



# Agenda and Business Papers

## Burke Shire Council Ordinary General Meeting

### Friday 16 June 2017

### 9.00am Council Chambers

9.00am	Opening of Meeting
10.00am to 10.30am	Tim Fynes-Clinton; King & Co Solicitors
10.30am to 11.00am	Morning Tea
12.30pm to 1.00pm	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) .....	3
05.01 General Meeting Thursday 18 May 2017 and Special Meeting Friday 9 June 2017 .....	3
06. Condolences .....	4
07. Declaration of Interests .....	4
08. Consideration of Notice(s) of Motion and Petitions .....	4
08.01 Notices of Motion .....	4
08.02 Petitions .....	4
Items Out of Order .....	4
10. Closed Session Reports .....	4
10.01 Closed Session - Certified Agreement .....	4
10.02 Closed Session - Cultural History Book Publishing Agreement .....	4
10.03 Closed Session – Tender Adjudication RFT 17-11 Drainage Works .....	4
10.04 Closed Session - Sale of Land by Auction .....	4
10.05 Closed Session - 17-05 Workshop Truck .....	4
09. Works, Services and Finance Reports .....	5
09.01.01 Works and Services Monthly Report .....	6
09.01.02 5 and 10 Year Plant Replacement Schedule .....	16



09.02.01 Finance Monthly Update Report .....	18
09.03.01 Strategic Projects Reports.....	30
09.03.02 2017-01 MCU – Material Change of Use over Lot 1 on SP154667 & Lot 11 on AP13658 .....	35
11. Chief Executive Officer Reports .....	43
11.01 Chief Executive Officer Report.....	44
11.02 Delegations Register – Annual Review .....	52
12. Corporate Services .....	56
12.01.01 Deputy Chief Executive Officer Report .....	57
12.01.02 Public Consultation and Submissions on Draft Town Planning Scheme.....	60
12.01.03 Application for Operational Works – Crimson Edge .....	67
12.01.04 GOV-POL-005 Public Interest Disclosure (PID) Policy Review .....	71
12.01.05 GOV-POL-007 Right to Information (RTI) Policy Adoption .....	73
12.01.06 ADM-POL-001 Administrative Action Complaint Management Policy.....	76
12.01.07 GOV-POL-003 Risk Management Policy Review .....	79
12.01.08 HRM-POL-003 Timesheet Policy Review.....	81
12.01.09 HRM-POL-004 Recruitment Policy Review .....	83
12.02.01 Executive Officer Report .....	85
12.02.02 Adoption of ADM-POL-013 Minors in the Library Policy .....	88
13. Late Reports .....	90
14. Mayoral Report .....	90
15. Councillor Reports.....	90
16. New business of an urgent nature admitted by Council .....	90
17. Deputations and presentation scheduled for meeting .....	90
17.01 Tim Fynes-Clinton – King & Co Solicitors .....	90
18. Closure of meeting.....	90
Dictionary of Acronyms.....	91

## 01. Opening of Meeting

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

## 02. Record of Attendance

Members	Cr Ernie Camp; Mayor – Chair Cr Paul Poole; Deputy Mayor Cr John Clarke Cr John Yanner Cr Tonya Murray
Officers	Sharon Daishe; Chief Executive Officer Nils Hay; Deputy CEO Ray Egan; Works Manager Simbarashe Chimpaka; Finance Manager Philip Keirle; Governance and Projects Manager Madison Marshall; Executive Assistant (Minutes)

## 03. Prayer

Led by Cr Yanner

## 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 May 2017 and Special Meeting Friday 9 June 2017

1. That the Minutes of the General Meeting of Council held on Thursday 18 May 2017 as presented, and with the amendment noted below, be confirmed by Council:
  - Decision 170518.11 amended with the addition of CEO statement pursuant to section 273 of the Local Government Regulation 2012 Recording of reasons for particular decision
2. That the Minutes of the Special Meeting of Council held on Friday 9 June 2017 as presented be confirmed by Council.



170518 Unconfirmed  
Minutes.pdf



170609 Unconfirmed  
Minutes - Special Mee

## 06. Condolences

None received at close of agenda.

## 07. Declaration of Interests

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

### 08.01 Notices of Motion

None received at time of agenda preparation.

### 08.02 Petitions

None received at time of agenda preparation.

## Items Out of Order

## 10. Closed Session Reports

### 10.01 Closed Session - Certified Agreement

### 10.02 Closed Session - Cultural History Book Publishing Agreement

### 10.03 Closed Session – Tender Adjudication RFT 17-11 Drainage Works

### 10.04 Closed Session - Sale of Land by Auction

### 10.05 Closed Session - 17-05 Workshop Truck

## 09. Works, Services and Finance Reports

09.01.01 Works and Services Monthly Report

09.01.02 5 and 10 Year Plant Replacement Schedule

09.02.01 Finance Monthly Update Report

09.03.01 Strategic Projects Reports

09.03.02 2017-01 MCU – Material Change of Use over Lot 1 on SP154667 & Lot 11 on AP13658

## Works and Services Reports

### 09.01.01 Works and Services Monthly Report

---

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Ray Egan; Works Manager
DATE REPORT PREPARED:	6 June 2017
LINK TO COUNCIL PLAN/S:	Works Program

