



Confirmed Minutes
Burke Shire Council Ordinary Meeting
Thursday 23 April 2020
9.00am Council Chambers

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01. Opening of Meeting

The Chair declared the meeting open at 9.36am.

02. Record of Attendance

Cr Ernie Camp; Mayor – Chair
Cr Tonya Murray; Deputy Mayor
Cr John Clarke
Cr John Yanner
Cr Rosita Wade

Clare Keenan; Chief Executive Officer
Dan McKinlay; Deputy CEO
Philip Keirle; Executive Manager Strategic Projects
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:

- **Dan McKinlay; Deputy CEO**
- **Philip Keirle, Executive Manager Strategic Projects (EMSP)**

Moved: Cr Camp

Seconded: Cr Yanner

Carried 200423.01 5/0

03. Prayer

Cr Camp 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 19 March 2020, Special Meeting 26 March 2020 and Post Election Meeting 16 April 2020

That Council confirms the Minutes, as presented, of the following meetings:

- (i) Ordinary Meeting of Council held on Thursday 19 March 2020**
- (ii) Special Meeting of Council held on Thursday 26 March 2020**
- (iii) Post Election Meeting of Council held on Thursday 16 April 2020**

Moved: Cr Camp

Seconded: Cr Murray

Carried 200423.02 5/0

06. Condolences

No condolences were noted for the meeting.

07. Declaration of Interests

No declarations of interests were noted for the meeting.

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

08.01 Notices of Motion

08.02 Petitions

No notices of motion or petitions were received for the meeting.

Attendance

Clinton Murray entered the meeting from 9.40am to 10.32am.

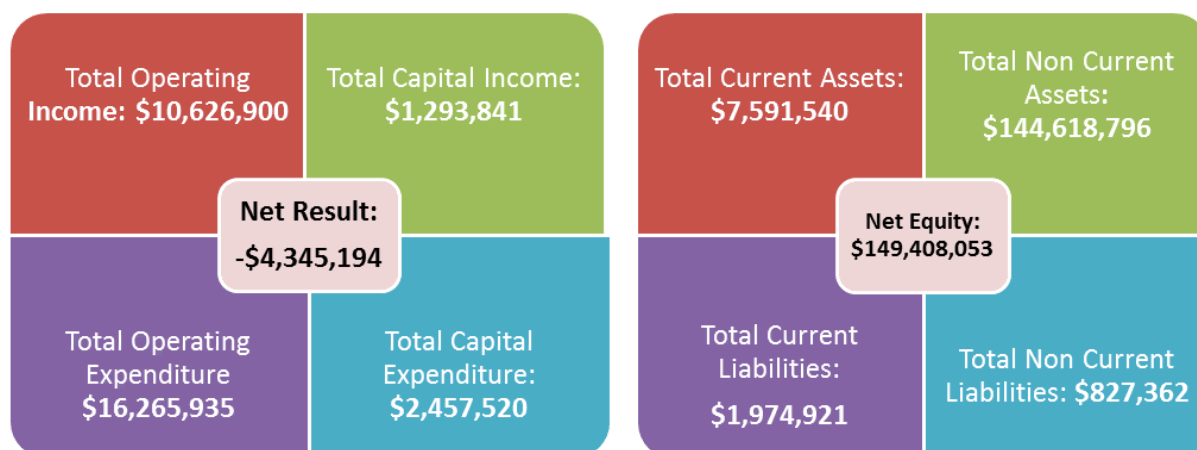
09. Works, Services and Finance Reports

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	16 April 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	10,626,900	17,466,000
Operating Expenses	16,265,935	20,807,000
Operating Result (Profit/Loss)	- 5,639,035	- 3,341,000
Capital Revenue	1,293,841	4,560,000
Net Result	- 4,345,194	1,219,000

Assets & Liabilities	Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	6,132,181	9,085,367
Other Current Assets	1,459,359	1,193,784
Non Current Assets	144,618,796	147,217,006
Total Assets	152,210,336	157,496,157
Liabilities (Current)	1,974,921	1,172,224
Liabilities (Non Current)	827,362	691,323
Total Liabilities	2,802,283	1,863,547
Net Community Assets	149,408,053	155,632,610

The ninth month of the financial year (75% elapsed) is presented in the financial reports with operational expenditure to date at 78% of full year revised budget and operational income at 61% of full year revised budget.

Financial performance (operating results)

Year to date operating revenues sat at \$10.6m against an annual forecast of \$17.4m while operating expenditure sat at \$16m against an annual budget of \$20m, consequently council's operating position at month end was a \$5.6m deficit against a forecast annual operating deficit of \$3.3 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 a revised annual forecast of \$4.5m.

Cash and cash equivalents

Cash balances remained stable at \$6m from the previous month. While the cash flow forecast reflects a closing cash balance of \$9m at year end, the actual closing cash balance is likely to be affected by factors outside of councils control mainly relating to the impact of the corona virus.

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 however the closing balance is also likely to be influenced by the impact of the corona virus.

Sustainability outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Year To Date Actual
Operating Surplus Ratio (%)	Between 0% and 10%	-53%
Working Capital Ratio	Greater than 1:1	4
Net Financial Liabilities Ratio	Less than 60%	-53%

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 declined from the previous month 5:1 down to 4:1 at the end of the reporting month. The minor decline in the working capital ratio is largely due to a greater closing payables balance at the end of the reporting month as compared to the previous reporting month due to the timing of creditor payments. 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.

