Correspondence

Correspondence for Information

1. 1430602 * 406 Electoral Commission Queensland
   Planning Phase - 2016 Local Government Elections.

2. 1431576 * 925 Zonta Club Burdekin Inc
   Letter of Thanks - Councils Assistance - Orange Dye in Ayr Fountain - Domestic and Family Violence Month - May.

3. 1433097 * 147 Burdekin District Cane Growers Limited
   Meeting Request - Councillors and Burdekin District Cane Growers Limited. - General Rating Policy.

4. 1433627 * 1399 Sunrice
   Letter of Thanks - Value-Adding Seminar 2015 - SunRice.

5. 1433888 * 3 North Burnett Regional Council

6. 1433976 * 17 Whiley, Wendy Ruth
   Customer Feedback - Keeping the Burdekin Theatre.

7. 1433981 * 7 Department Of State Development
   New Building Our Regions: Regional Infrastructure Fund.

8. 1434001 * 882 Giru State School Parents & Citizens (P & C) Association
   Concerns - Maintenance and Safety of Giru Show Grounds.
9. **1434003 * 925**  
Worlein, Eliza

Thank You - Sponsorship U10 Novelty/Musical Theatre Vocal Solo - Eliza Worlein.

10. **1434207 * 368**  
**Local Government Managers Australia (LGMA) - National**

Communication Regarding the Financial Assistance Grants from ALGA and LGMA National.

11. **1434738 * 1224**  
**Economic Development Strategic Advisory Group - EDSAG**

8 May 2015

Mr Matthew Magin
Chief Executive Officer
Burdekin Shire Council
PO Box 974
AYR QLD 4807

Dear Mr Magin

Thank you for your letter of 27 April 2015 regarding the 2016 Local Government elections.

The Commission is in its planning phase for these elections and as part of that has written to all Council Executive Officers to open a line of communication.

The Commission will take into consideration the issues you have raised and will be making contact with your Council over the coming months.

Yours sincerely

Walter van der Merwe
Electoral Commissioner
18 May, 2015

Mayor Bill Lowis
Burdekin Shire Council
145 Young Street
Ayr 4807

Dear Mr Lowis

I would like to thank you on behalf of the Zonta Club of Burdekin for the assistance provided by council in highlighting the issue of domestic violence. The addition of orange dye in the fountain for the month of May has attracted attention and together with media coverage we are hopeful of an ever increasing awareness of this problem.

The club is also appreciative of the installation of the Zonta sign on the community services board at the Lions Park in Home Hill.

Our club is grateful for all the efforts provided by council.

Yours truly

Debbie Watson

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25 May 2015

Attention: Mr Matthew Magin
Chief Executive Officer
Burdekin Shire Council
145 Young Street
AYR QLD 4807

Dear Matthew

We refer to correspondence received from the Mayor, Councillor Lowis, dated 12 February 2015 in which our organisation was invited to provide a list of relevant questions relating to Council’s general rating policy and then arrange a meeting with Councillors by contacting you.

After due consideration and a further discussion with our members, our organisation considers the predominate question for Councillors to address with sugar cane farmers, is how the Council justifies a category D ratepayer paying approximately three times the general rates of a category B ratepayer when their properties have identical unimproved land valuations.

We would appreciate a meeting with all Councillors attending as soon as possible, and in this regard, please nominate your preferred dates for the meeting.

We await your early reply.

Yours faithfully
BURDEKIN DISTRICT CANE GROWERS LTD

Julie Artiach
MANAGER AND COMPANY SECRETARY

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</table>
21 May 2015

Matthew Magin
CEO
Burdekin Shire Council
P.O. Box 974
Ayr QLD 4807

Dear Matthew

I just wanted to thank you for giving SunRice the opportunity to present at the Burdekin Shire Value-Adding Seminar.

We enjoyed meeting you over dinner and I believe you have an incredibly vibrant, progressive region to manage.

We look forward to establishing a successful rice industry and working together in the future.