---

#### 1. WORKS MANAGER

##### General

Works completed or commenced over the last month include:

- Installation of solar light in shelter at Gregory Airport **W4Q**
- Secured 3 second hand grids from Mains road
- Repairs to shoulders Floraville road Emergent works
- Installation of tourist information signs Various locations
- Planning of works for Works 4 Queensland ongoing including Monthly Report (refer attachment)
- Gravel overlay Camooweal road 2.4klm under RMPC
- Maintenance Grading has commenced, Completed Gregory- Lawn hill Rd , Lawn hill National Park Rd ,Riversleigh Rd ,Doomadgee – Lawn Hill Road Currently on Bowthorn
- Sign and Guide post maintenance Gregory- Lawn hill Rd, Lawn hill National Park Rd, Riversleigh Rd, and Doomadgee – Lawn Hill Road.
- Contract Sealing program Floraville Road Completed
- Construction and 7mil Prima Seal of Landsborough street
- Shoulder widening and 16/7 mil seal completed
- Routine Sign and Guide Post Maintenance all Roads
- Ongoing maintenance runway Burketown Airport
- Pump out caravan dump point Adel's Grove
- Fencing Burketown Landfill Completed
- Shoulder Repairs Wills Development road Jacks Gully

##### Works for upcoming month -

- Pothole patching various roads throughout Shire ongoing
- Ongoing work under RMPC Contract
- Removal of Coconut trees front of Shire Office.

- Reconstruct Camooweal Road section to be identified under RMPC
- Installation of tables at the VIC
- Replace Roof on the HACC Hall W4Q
- Replace Air valves Burketown/Nicholson rising main W4Q
- Installation of 5 new gate ways Burketown/Nicholson rising main W4Q

RMPC

## Claim data

2016-17	Allocation	Claim 8	Funds Remaining
Schedule 1	\$242,190.64	\$60,661.10	\$25,763.60
Schedule 2	\$390,809.36	\$21,910.00	\$238,101.21
Schedule 3	\$211,999.99	\$0.00	\$49,787.59
Schedule 4	\$11,000.00	\$0.00	\$6,723.97
Schedule 5	\$37,500.00	\$8496.25	\$5878.75
Schedule 6	\$2,000.00	\$0.00	\$2,000.00
Total	\$895,499.99	\$91,067.35	\$328,321.12

## 2. WORKSHOP AND FLEET MANAGER

General servicing and maintenance being the main work carried out

Plant #	Description	Maintenance	Scheduled	Cost	Comment
426	Low Loader	Hub seal	No	2 hrs	Leaked
469	Cat PS300B Roller	Final drives, trans, A/C	No	20 hrs	Prepare for job
472	Quad Bike	Rear lamp and wiring	No	2 hrs	Lamp fell off
480	Western star Prime Mover	345k service, air bag etc	Yes	8 hrs	Getting old
486	Haulmark Side Tipper	Rear brakes	No	4 hrs	Missed at check
519	Jetpatcher	Conveyor belt, clean	No	4 hrs	Adjustments
524	2wd Hilux	Battery	No	½ hr	That time again

Plant #	Description	Maintenance	Scheduled	Cost	Comment
527	Hub Genset	500 hr service	Yes	4 hrs	Cleaned shed
530	Hilux Extra Cab	85k service	Yes	2 hrs	Scheduled
547	Kubota M9540 Tractor	1,000 hr service	Yes	16 hrs	Scheduled
550	Toyota Kluger	50k service and battery	Yes	2 hrs	Scheduled
552	2wd Hilux	Battery	No	½ hr	That time
564	Nifty EWP	Check over	Yes	3 hrs	Familiarisation
568	Kioti Ride on	Deck brackets and shute	No	2 hrs	Too light
569	WTP Genset	Battery	No	2 hrs	Panel hooked wrongly
572	Job Truck	45k service, cameras	Yes	4 hrs	Scheduled
585	Job Truck	Steer tyres	No	2 hrs	Pulling to left
588	10 Tonner	20k service, steps	Yes	4 hrs	Scheduled
591	Gregory Hilux	35k service	Yes	2 hrs	Scheduled
592	Water Truck	Drop bar	No	8 hrs	Vibration
593	Job Truck	50k service, wiring, mirror	Yes	4 hrs	Scheduled
596	Cat CS78B Drum Roller	Batteries flat	No	2 hrs	Isolator left on
836	Data Sign	Lost communication	No	2 hrs	Lack of use
	Comms Hut	Lost some stations	No	3 hrs	A/C iced up
	Whippers and Mowers	Keep operational	No	4 hrs	Ongoing
	River Cameras	Gregory working	No	4 hrs	Need to put up

#### Tender Update

- For the 2016-17 Budget
  - Low Loader- RFQ sent 9-6-17
  - 50 kva Genset- not required as yet
  - Hilux Extra Cab- 86,329 kms- Specifications pending(service body/light truck)



- Workshop Truck- 83,142 kms- Refer closed session report
- Toyota Landcruiser Dual Cab- 87,580 kms- Do we keep?

### 3. RANGER

- Was on leave 5<sup>th</sup> to 26<sup>th</sup> April

#### Litter Management

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

#### Sites Visited

#### Report

Gregory Crossing

Bin removed from crossing and taken to Gregory

Removed 4 dead wallabies from town streets as part of a daily early morning deadie run on town and entrance roads to remove nightly road kills before residents / visitors get about also do an early morning check and a general emu parade of town streets.

