



Phone: 07 4745 5100
Fax: 07 4745 5181
office@burke.qld.gov.au

Musgrave Street Burketown
PO Box 90
BURKETOWN QLD 4830

*Agenda and Business Papers
Burke Shire Council Ordinary General Meeting
Thursday 16th October 2014
9.00am Council Chambers*

| | |
|----------------------|--------------------|
| 9.00 am | Opening of meeting |
| 10.30 am to 11.00 am | Morning Tea |
| 12.30 pm to 1.00 pm | Lunch |

| | |
|---|----|
| 01 Opening of Meeting | 3 |
| 02 Record of Attendance..... | 3 |
| 03 Prayer..... | 3 |
| 04 Consideration of applications for leave of absence | 3 |
| 05 Confirmation of minutes of previous meeting(s)..... | 4 |
| 05.01 General Meeting Thursday 18 September 2014..... | 4 |
| 06 Condolences..... | 4 |
| 07 Executive Management Team Reports..... | 5 |
| 07.01.01 Works and Services Monthly Update Report..... | 6 |
| 07.02.01 Work Shop and Fleet Report..... | 11 |
| 07.03.01 Executive Officer Monthly Report | 13 |
| 07.04.01 Finance Monthly Update Report – for the month of September | 17 |
| 07.05.01 Human Resources Report..... | 24 |
| 07.05.02 Revision of Existing HR Policies..... | 26 |
| 07.05.03 New HR Policies | 28 |



| | | |
|----------|--|----|
| 08 | Chief Executive Officer Reports..... | 30 |
| 08.01.01 | Chief Executive Officer Report | 31 |
| 08.01.02 | Operational Plan – Quarterly Update – October 2014 | 37 |
| 08.01.03 | Council’s Delegations Register: amending delegations and adopting new delegations | 39 |
| 08.01.04 | “Cultural History of Burke Shire” Project..... | 43 |
| 08.01.05 | Review of Procurement Policy..... | 45 |
| 09 | Late Item Reports..... | 47 |
| 09.01 | Material Change of Use – Additions to Gregory Downs Hotel | 48 |
| 10 | Consideration of Notice(s) of Motion and Petitions | 59 |
| 10.01 | Notices of Motion | 59 |
| 10.02 | Petitions..... | 59 |
| 11 | Mayoral Report | 59 |
| 12 | Councillor Reports..... | 59 |
| 13 | New business of an urgent nature admitted by Council | 59 |
| 14 | Closed session reports..... | 59 |
| 14.01 | Confidential - Burke Shire Council Rates 2014-2015..... | 59 |
| 15 | Deputations and presentation scheduled for meeting | 60 |
| 16 | Closure of meeting..... | 60 |

01 Opening of Meeting

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

02 Record of Attendance

Members Cr Ernie Camp, Mayor - Chair
 Cr Paul Poole, Deputy Mayor
 Cr Zachary Duff
 Cr Tracy Forshaw
 Cr Tonya Murray

Officers Philip Keirle; Chief Executive Officer
 Chris Rohan; Works Manager
 Brett Harris; Workshop Fleet Manager
 Nils Hay; Projects & HR Manager
 Simbarashe Chimpaka; Finance Manager
 Madison Marshall; Executive Assistant – Administration (Minutes)

03 Prayer

Led by Cr Camp

04 Consideration of applications for leave of absence

None received at close of agenda.

05 Confirmation of minutes of previous meeting(s)

05.01 General Meeting Thursday 18 September 2014

Recommendation

That the Minutes of the General Meeting of Council held on Thursday 18 September 2014 as presented be confirmed by Council.



140918 Confirmed
Minutes.pdf

06 Condolences

None received at close of agenda.

07 Executive Management Team Reports

07. Executive Management Team Reports

07.01.01 Works and Services Monthly Update Report

07.02.01 Work Shop and Fleet Report

07.03.01 Executive Officer Monthly Report

07.04.01 Finance Monthly Update Report – for the month of September

07.05.01 Human Resources Report

07.05.02 Revision of Existing HR Policies

07.05.03 New HR Policies

Works and Services Reports

07.01.01 Works and Services Monthly Update Report

| | |
|-------------------------|---|
| DEPARTMENT: | Works and Services |
| RESPONSIBLE OFFICER: | Works Manager |
| FILE NO: | Business Paper – Council Meeting October 2014 |
| DATE: | 16 th October 2014 |
| LINK TO COUNCIL PLAN/S: | Works Program |

1. WORKS MANAGER

General

Works completed or commenced over the last month include (up to 7th Oct 2014):

- Ongoing TIDS work (seal on Doomadgee West Road).
- Installation of new ablutions facility at Gregory.
- Assistance to the Morning Glory Festival and town beautification.
- NDRRA funding expected to be approved this month.

Training:

- Nil training completed during the reporting period.
- Next round of training will occur in Nov.

Works for upcoming month:

- Complete TIDS work (seal on Doomadgee West Road).
- Installation of new ablutions facility at Gregory.
- Assistance to the Morning Glory Festival and town beautification.

RMPC

TMR is to conduct reseals on sections of Wills Development Road, Burke Shire has prepared the pads and corrected seal issues in these areas with the JetPatcher due to complete some of these works. In the near future there will be guide posts and sign installation along the Camooweal Road in the section that we have completed.

So far this financial year 3 (three) claims have been lodged with TMR as of the 2nd October 2014 all 3 (three) had been approved; they are now with finance for invoicing.

The RMPC crew will need training in Traffic Management, and also TMR Standards. The TMR Standards training will be conducted on site with the TMR Inspector David Lucas who has offered to assist our staff.

A scope of works for repairs on the 4 Mile Causeway has been received and an EOI is being prepared.

| | Allocation | Claim 1 (July) | Claim 2 (Aug) | Claim 3 (Sept) | Claim 4 (Oct) | Funds Remaining |
|------------|----------------|-------------------|------------------|-------------------|------------------|--------------------|
| Schedule 1 | \$432,700.00 | \$2,220.00 | \$5,781.00 | \$14,877.00 | | \$409,822.00 |
| Schedule 2 | \$258,300.00 | \$5,108.96 | \$155,340.00 | \$0.00 | | \$97,851.04 |
| Schedule 3 | \$60,000.00 | \$59,999.98 | \$0.00 | \$0.00 | | \$0.02 |
| Schedule 4 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | | \$1,000.00 |
| Schedule 5 | \$25,000.00 | \$0.00 | \$0.00 | \$0.00 | \$25,000.00 | \$0.00 |
| Total | \$777,000.00 | \$67,328.94 | \$161,121.00 | \$14,877.00 | \$25,000.00 | \$508,673.06 |
| | Invoice Amount | \$74,061.83 | \$177,233.10 | \$16,364.70 | | |
| | Invoice Number | | | | | |

Automatic sum. Only fill in white area
estimate

In order to achieve the mandatory 60% expenditure, we will expend or commit approximately \$220k prior to the 15th of December, this will be achieved through further concrete and culvert works (approximately \$100k), pad preparation for TMR (\$25k), Sandy Creek debris removal (\$20-\$40k) and miscellaneous monthly works @ \$20K per month.

Road Train Driver

The Road Train Driver position remains vacant. Although numerous attempts have been made to appoint someone into the position, we have not achieved any success. Currently, the RMPC supervisor has filled the role and will remain in this position to cover immediate works requirements. We are investigating the option to train someone internally, to date we have had two current staff show interest in the position.

Road works

The road crew is currently in camp at Hells Gate. Another maintenance grade was completed on the Doomadgee West Road (16 Mile Creek, Spring Area back to Westmoreland) and the Nudgaburra Road. The Ranger will conduct an assessment on the Lawn Hill Road this week with anticipated works (grade and water) to be conducted mid November.

TIDS – Traffic Infrastructure Development Scheme

TIDS work commenced on the 15th of September. GBA are handling the seal tender and design work and we expect to seal during the first week of November. The tender was advertised on the 4th of October.

NDRRA flood damage works

Funding for NDRRA is expected to be confirmed over the next few weeks, however, it is now unlikely that we will see the full scope of all works commenced prior to the beginning of the wet. There is a possibility of some works being commenced; however, this will depend on the time that it will take for the tender and approval process.

Gregory Ablution Block

Landmark has delivered the block (flat packed) and indicated that they will have installers on site to erect the block in the next few weeks. Mark Jennings from Landmark has yet to detail a timeline for construction and completion.

Workplace Injury

One of our Parks and Gardens staff remains away from work on worker's compensation. This staff member is due to see a specialist again on the 22nd of October and has now commenced physiotherapy. The staff member will not return to work until he is able to drive a vehicle and undertake light duties.

2. RANGER/ WORKPLACE HEALTH AND SAFETY

Litter Management

- Dumping Points x 7 are being fully utilised as the Caravan Park is frequently full and campers are being directed by them to the river camping areas.
- Dumping point at the bridge had to be excavated as the first one was filled.
- Dumping point at Floraville is close to full but should see the season out.

Following is a summary of where bins are currently placed and maintained

Sites VisitedReport

| | |
|------------------------------|--|
| Truganini Creek/Jetty | 3 Bins in the area – Area very popular – up to 20 vans a night, easy access for caravans – dumping point at access to area. |
| Meat Works | 5 Bins in the area – dumping point at access to the area |
| Bream hole (Nicholson River) | 1 Bin – Area being fully utilised, even caravans venturing down there – dumping point at access to the salt flats |
| River Road | 1 Bin at the bottle heap – dumping point for rubbish at the access to the area, dumping point redug as the first one filled. |
| Beamesbrook Xing | 1 Bin being utilised – dumping point at cross roads |
| Gregory Xing | 2 Bins being utilised – dumping point on ridge |

Conducted a daily run around town and entrance roads to remove nightly road kills before residents/ visitors get about also do an early morning check and a general emu bob of town streets. 13 dead wallabies removed from town roads during this period.

Animal Control

- Dog trap outside the Police residence.
- Second round 1080 baiting to commence 13th October.
- Misted airport toilet block for mosquitoes.
- One dog trapped and destroyed – unregistered & owner unknown.
- Destroyed sick wallaby under the deck at Savannah lodge.

Weed Control

- Chemical shed poisons audit and hazard inspection on the poisons shed.
- Checking and maintaining vegetation eradication and maintenance of Ergon solar yard at Doomadgee.
- Sprayed weed "Senna alata" known as candle bush ground around the dump area also treated large infestation beside Laurie Portch's place – still monitoring.
- Currently working on obtaining Pest Management Technicians qualifications to be legally able to control insect pests – includes fogging and misting for mosquitoes.
- Sprayed Rubbervine, Prickly acacia, and Calotrope on road reserves.
- Helped to trim branches from vegetation restricting vision and obstructing traffic over Truganini Creek Bridge.

- Trial release of moth by CSIRO to control Parkinsonia scheduled for early November – waiting for PR information on the trial for selected property owners and for the general public.

Complaints

- No complaints received during this period. Still plenty of unattended dogs at large

General

- Servicing Skytrans RPT flights and daily airport checks whilst Bob Marshall on leave x 2
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Cloncurry.
- Updating cemetery register and computerising surveyed graves and water reticulation system for the cemetery – still waiting for Bob to check unknown / unmarked graves, met with Town & Rural services supervisor to formulate a plan to mark unmarked graves.
- Cleaning up campers rubbish at Escott causeway.
- Chasing tourists from camping at the Albert river bridge park, area signed.
- Traffic counters installed in the following places :-
 - Floraville road
 - Camooweal road after hay farm (battery changed)
 - Before Century mine
 - After Century mine (cattle had destroyed tubes to counter unit)
 - Units maintained and to be downloaded again 10th October and results to be collated.
- Maintaining register of employee licences and tickets etc.
- Draft Traffic management plan for Ablution block replacement at Gregory.
- Traffic management plan and signage requirements for signage on faulty grids Wills development road (x 2).
- Meeting with Nathan Morgan with Department of Natural Resources and Mines based in Cloncurry who delivered 1080 stocks for the upcoming bating campaign.
- To airport with Finance officer checking power meters – excessive power usage for the last period, would have been caused by having to leave airport lights on all night when the automatic pilot control system failed.
- NOTAM cancelled for airport, standby emergency generator now operational.

3. PARKS AND GARDEN

- Works program proceeding as normal
- Works for Morning Glory Festival were exhausting however the Parks and Gardens Crew did an amazing job.

4. BUILDING MAINTENANCE

Electrical and plumbing maintenance are occurring as needed and when possible. A quote has been received for the upgrade of lighting on the verandas of the pensioner units, this work will be completed when electrician is available.

5. UTILITIES SERVICES MANAGER/WATER SEWERAGE OFFICER

Burketown Water

Monthly usage: 19,607 kl

Daily Average usage 654kl

No major breaks or major leaks within system. Most of the water used was due to preparations for the Camp Draft / Races and the Morning Glory Festival.