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	3,011,121	3,012,000 -	879	100%	3,011,121	2,259,000	752,121
Fees & Charges	67,647	84,000 -	16,353	81%	67,647	63,000 -	16,353
Rental Income	151,891	230,000 -	78,109	66%	151,891	172,500 -	78,109
Interest	110,174	135,000 -	24,826	82%	110,174	101,250 -	24,826
Recoverable Works Revenue	357,417	1,055,000 -	697,583	34%	357,417	791,250 -	697,583
Other Income	70,947	112,000 -	41,053	63%	70,947	84,000 -	41,053
Donations	-	13,000 -	13,000	0%	-	9,750 -	13,000
Developer Contributions	-	-	-	-	-	-	-
Subsidies and Grants	6,857,703	12,825,000 -	5,967,297	53%	6,857,703	-	-
Total Recurrent Revenue	10,626,900	17,466,000 -	6,839,100	61%	24,305,100 -	31,144,200	55,449,300
Capital Revenue							
Sale of non-current assets	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-
Subsidies and Grants	1,293,841	4,560,000 -	3,266,159	28%	1,293,841	3,420,000 -	2,126,159
Total Capital Revenue	1,293,841	4,560,000 -	3,266,159	28%	1,293,841	3,420,000 -	2,126,159
TOTAL INCOME	11,920,741	22,026,000 -	10,105,259	54%	25,598,941 -	27,724,200	53,323,141
Recurrent Expenses							
Employee benefits	- 4,284,625	- 5,310,000	1,025,375	81%	- 4,284,625	- 3,982,500	302,125
Materials and services	- 8,384,131	- 10,686,000	2,301,869	78%	- 8,384,131	- 8,014,500	369,631
Finance costs	- 8,035	- 15,000	6,965	54%	- 8,035	- 11,250	3,215
Depreciation and amortisation	- 3,589,144	- 4,796,000	1,206,856	75%	- 3,589,144	- 3,597,000	7,856
TOTAL RECURRENT EXPENSES	- 16,265,935	- 20,807,000	4,541,065	78%	- 16,265,935	- 15,605,250	660,685
NET RESULT	- 4,345,194	1,219,000 -	5,564,194	-356%	9,333,006 -	43,329,450	52,662,456

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	3,065,176	3,066,000	- 824	100%	75%	
Less Discounts, Rebates & Remissions	- 57,475	- 54,055	- 54,000	- 55	100%	75%	
Net Rates levies & Charges	2,764,882	3,011,121	3,012,000	- 879	100%	75%	
Fees & Charges	103,740	67,647	84,000	- 16,353	81%	75%	
Rental Income	224,559	151,891	230,000	- 78,109	66%	75%	
Interest	212,976	110,174	135,000	- 24,826	82%	75%	
Recoverable Works Revenue	998,229	357,417	1,055,000	- 697,583	34%	75%	
Other Income	431,833	70,947	112,000	- 41,053	63%	75%	
	1,971,337	758,076	1,616,000	- 857,924	47%	75%	
Donations	-	-	13,000	- 13,000	0%	75%	
Developer Contributions	-	-	-	-			
Subsidies and Grants	9,227,643	6,857,703	12,825,000	- 5,967,297	53%	75%	
	9,227,643	6,857,703	12,838,000	- 5,980,297	53%	75%	
TOTAL RECURRENT REVENUE	13,963,862	10,626,900	17,466,000	- 6,839,100	61%	75%	
Recurrent Expenses							
Corporate Governance Costs	947,915	633,061	871,000	237,939	73%	75%	
Administration Costs	3,417,191	2,587,620	3,494,000	906,380	74%	75%	
Recoverable Works Expenses	930,732	299,243	952,000	652,757	31%	75%	
Engineering Services	6,732,715	7,713,475	8,599,000	885,525	90%	75%	
Utility Services Costs	670,805	630,301	790,000	159,699	80%	75%	
Net Plant Operating Costs	- 978,836	- 487,218	- 724,000	- 236,782	67%	75%	
Planning and Environmental Expenses	81,713	149,223	230,000	80,777	65%	75%	
Community Services Costs	1,302,915	1,143,052	1,784,000	640,948	64%	75%	
Finance Costs	20,215	8,035	15,000	6,965	54%	75%	
Depreciation	4,760,454	3,589,144	4,796,000	1,206,856	75%	75%	
Other Expenses	-	-	-	-			
TOTAL RECURRENT EXPENSES	17,885,819	16,265,936	20,807,000	4,541,064	78%	75%	
NET OPERATING RESULT	- 3,921,957	- 5,639,036	- 3,341,000	- 2,298,036	169%	75%	