Kind regards
David Keldie

General Manager Global Consumer Markets
SunRice
#ALGWAQ15
"Country Culture & Class"

22-24 July 2015
Host & Platinum Sponsor:
North Burnett Regional Council
To register as a delegate for the 2015 ALGWA State Conference, this registration form must be completed and returned to North Burnett Regional Council by COB Wednesday, 1 July 2015. Full registration will include:

- Mayoral Welcome Function Wednesday, 22 July 2015;
- Transport to and from Welcome Function;
- Morning tea, lunch and afternoon tea on Thursday, 23 July 2015;
- Bush Dinner on the evening of Thursday, 23 July 2015;
- Transport to and from Bush Dinner;
- Networking Breakfast, Morning Tea, Lunch and Afternoon Tea on Friday, 24 July 2015;
- All conference material, sponsors information, presenter’s session notes;
- Conference satchel and gift;
- Transport from and to Bundaberg Airport (if required).

A Tax Invoice will be sent to you within 14 days of this registration form being received by North Burnett Regional Council

Join the conversation and become a member of the ALGWA Facebook Group - [http://on.fb.me/1IQIiXY](http://on.fb.me/1IQIiXY) Delegates will be able to share information, connect with other conference participants and be up to date with all the latest Conference information. Also follow the conference on Twitter #ALGWAQ15

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<tbody>
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**Badge Name (if different to the above)**

**Dietary Requirements:**

**Other Requirements:**

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*Early Bird pricing will apply until COB Friday, 26 June 2015.*

**SOCIAL EVENTS (to be completed by full registration attendees only) included with Member Registrations**

For attendance and catering purposes, please indicate the included social events you will be attending (please ✓ tick):

- [ ] Mayor’s Welcome Reception; Wednesday 22 July 2015
- [ ] Bush Dinner; Thursday 23 July 2015
- [ ] Networking Breakfast; Friday 24 July 2015
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<tr>
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<td>Mayor’s Welcome Reception Wednesday 22 July 2015</td>
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<td>Bush Dinner Thursday 23 July 2015</td>
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<tr>
<td>Networking Breakfast Friday 24 July 2015</td>
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<tr>
<td>Partner Mystery Tour Only - Friday</td>
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Please ☑ tick if you require transport to/from Bundaberg Airport *(Pick up Wednesday Returning Saturday Only)*

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<tr>
<td>A full refund will be made for cancellations received in writing to Conference Secretariat 20 working days prior to the conference. Cancellations received after this or non-attendance will not receive a refund.</td>
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<td>Name on Card: ________________________________________________</td>
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<td>Expiry Date: __ __ / __ __ CCV: __ __ __</td>
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## PAYMENT OPTION B – CHEQUE OR MONEY ORDER
Cheque or money order can be made payable to North Burnett Regional Council and mailed with this registration form.

## PAYMENT OPTION C – DIRECT DEPOSIT
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<tr>
<td>BSB</td>
<td>084-560</td>
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<tr>
<td>Account Number</td>
<td>75-495-1697</td>
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<tr>
<td>Reference</td>
<td>(eg ALGWA and your Surname)</td>
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Please email remittance to: ALGWAQ15@northburnett.qld.gov.au

### TO MAIL
<table>
<thead>
<tr>
<th>Post</th>
<th>Natalie Zillman</th>
</tr>
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<tbody>
<tr>
<td>Executive Officer</td>
<td>PO Box 390</td>
</tr>
<tr>
<td></td>
<td>Gayndah Q 4625</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:ALGWAQ15@northburnett.qld.gov.au">ALGWAQ15@northburnett.qld.gov.au</a></td>
</tr>
<tr>
<td>Phone</td>
<td>1300 696 272</td>
</tr>
<tr>
<td>Fax</td>
<td>(07) 4161 1425</td>
</tr>
</tbody>
</table>

### OFFICE USE ONLY
| Receipt No.                   | Delegates Tag Created          |
| Delegate No.                  | Conference Satchel             |
| Registration Confirmed        | Transport Requirements         |

Don’t forget to share you’re attending #ALGWAQ15
ACCOMODATION:

Council encourages delegates to book accommodation early, as there are limited rooms available.

Below is a list of accommodation houses and contact details. Please, when booking, ensure you advise you are booking as part of the ALGWA Conference and use the following code.