Burketown WTP:

- All running smoothly with no major problems.
- All of the water samples have passed.
- Chlorine readings around town have been good.

- We have noticed that the PH has slowly increased at both the Gregory and Burketown Water Treatment Plants.
- The water flow over the Escott Causeway has slowed considerably with there now being a lot of concrete showing. We will be monitoring weekly.

Burketown Sewer:

- All sewer pump stations working good.
- Hopefully we will be having outstanding works completed at the Sewer Treatment Plant in early October.

Aquatic Centre:

- Pools have and are being used a lot due to the hotter weather.
- Regular / ongoing maintenance is being completed.
- Have closed off pool A, we are waiting for parts to arrive for pool pumps.

Over the past few weeks we have been busy preparing for the influx of people into town for the Morning Glory Festival, Races / Camp Draft. I must congratulate all staff for their efforts in presenting our town the way they have.

Thanks to those staff that erected, cleaned up and dismantled all of the equipment in the parks.

6. OFFICER'S RECOMMENDATION

Council notes the contents of the Works Manager October 2014 report.

ATTACHMENTS

NIL

Workshop and Fleet Reports

07.02.01 Work Shop and Fleet Report

DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris; Work Shop and Fleet Manager

FILE NO: Business Paper – Council Meeting October 2014

DATE: 8th October 2014

LINK TO COUNCIL PLAN/S: Works Program

1. GENERAL SERVICING AND MAINTANENCE BEING THE MAIN WORK CARRIED OUT.

| Plant Item | Works Carried Out |
|-----------------------------------|---------------------------------|
| ⇒ Plant #20 Drum Roller | ⇒ Battery and 2 speed |
| ⇒ Plant #457 10 Tonner | ⇒ Front Spring |
| ⇒ Plant #469 Multi tyred roller | ⇒ 4,250 hr service and radiator |
| ⇒ Plant #470 Komatsu Loader | ⇒ Tyre and A/C |
| ⇒ Plant #474 Rosa bus | ⇒ Check over |
| ⇒ Plant #479 Water truck | ⇒ Water pump |
| ⇒ Plant #480 Prime mover | ⇒ 305K minor service |
| ⇒ Plant #485 Backhoe | ⇒ Step |
| ⇒ Plant #488 Job truck | ⇒ PTO and hook lift |
| ⇒ Plant #506 Ammann roller | ⇒ 2,250 hr service |
| ⇒ Plant #522 140M grader | ⇒ Ripper switch and aerial |
| ⇒ Plant #523 140M grader | ⇒ Smashed window |
| ⇒ Plant #524 Hilux | ⇒ 50K service and brake check |
| ⇒ Plant #530 Hilux | ⇒ Brake check |
| ⇒ Plant #534 Landcruiser | ⇒ Tyres |
| ⇒ Plant #535 Landcruiser | ⇒ 90K service and bearings |
| ⇒ Plant #536 Landcruiser | ⇒ Bearings |
| ⇒ Plant #538 Job truck | ⇒ 35K minor service |
| ⇒ Plant #544 Job truck | ⇒ 55K minor service |
| ⇒ Plant #545 Job truck | ⇒ 65K minor service and lights |
| ⇒ Plant #550 Kluger | ⇒ Tyres |
| ⇒ Plant #551 Prime mover | ⇒ 60K service and batteries |
| ⇒ Plant #561 Landcruiser dual cab | ⇒ 75K minor service and battery |
| ⇒ Plant #565 Prado | ⇒ 20K service |
| ⇒ Plant #570 Rav4 | ⇒ 1K service |

Extras by workshop staff:

Pensioner gates, ice machine, Hub genset

2. TENDER UPDATE

2014-15 Budget

- New rubbish truck with compactor- ordered- expect delivery late October.
- #535- Holding, until outcome of lease verses purchase
- Pad foot roller- specifications pending
- Loader- specs pending
- RMPC ute- due to go
- Rural foreperson ute- due to go

3. OFFICER'S RECOMMENDATION

Council notes the contents of the Work Shop and Fleet Manager's October 2014 report.

ATTACHMENTS

NIL

Executive Officer Reports

07.03.01 Executive Officer Monthly Report

| | |
|-------------------------|-----------------------------------|
| DEPARTMENT: | Corporate and Community Services |
| RESPONSIBLE OFFICER: | Jenny Williams; Executive Officer |
| FILE NO: | Business Paper – 16 October 2014 |
| DATE: | 3 rd October 2014 |
| LINK TO COUNCIL PLAN/S: | Operational Plan (One year) |

1. EVENTS CO-ORDINATOR

Past Events

RECOGNISE THIS

Recognise This is a national movement of determined and creative young people who believe that the Indigenous story of our country deserves to be recognised.

Recognise This is 100% youth led, all staff, ambassadors, supporters network members, film makers and photographers are under the age of 30.

- Burke Shire Council hosted a BBQ in the Morning Glory Park to support the Recognise This team during their visit to Burketown. The event was attended by about 40 people including the children from the Burketown State School.
- Burke Shire Council promoted the event through the council Facebook page and website. Flyers were also distributed around town and a flyer sent out to the Burke Shire Notice of Distribution email group.

Feedback from the organisers was fantastic saying that on the journey through the Gulf of Carpentaria, Burketown had the highest turn out.

Recent media coverage suggests that the referendum on Constitutional recognition of Indigenous Australians will be delayed until 2017.

BURKE SHIRE PHOTO COMPETITION

The aim of the Burke Shire Photo Competition was to generate a library of photos of the region that can be utilised by Burke Shire Council on their website and in promotional material as required.

The theme of the 2014 competition was Wildlife & Heritage.

Burke Shire Council recognised the need to involve the children of the Burke Shire in the photo competition as previous years saw no entries from children.

Burke Shire Council undertook the following actions:

- Purchase of 50 disposable cameras to be given to all the children in the Burke Shire including the SOTA children.
- Organisation of the cameras to be sent to Cairns for processing
- Printing of one photo from each student to be included in the competition

The Burke Shire Photo Competition was judged by the following:

- Council Representative: Cr. Paul Poole
- Burketown State School Representative: Principal Brett De Grussa
- Professional Photographer: Sarah Martin

The winners were announced at the Market Day of the Morning Glory Festival. The winners are as follows:

Junior Entries

First Place: Tyson Whiting (\$50 gift voucher to Art de Joux)

Second Place: Kady Tritton (\$25 gift voucher to Art de Joux)

Adult Entries

First Place: Melissa Lawrence (\$150.00 winner)

Second Place: Darrell Kneale (\$75.00 – donated to Burketown Kindergarten)

Winner Display: The first place winner photos are currently being organised to be printed onto Canvas and will be displayed permanently in the Burketown Pub dining room.

MORNING GLORY FESTIVAL

The first inaugural Morning Glory Festival was held from the 25 – 28 September 2014 and was a joint partnership between Burke Shire Council, Burketown Rodeo & Sporting Association and the Carpentaria Lands Council Aboriginal Corporation.

A full Morning Glory Report will be available at the next council meeting and will include a finalised budget.

Upcoming Events

BURKE SHIRE TIDY YARD COMPETITION

Burke Shire Councils annual 'Tidy Yard' competition for 2014 is approaching! The Tidy yard competition aims to encourage households & businesses to take pride in their surroundings and promote Burke Shire as a great place to live.

The following categories have been announced:

- Best urban Yard (Burketown & Gregory Township)
- Best Rural Yard (Station Homestead or Quarters)
- Best Non-Residential Yard (Business/School/Hospital/Police Station etc)
- Best Patio / Veranda

Prize money for each category will be:

First Place: \$300.00

Runner up: \$150.00

Nominations are open and will close on Friday 17th October at 4.00pm.

Judging will commence Saturday 25 October – Friday 31 October 2014.

GET READY QUEENSLAND

Burke Shire Council has received a grant from "Get Ready Queensland" for the amount of \$2,400.00.

The "Get Ready Queensland" campaign focuses on the extreme weather events that occur in Queensland; it's not so much a matter of 'if' but 'when'. The more prepared we all are, the faster we'll bounce back afterwards.

Burke Shire Council has been approved to use this funding towards the opening of the 'Nijinda Durlga' community centre. We will prepare information on disaster management and our own disaster management plan to be included in information packs to be distributed.

OTHER ACTIVITIES PLANNED

- Explore options for activities around Anti-Poverty Week (17 October)
- Promote Recycling Week
- Get Ready Queensland Launch / Opening of Nijinda Durlga
- Remembrance Day Planning
- Young Ambassador donations
- Dux – graduation for State School
- Community Christmas Tree

- Burke Shire Council Staff Christmas Party
- ArTour Bookings

RADF

RADF future funding projects need to be scoped 'History of Burke Shire'

2. LIBRARY

The library customers and visitor information requests have quietened down for the year. Council has recently signed the new 2014-17 Service Level Agreement which requires that libraries extend free membership to all Queensland residents. In the past, many libraries have extended membership only to residents (or workers or students) within their local government boundary, or under negotiated reciprocal borrowing arrangements with neighboring councils.

3. ACCOMMODATION

Council currently has ten people on the waiting list looking for accommodation, four of these are Council staff (three of which are in Council units) and six are members of the public. Council Unit 2/172 Musgrave Street is now empty and ready for allocation.

Council Staff Applications

| | |
|--------------------|---|
| House Applications | 3 |
| Unit Applications | 1 |

General Public

| | |
|--------------------|---|
| House Applications | 4 |
| Unit Applications | 4 |

4. PROMOTION

Social Media

Burke Shire Council Facebook page currently has 209 likes and is being well used throughout the community.

Tourist Information Brochure

The new Tourist Information Brochure arrived in time for the Morning Glory Festival and will be distributed to tourist information centres and businesses within the shire.

Newsletter

Articles are being accepted for the next edition of the newsletter, reminders will go out soon.

5. DEVELOPMENT APPLICATIONS

Full list of Development Applications attached. GMA Certification will be visiting soon to complete inspections and help finalise the older applications.

New Applications 2014

- 14-01 Lot 203 & 204 Bowen Street – New Construction of Accommodation Cabins
- 14-02 Lot 116 Truganini Road - Demolition of Burketown Health Clinic - COMPLETED
- 14-03 Lot 567 Gregory Street - New Dwelling
- 14-04 Lot 64 Musgrave Street – Generator Shed
- 14-05 RP855145 Wills Developmental Road- Accommodation Building, Function Hall and new deck and amenities block
- 14-06 Wills Developmental Road – New Public Toilets
- 14-07 Lot 87 Beames Street – Shed Roof

See separate report for MCU application.

6. ENVIRONMENTAL HEALTH SERVICES

All food businesses in the Shire are currently licensed.

7. HOME AND COMMUNITY CARE (Pam deJoux)

CBDC Clients: 6

Social Support: 3

- Clients have been busy with new crafts and enjoying the challenge. We have had the wood working bench out and both the men and women have been busy making holders for cotton reels. While the sawing and sanding of the timber is done by the men the women have been occupied with the staining of the timber and gluing. They plan on giving these as Christmas presents
- Christmas craft is in full swing with wooden sleighs constructed and painted. They have yet to put together the reindeer to complete the table decoration.
- Gardens are being tended too with regular weeding and watering.
- Cards and scrabble are still a weekly thing with Gregory clients winning their fair share of prizes.
- We have had morning tea at the Morning Glory and lunch out at Tirranna.
- Electrical tagging at the Hall has been completed.
- We will be in Karumba from Thursday 9th to Sunday 13th October as our end of year outing with clients looking forward to the Sunset Cruise.
- We had two birthdays --- Eileen celebrated her 97th while Elva her 82nd birthday .
- Frontier Services have called on clients and from what I have been told will be supplying meals fortnightly. I have not seen them as yet.

Ongoing visits by Health Workers:

- Medicare Local & Advocacy

Other Updates:

- HACC Christmas Lunch this year will be held at Gregory Pub with a traditional Christmas Lunch. This will be held on Thursday, 4th December .Health workers have rescheduled their trips so that they can attend.

8. INFORMATION TECHNOLOGY

Managed Services Upgrade

Council has gone live without too many disruptions. We will now work forward and bring the Councillors into the Managed Services environment along with access to InfoXpert.

Recordkeeping

New processes are working well. See attached September report from CorpMem showing file capture and the health of our recordkeeping system.

9. CONFERENCES/TRAINING

October 2014 - Nil

10. OFFICER'S RECOMMENDATION

That Council notes the contents of the Executive Officer October 2014 Monthly Report.

