



# Agenda and Business Papers

## Burke Shire Council Ordinary Meeting

### Thursday 23 January 2020

### 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	Lunch

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## 01. Opening of Meeting

The Mayor welcomed members and declared the meeting open at 9.00am.

## 02. Record of Attendance

Members	Cr Ernie Camp; Mayor – Chair Cr Paul Poole; Deputy Mayor Cr John Clarke Cr John Yanner Cr Tonya Murray
Officers	Clare Keenan; Chief Executive Officer Lyndon Keane; Executive Manager Community and Communications Philip Keirle; Executive Manager Strategic Projects Madison Marshall; Executive Assistant (Minutes)
On Leave	Simbarashe Chimpaka; Executive Manager Finance

### 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:

- Philip Keirle, Executive Manager Strategic Projects (EMSP)

## 03. Prayer

Led by Cr Camp

## 04. Consideration of applications for leave of absence

None received at time of agenda preparation.

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

### 05.01 Ordinary Meeting Thursday 12 December 2019

That the Minutes of the Ordinary Meeting of Council held on Thursday 12 December 2019 as presented be confirmed by Council.



191212 Unconfirmed  
Minutes.docx

## 06. Condolences

None received at time of agenda preparation.

## 07. Declaration of Interests

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

### 08.01 Notices of Motion

None received at time of agenda preparation.

### 08.02 Petitions

None received at time of agenda preparation.

## 09. Works, Services and Finance Reports

<p>09.01.01 Works and Services Monthly Update Report 09.02.01 Finance Monthly Update Report 09.03.01 Strategic Projects Reports 09.03.02 Burke Shire Planning Scheme 09.03.03 Sport and Recreation Strategy</p>
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## Works and Services Reports

### 09.01.01 Works and Services Monthly Update Report

No report for this meeting.

## Finance Reports

### 09.02.01 Finance Monthly Update Report

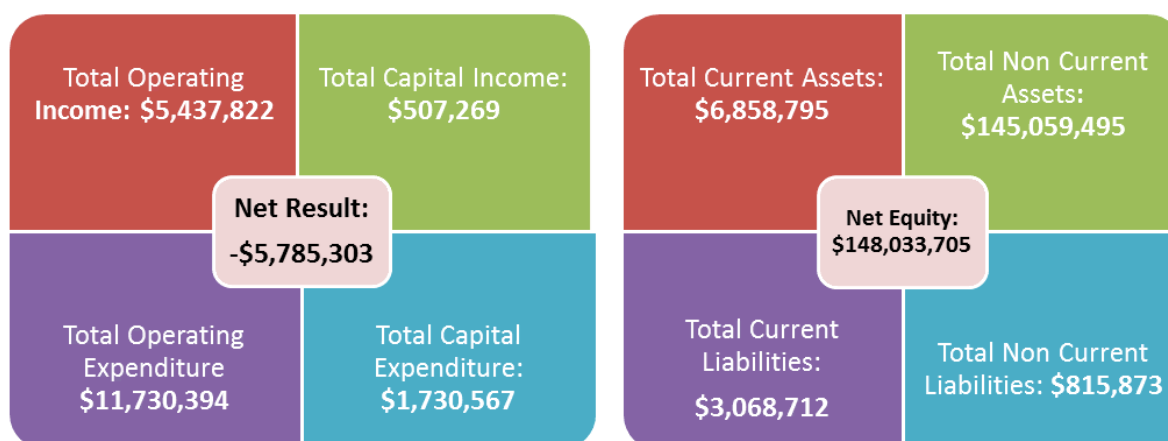
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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Shaun Jorgensen; Accountant
DATE REPORT PREPARED:	21 January 2020
LINK TO COUNCIL PLAN/S:	Operational Plan   Budget

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#### 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	5,437,822	16,626,544
Operating Expenses	11,730,394	20,601,000
<b>Operating Result (Profit/Loss)</b>	<b>- 6,292,572</b>	<b>- 3,974,456</b>
Capital Revenue	507,269	2,927,000
<b>Net Result</b>	<b>- 5,785,303</b>	<b>- 1,047,456</b>

Assets & Liabilities	Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	5,398,781	7,748,131
Other Current Assets	1,460,014	1,193,564
Non Current Assets	145,059,495	146,288,006
<b>Total Assets</b>	<b>151,918,290</b>	<b>155,229,701</b>
Liabilities (Current)	3,068,712	1,172,224
Liabilities (Non Current)	815,873	691,323
<b>Total Liabilities</b>	<b>3,884,585</b>	<b>1,863,547</b>
<b>Net Community Assets</b>	<b>148,033,705</b>	<b>153,366,154</b>

Year to date operating revenues sat at \$5.4m while operating expenditure sat at \$11.7m consequently council's operating position at month end was a \$4.5m deficit against a forecast annual operating deficit of \$5.9 million (excluding capital income and capital expenditure).

Capital revenues (revenues relating to the construction, renewal, replacement or purchase of assets) sat at \$507K against an annual forecast of \$2.9m

Cash balances decreased from \$7.2 million to \$5.4 million from the previous reporting month. The closing cash balance at the end of the month is not favourably above the annual cash flow forecast of ~\$7m at year end, however it should be noted that cash balances are expected to fluctuate progressively through the financial year in line with timing of receipts and outflows for employee wages, materials and services.

Current liabilities decreased slightly from the previous reporting month primarily due to the movements of aging payables balance month on month. Fluctuations in liabilities are expected in the short term however there are no significant movements anticipated in respect of non current and current liabilities at year end.

#### Sustainability outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Year To Date Actual
Operating Surplus Ratio (%)	Between 0% and 10%	-116%
Asset Sustainability Ratio (%)	Greater than 90%	0%
Working Capital Ratio	Greater than 1:1	2
Net Financial Liabilities Ratio	Less than 60%	-70%

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

**The working capital ratio:** measures council's ability to offset short term obligations with current assets. Council's year to date working capital ratio changed from the previous month at 2:1 at the end of December. Fluctuations in the working capital ratio on a month on month basis are expected (heavily impacted by timing of receipts and outflows); however annual budget forecasts indicate that council is in a position to offset current liabilities with current assets.

