



# Confirmed Minutes

## Burke Shire Council Ordinary Meeting

### Thursday 21 May 2020

### 9.00am Council Chambers

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## 01. Opening of Meeting

**The Chair declared the meeting open at 9.08am.**

## 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**  
**Graham O’Byrne; Acting Executive Manager Engineering**  
**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)**
- **Graham O’Byrne, Acting Executive Manager Engineering**

**Moved: Cr Camp**

**Seconded: Cr Murray**

**Carried 200521.01 5/0**

## 03. Prayer

**Cr Yanner led Council in prayer.**

## 04. Consideration of applications for leave of absence

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

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

### 05.01 Ordinary Meeting Thursday 23 April 2020

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

**Moved: Cr Yanner**

**Seconded: Cr Murray**

**Carried 200521.02 5/0**

## 06. Condolences

**Council notes the passing of Len Odd and expresses their condolences to the family.**

## 07. Declaration of Interests

**(i) Cr Murray – Material Personal Interest – Item 10.02**

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

08.01 Notices of Motion

08.02 Petitions

**Council notes no notices of motions or petitions were received.**

## 09. Works, Services and Finance Reports

### 09.01.01 Engineering and Services Report

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DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Graham O'Byrne
DATE REPORT PREPARED:	15 May 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24   Operational Plan 2019-20

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#### 1. PURPOSE

This report is for information of Council and outlines the works carried out by the Engineering and Services Department for the month of April 2020. The Attachment to this report provides detail on routine reporting matters and general information.

#### 2. SUMMARY

The key items for noting are provided below with background detail and matters relating to other business aspects provided in the Attachment to this report.

##### 2.1 Workplace Health and Safety

- Queensland WHS Inspectorate safety Improvement notices have now all been closed out
- No major incidents for April 2020

##### 2.2 Staff

- Mechanic position advertised – closes 25th May. In the interim Nowlands Engineering being utilised with emergency repairs as required;
- Graham O'Byrne appointed as Acting Executive Manager Engineering and Services

##### 2.3 Road Projects

- Current planned works on track for completion by end of Financial Year
- Floraville Rd Culvert Replacement – Federal funding obtained and contract finalised. Work to be commenced in July 2020 and completed by October 2020
- DTMR Road Maintenance Performance Contract (RMPC) works on track to be 100% delivered. New increase in rates at approximately 25% now agreed and current for remainder of 2019/20
- DTMR RMPC finalised for 2020/21
- 2018 NDRRA works planned to be completed by 30 June 2020
- Review undertaken with TMR confirming BSC's desired cycleways. State govt currently reviewing all council's proposals

#### 2.4 Plant and Fleet

- Breakdowns have highlighted the need to ensure maintenance regime is up to date. A replacement Mechanic is critical;

#### 2.5 Water & Sewage

- Water quality risk due to lack of testing as a result of no available flights to BSC (because of COVID-19). Risk has now been mitigated with interim testing being sourced (Carpentaria Shire). The lack of testing required a Non-Compliance notification to DNRME. DNRME are satisfied with BSC's risk mitigation strategies;
- Ongoing issue with Supervisory Control And Data Acquisition (SCADA) leading to lack of data – to be addressed in 2020/21 budget recommendations;
- Sewer treatment plant near completion – recommencement of testing to be a priority;
- Community education required regards non-flushable items such as “wet-wipes” which is causing premature pump failures;

#### 2.6 Airports

- Lights were not turned on for an occasion in April. They are currently on manual operation and the procedures for this have been rectified. Looking at remote/automatic system;
- The Airport Manual update has been completed and submitted to CASA.

#### 2.7 Waste Management

- Tyre stockpile to be removed from June 2020.

### 3. OFFICER'S RECOMMENDATION

That Council receives and notes Engineering and Services report.