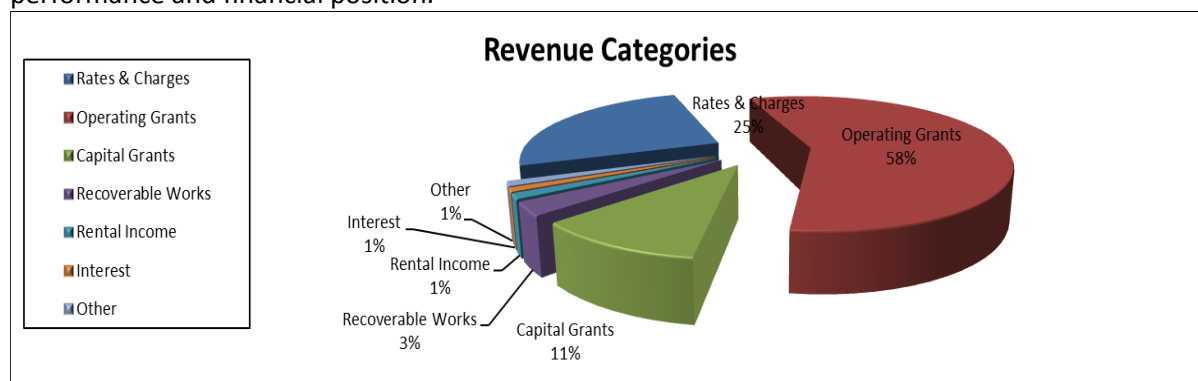
***The overall operating statement shows council operating income and operating expenditure by program or service. This report includes flood damage revenues and flood damage related expenditure. The normalised operating statement below excludes flood damage revenue and expenditure and presents a more 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	3,065,176	3,066,000 -	824	100%	75%
Less Discounts, Rebates & Remissions	- 57,475 -	54,055 -	54,000 -	55	100%	75%
	2,764,882	3,011,121	3,012,000 -	879	100%	75%
Fees & Charges	103,740	67,647	84,000 -	16,353	81%	75%
Rental Income	224,559	151,891	230,000 -	78,109	66%	75%
Interest	212,976	110,174	135,000 -	24,826	82%	75%
Recoverable Works Revenue	998,229	357,417	1,055,000 -	697,583	34%	75%
Other Income	431,833	70,947	112,000 -	41,053	63%	75%
	1,971,337	758,076	1,616,000 -	857,924	47%	75%
Donations	-	-	13,000 -	13,000	0%	75%
Developer Contributions	-	-	-	-		
Subsidies and Grants (Excl flood damage revenue)	4,253,126	1,406,710	3,580,000 -	2,173,290	39%	75%
	4,253,126	1,406,710	3,593,000 -	2,186,290	39%	75%
TOTAL RECURRENT REVENUE (EXCL FLOOD DAMAGE REVENUE)						
	8,989,345	5,175,907	8,221,000 -	3,045,093	63%	75%
Recurrent Expenses						
Corporate Governance Costs	947,915	633,061	871,000	237,939	73%	75%
Administration Costs	3,417,191	2,587,620	3,494,000	906,380	74%	75%
Recoverable Works Expenses	930,732	299,243	952,000	652,757	31%	75%
Engineering Services (Excl flood damage expenses)	1,816,047	1,617,720	2,336,000	718,280	69%	75%
Utility Services Costs	670,805	630,301	790,000	159,699	80%	75%
Net Plant Operating Costs	- 978,836 -	487,218 -	724,000 -	236,782	67%	75%
Planning and Environmental Expenses	81,713	149,223	230,000	80,777	65%	75%
Community Services Costs	1,302,915	1,143,052	1,784,000	640,948	64%	75%
Finance Costs	20,215	8,035	15,000	6,965	54%	75%
Depreciation	4,760,454	3,589,144	4,796,000	1,206,856	75%	75%
Other Expenses	-	-	-	-		
TOTAL RECURRENT EXPENSES (EXCL FLOOD DAMAGE EXPENSES)						
	12,969,151	10,170,181	14,544,000	4,373,819	70%	75%
NET RESULT						
	- 3,979,806 -	4,994,273 -	6,323,000	1,328,727	79%	75%

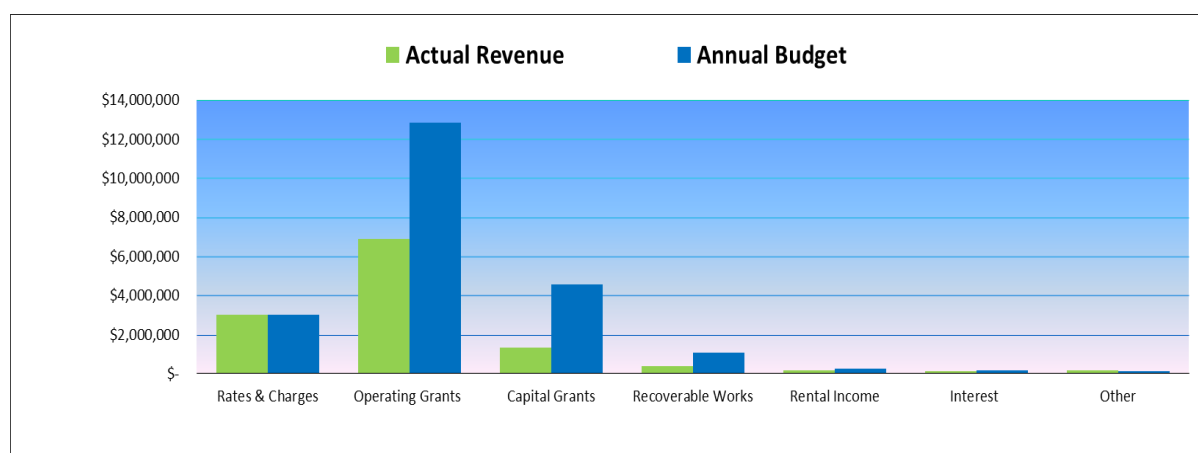
5. REVENUE ANALYSIS

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	2,357,926	2,359,000	- 1,074	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	164,000	- 259	Revenue on track with seasonal forecast.	Nil
Water Service Charges	435,199	434,000	1,199	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	Pending completion of works	Low
Roads to Recovery (R2R)	-	305,000	- 305,000	Pending completion of works	Low
MIPP Grant	41,000	41,000	-	Milestone on target	Nil
Works for Queensland Funding	118,000	678,000	- 560,000	Work in progress, funding to be received on lodgement of claims	Low
Sewerage Upgrade Project Grant	665,020	665,020	0	Milestone on target, revenue on track with forecast.	Nil
RMPC	325,397	1,017,000	- 691,603	RMPC works 46% 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	115,500	115,500	-	Milestone on target	Nil



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	4,284,625	4,288,846	4,221	On track with pro rata forecast
Materials and services	8,384,131	8,014,500	- 369,631	Timing variance qith pro rata forecast
Finance costs	8,035	11,250	3,215	Above pro rata forecast
Depreciation and amortisation	3,589,144	3,597,000	7,856	Slightly above pro rata estimates
Total	16,265,936	15,605,250	- 660,686	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 revised annual budget estimates

Finance costs; Finance costs consist of bank charges and bad debts written off – finance costs within annual budget estimates.