#### Animal Control

- Dog put down after it was savaged by another dog at the pensioner units
- Sick wallaby inside airport grounds but down
- Utilising dog trap to try and catch wandering dogs – no success yet
- 1080 Baiting – May 2017

Date	Property	Kg of meat injected	Area Covered (Hectares)
9.06.2017	Beamesbrook	600kg	38506
10.05.2017	Spoon Creek	300kg	127,000
	Cliffdale	375kg	171,000
	Westmoreland	375kg	260,000
11.05.2017	Nardoo	300kg	38,800
12.05.2017	Gregory Downs	1000kg	222,138
15.05.2017	Armraynald	525kg	202,138
16.05.2017	Escott / Punjuab	1500kg	276,480
5.06.2017	Bowthorn	375kg	
Totals		4975kg	1,569,062

Weed Control

- Continue to spray Rubbervine, Prickly acacia, and Calotrope on road reserves and Graslan on some of the bigger plants.
- Still treating Prickly acacia trees growing on the Nardoo/Floraville road reserve.
- Trial release of “Parkinsonia looper moth” - by CSIRO to control Parkinsonia, total of 99 boxes of larvae and moth has been released at the Escott release site since December 14– area being monitored. Andrew White of the CSIRO arrived on the 14th march and conducted a field survey of the release sites (was difficult with the very wet conditions) Moth larvae were sited on 29 of the 32 plants inspected- CSIRO are to continue releasing larvae to strengthen the sites and will conduct further field trips when its drier to ascertain the full extent of coverage. Another release 15 July, 17 boxes of larvae and 300 pupae were spread over the 5 sites. Currently looking for new release sites.

Complaints

- Nil for this period

General

- Monthly 1080 stock control sheet & Indemnity Forms to DNR Cloncurry (Biosecurity officer in Cloncurry is being transferred to Charters Towers no replacement has been identified).
- No movement on 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.
- Traffic control diagrams updated for WDR road side slashing, WDR road edge repairs, and Heavy grade/ Resheeting 6801 Gregory / Camooweal road with Road Works safety plans attached.
- Maintaining schedule Works Programs
- Updated/ cleaning/ refurbishing first aid kits – All completed.
- No Mosquito control activities as it's drying out and resulting in a reduction in mosquito numbers.
- Risk assessments of several tasks completed for Tammy for her records.
- Job Safety analysis of several tasks completed for Tammy for her records
- Traffic control diagrams for various road signage situations given to Gregory caretakers so the right signs can be placed for a particular situation.
- Chemical audit of Poisons shed and updated Safety Data sheets – copy to Tammy
- Report of brown snake in rodeo grounds toilet – immediately attended and both males and females showers were being used with no snake sighted by occupiers.

Traffic Counters

Traffic counter units are maintained on a monthly program, as per attached sheet

Unit #	Location	Total traffic count – Last count & date	Total traffic count - This count & date	# Vehicles since last count
Unit 1	Truganini Road	14142 26/4	27641 31/5	8457
Unit 2	Floraville Road	43387 26/4	53465 31/5	10078

Unit #	Location	Total traffic count – Last count & date	Total traffic count - This count & date	# Vehicles since last count
Unit 3	After Century turnoff	6084 27/4	15050 2/6	8966
Unit 4	After Adels Grove (National Park Road)	10614 4/5	26092 30/5	15478
Unit 5	Camooweal Road	2460 4/5	5523 30/5	3063
Unit 6	Before Century turnoff	2951 27/4	10094 30/5	7143
Unit 7	Doomadgee West	1251 2/5	4062 7/6	1251
Unit 8	Before Adels Grove	3241 4/5	6987 30/5	3746
Unit 9	Doomadgee East	7401 2/5	15003 7/6	7602
Unit 10	Airport Road	10374 28/4	11380 12/5	1006

Units are zeroed when battery is replaced so count is the number of vehicles passed over since new battery

#### 4. PARKS AND GARDENS

##### On going works

- Morning Glory park
- Information centre
- Airport
- Depot
- Cemetery
- Town street
- Play ground
- Council units
- Council houses
- Sports grounds.

##### Additional

- Coconut and paperbark trees removed from near Administration office
- Daily testing and cleaning at the aquatic centre.

## 5. HOUSING/BUILDING MAINTENANCE

Getting accommodation ready for incoming staff

## 6. UTILITIES

Burketown & Gregory Water Treatment monthly usage April 2017

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
April 15245 kl	May 15887 kl	642 kl
	Daily Usage	Outflow To Town Litres/Second
Highest Daily Usage	685 Kl	Avg – 7.2 L P/S
Lowest Daily Usage	351 Kl	Avg – 2.3 L P/S

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
April 6020.9 kl	May 5653.9 kl	-367 kl
	Daily Usage	Outflow To Town Litres/Second
Highest Daily Usage	685 kl	Avg – 4 L P/S
Lowest Daily Usage	351 kl	Avg – 1-2 L P/S

Gregory Water Treatment Plant

- Plant has been operating well with minor issues and maintenance.

Water Reticulation Gregory

- Operating well.
- Operators have been consulting town residents when we have issues.
- Flushing on Water mains on going with daily testing around town.