#### **09.01.01 Engineering and Services Report**

**That Council receives and notes Engineering and Services report.**

**Moved: Cr Camp**

**Seconded: Cr Yanner**

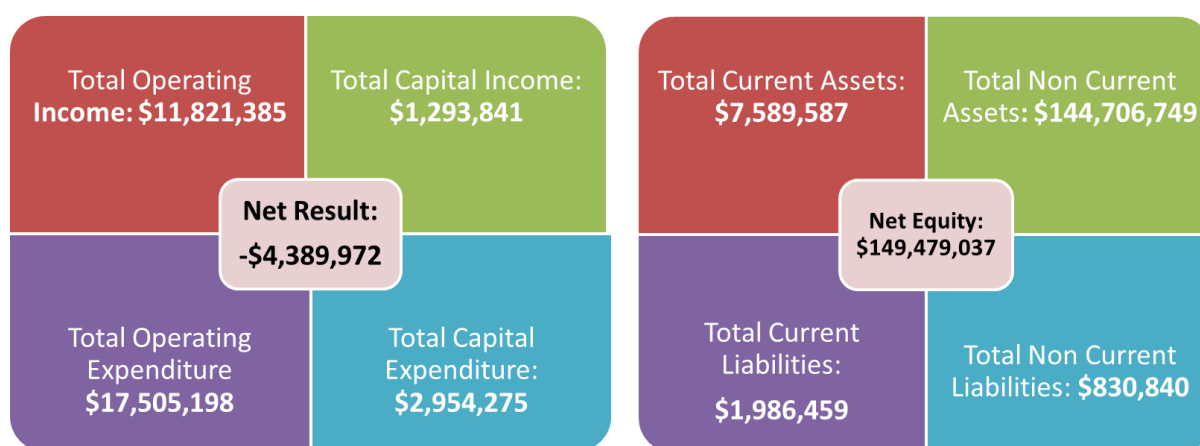
**Carried 200521.03 5/0**

## 09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Shaun Jorgensen; Acting Senior Accountant
DATE REPORT PREPARED:	15 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	11,821,385	17,466,000
Operating Expenses	17,505,198	20,724,000
<b>Operating Result (Profit/Loss)</b>	<b>- 5,683,813</b>	<b>- 3,258,000</b>
Capital Revenue	1,293,841	4,560,000
<b>Net Result</b>	<b>- 4,389,972</b>	<b>1,302,000</b>

Assets & Liabilities	Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	6,308,684	9,085,367
Other Current Assets	1,280,903	1,193,784
Non Current Assets	144,706,749	147,217,006
<b>Total Assets</b>	<b>152,296,336</b>	<b>157,496,157</b>
Liabilities (Current)	1,986,459	1,172,224
Liabilities (Non Current)	830,840	691,323
<b>Total Liabilities</b>	<b>2,817,299</b>	<b>1,863,547</b>
<b>Net Community Assets</b>	<b>149,479,037</b>	<b>155,632,610</b>

The tenth month of the financial year (83% elapsed) is presented in the financial reports with operational expenditure to date at 84% of full year revised budget and operational income at 68% of full year revised budget.

Financial performance (operating results)

Year to date operating revenues sat at \$11.8m against an annual forecast of \$17.4m while operating expenditure sat at \$17.5m against an annual budget of \$20m, consequently council's operating position at month end was a \$5.7m 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 \$6.3m from \$6.1m 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%	-48%
Working Capital Ratio	Greater than 1:1	4
Net Financial Liabilities Ratio	Less than 60%	-47%

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 remained constant at 4:1 from the previous month at the end of the April 20 reporting month. 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
<b>Recurrent Revenue</b>								
Rates levies and Charges	3,008,527	3,012,000	- 3,473	100%		3,008,527	2,510,000	498,527
Fees & Charges	73,173	84,000	- 10,827	87%		73,173	70,000	10,827
Rental Income	175,527	230,000	- 54,473	76%		175,527	191,667	54,473
Interest	115,437	135,000	- 19,563	86%		115,437	112,500	19,563
Recoverable Works Revenue	357,417	1,055,000	- 697,583	34%		357,417	879,167	697,583
Other Income	76,140	112,000	- 35,860	68%		76,140	93,333	35,860
Donations	-	13,000	- 13,000	0%		-	10,833	13,000
Developer Contributions	-	-	-			-	-	-
Subsidies and Grants	8,015,164	12,825,000	- 4,809,836	62%		8,015,164		
<b>Total Recurrent Revenue</b>	<b>11,821,385</b>	<b>17,466,000</b>	<b>- 5,644,615</b>	<b>68%</b>		<b>23,110,615</b>	<b>- 28,755,230</b>	<b>51,865,845</b>
<b>Capital Revenue</b>								
Sale of non-current assets	-	-	-			-	-	-
Contributions	-	-	-			-	-	-
Subsidies and Grants	1,293,841	4,560,000	- 3,266,159	28%		1,293,841	3,800,000	2,506,159
<b>Total Capital Revenue</b>	<b>1,293,841</b>	<b>4,560,000</b>	<b>- 3,266,159</b>	<b>28%</b>		<b>1,293,841</b>	<b>3,800,000</b>	<b>2,506,159</b>
<b>TOTAL INCOME</b>	<b>13,115,226</b>	<b>22,026,000</b>	<b>- 8,910,774</b>	<b>60%</b>		<b>24,404,456</b>	<b>- 24,955,230</b>	<b>49,359,686</b>
<b>Recurrent Expenses</b>								
Employee benefits	- 4,753,356	- 5,310,000	556,644	90%		- 4,753,356	- 4,425,000	328,356
Materials and services	- 8,697,360	- 10,603,000	1,905,640	82%		- 8,697,360	- 8,835,833	138,473
Finance costs	- 74,536	- 15,000	59,536	497%		- 74,536	- 12,500	62,036
Depreciation and amortisation	- 3,979,946	- 4,796,000	816,054	83%		- 3,979,946	- 3,996,667	16,721
<b>TOTAL RECURRENT EXPENSES</b>	<b>- 17,505,198</b>	<b>- 20,724,000</b>	<b>3,218,802</b>	<b>84%</b>		<b>- 17,505,198</b>	<b>- 17,270,000</b>	<b>235,198</b>
<b>NET RESULT</b>	<b>- 4,389,972</b>	<b>1,302,000</b>	<b>- 5,691,972</b>	<b>-337%</b>		<b>6,899,258</b>	<b>- 42,225,230</b>	<b>49,124,488</b>

