



# Agenda and Business Papers Burke Shire Council Ordinary Meeting Thursday 19 November 2020 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea – with new employees
12.30pm to 1.00pm	Lunch – with the new Director of Nursing from Burketown Clinic

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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 Tonya Murray; Deputy Mayor Cr John Clarke Cr John Yanner Cr Rosita Wade
Officers	Clare Keenan; Chief Executive Officer Dan McKinlay; Deputy CEO Philip Keirle; Executive Manager Strategic Projects Graham O’Byrne; Executive Manager Engineering Shaun Jorgensen; Senior Accountant Madison Marshall; Executive Assistant (Minutes)

### 02.01 LGR 2012 Section 254K – Participating in meetings by audio link or visual audio link

That Council, in accordance with section 254K of the Local Government Regulation 2012, allows the following person to participate in the meeting by audio link or visual audio link:

- Clare Keenan, Chief Executive Officer

## 03. Prayer

Led by Cr Clarke

## 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 15 October 2020

That the Minutes of the Ordinary Meeting of Council held on Thursday 15 October 2020 as presented be confirmed by Council.



201015 Unconfirmed  
Minutes.docx

## 06. Condolences

None received at time of agenda preparation.

## 07. Declaration of Interests

## 08. Registers of Interests

In accordance with the Local Government Regulation 2012, section 201B (2), The councillor or councillor advisor must, in the approved form, inform the chief executive officer of the particulars required to be included in a register of interests under a regulation for the new interest or the change to the particulars within 30 days after the interest is acquired or the change happens.

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

### 09.01 Notices of Motion

None received at time of agenda preparation.

### 09.02 Petitions

None received at time of agenda preparation.

## 10. Engineering Services Reports

10.01.01 Engineering and Services Monthly Report

10.01.02 Water and Wastewater Engineering Consultancy - 3 Year (+1) Services Agreement Contract  
No.: 5000-2120-1

10.01.03 Amendment to Fees and Charges

10.02.01 Strategic Projects Reports

## Engineering Services Reports

### 10.01.01 Engineering and Services Monthly Report

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DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	9 November 2020
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 October 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 General Works (including Parks, Gardens and Cemetery)

- Rodeo Grounds Shade and stables completed
- Comprehensive review of public area sprinkler systems under way (cfwd)
- Implemented process to stop excessive water usage at Cemetery. Irrigation at cemetery to be limited until secure fencing of the cemetery is in place to prevent wildlife entering.

##### 2.2 Roads

- Floraville Rd Culvert Replacement – Culverts placed. Practical Completion to be issued October after final inspections;
- Completion of Maintenance grades on Nugaburra Rd
- RMPC (TMR Contract) - Formation grading completed on Camooweal Rd.
- RMPC(TMR Contract) – Heavy Shoulder Grade completed on Wills Development Rd
- Gregory airport Rd DRFA 19 works completed
- Continuing with RMPC contract. Reporting and defect rectification underway

##### 2.3 Plant and Fleet

- Review of fleet asset management strategy undertaken with CT Management Group.

##### 2.4 Water & Sewerage

- Sample containers arrived late from Cairns – delay in monthly testing
- Finalised assessments of Expression of Interest for consultancy (3 + 1 years).

- SWIM data completed and submitted to DNRME – to be published on BSC website in November

#### 2.5 Airports

- Addressed area washed out at Burketown
- Application for funding based on a list priority items – with lighting at the top of the list

#### 2.6 Waste

- Gregory – Rubbish collection increase due to tourist has continued.
- Discussions with DES proposed in Brisbane in November to discuss progression of strategy to manage waste. Both Gregory and Burketown an issue with available space
- Looking at scrap metal collection for both Gregory and Burketown (cfwd)

#### 3. OFFICER'S RECOMMENDATION

That Council receives and notes Engineering and Services report.

#### ATTACHMENTS



Attachment 01 -  
Engineering and Serv

1. Background Detail to End of October 2020 - Engineering and Services Report

## Engineering Services Reports

### 10.01.02 Water and Wastewater Engineering Consultancy - 3 Year (+1) Services Agreement Contract No.: 5000-2120-1

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DEPARTMENT:	Engineering and Services]
RESPONSIBLE OFFICER:	Graham O’Byrne; Executive manager engineering
PREPARED BY:	Graham O’Byrne; Executive manager engineering
DATE REPORT PREPARED:	11 November 2020
LINK TO COUNCIL PLAN/S:	

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#### 1. PURPOSE

Further to the EOI it is proposed to select a preferred consultant to then enter into a Local Buy contract. The Contract would be executed pending Council’s endorsement of the recommended successful consultant.

Further to proceeding with an Expression of Interest (EOI) from suitably qualified consultants for the provision of Engineering Consultancy services relating to Water and Wastewater this report seeks endorsement of GHD as the preferred consultant.

The overall extent of services sought includes, but is not limited to the following:

- Project scoping, design, general project and contract management;
- Project budget assistance;
- Technical and operational support as needed;
- Business Case and/or funding application assistance.

It is proposed that Burke Shire Council (BSC) enter into a three (3) year contract with GHD, with a one (1) year option to extend.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

BSC, due to its remoteness and size has difficulty in attracting and retaining skilled professionals. This leads to BSC having limited engineering resources and technical capability in the area of water and wastewater. As such Council are looking to appoint an engineering consulting practice to partner with to manage day-to-day operational challenges as well as specific project related aspects. The services will be based on an agreed schedule of rates.

Historically Council has engaged a consultant on a case-by-case basis. With Council’s relatively small capital program, and yet its need for external expertise, the fees that are charged can tend to be on the high side. By pulling all the required services together under a single contract, and including project related works, the economy of scale will encourage a more competitive pricing model. It will also deliver a team of resources that will work alongside council to develop scoping and budget estimates, which has in the past been a challenge for Council.

At the Ordinary Council Meeting of 17<sup>th</sup> September 2020 it was agreed to proceed in seeking an EOI from suitably qualified consultants for the provision of Engineering Consultancy services relating to

water and wastewater. The submissions received were considered by the evaluation panel (Graham O’Byrne, Dan McKinlay and Sarath Jayasekara) with GHD selected as the preferred consultant. A total of four (4) submissions were sought with three (3) responses received:

- GHD
- Arup
- Aecom
- Aurecon (response not received).

### **Scope of Services**

The extent of services required includes, but is not limited to the following:

- Project Business Case and/or funding application assistance;
- Project budget assistance;
- Project scoping, design, project and contract management;
- Technical and operational support as needed.

The engineering disciplines that will be required are those that provide support to all aspects of the water and wastewater sector, including but not limited to:

- Structural, hydraulic, mechanical, electrical (power, reticulation, communications and SCADA), civil, geotechnical, process, environmental;
- Survey;
- Planning;
- Project and Contract management.

An indication of the type of projects to be included within this Agreement is provided below:

- Currently there are a number of projects to be delivered for the 2020-21 Financial Year, with the type of projects indicated below. The current capital budget is in the order of \$1.1m.
  - Water Treatment Plant (WTP) Upgrades;
  - Sewage Treatment Plant (STP) – Irrigation; and
  - Sewerage Network – Inflow and Infiltration, and network remediation
- Future years projects include:
  - Gregory WTP review and possible downsize/replacement;
  - Smart Water Meters and Intelligent Water Network;
  - Demand Management Strategy and implementation;
  - Water Security Strategy and Total Water Cycle Management.

In addition to the above, late in 2019 BSC worked with Cairns Water (Cairns Regional Council) in conducting a comprehensive review of the Water operations. There are a number of improvement opportunities highlighted within this review which are to be progressed within the near future. One of the key exercises for the consultant would be to action these opportunities.

It is anticipated that the average annual consultancy spend under this Services Agreement would be in the order of \$250,000 to \$300,000 (excl GST). In the lead up to its annual budget Council will work with the consultant to provide a predicted level of expenditure through the Services Agreement for

the next financial year. Indeed it is envisaged that the consultant will provide assistance in setting the project scopes and overall budget estimates.

### Intent of The Agreement

The term of the Agreement will be for three (3) years from the date of appointment with an option, at Council's discretion, to extend the Agreement by a period of one (1) year, with the contract being based on Local Buy. The detailed terms of the Agreement will be negotiated based around the following key performance criteria:

- Quality of deliverables;
- Timeliness of responses;
- Commitment of nominated key personnel;
- Flexibility in service provision;
- Cost of services.

### 3. FINANCIAL & RESOURCE IMPLICATIONS

There is no financial or resource implication.

All of the costs associated with the engineering consulting services are budgeted for. Council has allocated a budget of \$155,000 for general consulting services, which includes advice on water and wastewater. In addition to this, individual project budgets include the costs of consultants.

### 4. OPTIONS

There are three options for Council to consider:

1. Council endorses entering into a contract with GHD for three (3) years with the option to extend for one (1) year for the provision of consulting engineering services relating to water and wastewater; or
2. Council endorses entering into a contract with an alternative consultant; or
3. Council does not endorse either Option 1) or 2) above and decides to continue on an "as needs" basis for engaging consulting services.

### 5. RISK

Risk	Description	Risk Mitigation
<b>Meeting KPIs</b>	<ul style="list-style-type: none"> <li>• KPIs are not met</li> <li>• Complacency develops over term of contract</li> </ul>	<ul style="list-style-type: none"> <li>• KPIs are set with tangible metrics</li> <li>• KPIs assessed monthly</li> <li>• Council has unilateral right of early termination of the contract</li> </ul>

<b>Risk</b>	<b>Description</b>	<b>Risk Mitigation</b>
<b>Expertise</b>	<ul style="list-style-type: none"> <li>▪ For a specific project or query there is a lack of expertise</li> <li>▪ Change of personnel leads to discontinuity or reduced capability</li> </ul>	<ul style="list-style-type: none"> <li>• Consistency and continuity in nominated personnel as a KPI</li> <li>• Council has the right to seek expertise outside the Agreement</li> </ul>
<b>Scope Definition</b>	<ul style="list-style-type: none"> <li>• Scope is not well defined</li> <li>• Misinterpretation of scope</li> <li>• Scope creep – and cost variance</li> </ul>	<ul style="list-style-type: none"> <li>• Formal scoping for all projects with briefings</li> <li>• Seek confirmation of scope via a “back-brief”</li> <li>• Monthly forecasting of costs</li> </ul>

#### 6. POLICY & LEGAL IMPLICATIONS

Council is also required to meet all relevant local government procurement requirements as outlined in the *Local Government Act 2009*, Local Government Regulation 2012 and in Council’s Procurement Policy. These requirements will be met through the proposed contract based on Local Buy engagement processes.

#### 7. OFFICER’S RECOMMENDATION

1. That Council endorses entering into a contract with GHD for three (3) years with the option to extend for one (1) year for the provision of consulting engineering services relating to water and wastewater; and
2. Council delegates authority to the CEO to negotiate any and all matters relating to the contract.

#### ATTACHMENTS

Nil

## Engineering Services Reports

### 10.01.03 Amendment to Fees and Charges

DEPARTMENT:	Works and Services; Corporate Services
RESPONSIBLE OFFICER:	Graham O’Byrne, Acting Exec Manager Engineering
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	12 November 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan: Community; Governance; Assets; Economy

#### 1. PURPOSE

To incorporate the supply of gravel from the Armraynald Pit for private purposes into Council’s fees and charges for FY 2020-21.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council operates a range of gravel pits under its Sales Permit. The Sales Permit enables Council to use/sell material from all pits for public purposes (e.g. road maintenance and construction, other civil construction with a public purpose). The Sales Permit also identifies a number of gravel pits from which Council is able to sell material for private works/purposes. Council has 84 pits in total and 44 pits in the latter category.

Qcrush Pty Ltd is a supplier of gravel products in the Burke Shire with commercial sales pits located in close proximity to the township of Gregory.

#### 3. PROPOSAL

That Council, having reference to the competitive neutrality principle, incorporates a fee for the supply of gravel from the Armraynald Pit into Council’s fees and charges for 2020-21.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Financial implications: Council would anticipate the sale of a very modest volume of gravel for private (i.e. non-public) purposes. Accordingly, the financial returns associated with this supply would be equally modest.

