishing to take out books will be allowed to do so.

REX operations will cease on Friday, stopping our chick-in service and thereby helping to limit our staff contact with travellers.

Our Airbridge is being fixed in order to allow some staff to work from the Durlga and to spread out staff across the buildings as much as possible to prevent the spread of virus. Staff who are able to work from home are being set up to do so if necessary.

I shall work with Unions and Government in an attempt to ensure that staff who do contract the COVID-19 virus are not financially penalised and nor is Council.

All non-essential contractors have been cancelled as has staff training. Essential contractors will be required to self-isolate.

Community resilience

I shall be working with the LDMG members to tackle food security and hospital supplies, including the supply of medication, and to get certainty from government regarding reimbursement of losses to local businesses.

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 Poole

Carried 200319.07 5/0

Adjournment

That Council adjourned the meeting for morning tea from 10.30am to 10.51am; all were present at resumption.

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) (e)*.

(e) contracts proposed to be made by it.

Council moved into closed session at 10.52am.

Moved: Cr Poole

Seconded: Cr Camp

Carried 200319.08 5/0

Attendance

Cr Murray left the meeting from 12.03pm to 12.46pm.

Adjournment

That Council adjourned the meeting for lunch from 12.46pm to 1.30pm; all were present at resumption except Simbarashe Chimpaka.

Attendance

Cr Murray left the meeting at 1.34pm.

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 1.40pm.

Moved: Cr Camp

Seconded: Cr Poole

Carried 200319.09 4/0

Attendance

Cr Murray entered the meeting at 1.41pm.

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 Poole

Seconded: Cr Yanner

Carried 200319.10 5/0

Attendance

Cr Camp left the meeting at 1.43pm; Cr Poole assumed Chair.

Cr Camp entered the meeting at 1.45am and resumed Chair.

12. Corporate and Community Services

12.01.01 Corporate and Community Services Reports

A verbal report will be provided at the meeting.

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 Yanner****Carried 200319.11 5/0**

13. Mayoral Report

That Council notes the contents of the verbal report provided by Councillor Camp.**Moved: Cr Murray****Seconded: Cr Poole****Carried 200319.12 5/0**

15. New business of an urgent nature admitted by Council

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

16. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled for the meeting.

17. Closure of meeting

The chair declared the meeting closed at 1.56pm.

I hereby certify that these pages numbered 1 to 36 – constitute
the Confirmed minutes of the Ordinary Council Meeting of Burke
Shire Council held on Thursday 19 March 2020.

Mayor Cr Ernie Camp