ATTACHMENTS

1. CorpMem Report



Finance Reports

07.04.01 Finance Monthly Update Report – for the month of September

DEPARTMENT: Finance Department

RESPONSIBLE OFFICER: Simba Chimpaka; Finance Manager

FILE NO: Finance Monthly Update Report

DATE: 16.10.2014

1. STATEMENT OF COMPREHENSIVE INCOME

Supporting documentation: Revenue and Expenditure Report

Recurrent Revenue

Net Recurrent Revenue increased by \$340,065. This represents an overall 14% increase in recurrent revenues from the last reporting period.

Revenue increases pertain to the following receipts:

Sales Revenue -\$291,500 (Recoverable Works)

Rental income - \$10,000

Investment Interest - \$32,100

Fees & Charges- \$4,700

Recurrent Expenditure

Year to date recurrent expenditure (Employee Benefits & Materials and services) increased to \$1,741,700 which is consistent with forecast.

Net Operating Surplus

Year to date net operating surplus for the period was **\$1,012,688**.

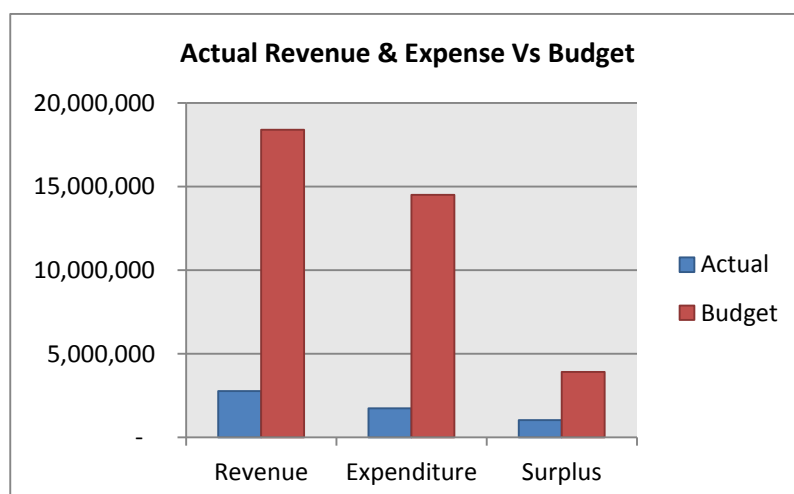
*Note: the reported surplus excludes depreciation expense.

Analysis of results against Budget

Total Current revenue is 15% against budget at \$2,760,000

Expenditure is 12% of total Budget at \$1,740, 000.

Net Operating Surplus is 30% of forecast Surplus at \$1,012,688



2. STATEMENT OF FINANCIAL POSITION

Supporting documentation: Statement of Financial Position

Current Assets

| Asset | Balance 31 Aug | Balance 30 Sept | % Change |
|-----------------------------|-----------------------|------------------------|-----------------|
| Cash & Cash Equivalents | 14,007,471 | 12,878,696 | -8% |
| Trade & Other Receivables | 2,026,352 | 2,029,840 | 0% |
| Inventories | 300,077 | 275,626 | -8% |
| Other Financial Assets | 1,714,885 | 1,745,561 | 2% |
| Total Current Assets | 18,048,785 | 16,929,723 | -6% |

Non-Current Assets

PPE remains valued at \$122 million; Burke Shire Council is embarking on an asset revaluation exercise in line with regulations and accounting requirements.

Property plant & equipment values will be updated on receipt of asset data.

*Note that Accumulated Depreciation remains unchanged as depreciation has not been run for the month of September 14 pending completion of the asset register data update.

Capital works in Progress

Work in progress increased by \$807,926. The greater portion of capital works expenditure was incurred in Nijinda Durlga construction works. Transfers from Work in progress to Non-Current Assets are consistently monitored and processed as required.

Ongoing Capital works

| Description | Percentage Completion | Year to Date Costs |
|--------------------------------|------------------------------|---------------------------|
| Nijinda Durlga | 90% | 3,311,954 |
| Gregory Ablution Facilities | 60% | 85,000 |
| Sewer Treatment Plant (Blivet) | 70% | 34,000 |
| Total | | 3,430,954 |

Current Liabilities

Current Liabilities balance as at 30 September reported as \$441, 930. This mainly relates to invoices not yet due for payment as at 30 September and councils obligations to the ATO relating to GST and PAYG withholding for the first quarter. Leave accruals and provisions are being processed on a monthly basis.

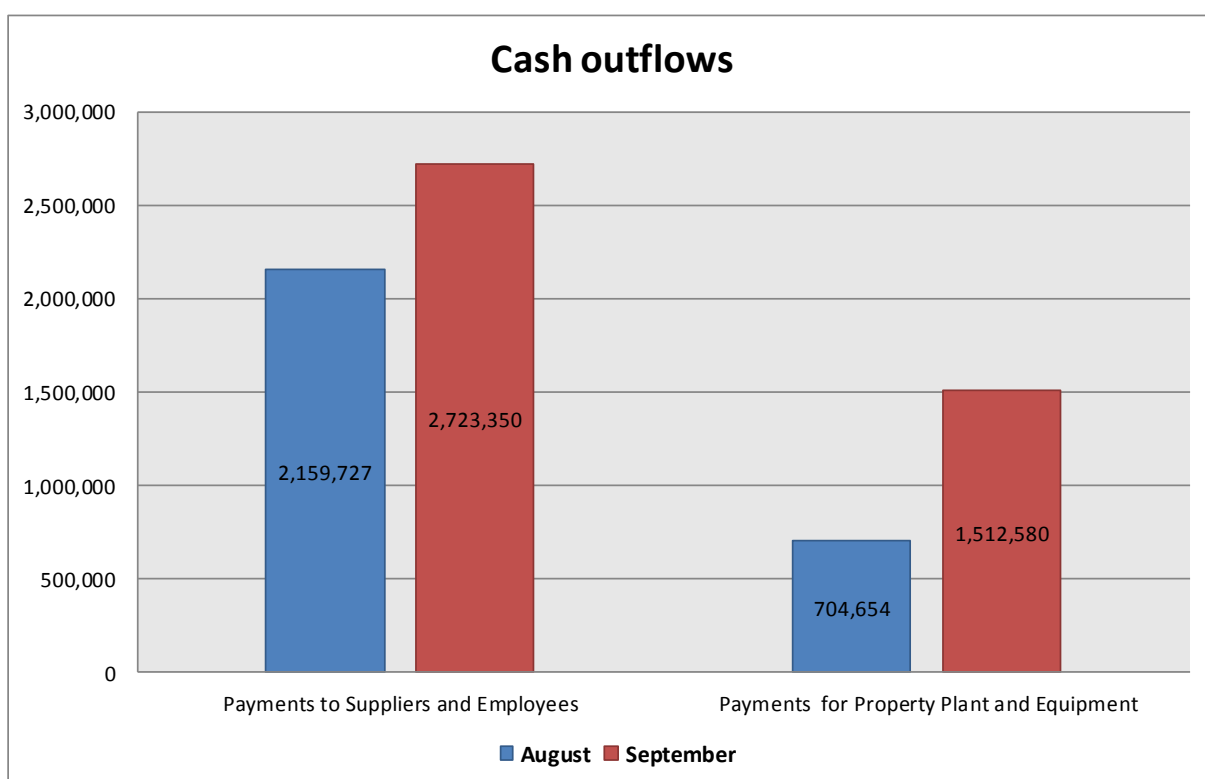
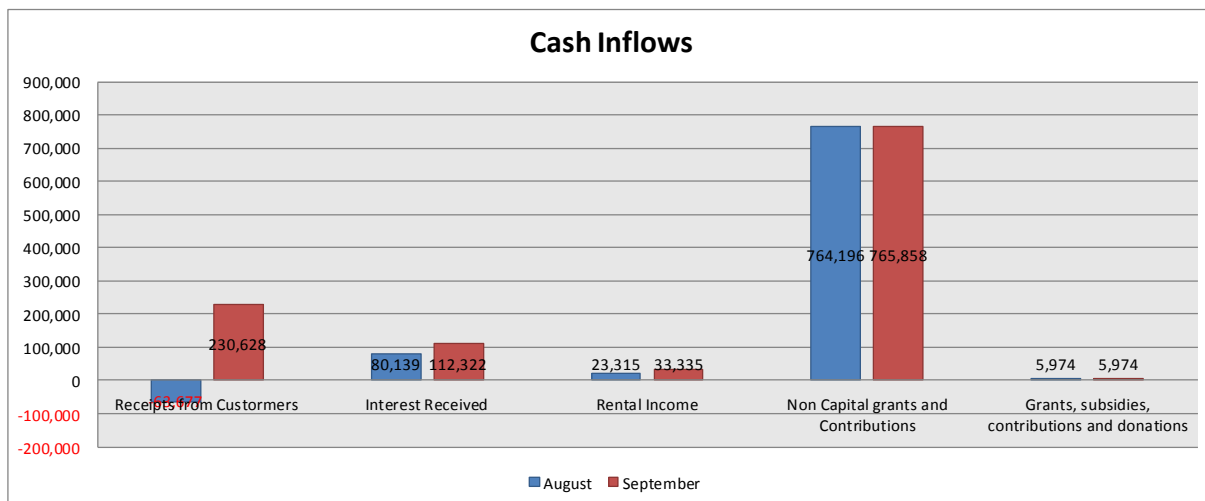
3. STATEMENT OF CASH FLOWS

Net cash flow from operating activities-

Cash inflows from operating activities increased by \$338 000 from the last reporting period. Increases mainly driven by recoverable works revenue and interest on investments.

Outflows (Employee Benefits & Payments to suppliers) increased by \$563 000. Cash flows from operating activities show a negative result of (\$1 581 206).

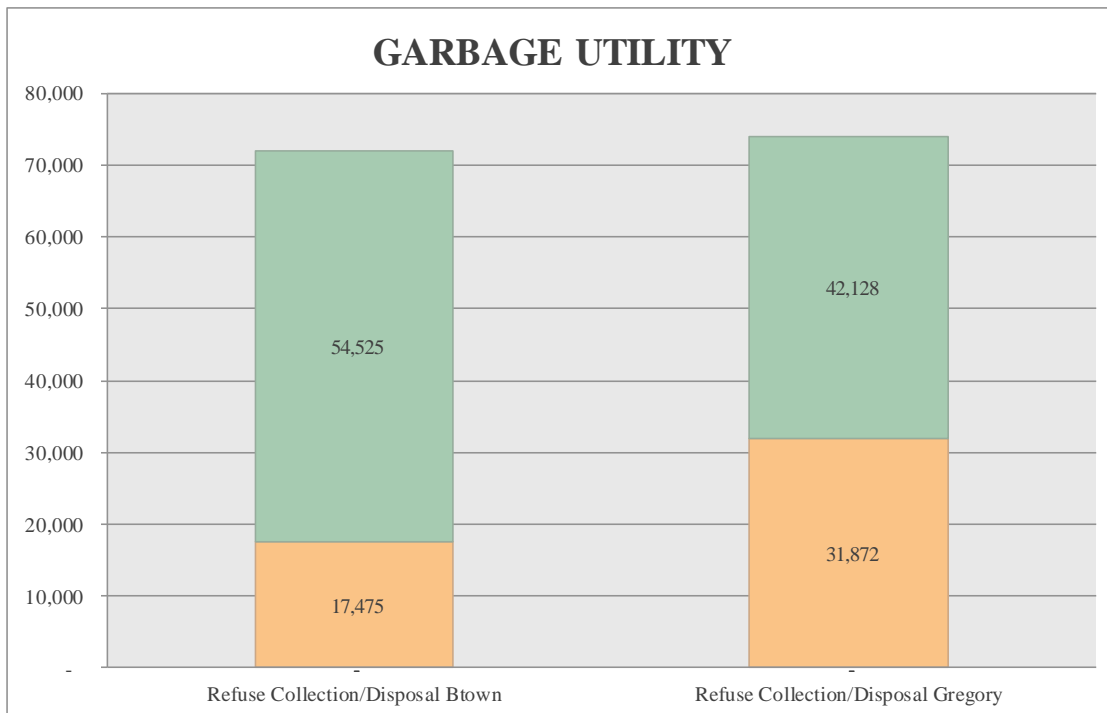
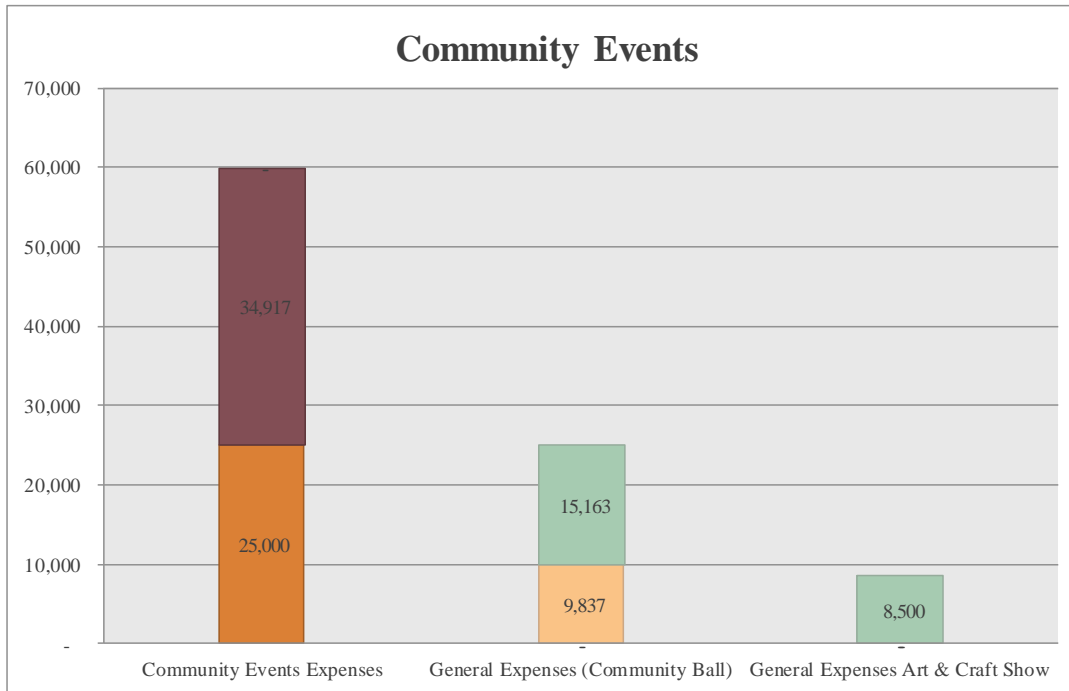
Outflows remain higher than inflows as council has not commenced collection of rates revenues.