Depreciation and finance costs; Depreciation costs are within annual estimates and on track with 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, following the review and amendment of the annual budget there are no significant exceptions to report.

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	6,132,181	9,085,367
Trade and other receivables	1,012,126	1,000,727	729,220
Inventories	230,813	252,450	230,813
Other financial assets	307,845	206,182	233,751
Non-current assets classified as held for sale	-	-	-
Total current assets	11,146,602	7,591,540	10,279,151
Non-current Assets			
Receivables	-	-	-
Property, plant and equipment	209,710,488	212,618,774	216,549,152
Accumulated Depreciation	- 64,410,834	- 67,999,978	- 69,332,146
Intangible assets	-	-	-
Total non-current assets	145,299,654	144,618,796	147,217,006
TOTAL ASSETS	156,446,256	152,210,336	157,496,157
Current Liabilities			
Trade and other payables	1,441,271	1,906,226	1,103,921
Borrowings	-	-	-
Provisions	142,848	68,695	68,303
Other	-	-	-
Total current liabilities	1,584,119	1,974,921	1,172,224
Non-current Liabilities			
Trade and other payables	-	-	-
Interest bearing liabilities	-	-	-
Provisions	686,323	827,362	691,323
Other	-	-	-
Total non-current liabilities	686,323	827,362	691,323
TOTAL LIABILITIES	2,270,442	2,802,283	1,863,547
NET COMMUNITY ASSETS	154,175,813	149,408,053	155,632,610
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	23,459,708	29,684,265
Other reserves	-	-	-
TOTAL COMMUNITY EQUITY	154,175,813	149,408,053	155,632,610

Cash and investment accounts summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	1.74%	82,210	\$ 4,433,135
Westpac General Fund	0%	-	\$ 1,698,789
Cash Floats	0%	-	\$ 258
Total			\$ 6,132,181

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 \$96K \$101K from the previous reporting month. Month end results indicate that approximately 76% or \$76K of total outstanding debt (\$101k) 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
Low Risk of default			1,925		\$ 1,925
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	4,741		\$ 6,074
Low Risk of default	184				\$ 184
Low Risk of default	1,526				\$ 1,526
Low Risk of default	64				\$ 64
Total	\$ 90,127	\$ 4,364	\$ 6,666	\$ -	\$ 101,156
Default risk percentage of total outstanding	76%				
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	\$ 83,462	\$ 19,577	\$ 5,657	\$ 549,724	\$ 658,419
SEWERAGE CHARGES	\$ 2,483	\$ 771	\$ 218	\$ 16,135	\$ 19,607
GARBAGE CHARGES	\$ 2,704	\$ 1,760	\$ 222	\$ 7,413	\$ 12,099
WATER ACCESS CHARGES	\$ 51,419	\$ 13,044	\$ 2,836	\$ 36,066	\$ 103,365
WATER - EXCESS CONSUMPTION	\$ 42,144	\$ 13,336	\$ -	\$ -	\$ 55,479
STATE GOVT EMERGENCY SVCE LEVY	\$ 2,307	\$ 1,113	\$ 137	\$ 4,701	\$ 8,259
TOTAL	\$ 184,518	\$ 49,600	\$ 9,070	\$ 614,039	\$ 857,227

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		3,723,927		4,576,094	
Payments to suppliers & employees		-	13,125,652	-	16,080,545
		-	9,401,725	-	11,504,451
Interest received		110,174		135,000	
Rental income		151,891		230,000	
Non capital grants and subsidies		6,857,703		12,825,000	
Net cash inflow (outflow) from operating activities		-	2,281,958	1,685,549	
Cash flows from investing activities					
Payments for property plant & equipment		-	2,475,520	-	6,987,000
Proceeds from sale of property plant & equipment				-	231,000
Capital grants, subsidies, contributions and donations		1,293,841		4,560,000	
Net cash inflow (outflows) from investing activities		-	1,181,679	-	2,196,000
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		-	3,463,636	-	510,451
Cash at beginning of the reporting period		9,595,818		9,595,818	
Cash at end of the reporting period		6,132,182		9,085,367	

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	Nil	N/A

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	436,000	- 272,424	163,577	327,000	- 163,424
Total Expenditure	406,919	436,000	29,081	406,919	327,000	79,919
Earnings before interest and depreciation (EBITD)	- 243,343	- -	301,504	- 243,343	- -	243,343
Depreciation Expense	- 2,412,221	- 3,216,000	803,779	2,412,221	- 2,412,000	4,824,221
Operating Surplus/Deficit	- 2,655,564	- 3,216,000	502,275	2,168,878	- 2,412,000	4,580,878

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	5,512,726	9,245,000	- 3,732,274	5,512,726	6,933,750	- 1,421,024
Total Expenditure	6,110,017	6,233,000	- 122,983	6,110,017	4,674,750	1,435,267
Operating Surplus/Deficit	- 597,291	3,012,000	- 3,609,291	597,291	2,259,000	- 2,856,291