#### 5. RISK

There are a number of risks associated with this process:

Risk Type	What could happen	Possible consequence
Resource	<ul style="list-style-type: none"> <li>Allocation of resources for private purposes reduces availability of material for public purposes (e.g. road maintenance and construction)</li> </ul>	<ul style="list-style-type: none"> <li>Insufficient supply. Unlikely given anticipated volumes.</li> </ul>

Risk Type	What could happen	Possible consequence
Legal	<ul style="list-style-type: none"> <li>Failure to distinguish between business activity and significant business activity</li> </ul>	<ul style="list-style-type: none"> <li>Council imposes an undue administrative burden on itself in relation to gravel supply</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>Introduction of new fee and charge without implementation of competitive neutrality complaint process</li> </ul>	<ul style="list-style-type: none"> <li>Non-compliance with regulations</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>Increases complexity of Council's reporting requirements to the Department of Agriculture and Fisheries</li> </ul>	<ul style="list-style-type: none"> <li>Incorrect periodic declaration details sent. Mitigate through establishment of, and attention to process.</li> </ul>
Operations	<ul style="list-style-type: none"> <li>Gravel supply capability may be sporadic given utilisation of equipment elsewhere</li> </ul>	<ul style="list-style-type: none"> <li>Lower level of service provided than anticipated, leading to dissatisfaction with service.</li> </ul>

## 6. POLICY & LEGAL IMPLICATIONS

The following items are of relevance

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Schedule 4 Dictionary	<b>“business activity”</b> of a local government, means trading in goods and services by the local government.
Local Government Regulation 2012	Section 39	<p>(1) A business activity is prescribed for section 47(7) of the Act for a financial year if the amount of current expenditure for the business activity for the previous financial year is \$328,000 or more.</p> <p>(2) The amount of current expenditure for a business activity for a financial year is the total of the following amounts spent in conducting the activity for the year.</p> <ol style="list-style-type: none"> <li>operational costs;</li> <li>administrative and overhead costs;</li> <li>cost of resources;</li> <li>depreciation.</li> </ol>
<i>Local Government Act 2009</i>	Section 43	(3) Under the competitive neutrality principle, an entity that is conducting a business activity in competition with the private sector should not enjoy a net advantage over competitors only because the entity is in the public sector.

Instrument	Reference	Details
Local Government Regulation 2012	Section 33	<p>* Applies to “Business Activities”</p> <p>Applying the competitive neutrality principle</p> <p>(1) If a local government applies the code of competitive conduct to a business activity, the local government must apply the competitive neutrality principle to the business activity including, for example, by—</p> <p>a. Removing any competitive advantage or competitive disadvantage, wherever possible and appropriate.</p>
Local Government Regulation 2012	Section 22	<p>* Applies to “Significant Business Activities” (but provides useful guidance on application of competitive neutrality principle)</p> <p><b>Full cost pricing</b></p> <p>(1) A local government applies full cost pricing to a significant business activity by charging for goods or services at the full cost of providing the goods or services...</p> <p>(2) For subsection (1):</p> <p>a. A local government applies full cost pricing to a significant business activity if the total projected revenue from providing all of the activity’s goods and services is enough to cover the projected total costs of conducting the activity...</p> <p>(3) A <b>competitive advantage</b> is an advantage a business entity conducting a significant business activity has over a private sector business because the local government owns the activity.</p> <p>(4) For example, a competitive advantage includes—(a) a financial advantage; and(b) a procedural advantage; and(c) a regulatory advantage</p>
Local Government Act 2009	Section 48	<p>Competitive neutrality complaints</p> <p>(1) A local government must adopt a process for resolving competitive neutrality complaints.</p> <p>(2) A competitive neutrality complaint is a complaint that—</p> <p>a. relates to the failure of a local government to conduct a business activity in accordance with the competitive neutrality principle; and</p> <p>b. is made by an affected person.</p>

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Section 262	<p>Powers in support of responsibilities</p> <p>(1) This section applies if a local government is required or empowered to perform a responsibility under a Local Government Act.</p> <p>(2) ...</p> <p>(3) The powers include all the powers that an individual may exercise, including for example—</p> <ol style="list-style-type: none"> <li>...</li> <li>...</li> <li>power to charge for a service or facility, other than a service or facility for which a cost-recovery fee may be fixed.</li> </ol>

## 7. CRITICAL DATES & IMPLICATIONS

There are no critical dates associated with this report. However, there is immediate interest in the purchase of gravel from Council's Armraynald Pit.

## 8. CONSULTATION

Council initiated a review of gravel supply opportunities to public sector agencies (State and Local Government) in October 2020. This review has been extended to include pricing for the supply of gravel for private purposes from the Armraynald Pit.

## 9. CONCLUSION

The fees below have been pulled together with reference to the competitive neutrality principle and represent the full cost pricing of providing this service.

## 10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council incorporates the following fees and charges for the supply of pea gravel for use in private works (i.e. non public purposes) from the Armraynald Pit:

Details	2020-21 Fees		GST	Legislation	Section	Fee Type
Gravel Supply						
Armraynald Pit pea gravel (ex. Pit)	\$ 17.73	per tonne	GST	LGA 2009	Part 6 s262(3)(c)	Commercial
0-25 Tonnes: Delivered to Burketown (incl. gravel + haulage), subject to availability.	\$ 57.78	per tonne	GST	LGA 2009	Part 6 s262(3)(c)	Commercial
25-50 Tonnes: Delivered to Burketown (incl. gravel + haulage), subject to availability.	\$ 43.43	per tonne	GST	LGA 2009	Part 6 s262(3)(c)	Commercial
50-75 Tonnes: Delivered to Burketown (incl. gravel + haulage), subject to availability.	\$ 38.96	per tonne	GST	LGA 2009	Part 6 s262(3)(c)	Commercial
Delivery of gravel elsewhere	Private works rate. To be confirmed based on volume and location		GST	LGA 2009	Part 6 s262(3)(c)	Commercial
* Standard DAF conversion for cubic metres to tonnes is 1m3 = 1.7t						

## ATTACHMENTS

1. Fees and charges (supply of gravel)



A001 - Armraynald GP32 Gravel Rates - I



A002 - Armraynald

GP32 Gravel Rates - I

## Strategic Projects Reports

### 10.02.01 Strategic Projects Reports

DEPARTMENT:	Works & Services; Corporate Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	10 November 2020
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

#### 1. PROJECTS

Project	Description	Update/activity for reporting month
Waste tyre removal and recycling	Council has secured funding to remove waste tyre stockpiles from Burketown and Gregory	<p>177.5t end of life tyres recycled to date.</p> <ul style="list-style-type: none"> <li>Approximately 160t of tyres remaining to be cleared;</li> <li>Council has submitted a request for additional funding through the Regional Recycling Transport Assistance Package (RRTAP)</li> </ul>
Burketown Mineral Baths	Completion of concept, business case and project plan for Burketown Mineral Baths	<ul style="list-style-type: none"> <li>GHD engaged to deliver;</li> <li>Site visit completed on Tuesday 15 September 2020;</li> <li>Additional funding secured for this project from Gangalidda Garawa Services;</li> <li>Project Reference Group meeting held with consultancy on Thu 5 Nov 2020.</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>Session with Councillors and Waanyi representatives held on 30 July 2020.</li> <li>Revised draft scope forwarded to relevant parties on 5 August 2020.</li> <li>Discussions with adjacent landowners in relation to dedication of part of Gregory River as a Reserve.</li> <li>Draft Local Law and Subordinate Local Laws to manage camping have been drafted to aid in consultation over management arrangements.</li> <li>Council to present key ILUA concepts to Waanyi on 19 Nov 2020.</li> </ul>

Project	Description	Update/activity for reporting month
Coastal Hazard Adaptations Strategy – phases 3-8	Complete phases 3-8 of Burke's Coastal Hazard Adaptation Strategy.	<ul style="list-style-type: none"> <li>▪ Monthly reporting submitted to LGAQ.</li> <li>▪ Qcoast Council Zoom sessions attended.</li> <li>▪ Phase 4 report completed and project updates circulated;</li> <li>▪ GIS data on infrastructure forwarded for incorporation into Council's mapping;</li> <li>▪ Phase 5 report submitted for review;</li> <li>▪ Draft and final funding application for phases 6-8 submitted to LGAQ and DES.</li> </ul>
Burke ICT Project	Full review of Council's ICT requirements with a view to implementation of progressive improvements	<ul style="list-style-type: none"> <li>▪ All ICT contract timeframes and commitments reviewed;</li> <li>▪ Review of 4G comms capabilities in Gregory completed;</li> <li>▪ TV/Radio comms visit arranged with N-Com and enhanced monitoring capabilities identified;</li> <li>▪ Transition to Office 365 (E3) upgrade priced;</li> <li>▪ Transition to single GWIP/Business IP access for all locations priced;</li> </ul>
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial (Utilities) developments.	<ul style="list-style-type: none"> <li>▪ Arrange session with Councillors to provide full update.</li> </ul>
STP Upgrade	Installation of additional 220m of security fencing (1,800mm high + 3-strand barb wire).	<ul style="list-style-type: none"> <li>▪ Practical completion achieved by 30 October 2020.</li> </ul>
PYMO Upgrade & Maintenance	<ul style="list-style-type: none"> <li>▪ Tank replacements</li> <li>▪ Drainage upgrades</li> <li>▪ Aeration of field, fertilizing and top-dressing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Scheduled for completion in November 2020. Funded via LRCI and W4Q Covid.</li> <li>▪ Aeration, fertilising and top-dressing completed first week of Nov 2020.</li> </ul>

## 2. RECENTLY COMPLETE PROJECTS

Project	Description	Update/activity for reporting month
Burketown Rodeo Grounds Shade Structures	Installation of shade structures and horse stables at the Burketown Rodeo Grounds	<ul style="list-style-type: none"> <li>Practical Completion achieved early October 2020.</li> <li>Completing funding acquittal November 2020</li> </ul>
Gregory Showgrounds: Judge's Tower	Upgrade to Judge's Tower at Gregory Showgrounds	<ul style="list-style-type: none"> <li>Final building inspection completed;</li> <li>Minor defects repaired;</li> <li>Building classification certificate received;</li> <li>Acquittal under way with DRFA Flexible Funding Round 2</li> </ul>
Gregory Bar & Kitchen	Design, construction and fit-out of Bar & Kitchen at the Gregory Showgrounds.	<ul style="list-style-type: none"> <li>Mobile ice/drink troughs delivered;</li> <li>Final Building Classification received;</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>Installation completed.</li> </ul>
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>iTERRA Satellite operational.</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>All final acquittal documentation submitted.</li> </ul>

## 3. GRANTS &amp; FUNDING SUBMISSIONS

Funding program	Description	Update/activity for reporting month
All	Transition to Surepact	<ul style="list-style-type: none"> <li>Council is in the process of transitioning its grants register and reporting into Surepact.</li> </ul>
Works 4 Queensland Covid	\$1.1m in funding to deliver water, wastewater, buildings and facilities improvement and upgrade projects	<ul style="list-style-type: none"> <li>Monthly reporting commenced;</li> <li>Variation lodged in October 2020;</li> </ul>

Funding program	Description	Update/activity for reporting month
Works 4 Queensland 2019-21	\$1.12m in funding to deliver a suite of maintenance and minor upgrade projects across waste, water, building and facilities	<ul style="list-style-type: none"> <li>Monthly reporting up to date;</li> <li>Variation No. 2 lodged to reallocate savings in Buildings &amp; Facilities to Waste-focused projects;</li> </ul>
DRFA Flexible Funding R2	Gregory Showgrounds – Jockey Change Room replacement; Phillip Yanner Memorial Oval: change room restoration and concrete works	<ul style="list-style-type: none"> <li>Application successful;</li> <li>Project plans submitted on 30 Sep 2020;</li> <li>All projects to be delivered by 30 June 2021.</li> </ul>
DRFA Flexible Funding R1	Gregory Showgrounds Upgrades; Burketown Showgrounds Upgrades;	<ul style="list-style-type: none"> <li>Final acquittal completed for Gregory Showgrounds Upgrades.</li> <li>Final acquittal being prepared for Burketown Showgrounds Upgrades.</li> </ul>
DRFA Betterment	Transport betterment projects: <ul style="list-style-type: none"> <li>Upgrade to LH National Park Road</li> </ul>	<ul style="list-style-type: none"> <li>Application successful. Tender awarded at the September 2020 Council meeting.</li> <li>Construction underway with PC scheduled for early December 2020</li> </ul>
Regional Recycling Transport Assistance Package	Transportation costs of recyclable waste (tyres)	Application successful. Opportunity to access additional funding lodged with the Department.
Coastal Hazard Adaptation Strategy	Completion of phases 6-8 of the Coastal Hazard Adaptation Strategy	Application for funding to complete CHAS phases 6-8 submitted on 21 September 2020.