4. BUDGET VS ACTUAL EXPENDITURE (YEAR TO DATE FIGURES)

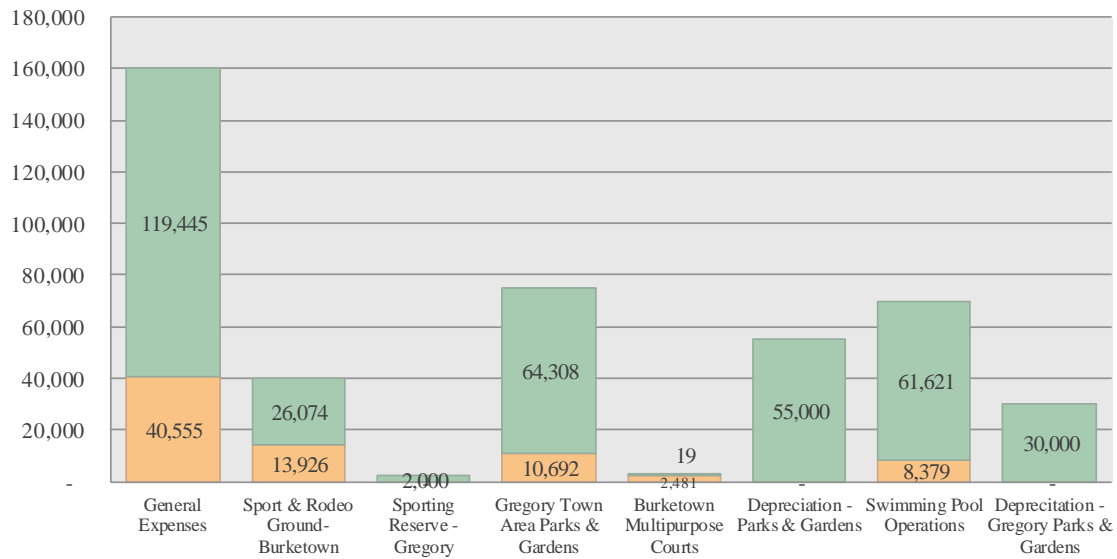
The Graphs and tables below show actual expenditure to date against the total budgeted figures for different functional areas:

The first quarter has seen significant expenditure in various areas, over the next few months expenditure will increase and decrease in the different functional areas. Movements will be driven by various factors such as the onset of the rain season and council completing and comencing various projects.



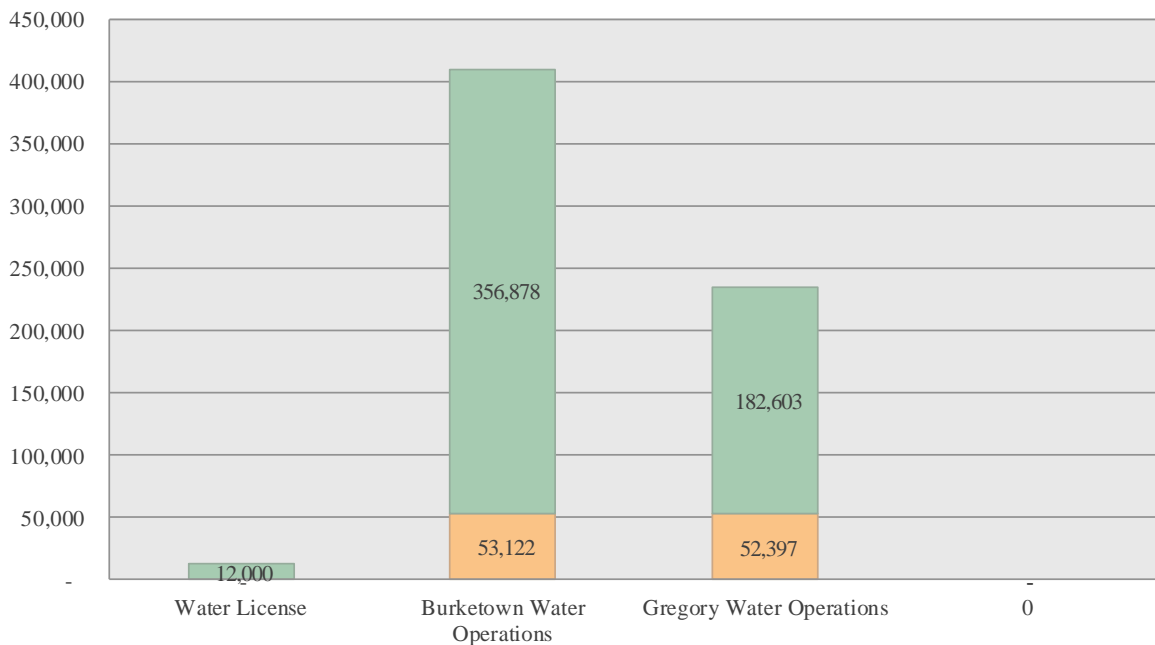
Garbage Utility expenditure to date for Gregory and Burketown is 27% against budget. Expenditure relates to refuse collection and Tip Maintenance.

Parks, Gardens & Reserves

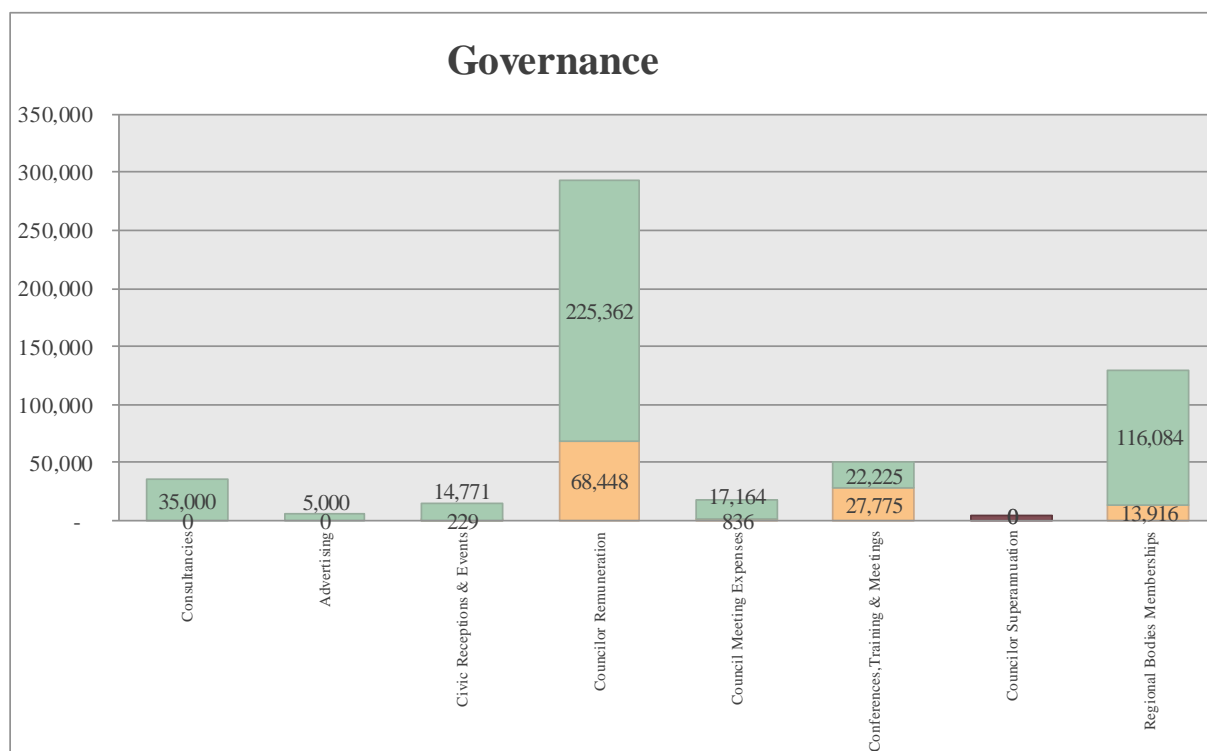


Parks & Gardens expenditure to date is 17% against budgeted figure.

WATER UTILITY



Water Utility expenditure for Burketown and Gregory sat at 13% against Budget at the end of September.



Overall Governance expenditure to date is at 15% against budget

5. FINANCE MONTHLY UPDATE

Staffing

Finance Department staff has shown and expressed interest in training - Training will enhance employee skills, increase efficiency and productivity. Suitable courses and training will be identified and staff will be encouraged to enroll and participate.

Rolling Stock take:

An inventory count was conducted at the end of the month. There were no significant variances in stock and inventory quantities.

Flood damage Submissions and Roads Program:

Flood damage closeouts and acquittals for previous years have been completed and submitted these include 11.12, 15.13, 13.13 and 102.12 Submissions.

Council has received an advance payment for restoration works from QLDRA. Further funding will be released through the year enabling council to continue various roads projects.

Asset revaluation:

The asset revaluation process is still ongoing. There have been significant unforeseen delays in the completion of this project.

6. OFFICER'S RECOMMENDATION

Council notes the contents of the Finance monthly update report.

ATTACHMENTS



Cash Flow.pdf

1. Cash Flow -



Comprehensive
Income.pdf

2. Comprehensive Income –



Financial Position.pdf

3. Financial Position –

Projects and Human Resources Manager Reports

07.05.01 Human Resources Report

DEPARTMENT: Human Resources

RESPONSIBLE OFFICER: Nils Hay – Projects & Human Resources Manager

FILE REF: Business Papers – Council Meeting October 2014

DATE: 7th October 2014

LINK TO COUNCIL PLAN/S:

1. PURPOSE (Executive Summary)

To update Councillors on Human Resources activities

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Nil

3. REPORT

Staff Changes:

Administration/Records Officer: preferred candidate has been selected and notified. Tentative start date is 27 October 2014. Candidate will replace existing temporary Administration Officer.

It was a well-received EOI, with 33 applicants and a strong short-list of five. Ultimately two of the short-listed candidates withdrew because the accommodation provided for the role was not suitable for dogs.

Road Train Driver: left during first week following several incidents. Workable solution has been found utilizing existing staff and plant. Long-term plan is still to upskill existing employees to step into this role.

Open Positions:

Heavy Vehicle Mechanic Apprentice:

Expressions of interest are due to be released internally for a Heavy Vehicle Mechanic Apprentice. Trainers and Skills360 have been approached to facilitate this, and the role could commence as soon as late October.

Use of External Recruitment Companies:

For the Administration/Records Officer role, we used a company called Talent Propeller to manage the external advertising and provide a web-based application management system. The system provided a higher degree of control over shortlisting and candidate ranking than previous providers, as well as a *significant cost saving*.

Policy and Procedure Development:

This is an ongoing process, but progressing well with a number of new and revised policies to be tabled at this Council meeting.

JCC XIII:

The results of recent examinations of payroll, the EBA and allowances was sent out to all staff with pay slips on 24 September 2014 and spoken about at toolbox meetings on 30 September and 7 October, ahead of the JCC Meeting on 7 October.