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
<b>Recurrent Revenue</b>						
Rates levies and Charges	2,822,357	3,062,346	3,066,000 -	3,654	100%	83%
Less Discounts, Rebates & Remissions -	57,475 -	53,819 -	54,000 -	181	100%	83%
<b>Net Rates levies &amp; Charges</b>	<b>2,764,882</b>	<b>3,008,527</b>	<b>3,012,000 -</b>	<b>3,473</b>	<b>100%</b>	<b>83%</b>
Fees & Charges	81,940	73,173	84,000 -	10,827	87%	83%
Rental Income	180,359	175,527	230,000 -	54,473	76%	83%
Interest	173,117	115,437	135,000 -	19,563	86%	83%
Recoverable Works Revenue	607,513	357,417	1,055,000 -	697,583	34%	83%
Other Income	430,531	76,140	112,000 -	35,860	68%	83%
	<b>1,473,460</b>	<b>797,694</b>	<b>1,616,000 -</b>	<b>818,306</b>	<b>49%</b>	<b>83%</b>
Donations	-	-	13,000 -	13,000	0%	83%
Developer Contributions	-	-	-	-		
Subsidies and Grants	6,944,227	8,015,164	12,825,000 -	4,809,836	62%	83%
	<b>6,944,227</b>	<b>8,015,164</b>	<b>12,838,000 -</b>	<b>4,822,836</b>	<b>62%</b>	<b>83%</b>
<b>TOTAL RECURRENT REVENUE</b>	<b>11,182,569</b>	<b>11,821,385</b>	<b>17,466,000 -</b>	<b>5,644,615</b>	<b>68%</b>	<b>83%</b>
<b>Recurrent Expenses</b>						
Corporate Governance Costs	531,093	700,681	871,000	170,319	80%	83%
Administration Costs	1,541,569	2,859,240	3,494,000	634,760	82%	83%
Recoverable Works Expenses	706,241	308,476	952,000	643,524	32%	83%
Engineering Services	4,038,370	8,083,516	8,599,000	515,484	94%	83%
Utility Services Costs	529,028	694,577	790,000	95,423	88%	83%
Net Plant Operating Costs	463,149 -	590,998 -	724,000 -	133,002	82%	83%
Planning and Environmental Expenses	61,285	173,878	230,000	56,122	76%	83%
Community Services Costs	1,045,248	1,221,345	1,784,000	562,655	68%	83%
Finance Costs	9,551	74,536	15,000 -	59,536	497%	83%
Depreciation	3,928,101	3,979,946	4,796,000	816,054	83%	83%
Other Expenses	-	-	-	-		
<b>TOTAL RECURRENT EXPENSES</b>	<b>12,853,635</b>	<b>17,505,197</b>	<b>20,807,000</b>	<b>3,301,803</b>	<b>84%</b>	<b>83%</b>
<b>NET OPERATING RESULT</b>	<b>- 1,671,066 -</b>	<b>5,683,812 -</b>	<b>3,341,000 -</b>	<b>2,342,812</b>	<b>170%</b>	<b>83%</b>