Sewerage

- Sewerage samples had failures with TSS and BOD.

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
464037	Total Coliforms	10.05.2017	Treated Effluent	< 1000 CFU/100ml	10 CFU/100 mL	< 10	
464036	BOD Biochemical Oxygen Demand	10.05.2017	Treated Effluent	< 20 Mg/L	<21 mg/L	<2	
464036	Total Suspended Solids	10.05.2017	Treated Effluent	< 30 Mg/L	62 mg/L	<1	
464036	Total Chlorine	10.05.2017	Treated Effluent	< 1mg/L	0.03mg/L	<0.01	
464036	Free Chlorine	10.05.2017	Treated Effluent	<1 Mg/L	0.03mg/L	<0.01	
464036	Electrical Conductance	10.05.2017	Treated Effluent	<1600 US/CM	700 uS/cm	<1	
464036	PH Physical Properties	10.05.2017	Treated Effluent	6.5-8.5	7.3	<0.1	
464036	TP Nutrients & Anions	16.05.2017	Treated Effluent	< 30mg/L P	5.3 mg/L P	<0.1	
464036	TN Nutrients & Anions	16.05.2017	Treated Effluent	< 40 Mg/Ln	28 mg/L N	<0.2	

State-wide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total March 2017	Actual Total (YTD)
<b>Water Services</b>				
Water mains breaks	Per 100km/year	<30	1	2
Incidents of unplanned interruptions	Per 1000 connections/year	<50	1	1
Water quality related complaints	Per 1000 connections/year	<10	1	7
Drinking water quality	% of samples tested with no <i>E. coli</i> detection/year	98%	0	0
Time to respond to water incidents – water quality complaints, burst water mains, supply interruption	% of response to incident <12hrs	>95%	1	1
<b>Sewerage Services</b>				
Sewer mains breaks and chokes (blockages)	Per 100km/year	<25	0	1
Sewerage complaints – overflow on properties and odour	Per 1000 connections/year	<50	4	8
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	1	1
<b>Combined</b>				
Total water and sewerage complaints (any nature)	Per 1000 connections/year	<120	7	11

Burketown Water Treatment

- Operating well with only minor maintenance on plant.

Nicholson River Pump STN

- Pumps are operating at 19 l/s.
- Maintenance of Air Valves on-going.

Sewerage

- All stations operating well.
- Residents in the vicinity of sewer station have been complaining sewer odours.

Sewerage Treatment Plant

- Blivet operating well.
- Monitoring of the ground water is ongoing.

Water Reticulation

- Has been operating well.
- Testing are flushing are done now twice weekly. Mondays and Thursdays.

Airport

- Work has commenced on the main strip to repair holes on edge of runway 70% completed. This is on going as it depends on gravel and availability of Staff.
- Bitumen Edge – Require Poison spraying.
- Signal Area – Widen area ,gravel placement and compaction and spray area with Emulsion
- Apron Floodlights – 2 not operational requires lamps M Clemments to check when next it town.
- IWI Windsock- Require 2 lamps to complete works nil in store Mark has some on order, once fitted will cancel NOTAM

Weather Station

- Currently operating well

REX Airlines

- Rex Regional Express is operating to their schedule timetable. Paper work is starting to improve.

Cemetery

- Works and ground maintenance are ongoing.

## 7. OFFICER'S RECOMMENDATION

That Council notes the contents of the Works and Services May report.

## ATTACHMENTS

1. Works for QLD monthly report



Burke - Works for  
Queensland W4Q - Ci



2. DCP Lawn Hill Resheeting Works Progress Report

113-003\_DCP\_Lawn  
Hill Resheeting Works

## Works and Services Reports

### 09.01.02 5 and 10 Year Plant Replacement Schedule

---

DEPARTMENT:	Plant and Fleet
RESPONSIBLE OFFICER:	Brett Harris, Workshop and Fleet Manager
DATE REPORT PREPARED:	6 June 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan 6.3   Operational Plan 6.3.1   Asset Management Plan   Long Term Financial Plan   Annual Budget

---

#### 1. PURPOSE

To adopt the five-year and ten-year replacement schedule for plant and equipment.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

To assist in the long term financial management and sustainability of Council operations, it is crucial that Council understands and appropriately plans for the replacement of its plant and fleet. To do this effectively, quality data and reporting is required.

Council's Workshop and Fleet Manager prepares the five-year, ten-year and annual plant replacement schedule on a rolling basis to inform Council's decision making to ensure that operational needs are met within the constraints of Council's budget.

The plant 5 and 10 year plans were adopted last year with the Operational Plan.

#### 3. PROPOSAL

In preparing the five-year and ten-year plant replacement schedule, the following assumptions have been applied:

- Monitoring of usage and condition
- Estimating the amount of years of use the Plant will be serviceable
- Utilising historical data

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

By adjusting retentions of all vehicles to 80,000 kms, Job Trucks to 150,000 kms and yellow fleet from 7 years to 7,000 hours, the plant replacement budget for this year dropped from \$648,000 to \$418,000 saving Council \$230,000 without causing disruption to the Fleet's reliability.

#### 5. POLICY & LEGAL IMPLICATIONS

- Corporate Plan 6.3: Outcome: Council effectively maintains and replaces plant and fleet assets according to operational needs.