ALGWAQ15

Gayndah Motel Listings

Country Roads Inn 4261 2211 56 Capper Street
Gayndah Colonial Motor Inn 4161 1999 62 Capper Street
Gayndah A Motel 4161 2500 4 Mick Lutvey Street
Golden Orange Motel 4161 1107 5 - 7 Maltby Place

Should you have difficulties booking accommodation, please contact the North Burnett Regional Council for assistance.

www.northburnett.qld.gov.au
Country, Culture & Class
Wear your hat and boots

Wednesday 22 July, 2015:
3.00pm: Registrations open
Gayndah Town Hall (38 Capper St)
6.00pm: Mayor’s Welcome Reception
Gayndah Art Gallery (34 Meson St)
Wine and cheese function Regional Art Show
(Stiletto heels must be covered to not damage the soft timber flooring)

Thursday 23 July, 2015:
8.00am: Registrations open
Gayndah Town Hall (38 Capper St)
8.45am: MC Conference Open and Welcome for the day
Welcome to country, Australian Anthem & Candle Lighting Ceremony
9.00am: Official Conference Launch
9.15am: Board buses
9.30am: Mayor’s Address – Mayor Don Waugh, North Burnett Regional Council
9.45am: Tastes of Citrus Morning Tea - Glenellen Orchard
10.15am: Glenellen Orchard and packing shed tour (1.5 hour)
11.45am: Board buses - Travel Gayndah-Mundubbera Road to Mundubbera
12.00: Horticultural Visit – Blueberry Farm
12.45pm: Lunch - Mundubbera Bowls Club
Free Time to look around the town of Mundubbera
2.30pm: Key Note Speaker
Mundubbera Town Hall
3.15pm: Board buses
4.00pm: Sunset Afternoon Tea
McConnell’s Lookout - wine, cheese, nibbles
4.45pm: Board buses back to Gayndah to change for evening function
6.00pm: Bush Dinner
Buses will transport to the Gayndah Show Hall for a night of country fun

Friday 24 July, 2015:
6:30am – 8:00 Networking Breakfast - Local Snapshots
8.30am MC Conference Open and Welcome for the day
8.45am: ALGWA Queensland President’s Address
9.15am: Queensland Treasury Corporation
Establishing a transparent & value for money framework for making project decisions
9.45am: Presentation Social Media and Natural Disasters
10.30am: Morning Tea
11.00am: Keynote Speaker – International Guest
11.45am: Industry Presentation
12:15pm: Presentation by Brisbane City Council 2016 ALGWA Conference
12.30pm: Lunch
Free Time to explore the main street of Gayndah
2.00pm: Keynote Speaker
2.45pm: Handy Hints & Tips for campaigning for 2016
3:15pm Close and Afternoon Tea
3.45pm: AGM
6.00pm: Your choice networking meal for those heading home Saturday
KEEPING THE BURDEKIN THEATRE

If the Burdekin Council is serious about keeping the Burdekin Theatre available for the people they must put more effort into making it financially viable. Instead of only looking at ways to make cut backs they should be promoting the Theatre as a business conference venue. The Theatre has excellent facilities for just this purpose and there would be “spin off” benefits for local restaurants, motels, caravan parks and tourism ventures. And the local shire council is there to promote business as well as act as a local government body. This way the people of the Burdekin would still have their theatre that they are justly proud of and care about. The increased use the Burdekin Theatre has makes “The Friends of the Theatre” even more important. As regardless of the event health & safety legislation states that there must be a certain number of ushers for the audience numbers. So I suggest that instead of a “razor gang” the Council needs a Burdekin Theatre promotion sub-committee.

Wendy Whiley, Ayr
27 MAY 2015

Mr Matthew Magin
Chief Executive Officer
Burdekin Shire Council
PO Box 974
AYR QLD 4807

Dear Mr Magin

Delivering on the Queensland Government's election promise to regional Queensland, it is my pleasure to announce the government’s new $200 million Building our Regions: Regional Infrastructure Fund which will be open for applications later this year.

The program is designed to strengthen regional Queensland by investing in critical infrastructure which enables economic growth and increases employment opportunities for Queenslanders.

The program includes four funds, three of which are new funds managed by my Department. These include the:

1. Regional Capital Fund ($70 million over two years)

2. Royalties for Resource Producing Communities Fund ($55 million over two years)

3. Remote Communities Infrastructure Fund ($15 million over 2 years).

The fourth fund is the Transport Infrastructure Development Scheme (TIDS), which includes an additional $60 million in funding available over two years. TIDS will continue to be managed by the Department of Transport and Main Roads, and information about TIDS is available at www.tmr.qld.gov.au.
The government understands that the community and business thrives in an environment where well-targeted infrastructure projects allow the delivery of essential services to the community and business. The government is committed to identifying infrastructure projects that will address current infrastructure constraints that communities and business are experiencing and invest in projects that act as catalysts to more regional economic and jobs growth.