#### 4. REGISTERS OF PRE-QUALIFIED SUPPLIERS

Register	Description	Comment
Plant Hire (Wet & Dry)	Council to exercise final extension clause to assist in navigating the caretaker period in the lead up to the RFT documentation currently under review in preparation for post-election release.	<ul style="list-style-type: none"> <li>Panel of Suppliers appointed in September 2020</li> </ul>

Register	Description	Comment
Trades & Services	<p>ROPS for provision of wide-range of trades and services:</p> <p>1<sup>st</sup> Term: Aug 2019 – Aug 2020</p> <p>2<sup>nd</sup> Term: Aug 2020 – Aug 2021</p> <p>Utilised to date for building, electrical, plumbing, and building certification services.</p>	<ul style="list-style-type: none"> <li>Panel refreshed for a further 12 months;</li> <li>Looking at opportunities to open existing categories and to create new categories as part of the ROPS re-fresh for 2020-21.</li> </ul>

## 5. CURRENT/ RECENT TENDERS

Tender	Description	Opened	Closes	Awarded
5606-3000-1	Gregory to Lawn Hill Road – 2020 DRFA	8 Aug 20	31 Aug 20	17 Aug 20
0280-4053-2	Burketown WTP Clear Water Storage 1ML Tank	18 Jul 20	17 Aug 20	17 Sep 20
0280-4065-1	Doomadgee East Road Pavement, Sealing & Culvert Works	11 Jul 20	3 Aug 20	20 Aug 20
0280-4034-1	Burketown Mineral Baths – Concept Design, Business Case and Project Plan	14 Jul 20	4 Aug 20	14 Aug 20
2020-02	Burke Shire – Register of Pre-qualified Suppliers – Plant Hire (Wet & Dry)	6 Jul 20	31 Jul 20	Sep 2020
19-46	DRFA Betterment – upgrade pavement + 2 coat seal on Lawn Hill National Park Road: under development	20 Jun 20	13 Jul 20	20 Aug 20

## 6. PROJECTS UNDER DEVELOPMENT

Project	Description
STP Irrigation	Initial project scoping underway for STP irrigation system and receiving environment monitoring program. Project confirmed as part of Covid-19 W4Q.
Sewer Treatment network	Initial project scoping completed for Inflow and Infiltration (smoke test) assessment of the Burketown sewer network. Project delayed due to budgetary constraints.
Waste Management	<ul style="list-style-type: none"> <li>Recycling: recycling of 3t stockpile of Council batteries completed;</li> <li>Recycling: Shire-wide battery recycling initiative in development;</li> </ul>

Project	Description
Waste management	Initial project scoping underway for a landfill cell.
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. Funding application successful.
PYMO change rooms	Renovation of change room facilities at the Phillip Yanner Memorial Oval. Project scoped. Contract award scheduled for October 2020.

## 7. GULF SAVANNAH DEVELOPMENT PROJECTS

### RAB PROJECTS 2019-2020

Project	Description	Update for reporting month
Remote Area Board: <ul style="list-style-type: none"> <li>Farm Stay Tourism Blueprint</li> </ul>	Provision of full “how to” guide to set-up different kinds of farm stay businesses.  RFQ released, submissions received, evaluated and recommendations made.	<ul style="list-style-type: none"> <li>Project completed.</li> <li>Documents submitted to Chair and Secretary.</li> </ul>
BBRF Community Investment Stream: <ul style="list-style-type: none"> <li>Regional Branding Strategy</li> </ul>	Complete Regional Branding Strategy: literature review, regional audit, supply chain logistics, legal and financial dimensions, marketing and commercial, roll-out strategy.	<ul style="list-style-type: none"> <li>Project extension requested and approved.</li> </ul>
Doomadgee 4G Feasibility Study	Feasibility Study to define solution to ongoing issue with 4G services in Doomadgee.	<ul style="list-style-type: none"> <li>Project completed and forwarded to RDA for assistance with advocacy.</li> <li>Telstra looking to support this project in the 2nd round of the Regional Connectivity Program</li> </ul>

### RAB PROJECTS 2020-21

Project	Description	Update for reporting month
Protected Food Cropping in the Gulf Savannah	Multi-site options analysis / technology analysis in relation to the local production of fresh fruit, vegetables and herbs in the Gulf.	Stakeholder engagement progressing well.  First milestone due 15 December 2020.

Project	Description	Update for reporting month
Gulf Academy – Business Case	Viability analysis into establishing an accredited training facility in the Gulf.	RFQ documentation released. Tender briefing scheduled for 12 Nov 2020. RFQ closes on 25 Nov 2020
Tourism in the Gulf Savannah – from retail to wholesale	Explore opportunities and assist businesses to take tourism products from retail (point of sale) into wholesale distribution channels.	Deed of Financial Assistance signed with Department of State Development. No update this month

#### 8. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

#### ATTACHMENTS

Nil

## 11. Office of the Deputy Chief Executive Officer

- 11.01 Finance Monthly Update Report
- 11.02 Deputy CEO Update
- 11.03 Audit Committee Minutes
- 11.04 Portable and Attractive Items Policy
- 11.05 Reconfiguring a Lot - Lot 51 SP127908
- 11.06 LGAQ's Bush Council Compact

## Financial Services Reports

### 11.01 Finance Monthly Update Report

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DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Senior Accountant
DATE REPORT PREPARED:	10 November 2020
LINK TO COUNCIL PLAN/S:	Operational Plan 2020-21   Council Budget 2020-21

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#### 1. PURPOSE

This report has been prepared to provide a snapshot of the progress of council's operations (financial) against Councils 2020/2021 budget targets. The below report focuses on providing information to key decision makers in regards to key metrics, trends and actuals for the month ended October 2020.

#### 2. SUMMARY

A review of council's performance over the month of October 2020 noted that cash was down by \$543k; this was expected based on the ending budgeted position for cash for the year. It was also noted that comparative to the budget, council operations are inline with the expected budgeted spend for October 20 (total expenditure against budget as at 31 October 2020 was 35.16%). As it stands, council operations are slightly over budget by 1.16%. This will be addressed as part of the November 20 budget review.

Note that we are currently working through WIP capitalisations; this may result in some minor bottom line movements to the figures presented in this report (this will be represented in the November 20 end of month report).

The following report will cover off on the following key areas (in order) of the list

- 1) Overall Operating Summary (Actual v Budget)
- 2) Statement of Cash Flows
- 3) Statement of Income and Expenditure
- 4) Organisational Services Performance
- 5) Statement of Financial Position
- 6) Exercise of Delegations
- 7) Officer's Recommendations

#### 3. OVERALL OPERATING SUMMARY (ACTUAL V BUDGET)

The below summary shows a brief snapshot of how council is tracking in the current year against the budget for the year as adopted by council on the 31 October 2020.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	3,038,648	12,940,159	23%
Operating Expenses	(2)	6,072,084	20,715,000	29%
<b>Operating Result (Profit/Loss)</b>	-	<b>3,033,436</b>	<b>- 7,774,841</b>	<b>39%</b>
Capital Revenue	(3)	1,761,500	6,639,613	27%
<b>Net Result</b>	-	<b>1,271,936</b>	<b>- 1,135,228</b>	<b>112%</b>

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	6,602,187	5,422,354
Other Current Assets	(5)	2,401,369	1,533,626
Non Current Assets	(6)	152,122,821	147,698,724
<b>Total Assets</b>		<b>161,126,377</b>	<b>154,654,704</b>
Liabilities (Current)	(7)	2,737,425	3,540,000
Liabilities (Non Current)	(8)	983,718	860,000
<b>Total Liabilities</b>		<b>3,721,143</b>	<b>4,400,000</b>
<b>Net Community Assets</b>		<b>157,405,234</b>	<b>150,254,704</b>

#### Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
<sup>1</sup> Operating Surplus Ratio (%)	Between 0% and 10%	-100%	-64%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	3	3
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-206%	-224%

1

#### Notes:

- (1) **Operating revenues** - minimal movement for the month in operating revenues; no major grants received during the month (prior month ending balance: \$2,746,282).
- (2) **Operating Expenses** - noted that costs appear to be tracking on schedule with expectations for the month as noted above. In relation to employee benefits costs against the budget, we have currently expended 1.61mil against a budget of 5.31mil for the year. This is an actual spend of 30.46% against an expected 33% per the budget. We are currently tracking on progress against the budget target for the year.
- (3) **Capital Revenue** - funding was received during the month for works for QLD projects currently in progress by council to the value of 998k of funding. Due to the change of contract recognition criteria under AASB15; we have been required to adjust this figure down to 499k in the 20/21FY. The difference related to works completed in the 19/20FY. \$1,262,500 has also been received in relation to ROSI funding for the Floraville Road culvert replacements.
- (4,5,6,7,8) Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; as such no items by exception to report at this stage.

#### 4. STATEMENT OF CASH FLOWS

The below statement shows a comparison between the cashflow of October 2019 in the previous year v October 2020 actuals v the budgeted estimated cashflow for 30 June 2021.

<sup>1</sup>The working capital ratio: measures council's ability to offset short term obligations with current assets

<sup>2</sup> The net financial liabilities ratio: measures council's ability to increase borrowings where necessary

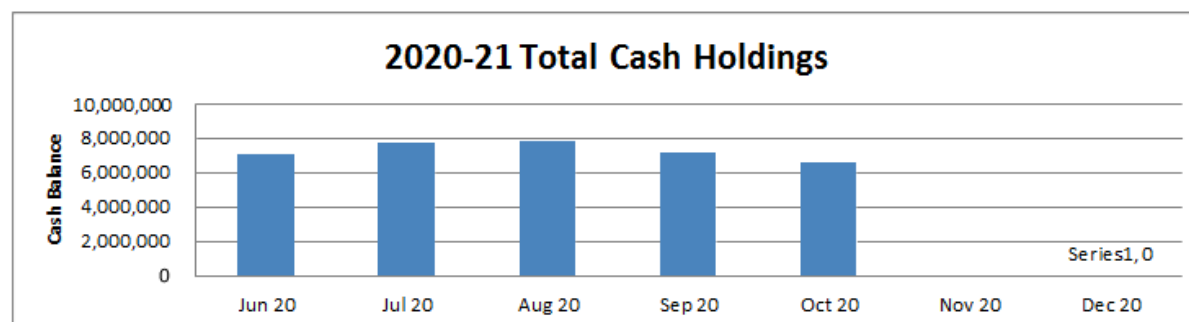
<sup>3</sup> The operating surplus ratio: measures council's ability to cover operational costs through operational revenues

For the month ended 30 October 2020

	Note Ref	31 October 2019 \$	31 October 2020 \$	2020-21 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	2,113,594	2,172,290	4,026,118	54%
Payments to suppliers and employees	(2)	(4,180,112)	(3,992,623)	(13,198,366)	30%
		(2,066,518)	(1,820,333)	(9,172,248)	20%
Rental Income	(3)	72,207	72,016	230,000	31%
Interest Received	(4)	56,534	22,216	120,000	19%
Operating Grants and Contributions	(5)	805,039	966,995	8,305,000	12%
Borrowing Costs		-	-	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		<b>(1,132,738)</b>	<b>(759,107)</b>	<b>(517,248)</b>	<b>147%</b>
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	(841,835)	(1,453,810)	(7,754,000)	19%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	-	0%
Capital Grants and Subsidies	(7)	790,269	1,761,500	6,640,000	27%
<b>Net cash inflow (outflow) from investing activities</b>		<b>(51,566)</b>	<b>307,690</b>	<b>(1,114,000)</b>	<b>-28%</b>
<b>Cash flows from financing activities:</b>					
Proceeds from Borrowings		-	-	-	0%
Repayment of Borrowings		-	-	-	0%
<b>Net cash inflow (outflow) from financing activities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Net increase (decrease) in cash held</b>	(8)	<b>(1,184,304)</b>	<b>(451,417)</b>	<b>(1,631,248)</b>	<b>28%</b>
Cash at beginning of reporting period		9,595,818	7,053,604	7,053,604	100%
<b>Cash at end of reporting period</b>	(8)	<b>8,411,514</b>	<b>6,602,187</b>	<b>5,422,355</b>	<b>122%</b>

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	0.96%	22,216	6,182,577
Westpac General Fund	-	-	419,328
Cash Floats	-	-	283
<b>Total</b>			<b>6,602,187</b>

Cash and Cash Equivalents Movement Comparison Chart

Notes to the Statement of Cashflow:

**(1) Receipts from customers** – represents cash inflows from revenue stream such as rates; it also shows the movement between current asset balances. Due to council's requirement to account for contract assets going forwards, this cashflow line will show some distortion between accounting (accruals) revenue (asset balance movements) and actual cash flows based on the changes to AASB15 and 1058 for 30 June. We will continue to assess this month and month and make note of any significant findings to be advised to council if they should arise.

**Payments to suppliers and employees** - due to new accounting treatments for contract assets and contracts, as well as movements in the accounts payable GL, as part of the standard cashflow mapping in PCS for liability movements, this has distorted our payments to suppliers and employees for the month. True cash expenditure equated to \$4.95mil at the end of Oct 20 which equates to total cash spend of 34.06% YTD against the budgeted target of 33.33%. This means council spending is on track for the month from a cashflow perspective with a slight overspends of 0.73%.