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

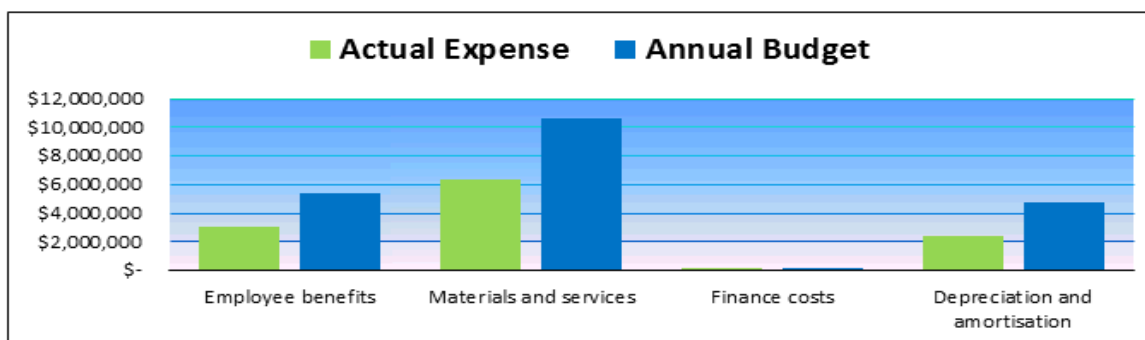
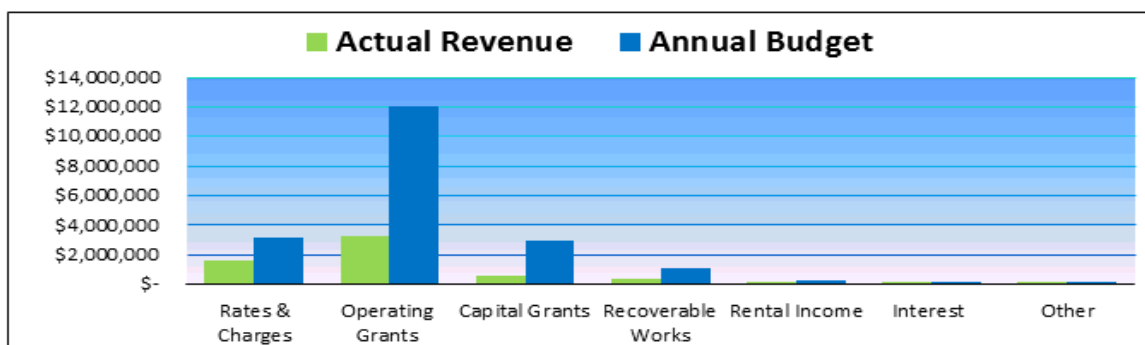
**The operating surplus ratio:** measures council's ability to cover operational costs through operational revenues. Council's operating surplus ratio remains outside the benchmark range of between 0%-10% indicating limited capacity to cover operational expenditures through operating revenue.

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

## 2.      STATEMENT COMPREHENSIVE INCOME

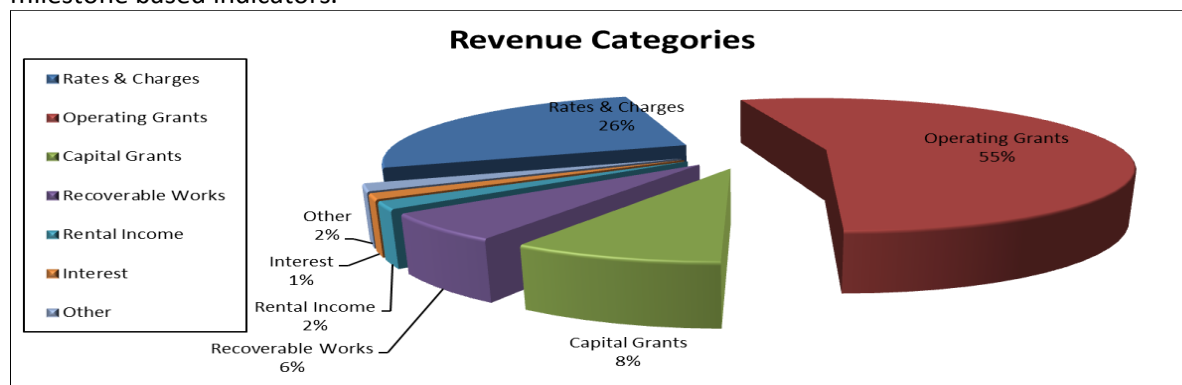
STATEMENT OF INCOME AND EXPENDITURE				
	Year to Date		Annual	Actual to
	Actual		Budget	Budget
				Variance
<b>Recurrent Revenue</b>				
Rates levies and Charges	1,533,663		3,081,000	- 1,547,337
Fees & Charges	40,864		97,000	- 56,136
Rental Income	103,696		230,000	- 126,304
Interest	78,086		127,000	- 48,914
Recoverable Works Revenue	356,738		1,055,000	- 698,262
Other Income	58,205		28,000	30,205
Donations	3,890		13,000	- 9,110
Developer Contributions	-		-	-
Subsidies and Grants	3,262,680		11,995,544	- 8,732,864
<b>Total Recurrent Revenue</b>	<b>5,437,822</b>		<b>16,626,544</b>	<b>- 11,188,722</b>
<b>Capital Revenue</b>				
Sale of non-current assets	-		-	-
Contributions	-		-	-
Subsidies and Grants	507,269		2,927,000	- 2,419,731
<b>Total Capital Revenue</b>	<b>507,269</b>		<b>2,927,000</b>	<b>- 2,419,731</b>
<b>TOTAL INCOME</b>	<b>5,945,091</b>		<b>19,553,544</b>	<b>- 13,608,453</b>
<b>Recurrent Expenses</b>				
Employee benefits	- 2,989,580	-	5,310,000	2,320,420
Materials and services	- 6,331,336	-	10,603,000	4,271,664
Finance costs	- 5,986	-	15,000	9,014
Depreciation and amortisation	- 2,403,492	-	4,673,000	2,269,508
<b>TOTAL RECURRENT EXPENSES</b>	<b>- 11,730,394</b>	<b>-</b>	<b>20,601,000</b>	<b>8,870,606</b>
<b>NET RESULT</b>	<b>- 5,785,303</b>	<b>-</b>	<b>1,047,456</b>	<b>- 4,737,847</b>





### 3. REVENUE ANALYSIS

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



### Seasonal Revenue Analysis

Seasonal Revenue Variance Analysis					
Income Stream	Year To Date Actual	Seasonal Forecast	Seasonal Variance	Key Financial Performance Indicator/Comment	Risk
Financial Assistance Grant (General Purpose & Road Maintenance Grants)	778,399	389,200	389,200	On track with quarterly payment schedule.	Nil
General Rates	1,179,881	1,213,000	- 33,119	Revenue on track with seasonal forecast.	Nil
Waste Management Charges	54,155	54,500	- 345	Revenue on track with seasonal forecast.	Nil
Sewerage Service Charges	81,871	83,000	- 1,129	Revenue on track with seasonal forecast.	Nil
Water Service Charges	193,729	193,000	729	Revenue on track with seasonal forecast.	Nil

Rates and utility charges remained on track with half yearly budgetary estimates. Financial Assistance grants are on track with seasonal forecasts.