The JCC was generally supporting of the proposed solution outlined in the report, and from here it will be put out to the workforce for a vote.

QLD Local Government Industry Award:

The new Modern Award was released on 1 October, and staff reclassification will need to take place as it takes full effect on 1 January 2015. We will continue to liaise with LGAQ to ensure that this process takes place as smoothly, and with the highest level of compliance, as possible.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

Nil

6. CRITICAL DATES & IMPLEMENTATION

Nil

7. CONSULTATION

Regular consultation occurs with the Management group on HR matters, as well as LGAQ's Industrial Relations department when additional advice is required.

8. CONCLUSION

There remains a reasonable amount of policy and procedure development and systemization in the Human Resources space, but this is gradually reducing and day-to-day the department is running more smoothly.

9. OFFICER'S RECOMMENDATION

That Council note the contents of this report.

ATTACHMENTS

Nil

Projects and Human Resources Manager Reports

07.05.02 Revision of Existing HR Policies

DEPARTMENT: Human Resources

RESPONSIBLE OFFICER: Nils Hay, Projects and Human Resources Manager

FILE REF: Business Paper – Council Meeting October 2014

DATE: 7th October 2014

LINK TO COUNCIL PLAN/S:

1. PURPOSE (Executive Summary)

To present the following reviewed policies to Council for approval:

- HRM-POL-001 – Performance and Misconduct Policy
- HRM-POL-002 – Personal Grievance Policy
- HRM-POL-004 – Recruitment Policy
- HRM-POL-005 – Discrimination, Harassment and Bullying Policy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

HRM-POL-001:

This policy has simply been updated in line with changes to the LGAQ-supplied template.

HRM-POL-002:

This policy has simply been updated in line with changes to the LGAQ-supplied template.

HRM-POL-004:

This policy has simply been updated in line with changes to the LGAQ-supplied template.

HRM-POL-005:

This policy has simply been updated in line with changes to the LGAQ-supplied template; it simultaneously updates Council's existing Bullying Policy and Anti-Discrimination and EEO Policy.

3. PROPOSAL

That the attached policies be adopted.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

It is best practice to review these policies annually; review in each case is now several months overdue.

6. CRITICAL DATES & IMPLEMENTATION

As with other HR Policies, once implemented, these will continue be reviewed and updated on an annual basis.

7. CONSULTATION

LGAQ's Industrial Relations lawyers are responsible for the development of the templates on which these policies are based.

8. CONCLUSION

This revision is part of a wider effort to ensure compliance and best practice in the HR department.

9. OFFICER'S RECOMMENDATION

That these policies be adopted.

ATTACHMENTS

1. HRM-POL-001 – Performance and Misconduct Policy



2. HRM-POL-002 – Personal Grievance Policy



3. HRM-POL-004 – Recruitment Policy



4. HRM-POL-005 – Discrimination, Harassment and Bullying Policy



5. HRM-PRO-001 – Performance and Misconduct Procedure (for reference only)



6. HRM-POR-002 – Personal Grievance Procedure (for reference only)



7. HRM-PRO-004 – Complaint Procedure (for reference only)



Projects and Human Resources Manager Reports

07.05.03 New HR Policies

DEPARTMENT: Human Resources

RESPONSIBLE OFFICER: Nils Hay, Projects and Human Resources Manager

FILE REF: Business Papers – Council Meeting October 2014

DATE: 7th October 2014

LINK TO COUNCIL PLAN/S:

1. PURPOSE (Executive Summary)

To present the following new policies to Council for approval:

- HRM-POL-012 – RDO and Flexibility Policy
- HRM-POL-013 – Councillor Remuneration Policy
- HRM-POL-014 – Staff Training & Development Policy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

HRM-POL-012:

It's been identified that no existing policy within Council, (including the EBA) adequately describes Burke Shire Council employees' entitlement to RDOs or how they are administered.

HRM-POL-013:

Similarly, little documentation exists with regards to Councillor remuneration and superannuation, which has resulted in confusion and possible overpayments in the past. Following previous consideration at the August 2014 Council Meeting, this policy has been drafted.

HRM-POL-014:

Council lacks a policy regarding the training and development of staff; given that it is not covered in the EBA and only in a very limited way by the relevant Awards, it was felt this policy was necessary.

3. PROPOSAL

That the attached policies be adopted.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

It will strengthen the existing HR Policy framework, and provide clarity in several areas that have heretofore caused confusion.

6. CRITICAL DATES & IMPLEMENTATION

As with other HR Policies, once implemented, these will be reviewed and updated on an annual basis.

7. CONSULTATION

Consultation has taken place with the Management Group, Finance Officers, LGAQ's Industrial Relations department and (in the case of HRM-POL-013) Council in order to develop these policies.

8. CONCLUSION

The development of these new policies is part of a wider effort to ensure compliance and best practice in the HR department.

9. OFFICER'S RECOMMENDATION

That these policies be adopted.

ATTACHMENTS

1. HRM-POL-012 – RDO and Flexibility Policy



HRReport 2 -
Attachment 1 - HRM-

2. HRM-POL-013 – Councillor Remuneration Policy



HRReport 2 -
Attachment 2 - HRM-

3. HRM-POL-014 – Staff Training & Development Policy



HRReport 2 -
Attachment 3 - HRM-

08 Chief Executive Officer Reports

08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

08.01.02 Operational Plan – Quarterly Update – October 2014

08.01.03 Council's Delegations Register: amending delegations and adopting new delegations

08.01.04 "Cultural History of Burke Shire" Project

08.01.05 Review of Procurement Policy

Chief Executive Officer Reports

08.01.01 Chief Executive Officer Report

| | |
|-------------------------|---|
| DEPARTMENT: | Office of the CEO |
| RESPONSIBLE OFFICER: | Philip Keirle; CEO |
| FILE NO: | Business Paper – Council Meeting October 2014 |
| DATE: | 08.10.2014 |
| LINK TO COUNCIL PLAN/S: | Corporate Plan, Operational Plan, Budget |

1. COUNCIL'S KEY PLANNING DOCUMENTATION

The table below provides an update on the status and progress of key Council planning documentation. The majority of these documents are subject to monthly, quarterly and annual review.

| Planning Docs | Comments | Status |
|--|--|-----------|
| ILUA | Burke Shire Council representatives to meet with State of Queensland and Gangalidda & Garawa on Friday 12 September 2014. Community consultation scheduled for 31 October 2014. Draft ILUA being prepared by Crown Law. | On track |
| Drinking Water Quality Management Plan | Periodic Review of Plan due 30.09.2014 Progress report on Risk Management Implementation Program due 30.10.2014 SWIM data to be submitted on 10.10.2014 | On track |
| Operational Plan | Adopted at Ordinary Council Meeting: July 2014. First quarterly report to be submitted at October Council meeting. Minor revisions, which relate to providing more depth in relation to certain Council functions/projects, have been incorporated into the Plan. These will be considered by Council at the Ordinary meeting in October (see attached business papers). | Completed |
| Town Planning Scheme | Discussions with DSDIP in relation to the development of the Shire Planning Scheme as part of a regional pilot project. | On track |
| Pest Management Plan | CLCAC representative Kevin Andersen has revised the existing Pest Management Plan | No update |
| Business Continuity Plan | The BCP will be developed in conjunction with Crowe Howarth and with reference to Council's Local Disaster Management Plan. Good practice examples provided by the DLGCRR. Aim is to adopt this plan in November 2014 | Monitor |

| | | |
|--------------------------------|---|---|
| Risk Register | The Risk Register will be developed in conjunction with Crowe Howarth. | Monitor |
| Asset Management Plan | <p>Council are in the process of revising the Asset and Services Management Plan to ensure all recently capitalized Work-in-Progress are updated and to ensure compliance with a range of new Department of Energy and Water Supply KPIs.</p> <p>Discussions held with other regional CEOs in relation to adopting similar asset management systems in the future.</p> <p>Council has also been in discussions with LGAQ in relation to the completion of Asset Management training by Management Level staff. Council anticipates that this training will be completed in Burketown.</p> | Monitor |
| Budget | Adopted at Ordinary Council Meeting: June 2014 | Budget review to take place in October 2014 |
| Local Disaster Management Plan | Annual review of plan completed and submitted. Annual report also submitted. | Completed |
| Corporate Plan | Adopted at Ordinary Council Meeting: June 2014. | Completed |

2. COUNCIL PROJECTS

The table below provides an update on the status and progress of key Council projects. Completed projects will be removed from the list following final project reports and appropriate funding acquittals.

| Current Projects | Comments | Status |
|-------------------|---|----------|
| Pontoon | <p>Design documentation received from consultant. Council has provided feedback on these designs.</p> <p>RFQ has gone out for the installation of the piles. Project will now be completed in two phases: piles prior to the wet, pontoon installation after the wet. This will open up opportunities for submitting funding applications to additional agencies.</p> | On track |
| Gregory Ablutions | Installation to be completed by 30 October. This represents a revised installation date: pushed back by one month. | Overdue |
| Gravel Pits | <p>Awaiting formal report from CLCAC.</p> <p>Council in discussions with DAFF in relation to providing a comprehensive update on existing gravel pit locations and sizes. Anticipated completion date: late October.</p> | On track |

| | | |
|---|---|--|
| Roads Programs – Financial Management | NDRRA submissions completed during October: BrkSC10.12; BrkSC11.12 Operation of RMPC has improved considerably during the first quarter of 2014-2015. | Considerable improvement for this item |
| Roads Programs – 5 year infrastructure plan | GBA engaged to assist Council to develop a 5 year road infrastructure plan in line with TIDS, QRA, R2R funding. This project will be completed following the completion of the asset revaluation and rationalization of Council's asset register. This project will run in concert with a full revision of | Monitor |
| Procurement Project | Council to release preferred contractors, preferred suppliers and approved contractors EOIs in late September. This will improve compliance in the procurement space and improve efficiencies in relation to procurement. | Monitor |
| HR/EBA review | The Projects and Human Resources Manager, in conjunction with the Finance Manager, have conducted a full review of all entitlements under relevant Awards and Council's EBA. Results were presented to Council during a closed-session report at the August 2014 Council meeting. These findings informed the October JCC meeting. Survey to be put to all Council staff and Councillors to resolve the issues identified in the HR review. | On track |
| Water Rates | Rating structure adopted in June 2014. Series of education sessions and website updates have been completed. Council to provide a reminder of responsibilities under new Water Rating scheme with release of Rate Notices in October. | Implemented |
| Media Monitoring | Up and running. A great deal of activity registered recently, in relation to the Burketown ILUA, the former DCEO Fred Aquilin and the Morning Glory Festival. | On track |
| Nijinda Durlga | Anticipated completion date: mid-October. Final fit-outs are taking place. Landscaping and internal purchasing (TVs, chairs, tables) to be completed as a matter of priority. VIPs (Premier, Deputy Premier, DLG Minister, local member) have been invited to the official opening of the facility on 20 November 2014. | Monitor |
| Morning Glory Festival | Fantastic event. Nothing but positive feedback. | Completed |
| Sale of land: Gregory | Ready to proceed. | On track |

| | | |
|--|--|-----------|
| Weed spraying: Gregory | Completed in July 2014. Council has committed funding, subject to receipt of CLCAC's audited financial statements, to fund additional weed spraying in the Gregory catchment over the next two years. | Completed |
| Records Keeping | Record destruction processes implemented following full archival review: conducted by CorpMem. Process is operating well and providing additional storage space in Admin office. | On track |
| Managed Services | Council transitioned to Managed Services on 7 October 2014 | Completed |
| House Inspections | Housing Inspections to commence on 13-14 October 2014. | On track |
| WTP/STP: introduction of new Performance Measures for DEWS | CEO and WSO familiar with KPIs. Queries have been submitted to DEWS and responses received. Will incorporate reporting into Operational Plan. KPIs / Data Capture commences 01.07.2014 | Monitor |
| ANZAC centenary: BKT | Positive responses. To action shortly. | Monitor |
| ANZAC centenary: GRG | Positive responses. To action shortly. | Monitor |

3. PROJECTS TO PLAN AND COST

The following table provides a status update on projects that Council is pursuing over the next 1-2 years. Once these projects are costed, they will be submitted to Council for further assessment and possible inclusion in the Capital Expenditure or Operational Expenditure budgets.