Industry has also long had a role in supporting and delivering jobs and important infrastructure projects in regional communities - further contributing to the regional Queensland economy.

It is important that this program continues to build on the collaborative efforts from previous programs. Consequently, a key feature of the Building our Regions program will be the prioritisation of projects that have funding contributions from local government, business and industry.

I know you do a lot in this area already; however, I would encourage you to work closely with business and industry to accelerate co-investment opportunities for priority, shovel-ready projects which may be considered under the Building our Regions program.

The Department of State Development (DSD) is currently finalising the guidelines and is working with the Local Government Association of Queensland to develop a program to inform councils about the requirements of Building our Regions. It is envisaged that this program will be rolled out during July and August 2015, prior to the opening of round 1 of the program.

In the meantime, I encourage you to engage with your local DSD Regional Office and visit www.dsd.qld.gov.au/BuildingourRegions for further information about the program.

Alternatively, you can contact Ms Maree Parker, Executive Director, Economic and Regional Development, Department on State Development, on 3452 7386 or maree.parker@dsd.qld.gov.au, who will be pleased to assist.

Yours sincerely

[Signature]

David Edwards
Director-General
Giru State School
Parents and Citizens Association
Luxton Street, GIRU QLD 4809

The CEO, Burdekin Shire Council,

Giru State School was responsible for the grounds located beside the school, locally known as the “Show Grounds”, for a number of years. During the time the school was responsible for the area we maintained it for school and community use and a number of events were held each year, including school sports day, cricket matches, cross country and community U8s Day activities. In recent years, school funding for mowing and maintenance have been reduced. Regrettably, therefore, the school has had to relinquish their responsibility for this area.

The Giru Show Society approached our P&C Association seeking a letter of support for the “Show Grounds” to be returned to the care of the Show Society. We have discussed this matter and are in support of the Show Society caring for this area.

When making a decision regarding this area, we ask that the Council consider that these grounds are in close proximity to our school and students. The area on the boundary (facing that area) is difficult for school staff to supervise due to the location of buildings and there is no buffer zone (e.g. trees), which are present on the other side of our school grounds. If this area was to be used as a caravan park, we are very concerned that the safety of our students may be put at risk. The safety of our students is paramount. We, therefore, strongly object to this area being used as a caravan park.

Any decision regarding these grounds must carefully consider:
  a) The maintenance required for regular mowing/slashing, and keeping a clear, tidy and rubbish free area that limits the harbouring of snakes or other animals that may pose a threat to the safety of students, staff, parents, volunteers and other visitors to the school grounds, and
  b) The proximity of the school and the safety of our students.

The area is also known to flood in a regular wet season and consideration must be given to the impact of flooding and the flow of water. We would be concerned that the school could be impacted by debris or other items flowing into the school grounds. We already have a major clean up job after flooding and would not like to see this become a more complex task.

We would welcome the continued availability of this area for both the school and community for sporting and social events.

Thanking you

President
Donna Gallego

Vice President
Tracey Town

Secretary
Karyn Johnson
Dear Burdekin Shire Council,

Thankyou for sponsoring the 10 years and under Novelty/Musical Theatre Vocal Solo which I proudly won at this years Eisteddfod I had fun!

From,

Eliza Worlein
Dear colleague

Both ALGA and LGMA are calling all Councils across Australia to support our organisations’ campaign to see the end to the indexation freeze of the Financial Assistance Grants as outlined in the attached letter.

LGMA determined at the recent meeting of the Federation to boost its role and voice in the review of the Federation process and we both seek and encourage your support and input in this process.

As such, LGMA is proud to be working with ALGA on this campaign regarding such a significant issue affecting local government.