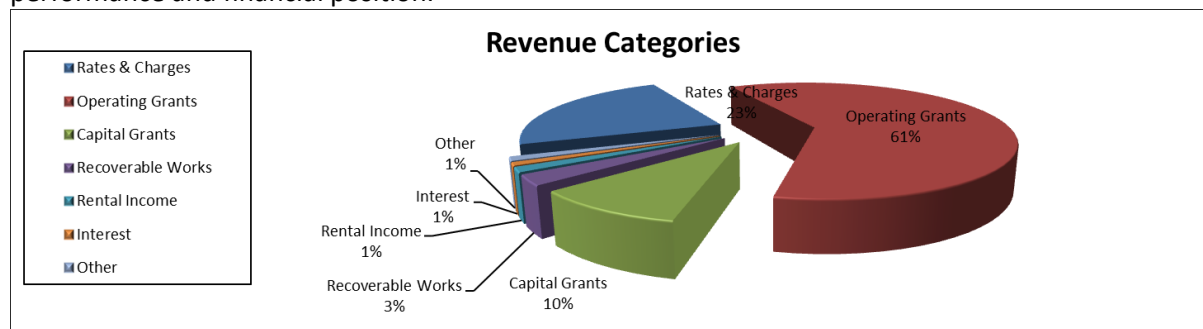
*\*\*The overall operating statement shows council operating income and operating expenditure by program or service. This report includes flood damage revenues and flood damage related expenditure. The normalised operating statement below excludes flood damage revenue and expenditure and presents a more 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	
<b>Recurrent Revenue</b>							
Rates levies and Charges	2,822,357	3,062,346	3,066,000	-	3,654	100%	83%
Less Discounts, Rebates & Remissions	- 57,475	- 53,819	54,000	-	181	100%	83%
	<b>2,764,882</b>	<b>3,008,527</b>	<b>3,012,000</b>	-	<b>3,473</b>	<b>100%</b>	<b>83%</b>
Fees & Charges	81,940	73,173	84,000	-	10,827	87%	83%
Rental Income	180,359	175,527	230,000	-	54,473	76%	83%
Interest	173,117	115,437	135,000	-	19,563	86%	83%
Recoverable Works Revenue	607,513	357,417	1,055,000	-	697,583	34%	83%
Other Income	430,531	76,140	112,000	-	35,860	68%	83%
	<b>1,473,460</b>	<b>797,694</b>	<b>1,616,000</b>	-	<b>818,306</b>	<b>49%</b>	<b>83%</b>
Donations	-	-	13,000	-	13,000	0%	83%
Developer Contributions	-	-	-	-	-		
Subsidies and Grants (Excl flood damage revenue)	1,969,710	1,346,647	3,580,000	-	2,233,353	38%	83%
	<b>1,969,710</b>	<b>1,346,647</b>	<b>3,593,000</b>	-	<b>2,246,353</b>	<b>37%</b>	<b>83%</b>
<b>TOTAL RECURRENT REVENUE (EXCL FLOOD DAMAGE REVENUE)</b>							
	<b>6,208,052</b>	<b>5,152,868</b>	<b>8,221,000</b>	-	<b>3,068,132</b>	<b>63%</b>	<b>83%</b>
<b>Recurrent Expenses</b>							
Corporate Governance Costs	531,093	700,681	871,000		170,319	80%	83%
Administration Costs	1,541,569	2,859,240	3,494,000		634,760	82%	83%
Recoverable Works Expenses	706,241	308,476	952,000		643,524	32%	83%
Engineering Services (Excl flood damage expenses)	- 878,298	1,707,213	2,336,000		628,787	73%	83%
Utility Services Costs	529,028	694,577	790,000		95,423	88%	83%
Net Plant Operating Costs	463,149	590,998	724,000	-	133,002	82%	83%
Planning and Environmental Expenses	61,285	173,878	230,000		56,122	76%	83%
Community Services Costs	1,045,248	1,221,345	1,784,000		562,655	68%	83%
Finance Costs	9,551	74,536	15,000	-	59,536	497%	83%
Depreciation	3,928,101	3,979,946	4,796,000		816,054	83%	83%
Other Expenses	-	-	-	-	-		
<b>TOTAL RECURRENT EXPENSES (EXCL FLOOD DAMAGE EXPENSES)</b>							
	<b>7,936,967</b>	<b>11,128,894</b>	<b>14,544,000</b>		<b>3,415,106</b>	<b>77%</b>	<b>83%</b>
<b>NET RESULT</b>							
	- <b>1,728,915</b>	- <b>5,976,026</b>	- <b>6,323,000</b>		<b>346,974</b>	<b>95%</b>	<b>83%</b>