**(2) Rental Income** - rental income is consistent with this time last year comparably and is on track against budget.

**(3) Interest Received** - interest has declined comparably year on year due to the significant change in the RBA cash rate which is having an impact on the effective interest rate council has been earning from QTC (0.96%). This is up from 0.77% in September.

**(4) Operating Grants and Contributions** - no significant operating grants were received during the October 2020 month to note.

**(5) Payments for Property, Plant and Equipment** - 1.028 mil related to the August 20 payment to Durrack for the Floraville Culvert works carried out as a notable cash outflow for the year to date.

**(6) Capital Grants and Subsidies** - The movement recognised in capital grants is a result of the adjustment to recognised ROSI Floraville culvert funding in the 20/21FY.

**(7) Net Cash Movement** - council's cash holdings were down 543k, to a total balance of 6.6mil in the bank/QTC. This is in line and tracking against budget appropriately at this stage with no cause for alarm for October 2020.

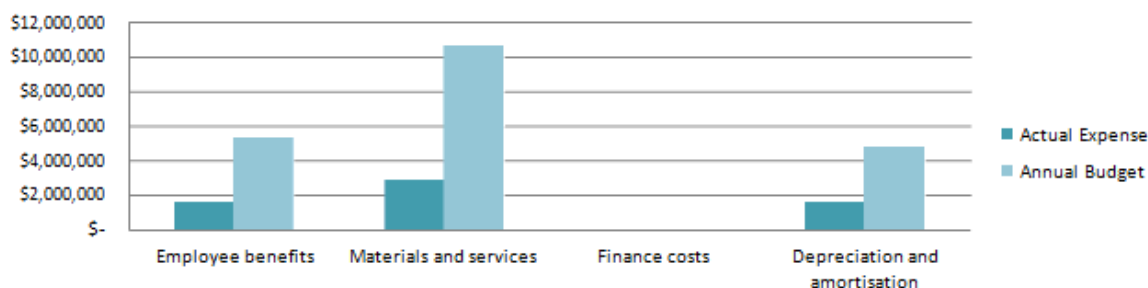
5. STATEMENT OF INCOME AND EXPENDITURE

The below statement shows a comparison between the income and expense statement of October 2019 in the previous year v October 2020 actuals v the budgeted income and expenditure for 30 June 2021.

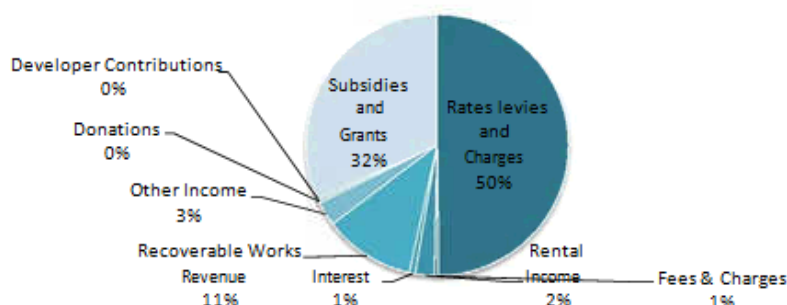
For the month ended 30 October 2020

	Note Ref	31 October 2019 \$	31 October 2020 \$	2020-21 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		1,566,520	1,513,415	3,038,000	50%
Fees & Charges	(1)	22,857	15,558	85,500	18%
Rental Income	(2)	72,207	72,016	230,000	31%
Interest	(3)	56,534	22,216	120,000	19%
Recoverable Works Revenue	(4)	28,541	341,473	1,060,500	32%
Other Income	(5)	25,916	92,675	101,000	92%
Donations		-	14,300	-	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	805,039	966,995	8,305,159	12%
<b>Total Recurrent Revenue</b>		<b>1,011,094</b>	<b>3,038,648</b>	<b>12,940,159</b>	<b>23%</b>
<b>Capital Revenue</b>					
Sale of non-current assets		-	-	-	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	-	1,761,500	6,639,613	27%
<b>Total Capital Revenue</b>		<b>-</b>	<b>1,761,500</b>	<b>6,639,613</b>	<b>27%</b>
<b>TOTAL INCOME</b>		<b>1,011,094</b>	<b>4,800,148</b>	<b>19,579,772</b>	<b>25%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	1,717,167	1,617,212	5,310,000	30%
Materials and services	(9)	3,060,342	2,875,072	10,603,000	27%
Finance costs	(10)	4,200	3,603	12,000	30%
Depreciation and amortisation	(11)	1,606,821	1,576,197	4,790,000	33%
<b>TOTAL RECURRENT EXPENSES</b>		<b>6,388,530</b>	<b>6,072,084</b>	<b>20,715,000</b>	<b>29%</b>
<b>NET RESULT</b>		<b>5,377,436</b>	<b>1,271,936</b>	<b>1,135,228</b>	<b>112%</b>

## Expenditure Actual v Budget



## Actual Revenue % Split YTD



## Notes to the Statement of Income and Expenditure:

- Fees & Charges** - fees and charges is on track with the budget for the month.
- Rental Income** - rental income is consistent with this time last year comparably and is on track against budget expectations.

- (3) **Interest** - interest has declined comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate that council has been earning from QTC (0.96%). This is up from 0.77% in September.
- (4) **Recoverable Works Revenue** - is on track year to date; RMPC works were billed to DTMR during Oct 20.
- (5) **Other Income** - is up based on billings to external organisation for work completed on their behalf as well as the payment of previously doubtful debt back to council.
- (6) **Subsidies and Grants (operating)** - no significant operating grants were received during the October 2020 month to note.
- (7) **Subsidies and Grants (capital)** - No significant movement have been noted for capital grants for the month. The actual receipt rate (27%) is a little lower than expected for year to date; this will be raised as a query to management to comment on capital grant status v projects.
- (8) **Employee benefits** - for employee benefits costs against the budget, we have currently expended 1.61mil against a budget of 5.31mil for the year. This is an actual spend of 30.46% against an expected 33% per the budget, we are currently tracking on progress against the budget target for the year.
- (9) **Materials and services** - Costs are on track against budget for the month, no exceptions to note.
- (10) **Finance costs** - minimal costs have been incurred in October for materials and services; we do not expect significant changes in the trend on this expenditure as this consists of such items including bank fees etc.
- (11) **Depreciation and amortisation** - is in line with the expected depreciation spend; finance is currently in the process of finalising 30 June financial statements and assets accounting; as such this amount will potentially change once further adjustments have been made.

## 6. BURKE SHIRE COUNCIL FINANCIAL PERFORMANCE

The below report shows the expenditure split between the various organisational departments of council.

It is expected that movements should be no more than 8.5% month on month (100% divided by 12 months).  
Benchmark for October 2020 34.00%

% YTD Actual expense v Annual Budget

YTD actual v budget is on track

YTD actual v budget is unfavourable (1%-5% movement larger than expected)

YTD actual v budget requires review (>5% movement larger than expected)

Organisational Services

	31 October 2019	31 October 2020	2020-21 Annual Budget	YTD Progress	Comments
	\$	\$	\$	%	
Recurrent Expenses					
Corporate Governance Costs	169,804	236,124	897,900	26%	Within budget expectation for the month (34% movt).
Administration Costs	622,037	1,061,247	2,934,783	36%	Higher than expected for the month. This is due to rates write-off processed for rates debtors now classified as Non-profit (exempting them from general rates).
Recoverable Works Expenses	56,269	332,635	745,000	45%	Higher than expected; this is indicating that council completing more RMPC works more frequently as corroborated by more frequent RMPC billing.
Engineering Services	2,630,693	2,701,496	6,710,508	40%	Higher than expected; will be subject to review as part of the October/November budget review by management and council.
Utility Services Costs	259,017	218,755	843,900	26%	Within budget expectation for the month (34% movt).
Net Plant Operating Costs	- 407,168	503,503	1,076,199	47%	More plant has been utilised based on RMPC works etc. year to date. We expect this to ramp up to the end of December 20 before the wet season starts after Christmas.
Planning and Environmental Expenses	52,152	28,105	181,580	15%	Within budget expectation for the month (34% movt).
Community Services Costs	627,924	417,425	1,230,300	34%	Within budget expectation for the month (34% movt).
Finance Costs	4,200	3,603	12,000	30%	Within budget expectation for the month (34% movt).
Depreciation	1,606,821	1,576,197	4,790,000	33%	Within budget expectation for the month (34% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (34% movt).
TOTAL RECURRENT EXPENSES	5,621,749	6,072,084	17,269,772	35%	Slightly over budget estimated spend YTD, we will address this as part of the October/November 20 budget review.

## 7. STATEMENT OF FINANCIAL POSITION

*For the month ended 31 October 2020*

	31 October 2020	2020-21 Annual Budget
	\$	\$
<b>Current Assets</b>		
Cash and cash equivalents	6,602,187	5,422,354
Trade and other receivables	1,763,303	340,539
Inventories	270,618	300,000
Other financial assets	367,448	893,087
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>9,003,556</b>	<b>6,955,980</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	224,622,395	216,883,699
Accumulated Depreciation	- 72,499,574 -	69,184,975
Intangible assets	-	-
<b>Total non-current assets</b>	<b>152,122,821</b>	<b>147,698,724</b>
<b>TOTAL ASSETS</b>	<b>161,126,377</b>	<b>154,654,704</b>
<b>Current Liabilities</b>		
Trade and other payables	2,611,578	3,400,000
Borrowings	-	-
Provisions	125,847	140,000
Other	-	-
<b>Total current liabilities</b>	<b>2,737,425</b>	<b>3,540,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	139,515	-
Interest bearing liabilities	-	-
Provisions	844,203	860,000
Other	-	-
<b>Total non-current liabilities</b>	<b>983,718</b>	<b>860,000</b>
<b>TOTAL LIABILITIES</b>	<b>3,721,143</b>	<b>4,400,000</b>
<b>NET COMMUNITY ASSETS</b>	<b>157,405,234</b>	<b>150,254,704</b>
<b>Community Equity</b>		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	93,485,877	86,418,456
Retained surplus/(deficiency)	24,389,468	24,306,359
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>157,405,234</b>	<b>150,254,704</b>

## 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 DCEO. The following delegations were exercised.

<b>Debt write off (amount written off)</b>	<b>Payment arrangement and repayment term</b>	<b>Authorising officer (DCEO or CEO)</b>
Nil	Nil	N/A

9. OFFICER'S RECOMMENDATION

That the financial report for the month of October be received and noted.

ATTACHMENTS

Nil

## Deputy Chief Executive Officer Reports

### 11.02 Deputy CEO Update

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DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	11 November 2020
LINK TO COUNCIL PLAN/S:	Goal -Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

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#### 1. PURPOSE

To summarise the key actions and updates within the office of the Deputy CEO. The Deputy CEO area covers Financial Services, Human Resources, Workplace Health and Safety, Administration and Community Services for the month of October 2020.

#### 2. UPDATES

##### **General-DCEO**

The Budget review for the 4 months ended 30 October 2020 is progressing. This will go to the December Council meeting. An Audit Committee meeting was held on the 12<sup>th</sup> October 2020.

Completion of the 2020 Annual Report remains a significant focus.

Outstanding audit issues raised by internal/external auditors remain a priority as well as Local Law issues. Records management continues to be a focus with planning for destruction runs in line with legislation.

Renewals of Memorandum of Understanding's for Gregory Downs Jockey Club, Burketown Rodeo & Sporting Assn, and a new MOU for the SES building are progressing.

There has been significant progress in relation to the review of the local Disaster Management Plan with the aim to adopt the reviewed document at the December Council meeting.

The Housing Strategy implementation also remains a priority.

##### **Training**

- Attended Rural Minds workshop
- LDMG exercise
- QTC-Financial Management for decision makers.
- QTC-Governance and Risk workshop.

##### **Financial Services**

Major focus in October for Financial Services was as follows:

- Progression of the Roads to Recovery program acquittal for 2019-20;

- Annual report 2019-20 preparation;
- Commencement of the November budget review analysis and documentation for management and council.

These are being finalised on a timely basis.

### **Human Resources**

#### Positions advertised

- Casual Grader Operator – filled
- Parks and Gardens Crew Member – not filled
- Gregory Caretaker – in the process of making an offer

#### HR Policies

HR Policies continue to be reviewed. The Culture and Heritage Policy and Code of Conduct were the key focus in October.

#### New Hires

- Economic & Community Projects Officer – Kimberly Chan started on 4 November
- Community Development and Administration Officer – Jamie Firth started on 10 November
- Casual Grader Operator - Malcolm Busch started on 10 November

#### Training

- Financial Management for Decision Makers
- Governance and Risk
- LDMG Training
- Rural Minds Workshops (mental health awareness)
- Chainsaw Training

### **Workplace Health and Safety.**

The Workplace Health and Safety Performance Report for the month of September 2020 is attached.