- Operational Plan 16-17: 6.3.1 Council optimizes plant and fleet replacement in line with available funding and organizational need – five and ten year replacement plan to be completed and submitted to Council annually.

#### 6. CRITICAL DATES & IMPLICATIONS

The five and ten year plant and fleet replacement plan informs Council's annual budget. It is prudent to adopt the plan at the June ordinary meeting ahead of adoption of the budget at the end of June.

#### 7. CONSULTATION

Staff and executive management team

Councillors (budget workshop Friday 19 May).

#### 8. CONCLUSION

It is recommended that Council adopts the five and ten year plant replacement schedule as discussed at the workshop on Friday 19 May 2017 and presented herein.

#### 9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. Adopts the five and ten year plant and fleet replacement schedule as presented.

#### ATTACHMENTS

1. Plant Replacement Program



17-18 Plant  
Replacement Spreads

## Finance Reports

### 09.02.01 Finance Monthly Update Report

---

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Finance Manager
DATE REPORT PREPARED:	04 June 2017
LINK TO COUNCIL PLAN/S:	Operational Plan   Budget

---

#### 1. OPERATING STATEMENT: Year to date actual vs annual budget

Operating Statement			
	Year to Date Actual \$	Annual Budget \$	Variance Over(Under) to date \$
<b>Operating Revenue</b>			
Rates & Charges	2,581,790	2,580,000	1,790
Less: Discount, Rebate & Remissions	- 58,019	- 59,000	981
	<b>2,523,771</b>	<b>2,521,000</b>	<b>2,771</b>
 Fees & Charges	88,862	96,000	- 7,138
Rental Income	205,690	210,000	- 4,310
Interest	247,934	262,000	- 14,066
Recoverable Works Revenue	479,373	925,000	- 445,627
Other Income	16,084	43,000	- 26,916
	<b>1,037,943</b>	<b>1,536,000</b>	<b>- 498,057</b>
 Donations	1,364	1,000	364
Contributions	-	-	-
Subsidies & Grants	12,759,143	12,772,000	- 12,857
	<b>12,760,506</b>	<b>12,773,000</b>	<b>- 12,494</b>
 <b>Total Operating Revenues</b>	<b>16,322,220</b>	<b>16,830,000</b>	<b>- 507,780</b>
 <b>Operating Expenditure</b>			
Corporate Governance Costs	811,159	930,000	- 118,841
Administration Costs	2,404,270	2,536,000	- 131,730
Recoverable Works Expenses	783,384	770,000	13,384
Engineering Services	2,864,830	4,380,000	- 1,515,170
Utility Services Costs	786,580	834,000	- 47,420
Net Plant Operating Costs	- 748,547	923,000	- 174,453
Planning & Environmental Expenses	307,499	330,000	- 22,501
Community Services Costs	4,986,555	5,261,000	- 274,445
Finance Costs	15,136	14,000	1,136
Depreciation	3,508,786	3,730,000	- 221,214
Other Expenses	-	-	-
 Total Operating Expenditure	<b>15,719,653</b>	<b>17,862,000</b>	<b>- 2,142,347</b>
 <b>Operating result before Capital Revenue</b>	<b>602,567</b>	<b>1,032,000</b>	<b>1,634,567</b>
 <b>Capital Items</b>			
Sale of Non current Assets	13,517	-	13,517
Contributions	-	-	-
Subsidies & Grants	2,125,536	4,864,000	- 2,738,464
 <b>Net Result</b>	<b>2,741,620</b>	<b>3,832,000</b>	<b>1,090,380</b>

## 2. OPERATING STATEMENT: Year to date actual result vs pro rata budget

	<b>Operating Statement</b>		
	<b>Year to Date Actual \$</b>	<b>Pro rata Budget \$</b>	<b>Variance Over(Under) to date \$</b>
<b>Operating Revenue</b>			
Rates & Charges	2,581,790	2,365,000	216,790
Less: Discount, Rebate & Remissions	- 58,019	- 54,083	- 3,936
	<b>2,523,771</b>	<b>2,310,917</b>	<b>212,854</b>
Fees & Charges	88,862	88,000	862
Rental Income	205,690	192,500	13,190
Interest	247,934	240,167	7,767
Recoverable Works Revenue	479,373	847,917	- 368,544
Other Income	16,084	39,417	- 23,333
	1,037,943	1,408,000	- 370,057
Donations	1,364	917	447
Contributions	-	-	-
Subsidies & Grants	12,759,143	11,707,667	1,051,476
	12,760,506	11,708,583	1,051,923
<b>Total Operating Revenues</b>	<b>16,322,220</b>	<b>15,427,500</b>	<b>894,720</b>
<b>Operating Expenditure</b>			
Corporate Governance Costs	811,159	852,500	- 41,341
Administration Costs	2,404,270	2,324,667	79,603
Recoverable Works Expenses	783,384	705,833	77,551
Engineering Services	2,864,830	4,015,000	- 1,150,170
Utility Services Costs	786,580	764,500	22,080
Net Plant Operating Costs	- 748,547	- 846,083	97,537
Planning & Environmental Expenses	307,499	302,500	4,999
Community Services Costs	4,986,555	4,822,583	163,972
Finance Costs	15,136	12,833	2,302
Depreciation	3,508,786	3,419,167	89,619
Other Expenses	-	-	-
<b>Total Operating Expenditure</b>	<b>15,719,653</b>	<b>16,373,500</b>	<b>- 653,847</b>
<b>Operating result before Capital Revenue</b>	<b>602,567</b>	<b>- 946,000</b>	<b>1,548,567</b>
Sale of Non current Assets	13,517	-	13,517
Contributions	-	-	-
Capital Subsidies & Grants	2,125,536	4,458,667	- 2,333,130
<b>Net Result</b>	<b>2,741,620</b>	<b>3,512,667</b>	<b>- 771,047</b>