**Project Based Revenue Analysis**

Project /Milestone Based Revenue Stream Analysis					
Income Stream	Year To Date Actual	Milestone Forecast	Milestone Variance	Key Financial Performance Indicator/Comment	Risk
TIDS	348,269	348,269	- 0	Milestone on target, revenue on track with forecast	Nil
ATSI TIDS	-	298,000	- 298,000	Works have not commenced.	Low
Roads to Recovery (R2R)	-	305,000	- 305,000	Milestone not met, new project required	High
MIPP Grant	41,000	24,000	17,000	Milestone not met, work in progress	Low
Work for Queensland Funding	118,000	678,000	- 560,000	Work in progress	Low
Sewerage Upgrade Project Grant	-	950,000	- 950,000	Work in progress	Low
RMPC	325,397	1,017,000	- 691,603	Work in progress, first claim to be lodged in December	Low
Get Playing Places and Spaces Grant	-	105,000	- 105,000	Work in progress	Low

**Flood Damage Programme Revenue Analysis**

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

Council received a progress claim payment of \$825k in flood damage revenues relating to the 2017-18 flood events with a balance of \$4.7m to be received. Additionally council also received \$146k relating to 2018-19 flood damage repair revenue in December as well.

**4. EXPENDITURE ANALYSIS****Expenditure by Type**

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

**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 budget at the end of the reporting month.

**Materials and services;** Materials and services include all products and services required to deliver community services and projects. Materials and services were above the pro rata forecast.

**Depreciation and Finance costs;** Depreciation and finance costs (bank charges) are on track with pro rata and annual forecast.

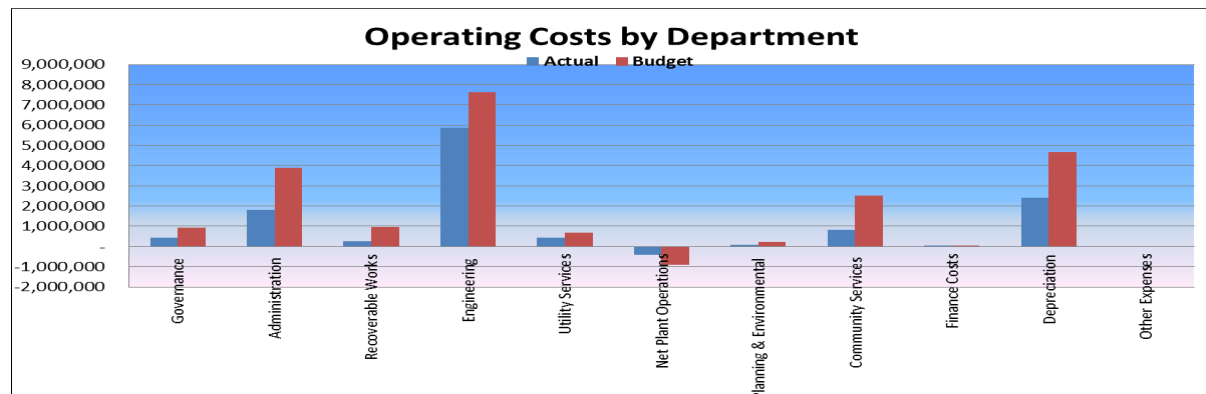
Analysis of Costs by Type				
Cost	Year To Date Actual	Forecasted Pro Rata Budget	Variance to Pro Rata Forecast	Exception
Employee benefits	2,989,580	2,859,231	- 130,349	Above pro rata estimate
Materials and services	6,331,336	5,301,500	- 1,029,836	Above pro rata estimate
Finance costs	5,986	7,500	1,514	Below pro rata estimates
Depreciation and amortisation	2,403,492	2,336,500	- 66,992	Slightly above pro rata estimates
<b>Total</b>	<b>11,730,394</b>	<b>10,300,500</b>	<b>- 1,429,894</b>	<b>Above pro rata estimates</b>

**Expenditure by Program**

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

year budget review process.

Analysis of Expenditure By Program				
Program	Year To Date Actual	Annual Budget	Variance	Exception
Corporate Governance Costs	444,175	938,000	493,825	Within Budget, nil significant exceptions
Administration Costs	1,815,037	3,901,000	2,085,963	Within Budget, nil significant exceptions
Recoverable Works Expenses	266,891	952,000	685,109	Within Budget, nil significant exceptions
Engineering Services	5,880,466	7,635,000	1,754,534	Overall spend within Budget, however there are a few line by line exceptions
Utility Services Costs	420,674	668,000	247,326	Within Budget, nil significant exceptions
Net Plant Operating Costs	- 426,000	- 913,000	- 487,000	Within Budget, nil significant exceptions
Planning and Environmental Expenses	82,734	230,000	147,266	Within Budget, nil significant exceptions
Community Services Costs	836,939	2,502,000	1,665,061	Within Budget, nil significant exceptions
Finance Costs	5,986	15,000	9,014	Within Budget, nil significant exceptions
Depreciation	2,403,492	4,673,000	2,269,508	Within Budget, nil significant exceptions
Other Expenses	-	-	-	
<b>Total</b>	<b>11,730,394</b>	<b>20,601,000</b>	<b>8,870,606</b>	Within Budget, nil exception