### **Administration, Community Services and Governance. .**

#### Durlga Bookings

Council had 2 external bookings for the month of October and have 2 external bookings (CLCAC) for the month of November 2020. There have been a number of internal bookings (Staff training/meetings).

#### Events

Jamie Firth commenced on 10<sup>th</sup> November in the Community Development Role.

Events for this month included Remembrance Day on Wednesday 11<sup>th</sup> November in Burketown and Gregory.

NAIDOC celebrations have been postponed due to short timeframe, excessive administration required to hold event to comply with Covid restrictions and Doomadgee Council holding their celebrations on the same day Burke Shire planned to have their event. We have received \$4000.00

(excl. GST) funding for this event which must be acquitted before 31<sup>st</sup> January 2021 or funds returned.

Next events planned are:

- Staff Christmas Party – December, date to be finalised-tentatively looking at Friday 11<sup>th</sup> December.
- Young Ambassador Program and DUX – Preparations underway with date to be confirmed with school.

#### Local Laws

- Vet visit held on Wednesday 21<sup>st</sup> October was successful with 4 dogs undergoing castration.
- Notice issued for overgrown allotment – have not received a response from owners and no action has been taken as yet.

#### REX

REX flights are in full operation. We are currently in the process of training staff to perform REX duties as we only have 2 members of the workforce that are competent. Training will be completed and assessment conducted on 20<sup>th</sup> November which will result in six staff being qualified.

#### Library

Library is currently open for borrowing of books only. Due to Covid restrictions and the fact that there is only 1 exit point we have ceased long term visits.

#### Records

John VanderZandt (Corpmem) is in Burketown for approximately 2 weeks (start of November) to complete training, review current status of records and assist with clean-up and structure moving forward.

#### EHO

An application for Food license was submitted to Council for a business however appropriate paperwork has not yet been provided so Council has not proceeded with application.

#### Training

Shannon Moren has completed QTC Training – Governance and Risk and Asset Management.

Madison Marshall has completed LDMG Coordinator Training and QTC Governance and Risk Training

Admin team have received user training in InfoXpert with John Vanderzandt (Corpmem) and will also receive in house training with Shaun Jorgensen when onsite this month specifically around PCS, budgets and job costing.

Jennifer Kumsing and Sasha Hookey are currently completing their Cert III in Business Administration

### 3. OFFICER'S RECOMMENDATION

That the Contents of the Deputy CEO's Report for October 2020 be noted and received.

#### ATTACHMENTS

1. Workplace Health and Safety Performance Report – October 2020



201031 EOM WHS  
Report October 2020

## Deputy Chief Executive Officer Reports

### 11.03 Audit Committee Minutes

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DEPARTMENT:	Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	9 November 2020
LINK TO COUNCIL PLAN/S:	Operational Plan - Governance

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#### 1. PURPOSE

To present approved minutes of the Audit Risk Committee (ARC) from the meeting held on 12 October 2020.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Audit Risk Committee is a committee of the Burke Shire Council and is directly responsible to the Council.

#### 3. PROPOSAL

That Council notes the minutes of the Audit Risk committee meeting held on the 12 October 2020.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

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

#### 5. RISK

Nil

#### 6. POLICY & LEGAL IMPLICATIONS

Compliance with the Audit Committee Charter FIN –POL-010.

#### 7. CRITICAL DATES & IMPLICATIONS

Nil, but minutes should be noted by Council on the timely basis.

#### 8. CONSULTATION

Audit Committee Chair

#### 9. CONCLUSION

It is appropriate for Council to receive, note and acknowledge the recommendations and actions from the Audit Committee.

10. OFFICER'S RECOMMENDATION

That Council receive, accept and acknowledge the Minutes from the Audit Committee Meeting held on 12 October 2020.

ATTACHMENTS



Oct 2020 Audit  
Committee Minutes.docx

1. Audit Risk Committee minutes held on the 12 October 2020

## Deputy Chief Executive Officer Reports

### 11.04 Portable and Attractive Items Policy

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DEPARTMENT:	Deputy CEO
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	11 November 2020
LINK TO COUNCIL PLAN/S:	Goal -Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

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#### 1. PURPOSE

To adopt the attached Portable and Attractive Items Policy.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council does not currently have a Portable and Attractive Items Policy. This policy promotes accountability and transparency in the management of Portable and Attractive Items to mitigate the risk of theft, intentional misuse or loss of public benefit from the items, while considering the associated administrative costs.

#### 3. PROPOSAL

To provide BSC with a policy that promotes accountability and transparency in the management of Portable and Attractive Items to mitigate the risk of theft, intentional misuse or loss of public benefit from the items, while considering the associated administrative costs.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The policy will enable more effective controls over portable and attractive items which will also ensure cost savings will occur within the organisation.

#### 5. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009 and *Local Government Regulation 2012*.

Crime and Corruption Act 2001and Criminal Code Act 1899.

Public Sector Ethics Act 1994.

Australian Accounting Standards.

Assets and Services Management Policy, Non Current Asset Policy and Asset Disposal policy.

Fraud policy

#### 6. CRITICAL DATES & IMPLICATIONS

This policy is to be reviewed bi-annually.

7. CONSULTATION

Audit Committee.

Executive Management Team.

8. CONCLUSION

This policy is part of Council's focus on increasing financial accountability and good governance.

9. OFFICER'S RECOMMENDATION

That Council resolves to adopt the attached Portable and Attractive Items Policy.

ATTACHMENTS



FIN-POL  
015-Portable and Att

1. Portable and Attractive Items Policy

## Deputy Chief Executive Officer Reports

### 11.05 Reconfiguring a Lot - Lot 51 SP127908

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DEPARTMENT:	Office of the Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Liz Taylor; Consultant Town Planner
DATE REPORT PREPARED:	2 November 2020
LINK TO COUNCIL PLAN/S:	Planning Scheme

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#### 1. INTRODUCTION

**APPLICANT:** Burke Shire Council  
C/- AUSNORTH Consultants Pty Ltd  
PO Box 38  
MACHANS BEACH QLD 4878

**APPLICATION:** Reconfiguring a Lot – (1 lot into 2 lots)

**ADDRESS:** Unnamed Road (known as Burketown Utilities Service Road), Burketown

**REAL PROPERTY DESCRIPTION:** Lot 51 SP127908

**ZONE:** Township Zone – Industrial Precinct

**APPENDICES:** Appendix 1                      Proposal Draft Survey Plan of Reconfiguration

In October 2020, an Application for Reconfiguration (RAL) – (1 lot into 2 lots) was lodged with Council. The Application is Code Assessable against the Planning Scheme.

The Application is reported to Council and recommended for approval, subject to conditions.

#### 2. SITE AND LOCALITY

The site, Lot 51, is located on the outskirts of the township of Burketown, in proximity to the Burketown waste- water treatment plant/lagoons and water treatment plant and has an area of 2.25 hectares, is level and devoid of significant vegetation. It is improved by a fenced, low set 20+ year old dwelling and ancillary buildings, located in the south eastern corner of the site; and a shed used by the Australian Army 51st Battalion - FNQ Regiment, contained in Lease A, in the south western corner of the site.

Vehicular accesses, to service the shed on Lease A, the dwelling and the balance of the site are provided from an unnamed road, known as Burketown Utilities Service Road/Burketown Pipeline Road, which connects to Wills Developmental Road. Informal access appears to also be provided across the site to various utility installations in proximity to the site, refer Site Plan below.

#### SITE PLAN OF LOT 51



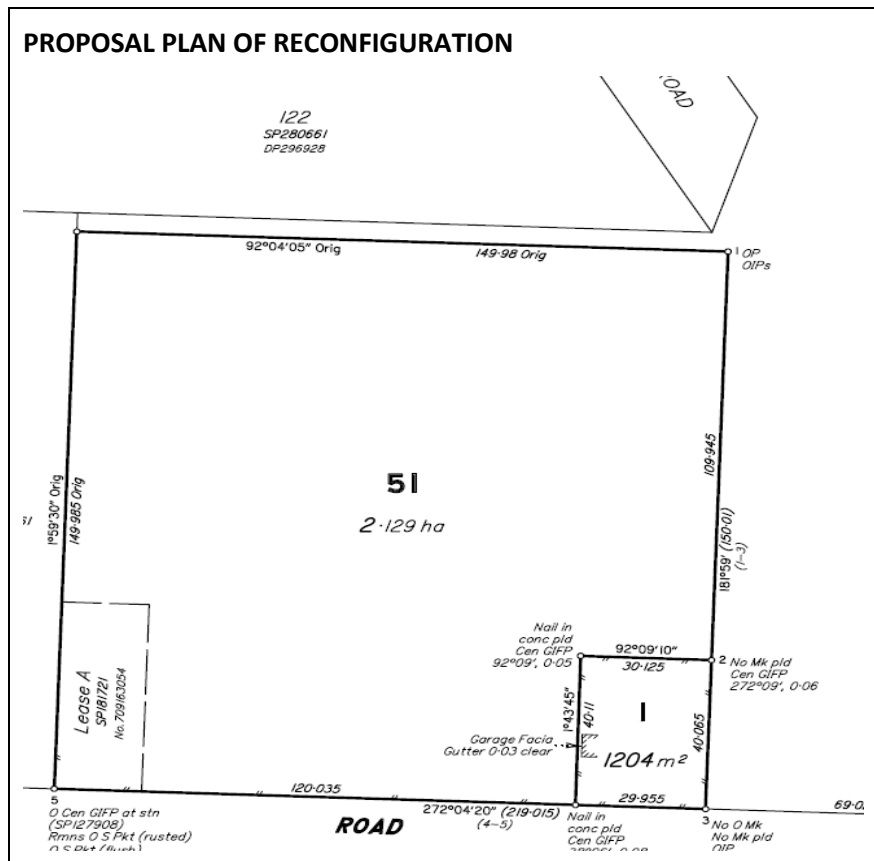
The site is connected to Council's reticulated water and sewerage schemes and electricity and telecommunications are also available to the site.

### 3. PROPOSED DEVELOPMENT

It is proposed to reconfigure Lot 51 to create two (2) lots:

- Proposed Lot 1 with an area of 1204m<sup>2</sup> and a frontage of approximately 30 metres to the unnamed road, located in the south eastern corner of Lot 51, to contain the existing dwelling and ancillary buildings; and
- Proposed Lot 51, with an area of 2.129 hectares and a frontage of approximately 120 metres to the unnamed road, being the balance area of the site and containing Lease A.

An extract from the Proposal Plan of Reconfiguration, below, outlines the proposed subdivision layout. A full copy of the draft Survey Plan of Reconfiguration is attached at **Appendix 1**.



#### 4. TOWN PLANNING ASSESSMENT

The proposed development requires assessment against Burke Shire Planning Scheme 2020. The Application does not trigger referral to the State and on that basis no State assessment of the proposed development is required.

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

Under the Burke Shire Planning Scheme the site is included in the Township Zone: Industrial Precinct. The Application is Code Assessable against the following Codes:

- Township Zone Code; and
- Reconfiguring a Lot Code; and
- General Development Code.

An assessment of the proposed development, against the Codes is outlined below.

### **Township Zone Code**

#### **Purpose Statement (extract)**

*The (relevant) purposes of the Township Zone Code are to:*

- *maintain the character and amenity of Burketown;*
- *provide for the continuation of existing infrastructure and community uses;*
- *ensure that development provides an appropriate level of infrastructure; and*
- *facilitate economic development in commercial and industrial precincts by*
  - (1) promoting re-use of existing buildings in commercial areas; and*
  - (2) providing for a wide range of industrial uses where they don't conflict with sensitive uses.*

*The (relevant) purposes of the Industrial Precinct are to provide for:*

- *this precinct enables the establishment of a wide range of industries;*
- *Industries are established and consolidated in this precinct to minimise potential conflict with nearby sensitive land uses;*
- *Industries manage impacts to acceptable levels to maintain acceptable levels of amenity;*
- *the location of industrial development does not compromise the safety or efficiency of the local and state-controlled road network.*

AND

#### **Overall Outcomes (extract)**

*The purpose of the zone will be achieved through the following overall outcomes:*

- *a range of uses including residential, retail, business, education, industrial, community facilities, tourist facilities, recreation and open space are supported in the zone where they are located in the appropriate zone precinct (where appropriate) and do not impact on neighbouring uses;*
- *development is connected to and serviced by Council infrastructure where infrastructure exists;*
- *development with no access to Council infrastructure is provided with a suitable level of infrastructure to meet its needs;*
- *residential uses are protected from non-residential uses by buffering and design techniques that limit the impacts of non-residential uses; and*
- *development is located in areas that are not prone to flooding and where bushfire hazard risk is low.*

The proposed development can generally comply with the Purpose Statement and Overall Outcomes sought for the Township Zone and an assessment against the relevant Benchmarks of the Code, is provided below.