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	762,750	- 437,353
Total Expenditure	271,847	917,000	645,153	271,847	687,750	415,903
Operating Surplus/Deficit	53,550	100,000	- 46,450	53,550	75,000	- 21,450

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	434,000	1,199	435,199	325,500	109,699
Total Expenditure	444,445	607,000	162,555	444,445	455,250 -	10,805
Earnings before interest and depreciation (EBITD)	- 9,246 -	173,000 -	163,754 -	- 9,246 -	129,750	120,504
Depreciation Expense	251,871	285,000	33,129	251,871	213,750	38,121
Operating Surplus/Deficit	- 261,117 -	458,000 -	196,883 -	- 261,117 -	343,500	82,383

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	164,000 -	259	163,741	123,000	40,741
Total Expenditure	108,964	119,000	10,036	108,964	89,250	19,714
Earnings before interest and depreciation (EBITD)	54,777	45,000 -	9,777	54,777	33,750	21,027
Depreciation Expense	38,407	52,000	13,593	38,407	39,000 -	593
Operating Surplus/Deficit	16,371 -	7,000 -	23,371	16,371 -	5,250	21,621

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	81,750	26,559
Total Expenditure	76,892	116,000	39,108	76,892	87,000 -	10,108
Earnings before interest and depreciation (EBITD)	31,417 -	7,000 -	39,799	31,417 -	5,250	36,667
Depreciation Expense	3,942	6,000	2,058	3,942	4,500 -	558
Operating Surplus/Deficit	27,475 -	13,000 -	41,856	27,475 -	9,750	37,225

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	-	230,000	- 230,000	-	172,500	- 172,500
Total Expenditure	384,341	436,000	51,659	384,341	327,000	57,341
Earnings before interest and depreciation (EBITD)	- 384,341	- 206,000	- 281,659	- 384,341	- 154,500	- 229,841
Depreciation Expense	159,522	213,000	53,478	159,522	159,750	228
Operating Surplus/Deficit	- 543,863	- 419,000	- 335,137	- 543,863	- 314,250	- 229,613

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	1,091	23,000	- 21,909	1,091	17,250	- 16,159
Total Expenditure	332,883	559,000	226,117	332,883	419,250	- 86,367
Earnings before interest and depreciation (EBITD)	- 331,792	- 536,000	- 248,027	- 331,792	- 402,000	- 70,208
Depreciation Expense	134,230	111,000	- 23,230	134,230	83,250	50,980
Operating Surplus/Deficit	- 466,022	- 647,000	- 224,797	- 466,022	- 485,250	- 19,228

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	50,981	60,000	- 9,019	50,981	45,000	5,981
Total Expenditure	153,516	213,000	59,484	153,516	159,750	- 6,234
Earnings before interest and depreciation (EBITD)	- 102,535	- 153,000	- 68,504	- 102,535	- 114,750	- 12,215
Depreciation Expense	35,054	48,000	12,946	35,054	36,000	- 946
Operating Surplus/Deficit	- 137,589	- 201,000	- 81,450	- 137,589	- 150,750	- 13,161

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 Wade

Seconded: Cr Yanner

Carried 200423.03 5/0

Attendance

Cr Wade left the meeting at 10.29am.

Cr Murray left the meeting at 10.30am.

09.01.01 Works and Services Report

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Clinton Murray; Works Manager
PREPARED BY:	Clinton Murray; Works Manager
DATE REPORT PREPARED:	22 April 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 Operational Plan 2019-20

1. ITEMS FOR INFORMATION AND OR DISCUSSION WITH COUNCIL

This report is for information of Council and outlines the works carried out by the Works and Infrastructure Department of the month of April and generally up to date of reporting. The attachment to this report provides detail on routine reporting matters and general information.

- a) **Work Place Health and Safety:-** Works and Infrastructure are now managing Workplace Health and Safety for Council. The key matters for information are as follows:
- 2 x Personnel have returned to work on light duties. Both went through the RTW policy overseen by Dave Gornalle WH&S officer;
 - Information sessions and updates around Covid-19
 - Social distancing
 - immunisation (flu shots available at clinic)
 - Good Hygiene practices
 - Completing risk assessments in the workplace taking into consideration health and safety and restrictions specifically relating to Covid-19
- b) **Staff:-** There are a number of items noting in relation to staffing:
- Nowlands Engineering are currently being engaged to assist with mechanical repairs and workshop duties as required
 - Due to Covid-19 there has been number issue relating to staff – standown for breach of social distancing laws and recommendations for staff that identify as indigenous and over 50.
 - Reviewing staffing levels for road crew and parks and garden crews
- c) **Projects:-** Project delivery is progressing but with delays mainly due to Covid-19 and restrictions that apply
- Philip Yanner Memorial Oval – see strategic projects report
 - NDRRA works are progressing have just commenced on the Morella Rd
 - Number emergent works are under way
- d) **RMPC:-** currently finalising the program.
- Open grade on the Camooweal Rd

e) Plant and Fleet: -

- Work on repairs is progressing and on a number of minor and major plant;
- Nowlands mechanic has been engaged to assist with mechanical repairs and workshop duties as required.

f) Water:-

- There are a number of burst service mains throughout town – This is mainly due to age and repairs are being carried out as required. Dave Marshall is now back on board in a limited capacity but able to assist in the co-ordination of these tasks
- Gregory WTP functioning satisfactory – there were some significant issues around the plant and a burst water main which has now been rectified
- DWQMP in process – Contractor Engaged

g) Sewerage:-

- Rectification on some levels from the STP upgrade

h) Airport:-

- Maintenance and items identified by CASA for rectification are well under way

i) Parks and Gardens:-

- P&G have been down 2 staff over the past few weeks
- Crew have been busy with accommodation, housing cleaning and maintenance and town cleaning and maintenance
- Public toilets & playgrounds have been closed but still being maintained
- Working on removing old playground – beside CLC
- Rubbish Collection process for Gregory changed – Collection on Thursdays instead of Fridays to ensure collection is not being missed on Public Holidays and assist in managing workloads

j) Facilities and Housing:-

- Ongoing however no major items of works are scheduled – no works are currently being completed unless emergency works or potential safety issues identified.

k) Waste Management:-

- Planning for the upgrade of the Burketown land fill is progressing.

l) Biosecurity:-

- Pest/weed management is being reviewed and programmed in to RMPC works program

2. OFFICER'S RECOMMENDATION

That Council notes the contents of the Works and Services monthly update.