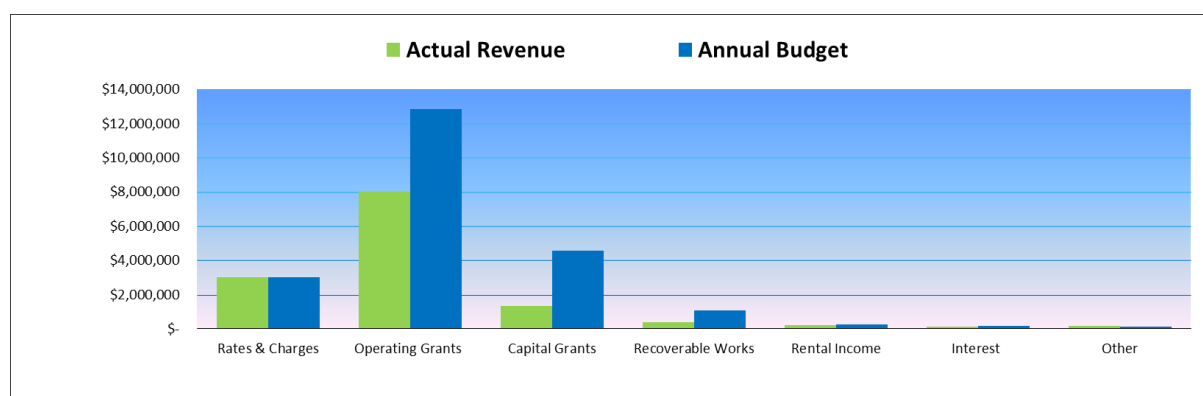
## 5. REVENUE ANALYSIS

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	2,355,096	2,359,000	- 3,904	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 64% complete. Claims for approx. \$379K for Wills Development, \$270K for Camowear and \$2K 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	4,753,356	4,697,308	- 56,048	Higher than usual due to unplanned expenses
Materials and services	8,697,360	8,835,833	138,473	M/S expenditure lower than expected
Finance costs	74,536	12,500	- 62,036	Due to increase in doubtful debt prov. in March 20
Depreciation and amortisation	3,979,946	3,996,667	16,721	Slightly above pro rata estimates
<b>Total</b>	<b>17,505,197</b>	<b>17,270,000</b>	<b>- 235,197</b>	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 no within the budget pro-rata due to unexpected employee costs incurred by council.

**Finance costs;** Finance costs consist of bank charges and bad debts written off – finance costs no within annual budget estimates due to the recognition of an additional doubtful debt against the provision in March 20.

**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
<b>Current Assets</b>			
Cash and cash equivalents	9,595,818	6,308,684	9,085,367
Trade and other receivables	1,012,126	860,693	729,220
Inventories	230,813	275,120	230,813
Other financial assets	307,845	145,090	233,751
Non-current assets classified as held for sale	-	-	-
<b>Total current assets</b>	<b>11,146,602</b>	<b>7,589,587</b>	<b>10,279,151</b>
<b>Non-current Assets</b>			
Receivables	-	-	-
Property, plant and equipment	209,710,488	213,097,529	216,549,152
Accumulated Depreciation	- 64,410,834	- 68,390,780	- 69,332,146
Intangible assets	-	-	-
<b>Total non-current assets</b>	<b>145,299,654</b>	<b>144,706,749</b>	<b>147,217,006</b>
<b>TOTAL ASSETS</b>	<b>156,446,256</b>	<b>152,296,336</b>	<b>157,496,157</b>
<b>Current Liabilities</b>			
Trade and other payables	1,441,271	1,917,764	1,103,921
Borrowings	-	-	-
Provisions	142,848	68,695	68,303
Other	-	-	-
<b>Total current liabilities</b>	<b>1,584,119</b>	<b>1,986,459</b>	<b>1,172,224</b>
<b>Non-current Liabilities</b>			
Trade and other payables	-	-	-
Interest bearing liabilities	-	-	-
Provisions	686,323	830,840	691,323
Other	-	-	-
<b>Total non-current liabilities</b>	<b>686,323</b>	<b>830,840</b>	<b>691,323</b>
<b>TOTAL LIABILITIES</b>	<b>2,270,442</b>	<b>2,817,299</b>	<b>1,863,547</b>
<b>NET COMMUNITY ASSETS</b>	<b>154,175,813</b>	<b>149,479,037</b>	<b>155,632,610</b>
<b>Community Equity</b>			
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	23,530,692	29,684,265
Other reserves	-	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>154,175,813</b>	<b>149,479,037</b>	<b>155,632,610</b>

## Cash and investment accounts summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	1.45%	87,473	\$ 4,439,764
Westpac General Fund	0%	-	\$ 1,868,663
Cash Floats	0%	-	\$ 258
<b>Total</b>			<b>\$ 6,308,684</b>

## 8. OUTSTANDING RECEIVABLES

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

Ageing of general debts analysis

Outstanding general debts decreased from \$90K to \$88.6K from the previous reporting month. Month end results indicate that approximately 51% or \$76K of total outstanding debt (\$88.6k) 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 22%.

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
Low Risk of default				55,000	\$ 55,000
High Risk of default	65,761				\$ 65,761
Low Risk of default	1,980				\$ 1,980
Low 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	2,475		\$ 3,808
Low Risk of default	184				\$ 184
Low Risk of default	64				\$ 64
<b>Total</b>	<b>\$ 88,602</b>	<b>\$ 4,364</b>	<b>\$ 4,400</b>	<b>\$ 55,000</b>	<b>\$ 152,365</b>
Default risk percentage of total outstanding	51%				
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	\$ 84,303	\$ 20,008	\$ 378,727	\$ 50,427	\$ 533,466
SEWERAGE CHARGES	\$ 2,506	\$ 754	\$ 12,898	\$ -	\$ 16,158
GARBAGE CHARGES	\$ 2,730	\$ 1,785	\$ 6,015	\$ -	\$ 10,531
WATER ACCESS CHARGES	\$ 51,893	\$ 13,016	\$ 32,945	\$ -	\$ 97,854
WATER - EXCESS CONSUMPTION	\$ 42,144	\$ 13,336	\$ -	\$ -	\$ 55,479
STATE GOVT EMERGENCY SVCE LEVY	\$ 2,329	\$ 1,109	\$ 3,749	\$ 158	\$ 7,345
<b>TOTAL</b>	<b>\$ 185,906</b>	<b>\$ 50,008</b>	<b>\$ 434,334</b>	<b>\$ 50,585</b>	<b>\$ 720,833</b>

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.