SPECIFIC PERFORMANCE OUTCOME	PROBABLE SOLUTIONS FOR ASSESSABLE DEVELOPMENT	COMMENT
<p><b>TOWNSHIP</b></p> <p><b>PO1</b> Development is consistent with the existing built form in terms of size, design, siting and physical characteristics. The appearance and siting of buildings, other structures, car parking areas or signage is compatible with the local streetscape character, the style and design of nearby buildings, and is respectful and sympathetic to any heritage place or item identified in Schedule 5 – Local heritage register or the SPP mapping – Environment, Cultural heritage.</p>	<p><i>AO1</i> <i>No Acceptable outcome provided.</i></p>	<p>COMPLIES – The development is a subdivision and the reconfiguration is compliant with the minimum lot size in the Township Zone - Industrial Precinct.</p>
<p><b>PO2</b> Development with frontage to a State Controlled road must have safe access points that do not adversely impact on the safety and efficiency of the road.</p>	<p><i>AO2.1</i> <i>Vehicular access is provided from a local road.</i></p> <hr/> <p><i>AO2.2</i> <i>Where a site has no frontage to the State Controlled Road network, development does not require new or changed access to the State Controlled road.</i></p>	<p>N/A – not a State Controlled Road</p>

SPECIFIC PERFORMANCE OUTCOME	PROBABLE SOLUTIONS FOR ASSESSABLE DEVELOPMENT	COMMENT
<p>PO3 Commercial and industrial uses that support and service the residential areas are centrally located where they can be conveniently and safely accessed without having an adverse impact on residential amenity.</p>	<p>AO3.2 <i>Industrial uses are established in the Industrial precinct.</i></p>	<p>The site, once reconfigured, will be suitable for future industrial development.</p>
<p>PO4 Industrial land uses are protected from encroachment by incompatible land uses.</p>	<p>AO4 <i>Sensitive land uses do not compromise the viability of existing or future industrial development and are not located within close proximity of the Industrial precinct or the waste and sewage treatment plants.</i></p>	<p>CAN BE CONDITIONED TO COMPLY -The dwelling on one of the proposed lots exists and a condition will be place on any approval to ensure any potential purchaser of that lot is made aware that the primary use of the land is for industrial purposes.</p>
<p><b>INDUSTRIAL PRECINCT</b> PO21 Uses, other than industrial uses, are limited and are consistent with and make a positive contribution to the economy and character of the industrial precinct, and do not detract from the commercial precinct as being the primary location for commercial development.</p>	<p>AO21 <i>Dominant development in the Industrial precinct is industrial uses.</i></p>	<p>COMPLIES – all future development will be industrial in nature on the balance of the land.</p>

SPECIFIC PERFORMANCE OUTCOME	PROBABLE SOLUTIONS FOR ASSESSABLE DEVELOPMENT	COMMENT
<p>PO22</p> <p>Sensitive land uses (other than Caretaker's accommodation) are not established within or adjacent to the industrial precinct.</p>	<p>AO22</p> <p><i>Other than where a Caretaker's accommodation, sensitive land uses are not established within the Industrial precinct.</i></p>	<p>COMPLIES – no sensitive land use is proposed to be established in the Precinct.</p>
<p>PO23</p> <p>Adverse impacts on the health, safety or amenity of nearby land in a residential precinct or other sensitive land uses are minimised.</p>	<p>AO23.1</p> <p><i>Development achieves the noise generation levels set out in the Environmental Protection (Noise) Policy 2008</i></p> <hr/> <p>AO23.2</p> <p><i>Development achieves the air quality objectives set out in the Environmental Protection (Air) Policy 2008.</i></p>	<p>N/A – no built form development proposed</p>
<p>PO24</p> <p>Development does not compromise the viability of the primary use of the site</p>	<p>AO24</p> <p><i>No more than one (1) caretaker's accommodation dwelling is established on the site.</i></p>	<p>N/A</p>

The proposed reconfiguration can comply or can be conditioned to comply with the relevant provisions of the Township Zone Code.

**Reconfiguring a Lot Code**

<p>The purpose of the reconfiguring a lot code is to:</p> <ul style="list-style-type: none"> <li>• Facilitate the creation of lots to a size and dimension that allows the zones and precincts to achieve their intended use.</li> <li>• Ensure that future lots are resilient from the impacts of flood and bushfire.</li> <li>• Ensure that reconfiguring lots does not adversely impact on the cultural heritage or biodiversity values of an area or water quality.</li> <li>• Ensure that reconfiguring lots does not adversely impact on the Shire's economy.</li> </ul> <p>The purpose of the code will be achieved through the following overall outcomes:</p> <ul style="list-style-type: none"> <li>• Reconfiguration of lots creates safe, functional and suitable lots that are consistent with the existing zone and precinct intent.</li> <li>• Reconfiguration of lots ensures that development can provide adequate access and services for all new lots.</li> <li>• Reconfiguration of lots does not lead to a loss of biodiversity and ecological connectivity.</li> <li>• Reconfiguration ensures the environmental values and quality of Queensland waters are protected and enhanced.</li> <li>• Development does not conflict with the ongoing efficient and safe use of the stock route network by travelling stock.</li> </ul>
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The proposed development can generally comply with the Purpose Statement and Overall Outcomes sought for the Reconfiguring a Lot Code and an assessment against the relevant Benchmarks of the Code, is provided below.

SPECIFIC OUTCOMES	PROBABLE SOLUTIONS FOR ASSESSABLE DEVELOPMENT	COMMENT
<p><b><u>INDUSTRIAL</u></b></p> <p><b>PO1</b></p> <p>The land is physically suitable for the anticipated future land use in terms flooding hazard, bushfire hazard and practical access.</p>	<p><b>AO1.1</b></p> <p><i>All lots have a flood free access from a constructed road to an area on a site where a building can be constructed.</i></p> <p><b>AO1.2</b></p> <p><i>All lots have a bushfire free access to an area on a site where a building can be constructed.</i></p>	<p>COMPLIES - the unnamed road has a long established, compacted formation pavement that connects to Wills Developmental Road.</p> <p>COMPLIES- The site is not located in a bushfire area.</p>

<p><b>PO3</b></p> <p>The proposed lots are of a size and dimension to meet the outcomes for development in the zones and precincts in respect of:</p> <ul style="list-style-type: none"> <li>• preserving land for agriculture and animal production in the Rural Zone;</li> <li>• achieving a safe and pleasant residential environment in the Residential precinct of the Township zone;</li> <li>• consistent with the nature and layout of existing subdivision patterns; and</li> <li>• providing a variety of lot sizes for residential living, industry and commerce.</li> </ul>	<p><b>AO3</b></p> <p><i>Lot size and dimensions are consistent with Table 7.3.2.2 (Minimum Lot of 1000m<sup>2</sup> and Minimum Road Frontage of 20m).</i></p>	<p>COMPLIES - both proposed lots achieve the minimum criteria for the Industrial Precinct.</p>
<p><b>PO4</b></p> <p>The development is planned, designed, constructed and managed to avoid adverse impacts on surrounding development or compromise the natural health and functioning of adjoining waters.</p>	<p><b>AO4</b></p> <p><i>A site stormwater quality management plan (SQMP) is prepared and implemented, which:</i></p> <ul style="list-style-type: none"> <li>• <i>provides for achievable stormwater quality treatment measures meeting design objectives or current best practice environmental management, reflecting land use constraints, such as:</i></li> </ul> <ul style="list-style-type: none"> <li><i>i. erosive, dispersive, sodic and/or saline soil types;</i></li> <li><i>ii. landscape features (including landform);</i></li> <li><i>iii. rainfall erosivity; and</i></li> <li>• <i>is consistent with any local area stormwater management planning.</i></li> </ul>	<p>COMPLIES WITH PO4 – no SQMP required</p>

<p>PO5 The creation of new lots avoids significant adverse impacts on the Shire's important biodiversity identified in SPP mapping – Environment and heritage, biodiversity and maintains and enhances ecological connectivity.</p>	<p>AO5 <i>No Acceptable outcome proposed.</i></p>	<p>COMPLIES</p>
<p>PO7 A potable water supply and adequate sewerage services are available to each lot in a development that will be used for residential, commercial or industrial purposes.</p>	<p>AO7.1 All lots within the Township zone, where reticulated water and sewerage is available, are connected to the reticulated water and sewerage service.</p>	<p>COMPLIES</p>

The proposed reconfiguration can comply or can be conditioned to comply with the relevant provisions of the Reconfiguring a Lot Code.

#### General Development Code

The purpose of the General development code is to ensure that development in the Shire is located, designed and managed in a safe and efficient manner.

The purpose of the code will be achieved through the following overall outcomes:

- (1) Development has a safe and efficient site layout.
- (2) Development does not detract from the Shire's unique building design, is complementary to the scale of neighbouring uses, and contributes to the character of the street and the locality.
- (3) Development on Local heritage register:
  - (a) does not result in the demolition or removal of a local heritage place, unless there is no prudent and feasible alternative;
  - (b) conserves the physical features, fabric and contents that contribute to the cultural heritage significance of the local heritage place; and
  - (c) safeguards archaeology and archaeological potential, and ensures they are appropriately investigated and artefacts appropriately managed.
- (4) The erosion prone area in the coastal management district is maintained as a development free buffer zone unless:
  - (a) the development cannot be feasibly located elsewhere; and
  - (b) it is coastal dependent, or temporary, readily relocatable and/or able to be abandoned;

- (c) redevelopment of existing permanent buildings is located to avoid or mitigate coastal erosion risks.
- (5) An appropriate level of servicing and infrastructure is provided to new development and is connected to Council infrastructure where available.
- (6) The site layout protects the amenity of the area including residential, industrial and commercial uses, allows sufficient areas for access, parking, manoeuvring and landscaping on the site and safe and efficient access and egress.
- (7) Assets of the Council are protected.
- (8) Any planned earthworks ensure that existing drainage regimes are maintained or improved.
- (9) Development in a natural hazard area is avoided or mitigated to protect people and property and enhance the community's resilience to natural hazards.

The proposed development can generally comply with the Purpose Statement and Overall Outcomes sought for the General Development Code and an assessment against the relevant Benchmarks of the Code is provided below.

SPECIFIC OUTCOMES	PROBABLE SOLUTIONS FOR ASSESSABLE DEVELOPMENT	COMMENT
<p><b>Access, manoeuvring and parking</b></p> <p><b>PO11</b> The proposed driveway is clear of all impediments.</p> <hr/> <p><b>PO12</b> The location of driveways does not create a danger to the safety and efficiency of existing intersections.</p> <hr/> <p><b>PO13</b> The design of access, parking and manoeuvring within the site:</p> <ul style="list-style-type: none"> <li>• is adequate for the type and volume of traffic generated by the use;</li> <li>• does not adversely impact on the traffic network external to the site;</li> <li>• caters for safe pedestrian access; and</li> <li>• provides for disabled access.</li> </ul>	<p><b>A011</b> The proposed driveway is clear of street furniture, gully pits, man holes, power poles, street trees and bus stops by a distance of 1m.</p> <hr/> <p><b>A012.1</b> Driveway access is from the secondary lower order road where located on a corner allotment.</p> <hr/> <p><b>A012.2</b> The minimum distance of a driveway from an intersection of one street with another is 6m.</p> <hr/> <p><b>A013.1</b> Vehicle crossovers and driveways are designed in accordance with council standards.</p> <hr/> <p><b>A013.2</b> Car parking and manoeuvring areas are designed in accordance with:</p> <ul style="list-style-type: none"> <li>• AS2890.1 – Parking Facilities;</li> <li>• AS2890.1 – Accessible (Disabled) Parking; and</li> <li>• Austroads AP-34/95 - Design Vehicles and Turning Path Templates.</li> </ul>	<p>COMPLIES with all access requirements</p>

<p><b>Infrastructure and Services</b></p> <p><b>P014</b> The development is supplied with an appropriate level of infrastructure to service the intended use.</p> <hr/> <p><b>P015</b> All development has an adequate supply of potable water and can provide for appropriate treatment and disposal of effluent and other waste water.</p>	<p><b>A014</b> Telecommunications and electricity supplies are designed and installed to supplier standards.</p> <hr/> <p><b>A015.1</b> In the Township zone, all development is connected to Council's reticulated water supply network in accordance with:</p> <ul style="list-style-type: none"> <li>• Water Services Association of Australia (WSAA), 2011, "WSA 03-11 Water Supply Code of Australia" Version 3.1; and</li> <li>• Queensland Department of Energy and Water Supply, 2010, <i>Planning Guidelines for Water Supply and Sewerage</i>.</li> </ul> <p><b>A015.2</b> In the Township zone, all development is connected to Council's reticulated sewerage network.</p>	<p>COMPLIES AND/OR CAN BE CONDITIONED TO COMPLY.</p>
<p><b>P018</b> Development does not adversely impact on essential infrastructure.</p>	<p><b>A018.2</b> All invert crossing(s) and driveways are clear of all gully pits, street lights, power poles and other infrastructure located within the road reserve with a minimum separation distance of 1m.</p>	<p>CAN BE CONDITIONED TO COMPLY</p>

5. REFERRAL AGENCIES

None

6. STATEMENT OF REASONS

The proposed development is recommended for approval as it is compliant, or can be conditioned to comply, with the relevant codes of the Burke Shire Planning Scheme:

- Town Zone Code; and
- Reconfiguring a Lot Code; and
- General Development Code.