| Projects to plan and cost | Comments | Status |
|--|---|-----------|
| Sewerage Treatment Re-design | Preliminary costings received on re-design (\$500,000) and for the purchase of an additional blivet to double capacity. Further data is required to determine the most suitable option. The re-design of the Burketown Sewerage Treatment Plant will be submitted for the next round of the LGGSP Infrastructure Scheme. | On track |
| Sewerage Treatment Plant – ERA | Replacement of Rotor B in the STP blivet completed on 9 October 2014 | Completed |
| Solar energy for WTP in Gregory | Consultant engaged to project manage tender process. Burke Shire to initiate ILUA discussions with Traditional Owners. | On track |
| Change of Reserve Type: public hall in Gregory | Adjustment Notice submitted to DNRM | On track |

| | | |
|---------------------------|--|-------------|
| Gregory Works Depot | Project planning has not commenced for this project. | Monitor |
| STP/WTP Telemetry | Council are investigating the installation of improved telemetry systems for the Burketown Water and Sewerage Treatment Plants. The final set-up will be influenced by the STP re-design project (above) | On hold |
| BKT North | GBA have been engaged to provide costing for initial infrastructure for BKT North development. Andrew Sly from Economic Development Queensland conducted initial site inspection of Burketown on 19.09.2014 Follow-up visit scheduled for 13 October 2014 | Monitor |
| Waste Management Strategy | Council to invite a tender (in conjunction with Doomadgee Aboriginal Shire Council) for the removal of scrap metal from the Burketown, Gregory and Doomadgee landfill sites. EHP is interested in entering into a Transitional Environmental Plan with Council. This would establish milestones and timeframes for meeting our permitting conditions. Tyre management discussed at RRTG and ROC, as well as in discussions with Doomadgee and Mornington Shires. | Monitor |
| Gregory Landfill | Development Application required to ensure this tip is appropriately regulated. To be actioned week beginning 25.08.2014 | In progress |

4. TELECOMMUNICATIONS

The table below provides updates in relation to Council's key telecommunications concerns. Many of these items are outside of Council's direct sphere of influence and require large capital expenditures to proceed through to completion

| Telecoms | Comments | Last Updated |
|---------------------------|---|--------------|
| BKT - Optic | Doomadgee - Normanton fibrelink. This project has been discontinued for the 2-14-2015 financial year. Option to fund a feasibility study into an alternative network upgrade. The cost of the feasibility study will be absorbed in the final cost of the capacity upgrade. | 08.10.2014 |
| BKT - ADSL2 | No available ports. This is a back haul issue. See above. | 08.10.2014 |
| BKT - 4g upgrade | No scheduled upgrade for BKT. To follow up. | 08.10.2014 |
| Gregory - mobile services | Submission to Department of Communications. Council will need to provide an indication of how much financial and in-kind contributions it would make to this infrastructure. Discussions with Law and Procter of Telstra also focussed on what options are available in Gregory. | 08.10.2014 |

5. MEETINGS/CONFERENCES/DELEGATIONS

| What | Where | When | Attendees |
|--|------------------------|---------------------------------|-----------------------------------|
| Economic Development Roundtable | Doomadgee | 28 th August 2014 | Cr Camp, Cr Poole, Cr Murray |
| Queensland Western Roads Action Plan | Mt Isa | 28 th August 2014 | Cr Forshaw |
| NWQ RRTG Technical Committee Meeting | Karumba | 22 nd August 2014 | Works Manager |
| NWQ RRTG and ROC meeting | Karumba | 5 th September 2014 | Mayor, CEO |
| Burketown ILUA negotiator meeting | Brisbane | 12 th September 2014 | Cr Poole, CEO |
| CEO Roundtable | Brisbane (LGAQ funded) | 3 October 2014 | CEO |
| SEGRA (Sustainable Economic Growth for Regional Australia) | Alice Springs | 8-10 th October | Cr Poole, Cr Duff, PHRM |
| LGAQ Annual Conference | Mackay | 27-29 th October | Mayor + CEO + Councillor(s) |
| Economic Roundtable | Mornington Island | TBC | Mayor, Deputy Mayor, CEO possibly |

6. WORK HEALTH AND SAFETY

See Attachment 1: WSHA Monthly Performance; and Attachment 2: WSHA Incident Report

7. OFFICER'S RECOMMENDATION

That Council notes the content of the CEO's Council Report

ATTACHMENTS

- Attachment 1: WSHA Monthly Performance



141001 - Attachment
1 - WSHA Monthly Pe

- Attachment 2: WSHA Incident Report



Copy of 141001 -
Attachment 2 - WSHA

Chief Executive Officer Reports

08.01.02 Operational Plan – Quarterly Update – October 2014

| | |
|-------------------------|---|
| DEPARTMENT: | Corporate and Community Services |
| RESPONSIBLE OFFICER: | Philip Keirle; CEO |
| FILE NO: | Business Paper – Council Meeting October 2014 |
| DATE: | 8 October 2014 |
| LINK TO COUNCIL PLAN/S: | Corporate Plan, Operational Plan, Budget |

1. PURPOSE (Executive Summary)

This quarterly report provides a written assessment of Council's progress toward implementing the annual operational plan is presented pursuant to Division 4, s174(3) of the Local Government Regulation 2012.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council receives quarterly updates on the Operational Plan.

3. PROPOSAL

That Council makes use of these reports to:

- a) Continue identifying areas of particular strategic/operational interest and concern; and
- b) Use these reports as a means of mapping progress toward implementing the annual operational plan and broader Corporate Plan.

4. FINANCIAL & RESOURCE IMPLICATIONS

Contingent on progress update and organisational needs arising from Report.

5. POLICY & LEGAL IMPLICATIONS

Local Government Regulation 2012: requirements to develop and report on Operational Plans and to align these plans with Council's Corporate Plan and Council's budget.

6. CRITICAL DATES & IMPLEMENTATION

Reporting period: February 2014 – June 2014

7. CONSULTATION

Internal consultation with the Executive Management Team.

8. CONCLUSION

Council is tracking well against the majority of items contained in the Operational Plan. Areas of interest and areas of concern are identified in Attachment 1.

9. OFFICER'S RECOMMENDATION

That Council note the contents of this Report and the contents and commentary contained in Attachment 1.

ATTACHMENTS



1. Operational Plan - 141008 - Operational
Plan - Attachment 1 -

Chief Executive Officer Reports

08.01.03 Council's Delegations Register: amending delegations and adopting new delegations

| | |
|-------------------------|---|
| DEPARTMENT: | Office of the CEO |
| RESPONSIBLE OFFICER: | Philip Keirle; CEO |
| FILE NO: | Business Paper – Council Meeting October 2014 |
| DATE: | 19.08.2014 |
| LINK TO COUNCIL PLAN/S: | Operational Plan 2014-2015 |

1. PURPOSE (Executive Summary)

To submit suggested revisions to the Delegation Register for approval by Council at the October Council meeting.

To submit suggested revisions to the Delegations Register to Council and to elicit initial feedback on submissions prior to the proposal of specific amendments at the November Council meeting.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council most recently altered the Delegation Register through the repeal of Standing Delegation DEL-BSC-003 in March 2013.

Council considered the existing Delegation Register at both the August and September Council meetings.

3. PROPOSAL

A) That Council **amends** the Delegation Register in relation to the following:

- 1) DEL-BSC-003;
- 2) DEL-BSC-004;
- 3) DEL-BSC-005;
- 4) DEL-BSC-007;
- 5) DEL-BSC-012;
- 6) DEL-BSC-014;
- 7) DEL-BSC-042.¹

B) That Council amends the Delegation Register to ensure that delegations under particular pieces of legislation are not separated. I.e. all delegations pursuant to the LGA 2009 are in one place and not interspersed between other pieces of legislation.

C) That Council adopts previously reviewed delegations in relation to the Disaster Management Act 2003.

D) That Council adopts previously reviewed delegations in relation to the Water Act 2000.

E) That Council considers suggested delegations in relation to the Sustainable Planning Act 2009 with a view to incorporating these into the Delegations Register at the November Council Meeting.

¹ Note: A resolution of a local government may be repealed or amended only if written notice of intention to propose the repeal or amendment is given to each councillor at least 5 days before the meeting at which the proposal is to be made.

- F) That Council acknowledges adjustments made by CEO to those powers delegated by the CEO to other officers:
- 1) DEL-CEO-004
 - 2) DEL-CEO-005

4. FINANCIAL & RESOURCE IMPLICATIONS

None at present, although future revisions to financial delegations may have financial implications.

5. POLICY & LEGAL IMPLICATIONS

Local Government Act 2009

The following provisions on delegations are contained in the LGA 2009

257 Delegation of local government powers

- (1) A local government may, by resolution, delegate a power under this Act or another Act to—
- (a) the mayor; or
 - (b) the chief executive officer; or
 - (c) a standing committee, or joint standing committee, of the local government; or
 - (d) the chairperson of a standing committee, or joint standing committee, of the local government; or
 - (e) another local government, for the purposes of a joint government activity.
- (2) However, a local government must not delegate a power that an Act states must be exercised by resolution.
- (3) A joint standing committee, of the local government, is a committee consisting of Councillors of 2 or more of the local governments.

258 Delegation of mayor's powers

- (1) A mayor may delegate the mayor's powers to another councillor of the local government.
- (2) However, the mayor must not delegate the power to give directions to the chief executive officer or senior executive employees.

259 Delegation of chief executive officer powers

- (1) A chief executive officer may delegate the chief executive officer's powers to an appropriately qualified employee or contractor of the local government.
- (2) However, the chief executive officer must not delegate the following powers—
- (a) a power delegated by the local government, if the local government has directed the chief executive officer not to further delegate the power;
 - (b) a power to keep a register of interests.

260 Local government delegations register

- (1) The chief executive officer must establish a register of delegations that contains the particulars prescribed under a regulation.
- (2) The chief executive officer must record all delegations by the local government, mayor or the chief executive officer in the register of delegations.
- (3) The public may inspect the register of delegations.

Local Government Regulation 2012

The Regulations define information requirements for the Delegations Register at s305:

305 Particulars to be contained in register of delegations—Act, s 260

- (1) For section 260(1) of the Act, the particulars prescribed for a register of delegations are—
- (a) The name or title of the person, or the name of the committee, to whom powers are delegated; and
 - (b) A description of the powers delegated, including the provisions under a Local Government Act permitting or requiring the exercise of the powers; and
 - (c) If the delegation was by the local government—a summary of the resolution by which powers are delegated, including—
 - (i) the date of the resolution; and
 - (ii) a summary of any conditions to which the delegation is subject; and
 - (iii) if the resolution is numbered—its number.

(2) The chief executive officer may include any other information in the register the chief executive officer considers appropriate.

Local Government (Operations) Regulation 2010 (Subordinate Legislation 2010 No. 125):

Should Council wish to repeal or amend the delegations register, the following section must be complied with (as for the repeal or amendment of any decision by resolution).

s59: Repeal or amendment of resolutions

A resolution of a local government may be repealed or amended only if written notice of intention to propose the repeal or amendment is given to each councillor at least 5 days before the meeting at which the proposal is to be made.

6. CRITICAL DATES & IMPLEMENTATION

The Delegation Register should be reviewed and updated annually as necessary. Due to sometime between revisions, it would be beneficial to Council to proceed with more frequent updates/revisions over the next 10 months.

7. CONSULTATION

Local Government Association of Queensland
Department of Local Government Community Recovery and Resilience
Ray Burton; CEO Townsville City Council

8. CONCLUSION

There is a wealth of potential delegations that might be adopted. Determining which pieces of legislation and which delegations are the most important will be essential to ensuring this process of progressive review is effective and efficient.

This report highlights potential review items from the existing delegation register and proposes delegations under the Disaster Management Act 2003 and the Water Act 2000.

9. OFFICER'S RECOMMENDATION

A) That Council **amends** the Delegation Register in relation to the following:

- 1) DEL-BSC-003;
- 2) DEL-BSC-004;
- 3) DEL-BSC-005;
- 4) DEL-BSC-007;
- 5) DEL-BSC-012;
- 6) DEL-BSC-014;
- 7) DEL-BSC-042.

B) That Council amends the Delegation Register to ensure that delegations under particular pieces of legislation are not separated. I.e. all delegations pursuant to the LGA 2009 are in one place and not interspersed between other pieces of legislation.

C) That Council adopts previously reviewed delegations in relation to the Disaster Management Act 2003.

D) That Council adopts previously reviewed delegations in relation to the Water Act 2000.

E) That Council considers suggested delegations in relation to the Sustainable Planning Act 2009 with a view to incorporating these into the Delegations Register at the November Council Meeting.

F) That Council acknowledges adjustments made by CEO to those powers delegated by the CEO to other officers:

- 1) DEL-CEO-004
- 2) DEL-CEO-005

ATTACHMENTS

- 1. 141008 – Attachment 1 – CEO Report – Delegations Register



141008 - Attachment
1 - CEO Report - Dele

- 2. 141009 – Attachment 2 – CEO Report – Delegations Register



141009 - Attachment
2 - CEO Report - Dele

Chief Executive Officer Reports

08.01.04 “Cultural History of Burke Shire” Project

| | |
|-------------------------|---|
| DEPARTMENT: | Office of the CEO |
| RESPONSIBLE OFFICER: | Philip Keirle; CEO |
| FILE REF: | Business Paper – Council Meeting October 2014 |
| DATE: | 16 October 2014 |
| LINK TO COUNCIL PLAN/S: | Corporate Plan, 2013-2014 Operational Plan |

1. PURPOSE (Executive Summary)

To submit to Council a proposal for Professor David Trigger and Dr. Richard Martin to write a cultural history of the Burke Shire.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Many Councillors have long considered the writing of such a history a priority.