Yours sincerely,
Lauren Oakey

Lauren Oakey | Chief Executive
Local Government Managers Australia | National Office

Read the latest edition of the LGManager [link](#)

PO Box 5175 South Melbourne VIC 3205 Australia
1/247 Park Street South Melbourne VIC 3205 Australia
P +61 3 9682 9222 | F +61 3 9682 8977 | M +61 447 143 578
E lauren.oakey@lgma.org.au | W [www.lgma.org.au](http://www.lgma.org.au) | Skype: lauren.oakey
Twitter: @lauren.oakey @LGMANational

This email has been scanned by the Symantec Email Security.cloud service. For more information please visit [http://www.symanteccloud.com](http://www.symanteccloud.com)
29 May, 2015

Dear colleague,

Re: Financial Assistance Grants to Local Government

The President of the local government association in your state, together with the President of the Australian Local Government Association, recently wrote to your council seeking support for the associations’ advocacy aimed at the immediate restoration of indexation for Financial Assistance Grants which councils receive from the Australian Government. We are writing to you to enlist your support in encouraging your council to play its part in that advocacy campaign.

Financial Assistance Grants are an important untied payment to councils from the Australian Government which are invested in essential community infrastructure and services ranging from local roads and parks to swimming pools and libraries. These grants are a vital part of the revenue base of all councils, and this year councils will receive $2.3 billion from the Australian Government under this program.

You will know the impact of the Government's decision to freeze the indexation of Financial Assistance Grants on your council. At a national level, however, funding is not keeping pace with demand for services and infrastructure in local communities and the decision in last year’s Federal Budget to freeze indexation of Financial Assistance Grants for 3 years will worsen this. Freezing Financial Assistance Grants at their current level until 2017-18 will result in a permanent reduction in the Financial Assistance Grants base by 13%.

Persuading the Commonwealth Government to end the indexation freeze early will be challenging but the task is made more difficult by the lack of acknowledgment many councils give to the Financial Assistance Grants funding they receive. This is why ALGA and state associations asked each council to pass a resolution acknowledging the importance of the grants in assisting councils to provide important community infrastructure. Councils have also been asked to acknowledge the receipt of Financial Assistance Grants from the Commonwealth in media releases and council publications, including annual reports.
The Financial Assistance Grants are paid quarterly and to illustrate the importance and impact of the grants councils were also asked to identify an individual project of a similar size to their annual or quarterly grants payment and to highlight this to the media and their local Federal Member and Senator in a positive story on the grant funds.

Local government across the country has been united in its determination to see indexation restored as soon as possible and our objective must be to see an end to the freeze in 2016-17, a year earlier than planned. Doing so will limit the reduction in the base of the grants and restore around $200 million in Financial Assistance Grants funding to our communities.

This is important for every Australian community and for the financial sustainability of our councils. We must continue to build momentum for the early restoration of indexation and ensure that the Federal Government and MPs are fully aware of the consequences for local communities. Your support for this effort will be greatly appreciated.

Yours sincerely

Dr Shayne Silcox
President
LGMA National

Adrian Beresford-Wylie
Chief Executive
ALGA
ECONOMIC DEVELOPMENT STRATEGIC ADVISORY GROUP (EDSAG)
Meeting held on Thursday, 30th April 2015

Held at Gary Spotwood’s Residence
Commencing at 7am
(Appendix A – Action Table)

1. **ATTENDANCE**
Mr. Dan Horan (Chair)
Mr. Adrian Scott
Ms. Eliza Lovell
Cr. Lyndy McCathie
Mr. Gary Spotswood
Mr. John Maloney
Mr. Talbot Cox
Ms. Julie Davies
Mr. David Sartori

**Apologies for Absence:**
Mr. Matthew Magin
Ms. Carmel Dal Ponte
Mr. Jim Collins
Mr. Darren West
Mr. Gordon Edwards

2. **PRESENTATION BY DAVID SARTORI, EXECUTIVE OFFICER, LOWER BURDEKIN WATER**

David provided an overview of Lower Burdekin Water operations and future projects.

3. **REVIEW OF ACTION TABLE**

**Meeting No. 3 & 4**

2-8 Adrian and Eliza had a teleconference with Major Dan Rojo, Lavarack Barracks on March 19. Major Rojo provided information on the Townsville Base as follows:

- Townsville is usually a 2yr posting and is a rapid response base so personnel need to reside in close proximity.
- Temporary Rent Allowance depends on certain criteria and is assessed on individual circumstances.
- There has been a reduction in the number of personnel relocating to Townsville.
- Defence Housing Australia is a separate organisation to Defence. Some personnel do live at base during the week and home on weekends, however, this is not favoured as there is limited space on base.
- Defence Community Organisation put together a relocation information pack. Eliza has forwarded a variety of Burdekin information that can be included in packs and on their website.
- We also have a number of contacts within Defence that we can forward information on our shire and events regularly to promote to personnel.
4. PROJECTS UPDATE
Adrian and Eliza provided an update on the following Economic Development projects:
- Ayr Aerodrome - PDM appointed as consultant to undertake project.
- Burdekin Map - Produced to showcase Primary Resources, Infrastructure and Investment
- Investment DVD - Proof of new Investment DVD shown for feedback
- Industrial Estate
- Oak Tree Group
- MBD Energy
- CMCA Leave No Trace Site
- LED Street Lighting