## 5. 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	5,398,781	7,748,131
Trade and other receivables	1,012,126	868,221	729,000
Inventories	230,813	255,014	230,813
Other financial assets	307,845	336,779	233,751
Non-current assets classified as held for sale	-	-	-
<b>Total current assets</b>	<b>11,146,602</b>	<b>6,858,795</b>	<b>8,941,695</b>
<b>Non-current Assets</b>			
Receivables	-	-	-
Property, plant and equipment	209,710,488	211,873,820	214,331,152
Accumulated Depreciation	- 64,410,834	- 66,814,325	- 68,043,146
Intangible assets	-	-	-
<b>Total non-current assets</b>	<b>145,299,654</b>	<b>145,059,495</b>	<b>146,288,006</b>
<b>TOTAL ASSETS</b>	<b>156,446,256</b>	<b>151,918,290</b>	<b>155,229,701</b>
<b>Current Liabilities</b>			
Trade and other payables	1,441,271	2,940,317	1,103,921
Borrowings	-	-	-
Provisions	142,848	128,395	68,303
Other	-	-	-
<b>Total current liabilities</b>	<b>1,584,119</b>	<b>3,068,712</b>	<b>1,172,224</b>
<b>Non-current Liabilities</b>			
Trade and other payables	-	-	-
Interest bearing liabilities	-	-	-
Provisions	686,323	815,873	691,323
Other	-	-	-
<b>Total non-current liabilities</b>	<b>686,323</b>	<b>815,873</b>	<b>691,323</b>
<b>TOTAL LIABILITIES</b>	<b>2,270,442</b>	<b>3,884,585</b>	<b>1,863,547</b>
<b>NET COMMUNITY ASSETS</b>	<b>154,175,813</b>	<b>148,033,705</b>	<b>153,366,154</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	22,085,361	27,417,809
Other reserves	-	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>154,175,813</b>	<b>148,033,707</b>	<b>153,366,154</b>

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	1.65%	61,653	\$ 5,113,683
Westpac General Fund	0%	-	\$ 284,814
Cash Floats	0%	-	\$ 283
<b>Total</b>			<b>\$ 5,398,781</b>

## 6. OUTSTANDING RECEIVABLES

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

### Ageing of general debts analysis

Outstanding general debts at month end declined from \$124K to \$93K. Month end results indicate that approximately 17% or \$76K of total outstanding debt (\$456K) has been assessed as high risk based on customer and debt analysis however it should be noted that the total number of defaulting customers in percentage terms equates 6.3% of total customers with debts owed to council.

Collectability Analysis	90 Days & Over	60 Days	30 Days	Current	Total
Low Risk of default			3,907		\$ 3,907
Low Risk of default			523		\$ 523
Low Risk of default	54				\$ 54
Low Risk of default			1,313		\$ 1,313
Low Risk of default			343		\$ 343
Low Risk of default	6,370				\$ 6,370
Low Risk of default			1,649		\$ 1,649
High Risk of default	65,761				\$ 65,761
Low Risk of default	1,980				\$ 1,980
High Risk of default	6,782				\$ 6,782
Low Risk of default			564		\$ 564
High Risk of default	4,026				\$ 4,026
Low Risk of default	816				\$ 816
Low Risk of default			357,937		\$ 357,937
Low Risk of default	49				\$ 49
Low Risk of default				2,475	\$ 2,475
Low Risk of default	184				\$ 184
Low Risk of default	1,526				\$ 1,526
Low Risk of default	64				\$ 64
<b>Total</b>	<b>\$ 87,612</b>	<b>\$ -</b>	<b>\$ 366,237</b>	<b>\$ 2,475</b>	<b>\$ 456,324</b>
<b>Default risk percentage of total outstanding</b>	<b>17%</b>				
<b>Projected Bad Debts write of in \$ Terms</b>	<b>\$ 76,569</b>				

### Outstanding rates, levies and charges

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

OUTSTANDING LEVIES & CHARGES					
LEVY/CHARGE	366+ DAYS ARREARS	181-365 DAYS ARREARS	31-180 DAYS ARREARS	1-30 DAYS ARREARS	Total Outstanding
GENERAL RATES	\$ 95,989	\$ 45,237	\$ 26,789	\$ 1,439	\$ 169,454
SEWERAGE CHARGES	\$ 2,428	\$ 448	\$ 2,966	\$ 50	\$ 5,891
GARBAGE CHARGES	\$ 2,420	\$ 606	\$ 3,152	\$ 53	\$ 6,231
WATER ACCESS CHARGES	\$ 47,411	\$ 8,990	\$ 21,912	\$ 672	\$ 78,985
WATER - EXCESS CONSUMPTION	\$ 42,220	\$ -	\$ 14,372	\$ -	\$ 56,592
STATE GOVT EMERGENCY SVCE LEVY	\$ 2,049	\$ 661	\$ 1,473	\$ 37	\$ 4,219
<b>TOTAL</b>	<b>\$ 192,517</b>	<b>\$ 55,942</b>	<b>\$ 70,663</b>	<b>\$ 2,250</b>	<b>\$ 321,372</b>

### Liabilities

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

## 7. STATEMENT OF CASH FLOWS

STATEMENT OF CASH FLOWS				
		Year To Date		Annual Forecast
		Actual		Budgeted
Cash flows from operating activities				
Receipts from customers		2,212,064		4,574,314
Payments to suppliers & employees		-	8,630,265	- 15,997,545
		-	6,418,201	- 11,423,231
Interest received		78,086		127,000
Rental income		103,696		230,000
Non capital grants and subsidies		3,262,680		11,995,544
Net cash inflow (outflow) from operating activities		-	2,973,740	929,313
Cash flows from investing activities				
Payments for property plant & equipment		-	1,730,567	- 5,938,000
Proceeds from sale of property plant & equipment		-		234,000
Capital grants, subsidies, contributions and donations		507,269		2,927,000
Net cash inflow (outflows) from investing activities		-	1,223,298	- 2,777,000
Cash flows from financing activities				
Proceeds from borrowings		-		-
Repayment of borrowings		-		-
Depreciation		-		-
Net cash inflow (outflow) from financing activities		-		-
Net cash increase (decrease) in cash held		-	4,197,037	- 1,847,687
Cash at beginning of the reporting period		9,595,818		9,595,818
Cash at end of the reporting period		5,398,781		7,748,131

## 8. 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	

## 9. OFFICER'S RECOMMENDATION

That Council notes the contents of the Accountant Monthly Report.