Overview

Year to date results show an operating surplus of \$602K before capital revenue. The operating statement reflects a net surplus of \$2, 7 million after capital grants and subsidies. Capital grants are tied to specific capital projects not reflected in the statement of comprehensive income.

Rates & Utility Charges

Rates & Utility charges are on track with amended budget estimates.

Fees and charges

Pro rata fees and charges are on track with pro rata budget estimates.

### Rental income

Pro rata rental income is on track with amended budget estimates.

### Recoverable works revenue

Recoverable works revenue continued to increase from the previous month as per budget estimates. Overall recoverable works revenue is still below budget estimates however RMPC works claims should push revenues to budget by the end of the financial year.

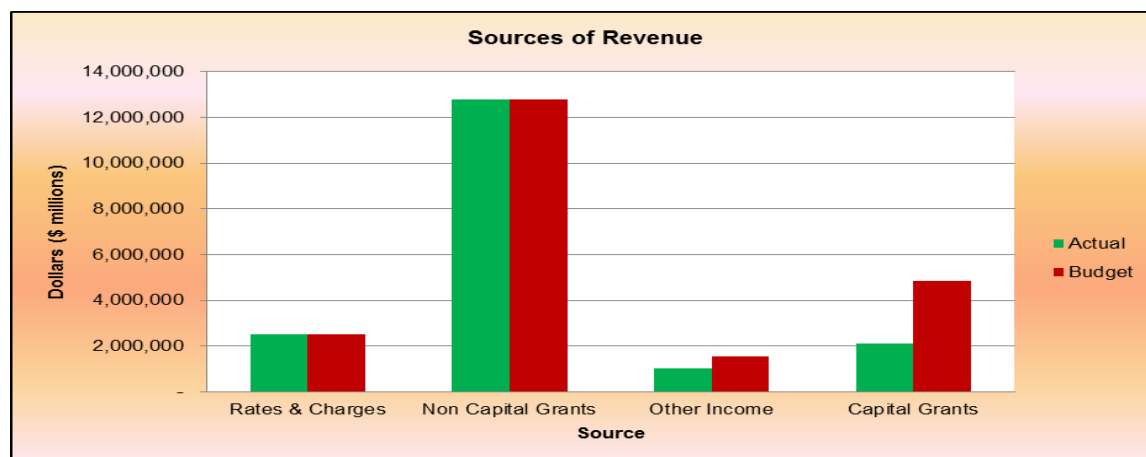
### Grants, Subsidies, Contributions and Donations

Final (fourth quarter) grant remittances over the month of May (FAG General Purpose and FAG Roads grants) have brought total operating revenue in line with budget estimates. Flood damage restoration revenue estimates have been adjusted to reflect updated timing of funds receipt.