3. PROPOSAL

The following proposal comes from Dr. Richard Martin and Professor David Trigger:

AIMS

1. We propose to prepare a booklet for publication drawing on archival documents including existing anthropological resources.
2. We will also seek access to any available privately held historical materials, for example diaries held on stations.
3. In addition we will complete one month's fieldwork interviewing in the region and draw on the results in writing up.

The aim is to produce a mix of writing and photographs suitable for provision to a broad audience as useful in the region. We will also provide transcriptions of interviews and copies of original archive documents as appropriate.

METHODOLOGY

1. Dr Richard Martin (assisted by Professor Trigger) to assemble available documents and photos over a period of one month at UQ. Archivist Ms Hilda McLean will also assist where appropriate.
2. Carry out up to one month's fieldwork in Burketown and surrounds.
3. Undertake two further months of work to write the document.

4. FINANCIAL & RESOURCE IMPLICATIONS

BUDGET

We plan to deliver this booklet for a total cost of **\$80,000**. Burke Shire Council have informally indicated a commitment of \$40,000, as of 28/9/14, which would cover half of the project costs.

The budget includes fees/salary for 80 days of Dr. Richard Martin's time over 4 months @ \$800/day = **\$64,000** (including UQ infrastructure charges), plus up to **\$6000** in costs to cover the time of Professor Trigger and Ms. Hilda McLean, plus estimated project costs for vehicle hire, accommodation, etc. of **\$10,000**.

5. POLICY & LEGAL IMPLICATIONS

Upon advice received from DLGCRR, if Council elects to progress this project, it would fund the project out of general expenditure. Accordingly, it would not be necessary to seek quotes or apply for an exemption to the default contracting conditions outlined in the Local Government Regulation 2012.

6. CRITICAL DATES & IMPLEMENTATION

NA

7. CONSULTATION

Consultation has taken place within Council on a number of occasions. The item was also identified by Councillors as a priority in 2013.

8. CONCLUSION

This proposal represents an opportunity for Council to avail itself of the expertise of two professional anthropologists who have collected and collated a great deal of information from Indigenous and non-Indigenous residents of the Shire over the last four decades.

9. OFFICER'S RECOMMENDATION

- That Council requests further information from Professor Trigger and Dr. Martin in relation to the content and scope of the intended work; and/or
- That Council amends the budget to include general expenditure funding toward this project and engages Professor Trigger and Dr. Martin to proceed with writing a Cultural History of the Burke Shire; or
- That Council amends the budget to include general expenditure funding toward this project and engages Professor Trigger and Dr. Martin to proceed with writing a Cultural History of the Burke Shire, subject to receipt of a chapter proposal; or
- Council rejects the proposal on the basis that the writing of a history of the Burke Shire is not a priority at this time.

ATTACHMENTS

Nil

Chief Executive Officer Reports

08.01.05 Review of Procurement Policy

| | |
|-------------------------|--|
| DEPARTMENT: | Finance |
| RESPONSIBLE OFFICER: | Philip Keirle; CEO |
| FILE REF: | Business Paper – Policies and Procedures |
| DATE: | 16 October 2014 |
| LINK TO COUNCIL PLAN/S: | Underlies all procurement decisions |

1. PURPOSE (Executive Summary)

To submit a proposal to align the Burke Shire Council Procurement Policy with the Local Government Regulation 2012 with regard to the threshold (dollar value) at which a requirement to go to tender is triggered.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council reviews the Procurement Policy annually. The most review took place in September 2014.

3. PROPOSAL

That Council increases the threshold (dollar value) at which tenders are required to be called from \$150,000 to \$200,000

4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5. POLICY & LEGAL IMPLICATIONS

Increasing the threshold would align Council's Procurement Policy with the Local Government Regulation 2012 s224.

6. CRITICAL DATES & IMPLEMENTATION

NA

7. CONSULTATION

There has been no consultation as this resolution relates to aligning Council policy with existing legislation.

8. CONCLUSION

The Local Government Regulation 2012 sets the limit at which Council's must call for tenders at \$200,000.00 and above. This resolution seeks to align Council's Procurement Policy with the regulations.

9. OFFICER'S RECOMMENDATION

That Council increase the threshold at which Council is required to call for tenders from \$150,000.00 to \$200,000.00, in line with the Local Government Regulation 2012.

ATTACHMENT



141008 -
Attachments 1 - FINC

1. FIN01 Procurement Policy -

09 Late Item Reports

09. Late Item Reports

09.01 Material Change of Use – Additions to Gregory Downs Hotel

Late Item Reports

09.01 Material Change of Use – Additions to Gregory Downs Hotel

| | |
|-------------------------|---|
| DEPARTMENT: | Integrated Planning and Sustainable Development |
| RESPONSIBLE OFFICER: | Philip Keirle; CEO (report written by Liz Taylor, Town Planning Consultant) |
| FILE REF: | MCU – Gregory Downs Hotel |
| DATE: | 13.10.2014 |
| LINK TO COUNCIL PLAN/S: | Town Planning Scheme |

1. PURPOSE (Executive Summary)

To consider an MCU for additions to the Gregory Downs Hotel

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In August 2014, an Application for Material Change of Use (MCU)- Additions to Gregory Downs Hotel was lodged with Council. The Application is Code Assessable. The Application required referral to SARA and by letter dated 30 September, 2014 approval subject to conditions was issued by the State Government. A copy of the correspondence outlining the Concurrence Agency Conditions is attached at [Appendix 1](#).

3. PROPOSAL

That Council approves the MCU subject to the conditions of Council and the Concurrence Agency. Details of the MCU are provided below.

SITE AND LOCALITY

The site is located in the township of Gregory and improved by the Gregory Downs Hotel and ancillary facilities.

The site is described as Lots 2 and 4 RP855145 and has an area of 11.31 hectares and a frontage to Wills Developmental Road of approximately 223 metres.



The site is improved by the Gregory Downs Hotel and various ancillary facilities, comprising workshop, staff quarters and short term accommodation.

PROPOSED DEVELOPMENT

It is proposed to upgrade and expand the Hotel by:

- converting the existing BBQ area and toilets into a bistro;
- constructing a new, unroofed deck area to be used as a beer garden;
- constructing new ablution facilities for patrons comprising 5 toilets, one being for disabled use;
- developing a single storey function centre with an area of approximately 120m²;
- developing 4 additional single storey sole occupancy accommodation rooms with an area of 160m²;
- constructing 2 additional motel units to be added to the existing motel- Stage 2; and
- providing on-site car parking for 7 vehicles.

The existing Hotel, new bistro area, beer deck and function centre will be integrated into one connected area, which will facilitate usage between the different parts of the Hotel. The 4 bed sole occupancy units and the 2 motel units (Stage 2) will be located in the area already developed for staff and short term accommodation.

Copies of the Concept Plans are attached at Appendix 2.

4. FINANCIAL & RESOURCE IMPLICATIONS

NA

5. POLICY & LEGAL IMPLICATIONS

TOWN PLANNING ASSESSMENT

The proposed development requires assessment against the Burke Shire Planning Scheme.

BURKE SHIRE PLANNING SCHEME

Under the Burke Shire Planning Scheme the site is included in the Town Zone – Preferred Use Area - Business designation and Preferred Use Area – Low Key Accommodation designation. All of the new development is proposed to be located on land in the Business Preferred Use Area designation.

The proposed development falls under the land use definitions of Business (Hotel) and Tourist Facility.

“Tourist facility”

1. *“Tourist facility” means the use of premises for providing accommodation and other services and facilities for visitors, including a caravan park and camping ground.*
2. *The term does not include the use of premises for “Home Business”.*

Business and Tourist Facility are Code Assessable land uses on land in the Town Zone. This means that the Council must approve the application subject to reasonable and relevant conditions.

The Application is Code Assessable against the following Codes:

- Town Zone Code;
- Tourist Facility Code;
- Advertising Devices Code; and
- Planning Scheme Building Matters Code.

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

Town Zone Code

The Town Zone Code seeks to ensure all development contributes to Burketown and Gregory being well serviced, attractive towns which are pleasant and safe places to work, live and visit and that new uses are designed and managed to maintain the prevailing amenity and to maintain the safety of people and works.

The Overall Outcomes sought for the Town Zone in Section 4.6 of the Planning Scheme, are:

- (a) *Burketown and Gregory are well-serviced, attractive towns providing a pleasant and safe place to live, work and visit;*
- (b) *Burketown and Gregory are each a focus for a range of business, industrial, tourist, community and recreational activity in the local government area;*
- (c) *Burketown's role as the main business and community centre is consolidated;*
- (d) *there is a recognisable focus for business and community activity in each town;*
- (e) *Burketown and Gregory provide a range of housing types, including a second house on a lot, temporary housing and multiple dwellings;*
- (f) *uses are consolidated in areas provided with infrastructure, and uses and works are located and designed to maximise the efficient extension and safe operation of infrastructure;*
- (g) *uses and works are located, designed and managed to—*
 - (i) *be compatible with other uses and works; and*
 - (ii) *maintain the safety of people and works; and*
 - (iii) *maintain the prevailing amenity; and*
 - (iv) *avoid significant adverse effects on the natural and cultural heritage values of the environment.*

The proposed additions to Gregory Downs Hotel are compliant with the Overall Outcomes sought for the Town Zone.

Section 4.7 of the Town Zone lists Consistent Uses in Preferred Use Areas. The site has spilt Preferred Use Area designations, of Business and Low Key Accommodation. All of the proposed new development is on that part of the site included in the Business designation. Section 4.7(a) (ii) lists Business and Tourist Facility as being consistent land uses of this area.

Section 4.10- Effects of use, seeks to achieve the following outcomes for development:

Non-residential uses and amenity

- (a) *non-residential uses are located, designed and operated to avoid significant adverse changes to the light, noise, dust, odours, traffic conditions or other physical conditions experienced by occupants of—*
 - (i) *associated, adjoining or nearby residential uses; or*
 - (ii) *other types of non-residential uses; and*

Residential density

- (b) *residential uses have a density compatible with local amenity; and*

Operation of infrastructure

- (c) *uses are of a type and scale that maintain the standard of service identified in schedule 1, part 1; and*
- (d) *the safe and efficient operation of roads are maintained having regard to—*
 - (i) *the nature of vehicles using the road; and*
 - (ii) *the location of uses that may be adversely affected by noise or dust generated from use of the road; and*
- (e) *uses are located and designed to avoid significant adverse effects on safe aircraft operations due to—*
 - (i) *physical intrusions; or*
 - (ii) *reduced visibility; or*
 - (iii) *collisions with birds; or*
 - (iv) *electromagnetic interference with aircraft navigation systems; or*
 - (v) *other functional problems for aircraft (including artificial lighting hazards); and*

Pollution

- (f) *uses are located and designed to avoid significantly polluting the air, water or soil; and*

Use of existing buildings

- (g) *existing buildings and other structures that are vacant or have spare capacity are used for appropriate new or additional uses.*

Aircraft operations

- (c) *for subsection (1)(e)(i)—the maximum height for the carrying out of an activity is 8.5 m.*

The proposed additions to Gregory Downs Hotel can comply with these requirements, where relevant.

Section 4.11 Provision and effects of works seeks to achieve the following outcomes for development:

Scale and design of works

- (a) *buildings and other works are consistent with the scale and design of existing buildings and other works in the town where they occur, and do not intrude into aircraft operational areas; and*

Siting and provision of works

- (b) *buildings and other works are sited and provided on premises having regard to the safety of people using the premises and the adjoining premises, the amenity enjoyed by those people, and the maintenance of buildings and works, including appropriate provision for each of the following—*
- (i) *access to natural light and ventilation;*
 - (ii) *privacy;*
 - (iii) *noise attenuation;*
 - (iv) *dust reduction;*
 - (v) *landscaping;*
 - (vi) *outlook;*
 - (vii) *off-street parking; and*
- (c) *buildings and other works are sited and provided on premises having regard to the effects on the natural and cultural heritage values of the environment, including loss of natural vegetation, land degradation, water pollution; and*

Provision and design of water supply, sewerage and roads

- (d) *water supply, sewerage and roads are provided to—*
- (i) *meet appropriate standards at the least whole-of-life cost, including avoiding unnecessary duplication; and*
 - (ii) *be robust and fit for the purpose and intended period of operation; and*
 - (iii) *be easily maintained without unnecessarily requiring specialist expertise or equipment; and*
 - (iv) *be comprised of components and materials that are as readily accessible and available as practicable; and*
 - (v) *be readily integrated with existing systems and facilitate the orderly provision of future systems; and*

Design of roads

- (e) *the safe and efficient operation of roads are maintained having regard to—*
- (i) *the location and design of access points; and*
 - (ii) *the design of stormwater drainage.*

Scale of works

- (a) *for subsection (1)(a)—the maximum height of a building, structure or object is 8.5 m;*

Provision and design of water supply, sewerage and roads

(c) *for subsection (1) (d) —water supply, sewerage and roads are constructed to standards stated in schedule 1, part 2.*

The proposed additions to Gregory Downs Hotel can comply with these requirements, where relevant.