## ATTACHMENTS

Nil

## Strategic Projects Reports

### 09.03.01 Strategic Projects Reports

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DEPARTMENT:	Works & Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	14 January 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

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#### 1. PROJECTS (<\$1m)

Project	Description	Update/activity for reporting month
DRFA Monsoonal Trough Suite of Projects	Covered in separate report and below	<ul style="list-style-type: none"> <li>Separate report attached</li> </ul>
Works 4 Queensland Projects 2019-21 Suite of 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>Site Visit to Brighton Council completed in December 2019. Another visit scheduled for January 2020.</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>Assessing strike rate of stolonisation process.</li> <li>Review of variation for additional seeding;</li> <li>Review of variation for additional concrete works.</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>Finalising contractual documentation for design and construction of Bark &amp; Kitchen.</li> <li>Council to complete procurement and transportation for all appliances, benches etc.</li> </ul>
Gregory Showgrounds: Judge's Tower	Relocate and upgrade Judge's Tower	<ul style="list-style-type: none"> <li>Preliminary design reviewed. Site meeting on 15 January 2020 to finalise design requirements and site preparation requirements.</li> </ul>

Project	Description	Update/activity for reporting month
Burke Shire Planning Scheme	Adoption of new Planning Scheme	<ul style="list-style-type: none"> <li>▪ Scheme presented to Council for adoption on 23 January 2020</li> </ul>
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"> <li>▪ First draft due on 13 December 2019. Not received.</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> </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> </ul>
IT Coverage – 4G small cell at Hells Gate	Installation of 4G small cell at Hells Gates	<ul style="list-style-type: none"> <li>▪ Awaiting final documentation from Telstra: updated pricing and Enterprise Works Agreement to proceed.</li> <li>▪ Project will required Telstra to lodge a Planning Application.</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>▪ Procurement commenced for fencing, pole/mount, conduit and installation. Installation date to be advised.</li> </ul>

## 2. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Burketown STP Upgrade	LGGSP-funded project to upgrade the Burketown Sewerage Treatment Plant	Final QA documentation received. Defects addressed. Final reporting submitted.
Waste management: procurement of Dangerous Goods Containers	Purchase of dangerous goods shipping containers to store/transport dangerous goods in Burketown	Containers received



Project	Description	Update/activity for reporting month
Maturing the Infrastructure Project Pipeline: Raising and Realignment of the Leichhardt River Crossing (Detailed Design)	Detailed design for raising and realigning the Leichhardt River Crossing	Project acquitted.
Flood Monitoring Feasibility Study	DRFA-funded project to audit current Flood Monitoring capabilities and to assess opportunities to enhance these capabilities.	Report submitted and circulated.

### 3. CURRENT FUNDING SUBMISSIONS

Funding program	Description	Update/activity for reporting month
DRFA Betterment	Transport betterment projects: - Upgrade to LH National Park Road	Business Case submitted on 26 November 2019.
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 Action Plan	Transportation costs of recyclable waste (tyres)	Application submitted on 29 Nov 2019. Funding announcements expected in April 2020

### 4. REGISTERS OF PRE-QUALIFIED SUPPLIERS

Register	Description	Comment
Plant Hire (Wet & Dry)	ROPS for Wet & Dry Hire of Plant across 18 plant categories. 1 <sup>st</sup> Term: Apr 2017 – Apr 2018 2 <sup>nd</sup> Term: Apr 2018 – Apr 2019 3 <sup>rd</sup> Term: Apr 2019 – Apr 2020	Work to commence on new ROPS (Plant Hire) in November 2019 with preliminary work to commence in October.

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

## 5. CURRENT/RECENT TENDERS

Tender	Description	Opened	Closes	Awarded
2019-39	Coastal Hazard Adaptation Strategy – Phase 3-5	06 Nov 2019	28 Nov 2019	12 Dec 2019
2019-44	2019 DRFA Works – Doomadgee West Road and Nugaburra Road	09 Nov 2019	03 Dec 2019	12 Dec 2019
2019-45	2019 DRFA Works – Bowthorn Road and DMG to Lawn Hill Road	09 Nov 2019	03 Dec 2019	12 Dec 2019

## 6. PROJECTS UNDER DEVELOPMENT

Project	Description
Elevated transfer station at BKT Landfill	Options Analysis/Design underway. RFQ documentation requested.
Burketown WTP Shed Replacement	Options analysis progressed. Costings under review.
Burketown Water Storage Project	Options analysis commenced.

## 7. GULF SAVANNAH DEVELOPMENT PROJECTS

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.
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.
Doomadgee 4G Feasibility Study	Feasibility Study to define solution to ongoing issue with 4G services in Doomadgee.	Project completed

8.      OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

ATTACHMENTS

Nil

## Strategic Projects Reports

### 09.03.02 Burke Shire Planning Scheme

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Clare Keenan; CEO
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	9 November 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

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#### 1. PURPOSE

To adopt the Burke Shire Planning Scheme.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has partnered with the Department of State Development, Manufacturing, Infrastructure and Planning (the Department) to develop its new Planning Scheme. This process was commenced under the *Sustainable Planning Act 2009* and has progressed to finalisation under the *Planning Act 2016*.

Following the development of a working draft Planning Scheme and community consultation during 2018, Council forwarded a set of queries to the Department in February 2019 to help finalise the draft Planning Scheme and its conversion to a Planning Act 2016 aligned version.

#### **February 2019**

##### **09.03.03 Burke Shire Planning Scheme**

1. That Council note the contents of the report; and
2. That Council endorses the submission of the attached response (“190220 – BSC Revision of DSDMIP amendments to Planning Scheme”) to the Department of State Development, Manufacturing, Infrastructure and Planning to enable the following process to re-commence:
  - a. Final DSDMIP review and conversion of proposed scheme into a Planning Act 2016 aligned version;
  - b. Re-notification and public consultation as required;
  - c. Adoption and gazettal of the Burke Shire Planning Scheme.

Moved: Cr Poole

Seconded: Cr Yanner

**190226.08 5/0**

The Department provided its response to this set of queries and at the April 2019 Council meeting, Council endorsed the Department's required and recommended changes to draft Scheme and endorsed the conversion of the draft Scheme into a *Planning Act 2016* aligned format.