The proposed development will, in a small way, facilitate home ownership in the Shire.

7. CONCLUSION

The proposed development will excise an existing dwelling from a large industrial lot on the outskirts of Burketown. The proposed reconfiguration is compliant with the minimum subdivision specifications for land in the Township Zone - Industrial Precinct and both new lots can be serviced with all urban services.

Proposed Lot 1 will contain an existing dwelling and become available for purchase as a freehold lot, once all conditions of approval have been satisfied; leaving the balance area in a suitable configuration for future industrial development. The creation of proposed lot 1 is in line with Council's policy direction to make available freehold land already developed for urban/residential purposes for private sale, preferably to local residents.

The creation of proposed Lot 1 results in a stand-alone dwelling being located on land in the Industrial Precinct. This type of land use is known as a "sensitive receptor/sensitive land use" when located in an Industrial area and should be protected from the impacts of industrial activities. However, as the lot is also over 1,000m<sup>2</sup> in area, it also has the potential to be developed for industrial development, in the future.

In order to take account of the current land use situation and the likelihood of future industrial development in close proximity to the dwelling, conditions will be placed on the approval which take account of and seek to minimise the potential for land use conflicts.

The proposed development is supported and recommended for approval, subject to reasonable and relevant conditions, outlined below.

## 8. RECOMMENDATION

That the Council resolve:

In accordance with the Planning Act 2016 as amended, the applicant be notified that the application for a Development Permit for Reconfiguring a Lot – (1 Lot into 2 Lots), on a site located on an Unnamed Road (known as Burketown Utilities Service Road), Burketown, being Lot 51 SP12790, is approved subject to the conditions detailed below.

### A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

1. The development shall be undertaken substantially in accordance with the submitted draft Survey Plan of Reconfiguration, except as modified by this approval.
2. Any future building work on the two (2) lots shall be carried out generally in accordance with any relevant Council requirements and State legislation and to the satisfaction of the Chief Executive Officer or delegate.
3. If unactioned, this development approval lapses six (6) years after the day that the development approval takes effect, unless extended under the Planning Act 2016.
4. Each lot is to be connected to the reticulated sewerage system, water service, electricity and telecommunications infrastructure, to the satisfaction of the Chief Executive Officer or delegate.
5. Should any of the Council's assets be damaged during the construction of any new infrastructure or associated works the cost of the reinstatement of all such assets shall be met by the applicant/proponent, to the satisfaction of the Chief Executive Officer or delegate.
6. The applicant shall ensure the lots are always maintained in a clean and tidy condition, to the satisfaction of the Chief Executive Officer or delegate.
7. Council endorsement of the Plan of Survey relies on compliance with Conditions 1 to 6 outlined above, to the satisfaction of the Chief Executive Officer or delegate.
8. Following the creation of proposed Lot 1 the following notation is to be included on the Council Rates Notice for the property, to the satisfaction of the Chief Executive Officer or delegate:

This lot (*insert new real property description here*) and the adjacent balance area lot (*insert new real property description here*) are located within the Township Zone – Industrial Precinct under the Burke Shire Planning Scheme 2020.

Due to the Industrial Precinct designation of this land the residential amenity enjoyed by residents in the existing dwelling, now and in the future, will not be the same as the residential amenity enjoyed by residents of a dwelling located in the Township Zone – Residential Precinct.

Should proposed Lot 1 (*insert new real property description here*) be developed, in the future, for industrial purposes the existing dwelling, if retained, will convert to Caretaker's accommodation, as defined in the Planning Scheme.

**Caretaker's  
accommodation**

**A dwelling provided for a  
caretaker of a non-residential  
use on the same premises.**

9. Following the creation of proposed Lot 51 the following notation is to be included on the Council Rates Notice for the property, to the satisfaction of the Chief Executive Officer or delegate:

This lot (*insert new real property description here*) is located within the Township Zone – Industrial Precinct under the Burke Shire Planning Scheme 2020.

The future development of this lot for industrial development is to ensure that the layout of any industrial development, either an industrial land use or an industrial reconfiguration controls the siting of industrial buildings and/or limits to two (2) the number of new industrial lots that share a common boundary with proposed Lot 1 (*insert new real property description here*) which contains a 'sensitive land use' being a dwelling.

Where appropriate, a designated 6.0 metre building setback line, measured from the common boundary with proposed Lot 1 (*insert new real property description here*) is to be provided to any new adjoining industrial building. The designated 6.0 metre setback building line is to extend along the entire length of the common western boundary.

However, should proposed Lot 1 (*insert new real property description here*) be developed in the future for an industrial land use, the existing dwelling, if retained, will be deemed to be Caretaker's accommodation, as defined in the Planning Scheme and the requirements specified above will no longer apply.

## ATTACHMENTS



Appendix 1A.JPG



Appendix 1B.JPG

1. Survey plans

## Deputy Chief Executive Officer Reports

### 11.06 LGAQ's Bush Council Compact

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DEPARTMENT:	Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	17 November 2020
LINK TO COUNCIL PLAN/S:	Operational Plan - Governance

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#### 1. PURPOSE

To support the resolution adopted by NWQROC on 6 November 2020 regarding the LGAQ's Bush Council Compact.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The LGAQ's Bush Councils Compact was the subject of lengthy discussion at the LGAQ's Annual Conference recently held on the Gold Coast.

The LGAQ Policy Executive submitted a motion to the October 2019 LGAQ Annual Conference to establish A Bush Councils Compact (Compact) which was carried. This followed the LGAQ's Bush Councils Convention in August in Roma as which a number of rural/remote councils had questioned LGAQ's approach to the Rural Water and Waste Water Guarantee initiative involving 42 councils on the basis of inadequate consultation and an approach not supported by the smaller rural and remote councils.

No consultation occurred with Councils on the drafting of the Compact which was submitted to and approved by the Policy Executive on 14 August 2020. Copies of the Compact were distributed to the "Bush Councils" in early September 2020 – the first time the vast majority were aware it existed.

There are four aspects of the Compact that have been questioned:

##### 1. Purpose

The objective of the Compact is for the State Government and LGAQ sign an agreement on how the State Government will interact with LGAQ in representing the 45 identified "Bush Councils" in terms of legislative changes and engagement on policy, programs and funding arrangements impacting the councils.

In so doing LGAQ seeks to secure its position as being the representative body of the 45 councils. Relevant extracts from page 3 of the Compact state -

- The Queensland Government will –  
"Respect the authority of the LGAQ in speaking on behalf of local government in relation to policy, program and regulatory strategies and priorities".
- The Queensland Government will –  
"Establish and intergovernmental taskforce led by Department of Premier and Cabinet to develop an agreement (The Bush Councils Compact) between the State Government

and the LGAQ that provides an ongoing commitment ensuring bush councils can always meet the needs of their communities”

- LGAQ will –

“Provide policy leadership, coordination and advice on behalf of Local government, including advice on the financial and non-financial priorities of bush councils and the potential impact of Queensland Government decisions on their communities”

These extracts are being interpreted as seeking to minimise the advocacy and representation roles of the 10 regional organisations of councils that have members included in the Compact which also undertake these roles on behalf of their members.

## 2. Coverage

The definition of a “Bush Council” used in the Compact is a population less than 50,000 and/or a population density of 10 people per km<sup>2</sup>. The Policy Executive meeting on 14 August determined the councils to be involved in the Compact and it appears the criteria was set after that decision.

Attached is a Map showing the area of Queensland covered and the Councils included and the ROCs of which they are members. They cover approximately 90 percent of Queensland.

- [Bush Councils Compact – Map](#)

This clearly highlights the diversity of interests across the 45 councils and does not represent a homogenous group with aligned priorities across nearly all of the State’s land mass. Attempting to identify and address the needs of this diverse group through a single mechanism is unrealistic and will ultimately lead to compromises and loss of focus on specific area/regional issues.

Indeed, LGAQ already utilises Council based segments to focus on discrete council issues. They are - SEQ, Coastal, Resources, Indigenous and Rural/Remote. The Bush Council’s Compact proposes membership of councils from all segments with the exception of the Indigenous Segment. This adds an additional layer of complexity to and confusion about the processes of engagement with its member councils.

The rationale for the Compact is confused and contradictory.

## 3. Role of ROCs

Regional Organisations of Councils (ROCs) have grown in number and relevance to member councils because of the shared commonality of interests and the advocacy/representational role they play on behalf of their members.

By way of comparison, with the Compact’s assertions, ROCs play an active role in:

- “Providing policy leadership, coordination and advice on behalf of their members, including advice on the financial and non-financial priorities of their councils and the potential impact of Queensland Government decisions on their communities”, and
- “The Queensland Government does –

“Respect the authority of the ROCs in speaking on behalf of local government their members in relation to policy, program and regulatory strategies and priorities”.

To avoid the Compact adding an additional and unnecessary overlay to the State Government’s engagement with local governments at state-wide and regional levels, the Compact needs to recognise the role of the ROCs in partnership with LGAQ. This would not only enable the Compact’s coverage area to have greater relevance but

would also add strength to the collective voice of local government in its representation on behalf of the 45 councils. Indeed, this principle should apply to representation and advocacy on behalf of all 77 councils.

The Compact needs to be amended to incorporate the role of the ROCs together with LGAQ in representation on behalf of the 45 councils – members of both organisations.

#### 4. State Government's Position

The Compact proposes significant demands on the State Government. These include –

- An intergovernmental taskforce
- Whole-of-Government arrangements
- Regulatory Impact Statements on all legislation affecting bush councils
- Independent assessment of government programs and service delivery
- Annual "State of Our Bush Communities" Report
- Director General "Bush Champions" Scheme for 45 councils with engagement performance assessment.

The Premier's commitment at the LGAQ Annual Conference to "enter into a form of Bush Councils Compact" raises questions as to what aspects of the proposed Compact will and will not be acceptable to the Government. It is known that it is not supported in its current form. This raises the question as to what are the priorities "Bush Councils" want to achieve from a Compact as it is unlikely all of those listed above will be included.

The LGAQ proposed in its email to councils on 22 October 2020 to establish a Guardians Group (working group) of Mayors and councillors to advise on the detailed governance arrangements for the Compact. NWQROC and WQAC should seek to be represented on this group to ensure rural and remote "Bush Council" interest and concerns are fully considered.

LGAQ has requested feedback by 6 December 2020 for consideration at the Policy Executive meeting on 11 December ahead of pursuing the matter with the Government. LGAQ is also actively engaging individual Mayors at present seeking feedback.

#### 3. PROPOSAL

The proposal is that Councils of the North West Queensland Regional Organisation of Councils resolve they do not support the LGAQ's Bush Council Compact and do not want to be included. This was a resolution passed by the NWQROC meeting held on the 6 November. The meeting also resolved that The member councils individually reply to LGAQ's request for feedback on the proposed Compact by the deadline of 6 December 2020.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

There would be costs for Council being involved with the LGAQ's Bush Council Compact.

#### 5. RISK

LGAQ already has a segment approach for its members. The Bush Council Compact is an unnecessary overlay.

6. POLICY & LEGAL IMPLICATIONS

Nil

7. CRITICAL DATES & IMPLICATIONS

Need to respond to LGAQ's request for feedback on the proposed Compact by 6<sup>th</sup> December 2020.

8. CONSULTATION

NWQROC

9. CONCLUSION

The LGAQ proposed in its email to councils on 22 October 2020 to establish a Guardians Group (working group) of Mayors and councillors to advise on the detailed governance arrangements for the Compact. NWQROC and WQAC should seek to be represented on this group to ensure rural and remote "Bush Council" interest and concerns are fully considered.

LGAQ has requested feedback by 6 December 2020 for consideration at the Policy Executive meeting on 11 December ahead of pursuing the matter with the Government. LGAQ is also actively engaging individual Mayors at present seeking feedback.