5. LETTER FROM FRANK MUGICA
Discussion held on correspondence received from Frank Mugica regarding benefits of sugarcane juice. It was noted that a response letter be sent from the group thanking him for the information and advise that there are companies investigating opportunities for sugar cane juice.

6. MEMBERS’ BUSINESS SUMMARIES/OTHER ECONOMIC COMMENTS
Members provided updates around the table.

There being no further business the meeting closed at 8.30am.

7. TOUR OF RUSSELL CHAPMAN’S DAM - SOUTHERN IRRIGATION AREA

Mr. Dan Horan
CHAIRMAN
### APPENDIX A – ACTION TABLE

#### Action Table – Meeting No. 7 – 30-04-2015

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<td>5</td>
<td>Send response letter to Frank Mugica.</td>
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#### Action Table – Meeting No. 4 – 11-12-2014

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<th>Agenda Reference</th>
<th>Action Item</th>
<th>Responsible Officer</th>
<th>Due Date</th>
</tr>
</thead>
</table>
| 2-8              | EDSAG to aim for 1% of Defence personnel relocated to live in the Burdekin. Target major Defence locations.  
**Action** – Investigate:  
- What type of base Townsville is?  
- How many Burdekin residents are in the army?  
- Temporary Rent Allowance  
- How we may be able to obtain a video testimonial from an Army personnel who owns property in the Burdekin.  
- Marketing to Sydney/Darwin army bases. Possibly present/attend a Wodonga trade show/Defence expo if held.  
- New Resident Kit for Burdekin Shire | Adrian/Eliza | Completed |

#### Action Table – Meeting No. 3 – 23-10-2014

<table>
<thead>
<tr>
<th>Agenda Reference</th>
<th>Action Item</th>
<th>Responsible Officer</th>
<th>Due Date</th>
</tr>
</thead>
</table>
| 2-8              | Adrian to contact Defence Housing Australia to obtain the following information:  
- Investigate if we can include a letter promoting the benefits of living in the Burdekin in an information pack including real estate available and opportunities for partner employment (ie. casual positions in the health industry);  
- Investigate what Defence personnel are provided with when relocating and once they have relocated; | Adrian/Eliza | Completed |
<p>| 4.2              | Investigate what other deficiencies exist at the Industrial Estate. | Adrian/Eliza | Ongoing |
| 7                | Investigate what the international investors are interested in. | Eliza | 30/11/2014 |
| 9.0              | Encourage Burdekin Businesses to register | Eliza | Completed |</p>
<table>
<thead>
<tr>
<th>Agenda Reference</th>
<th>Action Item</th>
<th>Responsible Officer</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.0</td>
<td>Contact James Doyle (DSDIP) re-Defence discretionary fund</td>
<td>Adrian</td>
<td>Completed</td>
</tr>
</tbody>
</table>

**Action Table – Meeting No. 2 – 11-09-2014**

<table>
<thead>
<tr>
<th>Agenda Reference</th>
<th>Action Item</th>
<th>Responsible Officer</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.0</td>
<td>Eliza to forward updates on NQ2031 working groups as they are received.</td>
<td>Eliza</td>
<td>Ongoing</td>
</tr>
<tr>
<td>11.1</td>
<td>Dan to discuss local ethanol market with Talbot.</td>
<td>Dan/Talbot</td>
<td></td>
</tr>
</tbody>
</table>

**Action Table – Meeting No. 1 -31-07-2014**

<table>
<thead>
<tr>
<th>Agenda Reference</th>
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<th>Responsible Officer</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.5</td>
<td>Prepare report on positives/negatives on establishing a processing plant in the Burdekin.</td>
<td>Gordon</td>
<td></td>
</tr>
<tr>
<td>6.6</td>
<td>Investigate grant opportunities to undertake gap analysis and capability/capacity audit.</td>
<td>Eliza</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>