## 9. STATEMENT OF CASH FLOWS

STATEMENT OF CASH FLOWS			
		Year To Date	Annual Forecast
		Actual	Budgeted
Cash flows from operating activities			
Receipts from customers		3,983,178	4,576,094
Payments to suppliers & employees	-	13,916,006	- 16,080,545
	-	9,932,828	- 11,504,451
Interest received		115,437	135,000
Rental income		175,527	230,000
Non capital grants and subsidies		8,015,164	12,825,000
Net cash inflow (outflow) from operating activities	-	1,626,701	1,685,549
Cash flows from investing activities			
Payments for property plant & equipment	-	2,954,275	- 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	-	1,660,434	- 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	-	3,287,134	- 510,451
Cash at beginning of the reporting period		9,595,818	9,595,818
Cash at end of the reporting period		6,308,684	9,085,367

## 10. EXERCISE OF DELEGATIONS

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

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

## 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 Yanner**

**Seconded: Cr Murray**

**Carried 200521.04 5/0**

## 09.03.01 Strategic Projects Reports

DEPARTMENT:	Works and Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	12 May 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

## 1. PROJECTS (&lt;\$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"> <li>Quarterly reporting requirements for DRFA ex gratia payment completed;</li> <li>Monthly reporting requirements for W4Q 2019-21 met;</li> <li>Variation Request submitted for W4Q 2019-21 projects. Awaiting Ministerial approval.</li> </ul>
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"> <li>Network Visibility initiative commenced. Reporting to be provided to May Council meeting.</li> </ul>
Phillip Yanner Memorial Oval Upgrade	Oval upgrade to establish playing surface capable of hosting regional events.	<ul style="list-style-type: none"> <li>Monitoring field coverage of grass.</li> <li>GPPS R07 monthly report submitted for April 2020.</li> <li>Final elements to complete: field survey and line-marking, goal post installation.</li> </ul>
Gregory Showgrounds Bar/Kitchen	Design, construction and fit-out of Bar & Kitchen at the Gregory Showgrounds.	<ul style="list-style-type: none"> <li>Project 99% completed. Awaiting final gas fitting of appliances to enable final inspection and certification.</li> </ul>
Gregory Showgrounds: Judge's Tower	Relocate and upgrade Judge's Tower	<ul style="list-style-type: none"> <li>Contract executed;</li> <li>Foundations for structure completed;</li> <li>Building permit issued;</li> <li>Works scheduled to commence from 19 May 2020 (delayed due to COVID-19).</li> </ul>

Project	Description	Update/activity for reporting month
Waste tyre removal and recycling	Council has secured funding to remove waste tyre stockpiles from	<ul style="list-style-type: none"> <li>Contract for collection, transportation and recycling awarded</li> </ul>
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> <li>Draft ILUA &amp; State Land Transfer Agreement forwarded to Waanyi for review in November 2019.</li> <li>No progress to report</li> </ul>
IT Coverage – 4G small cell at Hells Gate	Installation of 4G small cell at Hells Gates	<ul style="list-style-type: none"> <li>Contract with Telstra to deliver project signed &amp; Deed of Access signed with Hells Gate.</li> <li>Scheduled for installation 29 June 2020.</li> </ul>
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"> <li>Project commenced.</li> </ul>
Coastal Hazard Adaptations Strategy – phases 3-5	Complete phases 3-5 of Burke's Coastal Hazard Adaptation Strategy.	<ul style="list-style-type: none"> <li>Project start-up meeting held on 29 April 2020.</li> </ul>
Waste Reduction & Recycling Plan	Local Governments are required to adopt and update Waste Reduction and Recycling Plans.	<ul style="list-style-type: none"> <li>Reviewing opportunities related to food organics and garden organics.</li> <li>Update on Doomadgee regional waste facility requested.</li> </ul>
Asset Management Plans	Council is required to update Asset Management Plans for key assets on an annual basis	<ul style="list-style-type: none"> <li>Will be progressed pending receipt of final asset valuations.</li> </ul>
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial (Utilities) developments.	<ul style="list-style-type: none"> <li>Reconfiguration of Lot and Operational Works process commissioned and commenced.</li> <li>Conditional on completion of the Flood Risk Management Study</li> </ul>