10. OFFICER'S RECOMMENDATION

That Burke Shire Council resolves that it does not support the LGAQ's Bush Council Compact and do not want to be included for the following reasons:

1. There is no community of interest across the 45 identified councils because of the vast area involved and the diversity of issues faced by the councils.
2. LGAQ's focus should primarily be on the collective interest of all 77 member councils.
3. LGAQ already has a segment approach for its members – SEQ, Coastal, Resource, Indigenous and Rural/Remote. The Bush Council Compact is an unnecessary overlay.
4. LGAQ's relationship and engagement with the State Government on behalf of its member councils is already contained in the long standing Partners in Government Agreement. Another agreement is unnecessary.
5. Regional Organisations of Councils are the representative and advocacy bodies on behalf of Councils in identified and discrete areas of Queensland with shared issues, opportunities, and values. LGAQ is encouraged to engage more collaboratively with the ROCs on the issues of importance to their members.
6. State and Federal Governments have acknowledged the merit of ROCs and their willingness to engage them on behalf of local government at the regional and community level.

And further -

That member councils individually reply to LGAQ's request for feedback on the proposed Compact by the deadline of 6 December 2020.

ATTACHMENTS

Nil

## 12. Closed Session Reports

Council will move into a closed session to discuss confidential items as defined in the Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 254 J (3) (a, b, c, d, e, f, g, h and i).

- (a) the appointment, discipline or dismissal of the chief executive officer;
- (b) industrial matters affecting employees;
- (c) the local government's budget;
- (d) rating concessions;
- (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
- (f) matters that may directly affect the health and safety of an individual or a group of individuals;
- (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
- (h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
- (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

No closed session reports were received for the meeting.

## 13. Chief Executive Officer Reports

- 13.01 Chief Executive Officer Report
- 13.02 Competitive Neutrality Complaints Policy
- 13.03 Naming of Council Controlled Assets

## Chief Executive Officer Reports

### 13.01 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:	11 November 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

##### **Meetings Update**

We have had two sets of Disaster Management training, including the development of an Evacuation Plan for storm surge, flooding or cyclone. I met with representatives from the Department of Local Government and had the opportunity to discuss the possible effects of the new Minister and alignment with the Department of State Development.

##### **Strategic and Policy Issues**

QWRAP We have had our first meeting with Carpentaria Shire and McKinlay Shire in the formation of regional collaboration on water and sewerage services. It was very positive and I thank Graham O'Byrne for his efforts.

Remote airstrip funding Council has applied for Remote Airstrip Upgrade Program Round 8 for upgrades to LED lighting in Burketown and Gregory.

##### **Housing strategy**

Westpac have confirmed they will fund nine mortgages in the sale of Council's housing under 'favourable sale' conditions. Where necessary, lots are being reconfigured for Council approval. We hope to see the first five applicants meet with the lender in Normanton in the first week of December.

##### **COVID-19 Recovery Strategy**

Burke Shire Small Business Recovery and Resilience Strategy was well-received by the Small Business Advisory Council the Department of Employment, Small Business and Training. Details of delivery of the projects are now being discussed with QRA.

#### 3. OFFICER'S RECOMMENDATION

That Councillors note the contents of the report.

#### ATTACHMENTS

Nil

## Chief Executive Officer Reports

### 13.02 Competitive Neutrality Complaints Policy

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	10 November 2020
LINK TO COUNCIL PLAN/S:	Statutory, s48 Local Government Act

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#### 1. PURPOSE

To review and adopt Council's Competitive Neutrality Complaints Policy (GOV-POL-013).

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required to have a Competitive Neutrality Complaints Policy to ensure an appropriate process is in place for receiving and reviewing competitive neutrality complaints.

Given the limited range and scale of Council's Business Activities, it is unlikely that Council will trigger many/any competitive neutrality complaints.

#### 3. PROPOSAL

That Council adopts the attached Competitive Neutrality Complaints Policy.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Financial/Resource implications: while there are no financial implications associated with this Report, there will always be financial/resource costs associated with the administration of any complaint process.

#### 5. RISK

Risk Type	What could happen	Possible consequence
Compliance	▪ Non-compliance if not adopted	▪ Identification of non-conformance by regulatory authority
Reputational	▪ Public perception of Council damaged in the event that no policy nor process exists to manage competitive neutrality complaints	▪ Reputational damage

## 6. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Schedule 4 Dictionary	<b>“business activity”</b> of a local government, means trading in goods and services by the local government.
Local Government Regulation 2012	Section 39	<p>(3) A business activity is prescribed for section 47(7) of the Act for a financial year if the amount of current expenditure for the business activity for the previous financial year is \$328,000 or more.</p> <p>(4) The amount of current expenditure for a business activity for a financial year is the total of the following amounts spent in conducting the activity for the year.</p> <ol style="list-style-type: none"> <li>operational costs;</li> <li>administrative and overhead costs;</li> <li>cost of resources;</li> <li>depreciation.</li> </ol>
<i>Local Government Act 2009</i>	Section 43	(3) Under the competitive neutrality principle, an entity that is conducting a business activity in competition with the private sector should not enjoy a net advantage over competitors only because the entity is in the public sector.
Local Government Regulation 2012	Section 33	<p>* Applies to “Business Activities”</p> <p>Applying the competitive neutrality principle</p> <p>(2) If a local government applies the code of competitive conduct to a business activity, the local government must apply the competitive neutrality principle to the business activity including, for example, by—</p> <ol style="list-style-type: none"> <li>Removing any competitive advantage or competitive disadvantage, wherever possible and appropriate.</li> </ol>

Instrument	Reference	Details
Local Government Regulation 2012	Section 22	<p>* Applies to “Significant Business Activities” (but provides useful guidance on application of competitive neutrality principle)</p> <p><b>Full cost pricing</b></p> <p>(5) A local government applies full cost pricing to a significant business activity by charging for goods or services at the full cost of providing the goods or services...</p> <p>(6) For subsection (1):</p> <p>a. A local government applies full cost pricing to a significant business activity if the total projected revenue from providing all of the activity’s goods and services is enough to cover the projected total costs of conducting the activity...</p> <p>(7) A <b>competitive advantage</b> is an advantage a business entity conducting a significant business activity has over a private sector business because the local government owns the activity.</p> <p>(8) For example, a competitive advantage includes—(a) a financial advantage; and(b) a procedural advantage; and(c) a regulatory advantage</p>
<i>Local Government Act 2009</i>	Section 48	<p>Competitive neutrality complaints</p> <p>(3) A local government must adopt a process for resolving competitive neutrality complaints.</p> <p>(4) A competitive neutrality complaint is a complaint that—</p> <p>a. relates to the failure of a local government to conduct a business activity in accordance with the competitive neutrality principle; and</p> <p>c. is made by an affected person.</p>

## 7. CRITICAL DATES & IMPLICATIONS

This policy is to be reviewed every two years.

## 8. CONSULTATION

The author has reviewed a range of current policies from other local government authorities, including:

- Moreton Bay Regional Council, Cairns Regional Council, Redland City Council, Cook Shire Council, Bulloo Shire Council, Cloncurry Shire Council.

The author has also reviewed the commentary of Stephen Fynes-Clinton on the relevant sections of the LGA 2009 and LGR 2012 in relation to competitive neutrality.

## 9. CONCLUSION

It is appropriate that Council adopts this policy to ensure compliance with s48 LGA 2009 statutory requirements.

10. OFFICER'S RECOMMENDATION

That Council resolves to adopt GOV-POL-013 Competitive Neutrality Complaints Policy as attached.

ATTACHMENTS



GOV-POL-013  
Competitive Neutralit

1. GOV-POL-013 Competitive Neutrality Complaints Policy

## Chief Executive Officer Reports

### 13.03 Naming of Council Controlled Assets

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	10 November 2020
LINK TO COUNCIL PLAN/S:	GOV-POL-008 Naming of Council-controlled Assets

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#### 1. PURPOSE

To confirm whether and in relation to which assets Council anticipates applying the Naming of Council-controlled Assets policy (GOV-POL-008).

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

##### Initial adoption of policy

Council considered the draft version of this policy at the Ordinary Council meeting on 15 February 2018 and adopted GOV-POL-008 at the March 2018. There has been no naming of Council-controlled assets since the policy's adoption.

##### Most recent review of policy

GOV-POL-008 has been tabled for review and re-adoption at the November 2020 Council meeting.

##### Opportunities to apply policy

By virtue of a) differences between formal and colloquial names for assets; b) the creation of new roads arising out of the Burketown Land Exchange ILUA; c) the construction of new assets; and d) a Spartan approach to the naming of assets in the past, there are a number of opportunities to

##### Community consultation → Council decision

Council's Naming of Council-controlled Assets Policy (GOV-POL-008) anticipates that Council will seek community input into all asset-naming process, with Council to make the final decision via Council resolution.

#### 3. PROPOSAL

Council has a range of assets under its control that are eligible for naming and a number of assets that may be appropriate to re-name given differences between colloquial/formal names.

Guidance is sought on which Council-controlled assets are to be included in the naming or re-naming process as outlined in GOV-POL-008. Options include:

Aerodromes	Current name / default name per Council policy
Burketown Aerodrome	Burketown Aerodrome
Gregory Aerodrome	Gregory Aerodrome

<b>Bridges</b>	
Albert River Fishing Bridge / Pedestrian Bridge	Albert River Fishing Bridge
Gregory River Pedestrian Bridge	Gregory River Pedestrian Bridge
<b>Buildings &amp; Facilities</b>	
Gregory Showgrounds Spectator Shed Spectator Shed + Bar & Kitchen	Gregory Showgrounds Spectator Shed Gregory Showgrounds Bar & Kitchen
Gregory Showgrounds Judges Tower	Gregory Showgrounds Judges Tower
Morning Glory Park Playground	Morning Glory Park Playground
Burketown Emergency Services Shed	Burketown Emergency Services Shed
<b>Marine infrastructure</b>	
Burketown Wharf	Burketown Wharf
Burketown Wharf Pontoon	Burketown Wharf Pontoon
<b>Rural Roads</b>	
Nardoo-Burketown Road	Colloquially: “Floraville Road”
Wills Road	Colloquially: “Gregory to Lawn Hill Road”
2 x New Escott Roads (near Campbell’s Place)	Uncertain
<b>Town Streets</b>	
BKT ILUA created road running Nth to Sth along the western edge of Burketown between Lagoon and Firefly Streets.	There is no default naming convention for a town street.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

There will be some minor financial and resource implications associated with any naming/re-naming process. This includes:

- New signage;
- Resourcing the community consultation process, progressing administrative changes within Council’s systems, notification to other agencies of name changes where relevant and so forth.

5. RISK

Risk Type	What could happen	Possible consequence
Legal	<ul style="list-style-type: none"> <li>Council names assets not within its jurisdiction</li> </ul>	<ul style="list-style-type: none"> <li>Invalid naming process → waste of time and resources</li> </ul>
Reputational	<ul style="list-style-type: none"> <li>Public perception of Council damaged in the event that Council does not follow its own policy when naming Council-controlled assets.</li> </ul>	<ul style="list-style-type: none"> <li>Initial and continued dissatisfaction with the naming of a Council-controlled asset</li> </ul>

6. POLICY & LEGAL IMPLICATIONS

GOV-POL-008 Naming of Council-controlled Assets applies.

7. CRITICAL DATES & IMPLICATIONS

There are no critical dates associated with this report.

8. CONSULTATION

Consultation has taken place in recent months with elected members and within the Executive Management Team.

9. CONCLUSION

Generating a policy and procedural framework for the naming of Council controlled assets is important to ensure certainty and consistency in this process.

10. OFFICER'S RECOMMENDATION

1. That Council notes the contents of the report; and
2. That Council confirms to initiate the naming of Council-controlled assets in line with GOV-POL-008 for the following assets:

<b>Aerodromes</b>
Burketown Aerodrome
Gregory Aerodrome
<b>Bridges</b>
Albert River Fishing Bridge / Pedestrian Bridge
Gregory River Pedestrian Bridge
<b>Buildings &amp; Facilities</b>
Gregory Showgrounds Spectator Shed Spectator Shed
Gregory Showgrounds Bar & Kitchen
Gregory Showgrounds Judge's Tower
Morning Glory Park Playground

Burketown Emergency Services Shed
<b>Marine infrastructure</b>
Burketown Wharf
Burketown Wharf Pontoon
<b>Rural Roads</b>
Nardoo-Burketown Road
Wills Road
2 x New Escott Roads (near Campbell's Place)
<b>Town Streets</b>
BKT ILUA created road running Nth to Sth along the western edge of Burketown between Lagoon and Firefly Streets.

#### ATTACHMENTS

1. Aerial overlay – location of Council assets under consideration



A001 - location of Council assets.pdf

2. GOV-POL-008 Naming of Council-controlled assets policy



GOV-POL-008  
Naming of Council-controlled assets policy

## 14. Mayoral Report

Report to be provided to meeting.

## 15. Councillor Reports

Councillors will provide reports to the meeting.

## 16. Late Business

Matters referred to Council following close of agenda. Subject to resolution of Council to accept a late report.

## 17. Deputations and presentation scheduled for meeting

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

## 18. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 10 December 2020.