**April 2019**

**09.03.02 Burke Shire Planning Scheme**

1. Notes that the Department has provided a revised Planning Scheme for consideration (A0001 – Planning Scheme (March 2019) - DSDMIP);
2. Notes Council's feedback on the revised Planning Scheme (BSC Commentary on "A0001 – Planning Scheme (March 2019) – DSDMIP");
3. Endorses the submission of Council's feedback to the Department on the revised Planning Scheme in order to initiate the Department's conversion of the current version of the Planning Scheme into a Planning Act 2016 aligned version to enable:
  - a. Final review of the Planning Scheme in a *Planning Act 2016* aligned format;
  - b. Re-notification and public consultation as required;
  - c. Adoption and gazettal of the Burke Shire Planning Scheme.

Moved: Cr Poole

Seconded: Cr Yanner

**190319.08 5/0**

Following incorporation of additional amendments and the conversion of the draft Scheme, Council requested Ministerial endorsement to proceed to public consultation on the *Planning Act 2016* aligned version of the draft Planning Scheme at the July 2019 meeting.

**July 2019**

**10.02 Closed Session – Burke Shire Planning Scheme**

- 1) Council notes the contents of this report.
- 2) Council endorses Option 1 – Consult on a Planning Act 2016 aligned Planning Scheme.

Moved: Cr Yanner

Seconded: Cr Poole

**190516.13 5/0**

Ministerial endorsement to proceed to public consultation was received on 20 August 2019:

- Council released the Planning Scheme for public consultation on 30 August 2019
- Council hosted community consultation sessions on the proposed Planning Scheme in Burketown on 25 September 2019 and in Gregory on 26 September 2019.
- Consultation closed on 11 October 2019.
- Council received two (2) properly made submissions on the proposed Planning Scheme.

Council reviewed all properly made submissions and made some minor adjustments to the Scheme following this process. The revised Scheme was endorsed by Council at the November 2019 meeting and Ministerial approval to adopt the proposed Planning Scheme was sought.

**November 2019**

**11.02 Burke Shire Planning Scheme**

- 1) That Council notes the contents of this report and all attachments;
- 2) That Council resolves to make changes to the proposed planning scheme to address items raised in the properly made submissions included in Attachment 3; and
- 3) That Council resolves to advise each person in writing who made a properly made submission as to how the local government has dealt with their submission; and
- 4) That Council notes that the changes made to the planning scheme do not result in a significantly different planning scheme to the version released for public consultation; and
- 5) That Council resolves, pursuant to step 7.6 of the Statutory Guideline *Making or Amending a Local Planning Instrument 01/16*, to proceed with seeking the Minister's approval to adopt the proposed planning scheme following completion of Items 2 and 3 above.

**Moved:**            **Cr Poole**

**Seconded:**      **Cr Yanner**

Carried 191125.07      5/0

3.      **OPTIONS**

- Option 1: Council adopts the Planning Scheme
- Option 2: Council elects not to adopt the Planning Scheme

4.      **PROPOSAL**

That Council endorses Option 1 for the following reasons:

- Council has taken on board and incorporated submissions from key stakeholders during the public consultation/submission stage of this Planning Scheme adoption process;
- The minor amendments made to the Planning Scheme as a result of the most recent consultation process ensure the Scheme align with Council's intent and with the requirements of the State Planning Provisions.

5.      **FINANCIAL & RESOURCE IMPLICATIONS**

There are no financial and resource implications associated with this report.

## 6. RISK

Risk Type	What could happen	Possible consequence	Mitigation
Time	<ul style="list-style-type: none"> <li>Delays at different stages of the consultation, review and adoption process.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to adopt the Planning Scheme impacted by 2020 LG elections and caretaker mode restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>Partnering with the Department</li> </ul>

## 7. POLICY &amp; LEGAL IMPLICATIONS

The Statutory Guideline 01/16 Making and amending local planning schemes identifies the relevant stages of the Planning Scheme process and the requirements associated with each:

Instrument	Reference	Details
<i>Statutory Guideline 01/16 Making and amending local planning schemes</i>	Stage 4 – Adoption  Step 9 – Local Government decides whether to adopt the proposed scheme	9.1 After receiving advice from the Minister that it may adopt the proposed planning scheme, the local government must decide to: <ul style="list-style-type: none"> <li>(a) adopt the proposed planning scheme, or</li> <li>(b) (b)not proceed with the proposed planning scheme.</li> </ul> 9A.2 If the local government decides to adopt the proposed planning scheme it must: <ul style="list-style-type: none"> <li>(a) comply with any conditions imposed by the Minister which must be undertaken prior to adoption,</li> <li>(b) note in the planning scheme any relevant regional plan or SPP which are appropriately integrated in the proposed planning scheme, and</li> <li>(c) place a notice in the gazette, a newspaper circulating generally in the local government’s area and on the local government’s website, stating:               <ul style="list-style-type: none"> <li>i. the local government name</li> <li>ii. the date the planning scheme was adopted</li> <li>iii. the date the planning scheme commences (if different to the adoption date)</li> <li>v. where to inspect and purchase a copy of the planning scheme</li> </ul> </li> </ul> 9.3 The local government must give the chief executive as soon as possible: <ul style="list-style-type: none"> <li>(a) after adopting:               <ul style="list-style-type: none"> <li>i. (i) a copy of the notice under step 9A.2(c), and</li> <li>ii. (ii) one electronic copy of the planning scheme, including associated maps,</li> </ul> </li> </ul>

## 8. CRITICAL DATES & IMPLICATIONS

The following table identifies where Council currently sits in the process for making and adopting a new Planning Scheme (Stage 1) and the timeframes associated with each successive stage as per [Statutory Guideline 01/16 Making and amending local planning schemes](#):

Stage	Description	Starts	Finishes
Stage 1	Planning and preparation: LG provides the proposed Planning Scheme and supporting information to the Minister		22 July 2019
Stage 2	State interest review: review completed, and Minister advises LG that it may proceed to Stages 3 or 4 with or without conditions (40 Business Days allowed [actual: 22 business days])	22.07.2019	Actual: 20.08.2019
Stage 3a	Public consultation: LG carries out public consultation (15 business days preparation allowed [actual: 6 business days], 30 business days consultation required)	Actual: 20.08.2019	Actual: 11.10.2019
Stage 3b	Council considers each properly made submission and provides Scheme to the Minister (55 business days allowed [actual: 30 business days])	Actual: 14.10.2019	Actual: 25.11.2019
Stage 3c	Minister reviews and determines whether Scheme can be adopted (40 business days allowed [actual: 18 business days])	Actual: 25.11.2019	Actual: 18.12.2019
Stage 4	Council adopts Scheme	Actual 19.12.2019	Proposed: 23.01.2019

Council and the Department have shaved a substantial amount of time off the default timeframes outlined above, while meeting all required minimum timeframes (e.g. for community consultation):

- Stage 2:            18 business days saved
- Stage 3a:        09 business days saved
- Stage 3b:        25 business days saved
- Stage 3c:        22 business days saved
- Total:            74 business days saved

These time savings will allow Council to adopt the Scheme prior to the caretaker period commencing in late February 2020.