## 2. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Burketown Flood Risk Management Study		<ul style="list-style-type: none"> <li>Final project acquittal process underway with QRA. Document to be uploaded to website.</li> </ul>
Planning Scheme	Development and adoption of Planning Scheme	<ul style="list-style-type: none"> <li>Adopted by Council at the January 2020 Council meeting.</li> <li>Commencement date of 7 February 2020</li> </ul>
Burketown STP Upgrade	LGGSP-funded project to upgrade the Burketown Sewerage Treatment Plant	<ul style="list-style-type: none"> <li>Defect rectifications partially completed in March 2020.</li> <li>Defect rectifications fully completed in May 2020.</li> </ul>

## 3. CURRENT FUNDING SUBMISSIONS

Funding program	Description	Update/activity for reporting month
DRFA Flexible Funding R2	Gregory Showgrounds – Jockey Change Room replacement	Application submitted
DRFA Flexible Funding R2	Phillip Yanner Memorial Oval: change room restoration and concrete works	Application submitted
DRFA Betterment	Transport betterment projects: <ul style="list-style-type: none"> <li>Upgrade to LH National Park Road</li> </ul>	Funding application successful. RFT documentation being prepared.
Building Our Regions R05	Detailed Design for the Burketown Mineral Baths Project	Application unsuccessful. Project progressing via Outback Tourism Grant.
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.	<ul style="list-style-type: none"> <li>Final extension clause triggered. Advisory correspondence sent on 5 April 2020;</li> <li>In the process of confirming a date for a contractor session on the new ROPS arrangements and the process for responding to the RFT.</li> </ul>
Trades & Services	ROPS for provision of wide-range of trades and services:  1 <sup>st</sup> Term: Aug 2019 – Aug 2020  Utilised to date for building, electrical, plumbing, building certification services.	<ul style="list-style-type: none"> <li>Established on Vendor Panel on 30 Aug 2019.</li> <li>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</li> </ul>

## 5. CURRENT/RECENT TENDERS

Tender	Description	Opened	Closes	Awarded
2020-11	Concrete Works Package 1	17 Mar 2020	30 Mar 2020	21 May 2020
2020-12	Concrete Works Package 2	17 Mar 2020	30 Mar 2020	21 May 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 the detailed design for this project.
Burke Shire SCADA	Project scope under development to improve Burke's SCADA arrangements
Mineral Baths	Procure design and consultancy services via RFQ. RFQ documentation currently being drafted and due for release in May 2015.
STP Irrigation	Design of flood irrigation system for the STP. Site visitation scheduled for week beginning 12 May 2020.
Sewer Treatment network	Inflow and infiltration (smoke test) assessment of the Burketown sewer network. Project scoped and costed.
Waste Management	Food Organics / Garden Organics service. Initial options analysis initiated.
Waste Management	Scrap metal recycling tender documents developed. Will look to finalise and release once COVID-19 restrictions are reduced.
Gregory Show Grounds Jockey Change Rooms	Replace the Jockey change rooms at the Gregory Showgrounds. Project scoped and costed and submitted for funding to DRFA Flexible Funding Round 2.
PYMO change rooms	Renovation of change room facilities. Project scoped and costed and submitted for funding to DRFA Flexible Funding Round 2.

## 7. GULF SAVANNAH DEVELOPMENT PROJECTS

**RAB PROJECTS 2019-2020**

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

Project	Description	Update for reporting month
BBRF Community Investment Stream: ▪ Regional Branding Strategy	Complete Regional Branding Strategy: literature review, regional audit, supply chain logistics, legal and financial dimensions, marketing and commercial, roll-out strategy.	Milestone 1 & 2 achieved. Project extension requested and approved.
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 Clarke

**Seconded:** Cr Wade

**Carried 200521.05 5/0**

## Attendance

Cr Murray left the meeting from 10.12am to 10.16am.

## 11. Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan, Chief Executive Officer
DATE REPORT PREPARED:	15 May 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan – Administration. Outcome 2.2 Professional administrative interaction with all stakeholders

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#### 1. PURPOSE

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

#### 2. MATTERS FOR YOUR INFORMATION

As indicated in my previous report, human resources and insurance have been my priorities over the last month, in addition to business as usual and COVID-19 related issues.

##### Human Resources Update

We are currently recruiting for Human Resources, Workshop Manager and Payroll Officer.

Recent appointments:

- Davo Booth – Roads Supervisor
- James Aitkens – Works and Services Operations Supervisor
- Jasmin Davis – Workplace Health and Safety Officer
- Chontelle George – Workplace Health and Safety Administration Officer
- Jordan Marshall – IT and Communications Administrator
- Burnette Hollingsworth – Landscaper, Sports Field Maintenance (Part time)
- Graham O’Byrne – Acting Executive Engineering
- Shaun Jorgensen – Acting Senior Accountant

Council will be implementing ‘Employment Hero’, a paperless system, to manage our HR process and trialling it for payroll management. The set-up will take approximately six weeks.