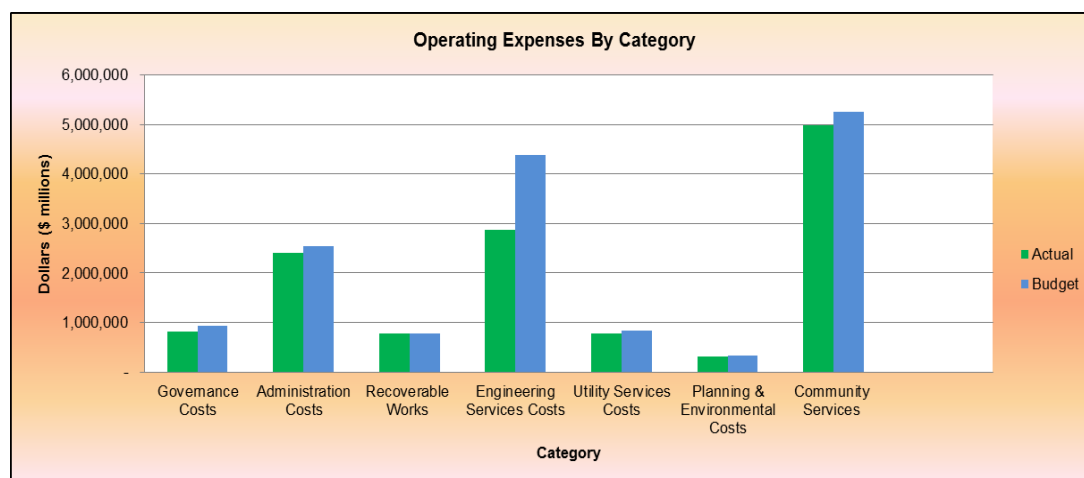
### Capital revenue

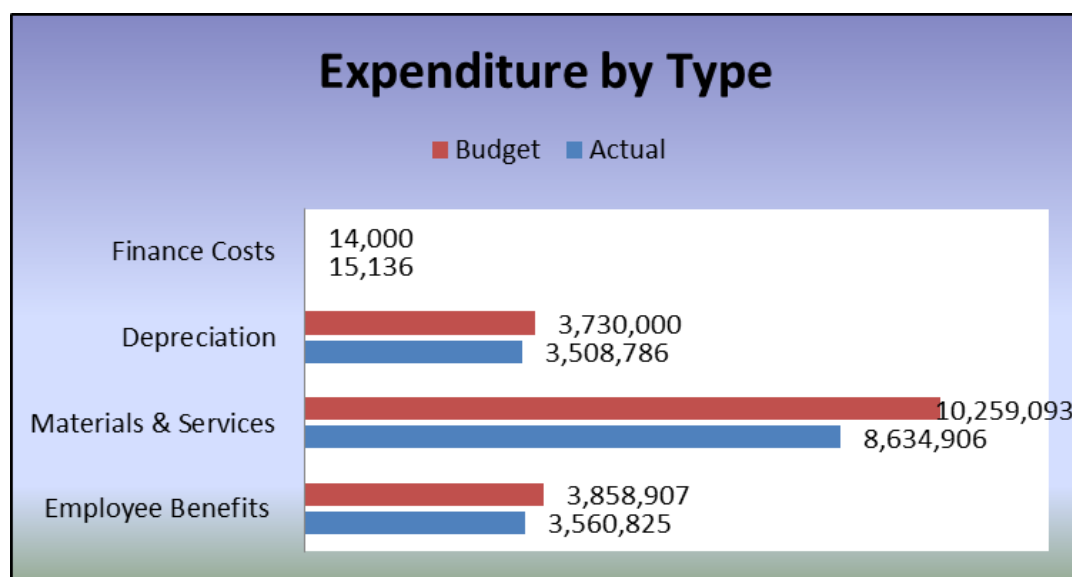
Capital grants changed significantly from the previous period (increase of \$830K), changes mainly relate to invoices raised for road works completed under the TIDS program (amount of \$790K) and \$90K under the roads to recovery program. Approximately \$372K under the TIDS and ATSI TIDS program will be received on completion of ongoing works on Floraville road. Outstanding roads to recovery funding and TIDS revenues to be recognised before the end of financial year should draw actual capital revenue to budget estimates.

### Where has the money come from?



### How has the money been spent?



Expenditure by Type

## 3. BUSINESS UNITS - Detailed

Program/Business Unit	Year to date actual revenue	Budgeted annual revenue	Variance	Actual Expenditure Excluding Depreciation	Budgeted Expenditure Excluding Depreciation	Variance
Water Utility Burketown	285,000	285,000	-	241,000	250,000	9,000
Water Utility Gregory	99,000	99,000	-	270,000	280,000	10,000
Sewerage Utility Burketown	136,000	136,000	-	88,000	92,000	4,000
Garbage Collection & Disposal Burketown	94,000	94,000	-	63,000	72,000	9,000
Garbage Collection & Disposal Gregory				30,000	35,000	5,000
Parks & Gardens (Incl Multipurpose Courts) Burketown	-	-	-	147,000	155,000	8,000
Parks & Gardens Gregory	-	-	-	67,000	80,000	13,000
Swimming Pool Operations (Burketown)	1,825	2,000	175	93,000	92,000	1,000
Plant Operation & Maintenance Costs (Registration, Fuel, Oil)	-	-	-	596,000	782,000	186,000
Housing	205,000	210,000	5,000	243,000	300,000	57,000
Road Maintenance (Repairs & Maintenance Excl Capital works)	402,000	402,000	-	326,000	660,000	334,000
Roads Flood Damage NDRRA (Shire)	4,525,000	4,525,000	-	1,432,000	2,065,000	633,000

Following the last budget amendment of the 2016-17 all business units overall expenditure fell within budget estimates at the end of May.

Most revenue lines are tracking in line with budget estimates following the previous budget amendment. Housing rental income is slightly below annual forecast at the end of May however rental payments over the month of June should bring rental income in line with budget estimates.

#### 4. ROADS PROGRAM

##### Summary

Program	Actual YTD Revenue/Funding	Budgeted Revenue/Funding	Variance	Actual YTD Expenditure	Budgeted Expenditure	Variance
RMPC	461,784	895,000	- 433,216	777,000	745,000	- 32,000
NDRRA 15-16 Flood Event	4,525,000	13,000,000		1,553,000	2,065,000	512,000
Shire Road Maintenance	402,588	402,000	588	245,000	480,000	235,000
TIDS	960,500	1,200,000	- 239,500	1,981,000	2,400,000	419,000
Roads to Recovery	401,036	645,000	- 243,964	380,000	802,000	422,000
Town Streets Maintenance	-	-	-	81,000	180,000	99,000

##### TIDS Program

Road Project	YTD Expenditure	Budgeted Expenditure	Under/Over Budget	Complete Y/N
<b>TIDS 16-17</b>				
Doomadgee West Road Seal	441,760	442,000	240	Y
Doom East Rd rehabilitation	961,580	960,000	- 1,580	Y
Burketown Airport Apron Reseal	57,420	144,000	86,580	Y
Burke Airport Apron Line Marking	22,400	42,000	19,600	Y
Doom East Rd Reseal	439,141	380,000	- 59,141	Y
Floraville Rd (TIDS) patching & Resealing	41,894	432,000	390,106	N
<b>Total TIDS 2016-17</b>	<b>\$ 1,964,195</b>	<b>\$ 2,400,000</b>	<b>\$ 435,805</b>	