## 9. CONSULTATION

Consultation has taken place between Council, the community and the Department of State Development, Manufacturing, Infrastructure and Planning.



10. CONCLUSION

Now that Council has received Ministerial approval of the proposed Planning Scheme, Burke is able to formally adopt the proposed Planning Scheme. Adoption of the Scheme will provide greater certainty in relation to current and future planning and development in the Shire.

11. OFFICER'S RECOMMENDATION

That council:

1. resolves, in accordance with *Statutory Guideline 06/16: Making and amending local planning instruments* (MALPI), Part 2, Stage 4, Step 9.1(a), to adopt the proposed Burke Shire Planning Scheme (attachment 1), with a commencement date of 7 February 2020, and in accordance with Part 2, Stage 4, Sep 9.2(a) of MALPI publish a notice:
  - a) in the Queensland Government Gazette
  - b) in a newspaper circulating in the Burke Shire local government area
  - c) on Burke Shire Council's website
2. directs, in accordance with Part 2, Stage 4, Step 9.3 of MALPI, that the following documents be provided to the Chief Executive of the Department of State Development, Manufacturing, Infrastructure and Planning:
  - a) a copy of the public notice
  - b) an electronic copy of the planning scheme, including associated maps.

ATTACHMENTS

1. Burke Shire Planning Scheme



A01 - Burke Shire  
Planning Scheme 2021



A02 - Draft Burke  
Shire Planning Scheme

2. Burke Shire Planning Scheme Mapping

## Strategic Projects Reports

### 09.03.03 Sport and Recreation Strategy

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Clare Keenan;
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	14 January 2020
LINK TO COUNCIL PLAN/S:	BSC Sport and Recreation Strategy 2019-24

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#### 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"> <li>▪ Council unable to deliver the strategy due to resourcing issues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dissatisfaction with Council from key stakeholders: community, funding agencies etc.</li> </ul>

## 6.      POLICY &amp; 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	<p>Community</p> <ol style="list-style-type: none"> <li>1. Council provides facilities, spaces, services, events and activities that promote and support community engagement, health, well-being and sustainability.</li> <li>2. Council supports and/or partners with organisations, services, events and activities that promote and support community engagement, health, well-being and sustainability.</li> <li>3. Council acts (directly or through facilitation, advocacy or partnerships) to address accommodation issues that impact on community well-being and sustainability.</li> </ol>

## 7.      CRITICAL DATES &amp; 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. For example, the timing of the Detailed Design of the Burketown Mineral Baths may be brought forward depending on funding allocations via the North West Minerals Province or the Building Our Regions R5.

## 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.

## ATTACHMENTS

1. Sport and Recreation Strategy 2019-24



BSC - Sport and Rec  
Strategy - 2019-24.p

2. Sport and Recreation Strategy – Quarterly Update – January 2020



A02 - Sport and  
Recreation Strategy :

## 10. Closed Session Reports

No closed session reports were submitted at the time of agenda preparation.

## 11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report
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## 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:	20 January 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

##### **Staff**

Council has completed the interview process for the applicants for the DCEO role. We had excellent and varied candidates. We selected Dan McKinlay due to his vast experience as the former CEO of Hinchinbrook and his background as a chartered accountant. He will be arriving at the end of February with his wife to take up the role.

Louise Campbell has resigned and we thank her for her service to Council.

Geoff Rintoul, former Executive Manager Works and Infrastructure, is no longer with Council. We were hoping to employ Ali Ranjbartoreh (Ali Ranjbar), but major concerns arose when I contacted employers listed on his Curriculum Vitae.

##### **Cairns visit**

I spent a week with staff in the Cairns office to evaluate the cost and viability of the office and the possibility of creating a Council business unit.

##### **Brisbane meetings**

I had the following meetings in Brisbane:

Interviews for the Tourism Manager for Gangalidda Garawa.

Linda Dobe – Deputy Director, Department of Natural Resources, Mines and Energy.

David Murray – Chief Engineer Queensland Government.

David Cameron – Queensland Water Directorate.

Ross Hodgman, David Greene, Chris Lunson – Department of Transport and Main Roads.

Jan Xanthopoulos and Anthony Ottoway - Queensland Treasury Corporation. This was a most productive meeting. The DG of Local Government will be sponsoring our request to have QTC assist us with our financial sustainability. Once it is approved by the Committee, it will require sign-off by Under Treasurer, Franke Carroll. QTC hope to have the process started in February with 'boots on the ground' in March.

I would like to thank Graham O’Byrne for setting up and facilitating these meetings. All of them were extremely positive and productive.

I further met with Local Government Director General, Warwick Agnew and his Deputy, Natalie Wilde.

3.      OFFICER’S RECOMMENDATION

That Councillors note the contents of this report.

ATTACHMENTS

Nil



## 12. Corporate and Community Services

<p>12.01 Corporate and Community Services Report 12.02 North West Mineral Province funding</p>
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## Corporate and Community Services Reports

### 12.01 Corporate and Community Services Report

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Lyndon Keane, Executive Manager Community and Communications
PREPARED BY:	Lyndon Keane, Executive Manager Community and Communications
DATE REPORT PREPARED:	15 January 2020
LINK TO COUNCIL PLAN/S:	Operational Plan 2019-20

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#### 1. PURPOSE

This report has been prepared to provide Elected Members with information pertaining to Council's Corporate and Community Services function for the period 13 December 2019 to 22 January 2020.