##### Insurance

A line-by-line appraisal has shown that our insured assets could be reduced by approximately \$20 million. We are now going out to market in the hope of significantly lowering our insurance



premiums. As previously discussed, Council will assume more risk in that some infrastructure that was grant-funded or that we would not replace, has low or no insurance.

#### Council Housing

The maintenance, pest control, depreciation, staff time and insurance related to Council's aging housing stock is exceptionally onerous to Council. Recognising, too the social and economic benefits of homeownership, my proposal to Council is to divest of housing stock to tenants, with the exception of a few executive homes. Minister Hinchcliffe has indicated that he would support this divestment outside of Council's usual obligation to tender or auction assets. I shall be presenting recommendations for Council for its consideration.

### 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 200521.06 5/0**

## 12. Corporate and Community Services

### 12.01.01 Community Services Monthly Update

A verbal report will be provided to the meeting.

#### Adjournment

That Council adjourned the meeting for morning tea from 10.32am to 11.08am; all were present at resumption.

#### Declaration: Material Personal Interest

Cr Murray declared a material personal interest in item 10.02 and left the meeting at 11.08am.

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

- (i) A relative is a sub contractor to a tenderer and stands 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."

## 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 11.09am.**

**Moved: Cr Wade**

**Seconded: Cr Yanner**

**Carried 200521.07 4/0**

### Attendance

Heath Jones (Erscon) phoned into the meeting at 11.10am.

### Move into Open Session

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

**Council resumed open session at 11.41am.**

**Moved: Cr Clarke**

**Seconded: Cr Yanner**

**Carried 200521.08 4/0**

### 10.02 Closed Session Report - 20-09 Escott Road Concrete Floodway

- 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 note the contents of the report and relevant attachments; and**
- 3. That Council awards the 20-09 DRFA REPA contract (Escott Road Concrete Floodway) to Durack Civil Pty Ltd in the amount of \$352,303 subject to receipt of final funding value from the Queensland Reconstruction Authority.**

**Moved: Cr Wade**

**Seconded: Cr Yanner**

**Carried 200521.09 4/0**

## 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) (e)*.**

**(e) contracts proposed to be made by it.**

**Council moved into closed session at 11.44am.**

**Moved: Cr Camp**

**Seconded: Cr Wade**

**Carried 200521.10 4/0**

### Attendance

Heath Jones phoned into the meeting at 11.45am.

Cr Murray entered the meeting at 11.51am.

### 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 12.09pm.**

**Moved: Cr Murray**

**Seconded: Cr Camp**

**Carried 200521.11 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 200521.12 5/0**

### 13. Mayoral Report

I attended the following:

- Weekly DDMG meetings
- Weekly meetings with the Premier
- Weekly meetings with DATSIP representatives
- DDMG Meeting to Plan for 2nd wave of Virus – with relaxation of rules/regulations and Winter approaching
- DDMG Meetings to Commence Discussions of Exit Strategy/Variation of Regulations for PEZ
- Meeting with DG DATSIP, DATSIP representatives, Min Emergency Services – ongoing PEZ regulations/variations/options/exit strategies
- LDMG Training – Chair/Deputy Chair LDMG, CEO, DCEO and MM – with Elliott Dunn
- DATSIP Executive and Representatives, Qld Health Representatives – Biosecurity Arrangements
- DATSIP Reps, Min Crawford – National Cabinet Update
- LDMG Meetings official and community– as required- including one to consider State School plan and endorse to allowing reopening of school facility to students
- Coastal Hazard Adaption Meeting – initial meeting with stakeholders
- Discussions with DoE Representatives regarding community requests to have school reopen
- Emails/discussions with Bob Guteridge regarding his role and support for COVID measures in community

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
- 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 phone calls regarding entry into the Shire
- Numerous phone calls/emails to DDMG reps/DATSIP regarding entrance to Shire – particularly personal entrance
- Numerous phone calls/emails to QHealth reps regarding medical tunnel entrance/exit
- On average, I am spending 3-4 hrs/day on these type of COVID related matters

- Circulated emails to all stations, businesses, LDMG members and other relevant groups/individuals on travel restrictions into remote communities – fact sheets, processes and links to documents
- Circulated emails to stations regarding seasonal workers requirements in relation to COVID
- Circulated email to rural properties/businesses regarding need for dental services

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

**Moved: Cr Murray**

**Seconded: Cr Yanner**

**Carried 200521.13 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 Wade**

**Carried 200521.14 5/0**

#### 15. New business of an urgent nature admitted by Council

**Council notes that no new business of an urgent nature was admitted by Council.**

#### 16. Deputations and presentation scheduled for meeting

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

#### 17. Closure of meeting

**The Chair declared the meeting close at 12.36pm.**

I hereby certify that these pages numbered 1 to 29 – constitute  
the Confirmed minutes of the Ordinary Council Meeting of Burke  
Shire Council held on Thursday 21 May 2020.

Mayor Cr Ernie Camp .....