ATTACHMENTS

Nil

09.01.01 Works and Services Report

That Council notes the contents of the Works and Services monthly update.

Moved: Cr Camp

Seconded: Cr Clarke

Carried 200423.04 3/0

Attendance

Cr Wade entered the meeting at 10.32am.

Cr Murray entered the meeting at 10.32am.

Clinton Murray left the meeting at 10.32am.

Adjournment

That Council adjourned the meeting for morning tea from 10.32am to 10.39am; all were present at resumption.

09.02.02 Emergency Fund

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
PREPARED BY:	Simba Chimpaka
DATE REPORT PREPARED:	02 April 2020
LINK TO COUNCIL PLAN/S:	Budget/Operational Plan

3. PURPOSE

To consider utilisation of emergency funds held in Trust for corona virus emergency related expenditure including community rebuild costs post corona virus.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council records indicate that council holds \$87,927.37 in an Emergency Trust Fund. The Trust was established for the purpose of providing emergency assistance to people affected by emergency situations and natural disasters within the Shire of Burke. The Emergency Fund includes funds from the Burketown Flood Relief Committee (of which the remaining members of this committee approved to be consolidated into the Councils fund).

The Trustees of the Emergency Fund are authorised to do the following under the Trust deed:

1. The Trustees will have the full conduct and operation of the Trust.
2. With the consent of the majority of the Trustees, the Trustees may use any funds held by the Trust as they direct.
3. Burke Shire Council has the right to replace or remove any of the Trustees where such Trustee leaves the Shire of Burke or Mount Isa or are otherwise unable to carry on their duties as Trustee.
4. Funds shall be used as directed by the trustees provided however in the event of any emergency expenditure being required, same shall be approved by the Chief Executive Officer of the Burke Shire Council and any one other Trustee without the necessity to obtain the approval of all other Trustees although where there is adequate time in respect to any such expenditure the Council will endeavour to obtain the consent of a majority of the Trustees.

5. PROPOSAL

To utilise emergency funds from the Burke Shire Emergency Fund Trust for purposes of corona virus (COVID - 19) emergency related expenditure.

6. FINANCIAL & RESOURCE IMPLICATIONS

The emergency fund was established for the purpose of providing emergency assistance to people affected by emergency situations and natural disasters within the Shire of Burke. Utilising emergency funds will relieve pressure on council's operational budget (non emergency related cash holdings).

7. RISK

Risk Type	What could happen	Possible consequence
People	<ul style="list-style-type: none"> Injury/illness to employees, contractors, members of the community and any other person. 	<ul style="list-style-type: none"> Business operations impacted. Essential services impacted Health and safety compromised.
Environmental	<ul style="list-style-type: none"> Land, water, air, flora and fauna. 	<ul style="list-style-type: none"> N/A
Assets	<ul style="list-style-type: none"> Damage, theft, failures and maintenance of Council assets. 	<ul style="list-style-type: none"> N/A
Compliance	<ul style="list-style-type: none"> Compliance with applicable laws, industry codes, standards etc. 	<ul style="list-style-type: none"> Non compliance with workplace health and safety guidelines.
Financial	<ul style="list-style-type: none"> Sustainability, revenue, grants, expenditure. 	<ul style="list-style-type: none"> Increased operational expenditure resulting in depletion of cash reserves.
Reputation	<ul style="list-style-type: none"> Public perception and opinion. 	<ul style="list-style-type: none"> Negative public perception, community backlash
Operations	<ul style="list-style-type: none"> Human Resources, service delivery and Council operations. 	<ul style="list-style-type: none"> Absenteeism, reduced productivity.
Technology & Systems	<ul style="list-style-type: none"> Information management and systems of work. 	<ul style="list-style-type: none"> N/A

8. POLICY & LEGAL IMPLICATIONS

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

9. CRITICAL DATES & IMPLICATIONS

23 April 2020

10. CONSULTATION

Consultation has taken place between Councillors and Senior Management, within Senior Management, between Senior Management and Preston law legal advisors, between Senior Management and key stakeholders.

CONCLUSION

The emergency fund was established for the purpose of providing emergency assistance to people affected by emergency situations and natural disasters within the Shire of Burke. Funds shall be used as directed by the trustees provided however in the event of any emergency expenditure being required same shall be approved by the Chief Executive Officer of the Burke Shire Council and any one other Trustee without the necessity to obtain the approval of all other Trustees although where there is adequate time in respect to any such expenditure the Council will endeavour to obtain the consent of a majority of the Trustee. It would be appropriate to utilise emergency funds to address expenditure related to the corona virus pandemic.

11. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council notes the balance of \$87,927.37 in the Emergency Trust Fund.
3. That council authorises use of the balance of the emergency funds held in the Burke Shire Emergency Fund Trust for corona virus (COVID 19) emergency related expenditure.