Tourist Facility Code

Section 6.11 outlines the Overall Outcome for Tourist Facility Code

(1) *The overall outcome is the purpose of the code.*

(2) *The overall outcome sought for the Tourist Facility code is that Tourist facilities are provided having regard to the safety of and amenity enjoyed by people using the Tourist facility and other people in the locality.*

The proposed development complies with the Overall Outcomes for the Tourist Facility Code. Outlined below is an assessment of the proposed development against the Code.

SPECIFIC OUTCOMES AND PROBABLE SOLUTIONS FOR TOURIST FACILITY CODE

(See table, next page)

| Column 1 Specific outcomes | Column 2 Probable solutions | Comment |
|---|---|--|
| <p><i>Site size and local amenity</i></p> <p>(a) The site area for the Tourist facility is of sufficient size to provide for adequate on-site and local area amenity, with respect to boundary setbacks, open space, car parking and landscaping around the facilities.</p> | <p><i>Site size and local amenity</i></p> <p>(a) For a caravan park or camping ground—</p> <p>(i) minimum site area is 4000 m²; and</p> <p>(ii) minimum 3m landscaped areas are provided along all boundaries of the site area.</p> <p>(b) For tourist accommodation units—</p> <p>(i) buildings and roofed structures do not occupy more than 40% of the site area; and</p> <p>(ii) if adjacent to land used, or identified, for residential purposes, all buildings have a minimum setback of 6 m from a road, and 3 m from any other boundary; and</p> <p>(iii) if not adjacent to land used, or identified, for residential purposes, all buildings have a minimum setback of 3 m from each boundary of the site area.</p> | <p>N/A</p> <p>Complies</p> <p>N/A</p> <p>Complies</p> |
| <p><i>On-site amenity</i></p> <p>(b) Adequate amenity, particularly privacy, is available for individual caravan or camping sites or tourist accommodation units.</p> | <p><i>On-site amenity</i></p> <p>(d) There is not more than 1 caravan or camping site or tourist accommodation unit for each 120 m² of site area.</p> <p>(e) For a caravan park or camping ground—10% of the site area, exclusive of landscaped setback areas, is provided for open space.</p> <p>(f) For tourist accommodation units—all parts of the site area not occupied by buildings, structures or service areas are landscaped.</p> | <p>Complies</p> <p>Could comply – but not appropriate in this instance</p> |

| Column 1 Specific outcomes | Column 2 Probable solutions | Comment |
|--|---|--|
| <p><i>Health, safety and convenience of users</i></p> <p>(c) The health, safety and convenience of people using the Tourist facility are maintained with respect to—</p> <p>(i) pedestrian and vehicle access within, and to and from, the site; and</p> <p>(ii) access for emergency services vehicles; and</p> <p>(iii) availability of on-site car parking; and</p> <p>(iv) significant environmental effects of nearby uses.</p> <p>Note—the local government has declared by resolution under section 53 of the Standard Building Regulation that the minimum floor level for habitable rooms is 4.8 m AHD for Burketown and 78.8 m AHD for Gregory. Habitable rooms are defined by the Building Code of Australia.²</p> | <p><i>Health, safety and convenience of users</i></p> <p>(g) For a caravan park or camping ground internal roads have the following widths—</p> <p>(i) two way—6 m;</p> <p>(ii) one-way or cul de sac—4 m.</p> <p>(h) For a caravan park or camping ground vehicle entries to and exits from the site meet the following—</p> <p>(i) for combined entry and exit—7 m minimum width;</p> <p>(ii) for one-way entry—7 m minimum width;</p> <p>(iii) for one-way exit—5 m minimum width;</p> <p>(iv) vehicle holding area, provided either as a separate bay or as part of a one-way entrance road—minimum dimensions of 4 m by 20 m;</p> <p>(i) No caravan site, camping site or tourist accommodation unit has direct vehicular access to a public road.</p> <p>(j) Emergency services vehicles have unrestricted access to every site and building.</p> <p>(k) (k) 1 hard standing car parking space is provided for tourist accommodation unit.</p> <p>(l) If there is a manager's residence, 1 car parking space is provided for the residence.</p> | <p>N/A</p> <p>N/A</p> <p>Complies</p> <p>Complies</p> <p>Complies</p> <p>N/A</p> |

Advertising Devices Code

In the information lodged with the application there is no mention of any additional advertising proposed.

A condition will be placed on any approval requiring any new signage to comply with the requirement of the Advertising Devices Code in the Planning Scheme.

Building Matters Code

Section 6.18 details the Planning Scheme Building Matters Code

The following Acceptable Solutions comprise the Planning Scheme Building Matters Code—

Scale of works

- (a) *the maximum height of a building, structure or object is 8.5 m;*

Siting of works

- (b) *if new building work associated with Single residential, Secondary residential, Other residential, or Home business—boundary clearances comply with schedule 3;*
- (c) *if other new building work—for each boundary, the clearance is the same or greater than the least existing clearance from that boundary.*

The proposed development is compliant with the Building Matters Code.

REFERRAL AGENCIES

The application required referral under SARA as the site has frontage to a State controlled road. By letter dated 30 September, 2014 approval was granted to the proposed development subject to four (4) conditions relating to:

- Development to be carried out in accordance with the submitted Concept Plans;
- Access to the site limited to one access point to and from the State controlled road, as shown on the submitted Site Plan;
- Control of on- site stormwater so there is no worsening of impacts on the State controlled road; and
- Noise attenuation measures for the accommodation component of the development.

6. CRITICAL DATES & IMPLEMENTATION

16.10.2014: earliest date at which MCU can be considered.

7. CONSULTATION

Liz Taylor, Town Planning Consultant
Department of State Development, Infrastructure and Planning

8. CONCLUSION

The proposed development is for additions to the existing Gregory Downs Hotel and ancillary facilities. The Hotel provides a service to the town of Gregory and to travellers and visitors to the town. The proposed development is supported and recommended for approval, subject to reasonable and relevant conditions.

9. OFFICER'S RECOMMENDATION

That the Council resolves:

1. In accordance with the Sustainable Planning Act 2009 as amended, the applicant be notified that the application for a Development Permit for Material Change of Use for the expansion of an existing Business and Tourist Facility, being the Gregory Downs Hotel for,
 - 4 Bed Single Occupancy Unit;
 - 2 Motel Units- (Stage 2);
 - Function Room;
 - Ablution Block; and
 - Timber Deck Area,

Wills Developmental Road, Gregory, described as Lots 2 and 4 RP855145, is approved subject to the conditions detailed below.

A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

General

1. The development shall be undertaken substantially in accordance with the submitted Concept Plans, except as modified by this approval:

| | | |
|---|-----------------------|-----------------|
| Site Plan | NQ Building Solutions | DN:NQ11-1200-2 |
| Floor Plan – Sole Occupancy 4 Bed Unit | NQ Building Solutions | DN:NQ11-1200-3 |
| Elevations – Sole Occupancy 4 Bed Unit | NQ Building Solutions | DN:NQ11-1200-4 |
| 3D View – Sole Occupancy 4 Bed Unit | NQ Building Solutions | DN:NQ11-1200-7 |
| Floor Plan – Function Building | NQ Building Solutions | DN:NQ11-1200-8 |
| Elevations – Function Building | NQ Building Solutions | DN:NQ11-1200-9 |
| 3D View – Function Building | NQ Building Solutions | DN:NQ11-1200-16 |
| Floor Plan – New Beer Garden Deck and Bistro Area | NQ Building Solutions | DN:NQ11-1200-17 |
| Elevations – New Beer Garden Deck and Bistro Area | NQ Building Solutions | DN:NQ11-1200-18 |
| Floor Plan – New Toilet Block | NQ Building Solutions | DN:NQ11-1200-21 |
| Elevations – New Toilet Block | NQ Building Solutions | DN:NQ11-1200-22 |
| 3D view – New Toilet Block | NQ Building Solutions | DN:NQ11-1200-24 |
| 3D View – New Beer Garden Deck and Bistro Area | NQ Building Solutions | DN:NQ11-1200-25 |
| Site Facilities Layout Plan | NQ Building Solutions | DN:NQ11-1200-26 |

Stage 2 of the development, being the two (2) Motel Units are to be located as shown on the approved Site Plans, listed above.

Floor Plans and Elevations Plans of the two (2) Motel Units are required to be provided and approved by Council, prior to the issue of a Building Permit, to the satisfaction of the Chief Executive Officer.

2. Any future building work on the site shall be carried out generally in accordance with any relevant Council's requirements and to the satisfaction of the Chief Executive Officer.
3. This development approval lapses four (4) years after the day that the development approval takes effect, unless extended under the Sustainable Planning Act 2009.

Site Amalgamation

4. The site is required to be amalgamated prior to occupancy/use of any part of the development approved under this approval. Confirmation of registration of the new Plan of Survey is to be submitted to the Council, prior to occupancy/use.

OR

Due to the large area of the site and the split designations of the Preferred Use Areas on the site under the Planning Scheme, lot boundary realignment is supported instead of lot amalgamation, provided each lot has legal frontage and good utility; and provided no existing or proposed buildings are located over any proposed realigned lot boundary, to the satisfaction of the Chief Executive Officer.

A Preliminary Plan of Survey showing the proposed Boundary Realignment is to be submitted to Council for the assessment and approval of the Chief Executive Officer, prior to lodging with the State Government for registration.

Confirmation of registration of the new Plan of Survey is to be submitted to the Council prior to occupancy/use.

Construction

5. Should any of the Council's assets be damaged during the construction of any new buildings or infrastructure, or associated works the cost of the reinstatement of all such assets shall be met by the applicant/proponent and to the satisfaction of the Chief Executive Officer.

Service/Infrastructure Facilities

6. The existing on-site effluent disposal system and water supply system are required to be inspected and written advice provided to Council by a qualified professional/s, detailing that the systems are capable of accommodating the additional level of development (Stage 1 and 2) or alternatively, provide details regarding the upgrades required to ensure the systems can accommodate the new development at full capacity (stage 1 and 2) to the satisfaction of the Chief Executive Officer.

Maintenance of the Site

7. The applicant shall ensure the site is maintained in a clean and tidy condition at all times to the satisfaction of the Chief Executive Officer.

On- Street Works

8. The existing on street car parking adjacent to the Hotel is required to be compacted, line marked or designated with copper logs, prior to the commencement of the use, to the satisfaction of the Chief Executive Officer.

Two (2) sealed crossovers and aprons are to be provided from the bitumen seal to the site boundary for the driveways accessing the accommodation and the function building. All on-street works are to be undertaken to the satisfactions of the Chief Executive Officer.

9. Any new kitchen facilities are required to be of commercial quality and registered by Council's Environmental Health Unit prior to lawful commencement of its use.

Signage

10. Any new signage associated with the development is required to comply with the Advertising Devices Code in the Planning Scheme.

Function Centre

11. The Function Centre is to operate within the same hours of operation as the Hotel. The Function Centre relies on the new ablution block for patron amenities and so is not to become operational until the new ablution block is built and fully operational.

Liquor Licencing

12. Any changes required to the Liquor Licencing of the Hotel, as a result of the redevelopment/upgrade are required to be completed and written confirmation provided to Council, prior to operation of any of the new facilities, where relevant.

ATTACHMENTS

1. Concept Plans -



Attachment 1 - MCU
Gregory Pub - Concu



2. Concurrence Agency Conditions -

Attachment 2 - MCU
Gregory Pub 140814

10 Consideration of Notice(s) of Motion and Petitions

10.01 Notices of Motion

None received at time of agenda preparation

10.02 Petitions

None received at time of agenda preparation

11 Mayoral Report

Report to be provided to meeting.

12 Councillor Reports

Councillors will provide reports to the meeting.

13 New business of an urgent nature admitted by Council

Recommendation (if required)

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

14 Closed session reports

14.01 Confidential - Burke Shire Council Rates 2014-2015

15 Deputations and presentation scheduled for meeting

None received at time of agenda preparation

16 Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 20th October 2014.