#### 2. GENERAL BUSINESS

##### Human Resources

Council's annual and long service leave liabilities (as at 14 January 2020) are as follows:

Leave Type	November 2019 Liability (hrs)	January 2020 Liability (hrs)	November 2019 Liability (\$)	January 2020 Liability (\$)
Annual Leave	5,757	4,687	\$303,248	\$234,635
Long Service Leave	6,297	6,180	\$230,884	\$229,943

The Chief Executive Officer will provide a verbal update to the meeting about recent recruitment for vacant roles.

##### Community Events

##### ▪ 2020 Order of the Outback Ball

An expression of interest is being circulated to form an event management committee for this year's Order of the Outback Ball, which will be held on Saturday, 11 July 2020. Anyone interested in becoming a committee member is urged to contact either the Executive Manager Community and Communications or Community Development and Tourism Officer as soon as possible.

##### Administration and Community Services

▪ 2019 Council Christmas party and staff awards

Council's annual end-of-year celebration was held on Friday, 13 December 2019, and was well attended by Elected Members and staff from across the organisation. Congratulations must go to Cheryl Portch, who spearheaded the organisation of the event, and to her band of enthusiastic helpers.

Winners of the 2019 staff awards were:

- CEO Award – Schynayne Portch
- Russell Cunningham Trophy – Noel Henderson
- Swiss Army Knife – David Marshall
- Bermuda Triangle – Simba Chimpaka
- Under the Radar – Beau Ah Wing
- Bubbles Award – Jennifer Kum-Sing
- Rookie Award – Darren Thomson

▪ Animal management

Council has received a complaint from a community member regarding a number of dogs wandering at large. Attempts to trap the animals have been unsuccessful to date, and the EMCC is liaising with the animal management team of a neighbouring council to bring a ranger to Burketown as soon as practicable. Council's legal team has also been engaged to draft correspondence to send to the owner of the identified problem animals.

Workplace Health and Safety

There have been no incidents recorded during the reporting period.

3. OFFICER'S RECOMMENDATION

That Council note the contents of the Corporate and Community Services Report.

ATTACHMENTS

Nil

## Corporate and Community Services Reports

### 12.02 North West Mineral Province funding

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Lyndon Keane, Executive Manager Community and Communications
PREPARED BY:	Lyndon Keane, Executive Manager Community and Communications
DATE REPORT PREPARED:	14 January 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 tourism and economic development priority project

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#### 1. PURPOSE

This report has been prepared to provide Elected Members with information about the funding Council has received from the State Government to develop a project plan for the Burketown mineral baths and birdwatching infrastructure.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The development of infrastructure to value add to the tourism potential of the Burketown bore has been identified as a priority project in Council's Corporate Plan 2019-24, with a mineral bath and birdwatching infrastructure proposed as initiatives worth investigating to complement the existing infrastructure and amenity. To that end, Council has received a \$75,000 grant from the State Government through the North West Minerals Province ("**NWMP**") funding stream. The intent of the funding is to develop a plan for a tourism pipeline project, namely the plan and design of visitor infrastructure at the bore, including infrastructure and signage for bird watching.

#### 3. PROPOSAL

Nil.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

It is not anticipated that the development of the project plan will exceed the \$75,000 in funding received through the NWMP grant.

#### 5. RISK

Risk Type	What could happen	Possible consequence
People	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>This risk type is not anticipated to be a relevant consideration</li> </ul>

<b>Risk Type</b>	<b>What could happen</b>	<b>Possible consequence</b>
Environmental	<ul style="list-style-type: none"> <li>Infrastructure impact on surrounding environment</li> </ul>	<ul style="list-style-type: none"> <li>There are several potential consequences of not considering the impact of the project on the surrounding environment, in addition to the limitations the environment (e.g. flooding and adjacent road reserve) presents to project scope and design</li> </ul>
Assets	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>This risk type is not anticipated to be a relevant consideration</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>This risk type is not anticipated to be a relevant consideration</li> </ul>
Financial	<ul style="list-style-type: none"> <li>Funding level exceeded</li> <li>Ongoing operational costs</li> </ul>	<ul style="list-style-type: none"> <li>If responsible planning is not undertaken, the development of the project plan may exceed the \$75,000 received through the NWMP grant, with no Council funds currently allocated in the 2019-20 budget to cover any overspend</li> <li>The project plan should identify all anticipated ongoing operational costs, as these will need to be taken into consideration in determining the viability of the project</li> </ul>
Reputation	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>This risk type is not anticipated to be a relevant consideration</li> </ul>
Operations	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>This risk type is not anticipated to be a relevant consideration</li> </ul>
Technology & Systems	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>This risk type is not anticipated to be a relevant consideration</li> </ul>

## 6. POLICY & LEGAL IMPLICATIONS

<b>Instrument</b>	<b>Reference</b>	<b>Details</b>
<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>
Corporate Plan 2019-24	Priority projects and initiatives	This section of the Corporate Plan 2019-24 identifies key projects and initiatives Council is focused on delivering over the next five years.

## 7. CRITICAL DATES &amp; IMPLICATIONS

As part of its funding obligations, Council has agreed to the following six milestones in the development of the project plan:

MILESTONE	DESCRIPTION	MILESTONE DEADLINE	BUDGET (APPROXIMATE)
1	Undertake comprehensive stakeholder engagement on proposed visitor infrastructure development	21 February 2020	N/A
2	Engage consultant to develop planning and design for visitor infrastructure (“ <b>project plan</b> ”)	20 March 2020	\$50,000
3	Development of project plan	12 June 2020	
4	Obtain stakeholder feedback on project plan	3 July 2020	N/A
5	Council endorsement of project plan	16 July 2020	N/A
6	Grant acquittal	31 August 2020	\$25,000

## 8. CONSULTATION

Council will commence stakeholder engagement over the next two weeks in a manner consistent with that identified in part 7 of this report. It should be noted that initial stakeholder consultation on the project was undertaken in identifying it as a priority project in the Corporate Plan 2019-24.

## 9. CONCLUSION

As above.

## 10. OFFICER’S RECOMMENDATION

That Council note the contents of the report.

## ATTACHMENTS

Nil

### 13. Mayoral Report

Report to be provided to meeting.

### 14. Councillor Reports

Councillors will provide reports to the meeting.

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

Recommendation (if required)

That Council consider the following matters as they are considered to be of an urgent nature requiring immediate consideration by Council:-

### 16. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled at time of agenda preparation.

### 17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 20 February 2020.