09.02.02 Emergency Fund

- 1. That Council note the contents of the report; and**
- 2. That Council notes the balance of \$87,927.37 in the Emergency Trust Fund.**
- 3. That council authorises use of the balance of the emergency funds held in the Burke Shire Emergency Fund Trust for emergency related expenditure.**

Moved: Cr Wade

Seconded: Cr Clarke

Carried 200423.05 5/0

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) (c, d and e)*.

(c) the local government's budget; or

(d) rating concessions;

(e) contracts proposed to be made by it.

Council moved into closed session at 10.45am.

Moved: Cr Camp

Seconded: Cr Yanner

Carried 200423.06 5/0

Adjournment

That Council adjourned the meeting from 10.58am to 12.06pm to partake in the District Disaster Management Group meeting.

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 12.24pm.

Moved: Cr Yanner

Seconded: Cr Camp

Carried 200423.07 5/0

10.02 Property / Water Rates and interest charges

- 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)(c)-(d) and that the document remain confidential unless council decides otherwise by resolution (rating concessions and budget); and**
- 2. That Council resolves not to apply daily compounding interest accruals on rates arrears commencing from 1 April 2020 until 30 June 2020; and**
- 3. That Council resolves to defer issuing Reminder Notices and Letters of Demand for outstanding rates subject to review at the June 2020 Ordinary Meeting of Council.**

Moved: Cr Clarke

Seconded: Cr Murray

Carried 200423.08 5/0

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 Clarke

Seconded: Cr Yanner

Carried 200423.09 5/0

09. Works, Services and Finance Reports

09.03.01 Strategic Projects Report

DEPARTMENT:	Works and Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	5 April 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"> ▪ Network Visibility initiative commenced;
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. ▪ GPPS R07 monthly report submitted for March 2020. ▪ Pricing under review for training on field maintenance, completion of maintenance manual, maintenance equipment.
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 commenced 13 March 2020; ▪ Delivery impacted by COVID-19.

Project	Description	Update/activity for reporting month
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; Foundations for structure completed.
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"> Final Flood Risk Management Study document submitted. Forwarded to DSDMIP for comment; Forwarded to Ausnorth and Erscon for comment.
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"> Contract with Telstra to deliver project signed.
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 (impacted by COVID-19)
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 commenced; Initial meetings delayed due to COVID-19 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; Update on Doomadgee regional waste facility requested.

Project	Description	Update/activity for reporting month
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 completed in 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)	Funding application successful. Working through final requirements for signing of Deed of Agreement.

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.	# Final extension clause triggered. Advisory correspondence sent on 5 April 2020; # 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 in the following areas: concreting, demolition, design services (hydraulic, irrigation, lighting, mechanical), environmental consultancy, traffic management, turf management, waste management

5. CURRENT/RECENT TENDERS

Tender	Description	Opened	Closes	Awarded
2019-49	Floraville Road Culvert Construction	30 Nov 2019	15 Jan 2020	20 Feb 2020
2020-11	Concrete Works Package 1	17 Mar 2020	30 Mar 2020	April 2020
2020-12	Concrete Works Package 2	17 Mar 2020	30 Mar 2020	April 2020

6. PROJECTS UNDER DEVELOPMENT

Project	Description
Elevated transfer station at BKT Landfill	Initial 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 to improve Burke's SCADA arrangements
Mineral Baths	Procure design and consultancy services via RFQ
STP Irrigation	Design of flood irrigation system for the STP
Sewer Treatment network	Inflow and infiltration (smoke test) assessment of the Burketown sewer network
Waste Management	Food Organics / Garden Organics service

Waste Management	Scrap metal recycling tender
Gregory Show Grounds Jockey Change Rooms	Replace the Jockey change rooms at the Gregory Showgrounds
Phillip Yanner Memorial Oval	Renovation of change room facilities

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. Extension requested
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. Extension requested
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.

Project	Description	Update for reporting month
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 Report

That Council receives the Strategic Projects Report.

Moved: Cr Camp

Seconded: Cr Murray

Carried 200423.10 5/0

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:	23 April 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

General operational update

Our new Council members made their declarations at a Special Meeting held last week and my staff and I will be working to support them as we enter this new term.

This last month has seen a continuation of response to COVID-19 and a large amount of time taken up with responding to and communicating with the community and departments. It has used a lot of staff resources, particularly as I stood down four of our staff for not following the Directive under the Public Health Act 2005 in order to uphold my responsibilities regarding Workplace Health and Safety.

I would particularly like to thank Madison Marshall and Shannon Moren for stepping up during this time.

I am already starting to see the huge benefits to Council of having the very experienced Dan McKinlay on board as DCEO, especially as we move towards setting a budget for 2020/2021. We will also have the assistance of the work that Queensland Treasury Corporation in looking at our ongoing sustainability.

My focus is currently in the Human Resources area, finalising positions and job descriptions with the support of our HR contractor. I am, as ever, trying to find ways to save money for Council such as revising our insurance inventory.

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 Wade

Seconded: Cr Murray

Carried 200423.11 5/0

Adjournment

That Council adjourned the meeting from 12.58pm to 1.56pm for lunch and to attend the Local Disaster Management Group meeting.

09. Works, Services and Finance Reports

09.03.02 Sport and Recreation Strategy – Quarterly update

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Clare Keenan;
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	5 April 2020
LINK TO COUNCIL PLAN/S:	BSC Sport and Recreation Strategy 2019-24

1. PURPOSE

To provide a quarterly update on the implementation of the Burke Shire Sport and Recreation Strategy 2019-24.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the Sport and Recreation Strategy 2019-24 at the July Council meeting.

11.04 Burke Shire Sport and Recreation Strategy

1. That Council note the contents of the report; and
2. That Council adopts the Sport and Recreation Strategy 2019-24.

Moved: Cr Poole

Seconded: Cr Clarke

190718.19 5/0

3. PROPOSAL

That Council notes the contents of this report.

4. FINANCIAL & RESOURCE IMPLICATIONS

The majority of items listed for delivery in the Sport and Recreation Strategy 2019-20 financial year are funded.

5. RISK

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

6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Corporate Plan 2019-24</i>	Goals	Community: Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire.
<i>Corporate Plan 2019-24</i>	Strategies	Community <ol style="list-style-type: none"> 1. Council provides facilities, spaces, services, events and activities that promote and support community engagement, health, well-being and sustainability. 2. Council supports and/or partners with organisations, services, events and activities that promote and support community engagement, health, well-being and sustainability. 3. Council acts (directly or through facilitation, advocacy or partnerships) to address accommodation issues that impact on community well-being and sustainability.

7. CRITICAL DATES & IMPLICATIONS

The Sport and Recreation Strategy 2019-24 allocates completion timeframes for particular activities. Council's ability to fund these activities is often dependent on receipt of external funding, so these timeframes are, in many cases, aspirational.

8. CONSULTATION

Periodic consultation is taking place between Council and:

- Club and Association representatives:
 - o Ongoing engagement with Gregory club representatives in relation to Gregory Showgrounds projects
 - o Ongoing engagement with the Burketown Rodeo and Sporting Association in relation to infrastructure and facility management at the Burketown Showgrounds.
- Department of Housing & Public Works (Sport and Recreation).

9. CONCLUSION

Monitoring the implementation of the Sport and Recreation Strategy 2019-24 will help Council to progress key goals and strategies in the Corporate Plan 2019-24, particularly as these relate to community health, well being and sustainability.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report.

09.03.02 Sport and Recreation Strategy – Quarterly update**1. That Council note the contents of the report.**

Moved: Cr Murray

Seconded: Cr Wade

Carried 200423.12 5/0

12. Corporate and Community Services

12.01.01 Corporate and Community Services

No reports were received for the meeting.

13. Mayoral Report

Burke Shire Council has been declared a Pandemic Exclusion Zone by the Qld Government in response to the *Biosecurity (Human Biosecurity Emergency) (Human Coronavirus with Pandemic Potential) (Emergency Requirements for Remote Communities) Determination 2020* (Cth) ('Biosecurity Determination') made under the *Biosecurity Act 2015* (Cth)

As LDMG Chair, I am the Delegated Decision Maker, declared under the Biosecurity Act Determination (2020), and my role is to determine eligibility, with support from the State appointed Biosecurity Officer, for entry into the Burke Shire.

Due to the declaration and the role I play in this as both Mayor and LDMG Chair, I have been very busy attending the following:

- Weekly briefings with North West DDMG
- Weekly briefings with the Premier and relevant Ministers/Departments
- Meetings with the LDMG – both the official and community meetings. These are occurring at least once weekly as standard but extra may be held as a result of emergent or evolving issues
- T/C with Chair/ Co-ordinator of NW DDMG seeking clarity on various PEZ matters
- T/C with NW QPS representatives seeking clarity on various PEZ matters
- T/C with delegated Biosecurity Officer and phone calls to seek clarity on particular matters
- Meetings with BSC staff to develop plans, policies and procedures to allow for essential service travel into BSC area
- Meetings with Doomadgee ASC CEO and Mayor to discuss matters relating to the PEZ
- Phonecalls with Qld Health reps regarding medical/dental patients
- Phonecalls with local State and Federal MPs and their staff regarding PEZ/Biosecurity matters

Additionally, as the sole person responsible I have:

- Read every permit submitted to BSC
- Contacted, as necessary, applicants to clarify application – sometimes this has required numerous contacts
- Granted approvals to essential service providers
- Sought approval from the State Appointed Biosecurity Officer on permits that were for either non essential or personal requests for entry
- Provided approval or refusal to those applicants

- As we are transitioning to a new system, developed by the Qld Government, for each permit application I am advising and supplying the new paperwork and following that up with phone calls as required to explain the new process – sometimes numerous calls to the same applicant are required
- I am fielding numerous phonecalls regarding entry into the Shire

I have also attended:

- Swearing in of new Council and election of Deputy Mayor. Congratulations to Cr Murray on her appointment. I look forward to working with her for the next 4 years in her new role.
- Training for new Councillors
- Meeting with Doomadgee DEO, Cr Murray (DM) to establish relationships and dialogue for the next 4 years. Mayor Ned was due to attend but due to unforeseen circumstances was unable to attend.

I have also through phone calls, letters and emails been advocating for the following for our Shire:

- Recognition of commercial food production and essential supporting services to in the Biosecurity Act Determination (2020) as an essential service to allow for ongoing functionality of this core pillar of the State economy.
- Assistance for medical/dental patients to exit/enter the PEZ to have an approved, practical and streamlined process to facilitate their return
- Extra police presence within the Shire/PEZ to help meet Aust government regulations regarding travel, social conventions and entry into the Shire/PEZ

Both of these have now been achieved and my thanks goes to all those organisations, Departments, the appointed Biosecurity Officer and individuals as well as Council staff who assisted in getting this achieved.

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

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 200423.13 5/0

14. Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Murray

Carried 200423.14 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 close at 2.42pm.

I hereby certify that these pages numbered 1 to 39 – constitute
the Confirmed minutes of the Ordinary Council Meeting of Burke
Shire Council held on Thursday 23 April 2020.

Mayor Cr Ernie Camp