Roads to Recovery Program

Road Project	YTD Expenditure	Complete Y/N
<b>R2R 16-17</b>		
Airport Road Reseal R2R	1,622	N
Anthony Street Reseal R2R	21,235	Y
Beames Street Reseal R2R	106,097	Y
Bowen Street Reseal R2R	21,616	Y
Burke Street Reseal R2R	52,162	N
Gregory Street Reseal R2R	22,618	Y
Landsborough Strt Reseal R2R	4,070	Y
Marshall lane Reseal R2R	8,506	Y
Musgrave St Reseal R2R	45,116	Y
Sloman Street Reseal R2R	42,985	Y
WTP (Burke) Road Reseal R2R	3,969	Y
Hospital Road Reseal R2R	9,676	Y
Floraville R Stabilisation R2R	7,920	N
Firefly Street Reseal R2R	2,280	N
Landsborough Strt Formation	17,623	N
<b>R2R 16-17 Total</b>	<b>\$ 367,495</b>	

The majority of Reseal works under the R2R program are completed with the exception of stabilisation works on Floraville road and completion of reseal works on Burke street and airport road. Budgets for Shire road maintenance and town streets maintenance were reduced in line with timing of works. Expenditure on town streets and shire roads is still significantly lower than amended budget estimates.

## 5. VARIANCE ANALYSIS (Capital Works)

Description	Type	B/Fwd 15/16	Annual Budget	Year to Date Actual Expenditure	Variance Over (Under) to date	Project Phase %	Budgeted Grants & Asset Sale Proceeds	Year to Date Actual Grants & Asset Sale Proceeds	Year to Date Movement Comments
<b>LAND</b>		<b>39,952</b>	<b>54,000</b>	<b>18,788</b>	<b>35,212</b>		-	-	
Gregory Landfill Land	New Capital		44,000	18,788	25,212	0%	-	-	20% Deposit paid for land to be used for Gregory landfill
Gregory Solar Land	New Capital		10,000	-	10,000	0%	-	-	
<b>BUILDINGS</b>		<b>-</b>	<b>837,000</b>	<b>376,745</b>	<b>460,255</b>		<b>120,000</b>	<b>20,000</b>	
House 10 Replacement	New Capital		200,000	-	200,000	0%	-	-	
New House ( Musgrave Street)	New Capital	-	350,000	347,000	3,000	100%			
Visitor Information Centre	Renew al		200,000	-	200,000	0%	100,000	-	
House 17 Septic Unit Installation	Replacement		13,000	12,595	405	100%	-	-	Replacement of damaged septic unit
Gregory Depot Office	Replacement		14,000	17,150	3,150	100%	-	-	Project complete
Radio Hut	Renew al		60,000		60,000	0%	-	-	
						100%	20,000	20,000	Stronger Communities Grant for Gregory Hall renovations completed in 15-16 financial year
<b>OTHER STRUCTURES</b>		<b>62,032</b>	<b>1,143,000</b>	<b>140,131</b>	<b>1,002,869</b>		<b>465,000</b>	-	
Mineral Baths	New Capital	18,032	50,000	-	50,000	1%	-	-	
Gregory Solar Array	New Capital	14,000	731,000	4,800	726,200	1%	365,000	-	Within budget
Boat Ramp Widening & Wharf Car Park Upgrade	Upgrade	29,000	-	10,560	10,560	1%	-	-	
Tennis Court Resurfacing	Renew al	1,000	37,000	36,261	739	100%	-	-	funding received previous year
Satellite Backup System	New Capital	-	25,000	-	25,000	0%			
Works for QLD	Renew al	-	200,000	-	200,000	0%			
Landfill Improvements (Fencing, signage, bunding)	New Capital		100,000	63,510	36,490	30%	100,000	-	
Pontoon	New Capital			25,000	25,000	100%	-	-	Balance of project expenditure total from previous year
<b>PLANT &amp; EQUIPMENT</b>		<b>-</b>	<b>998,000</b>	<b>550,264</b>	<b>447,736</b>		<b>326,000</b>	<b>113,104</b>	
Drake Low Loader	Replacement		165,000		165,000		25,000	-	
Cat Smooth Drum Roller	Replacement		206,000	206,000	-	100%	33,000	33,000	Delivered - within budget
CAT Backhoe	Replacement		226,000	187,000	39,000	100%	30,000	30,000	Delivered - within budget
50kva Generator (Gregory)	Replacement		30,000		30,000		2,000	-	
Hilux Extra Cab	Replacement		51,000	53,797	2,797	100%	20,000	-	Slightly over budget
Fuso 4x4	Replacement		110,000		110,000		40,000	-	
Hilux Dual Cab	Replacement		60,000	60,776	776	50%	26,000	37,500	
Landcruiser Dual Cab	Replacement		55,000		55,000		38,000	-	
Administration Pool Car	Replacement		50,000		50,000		-	-	
Office Printers	Replacement		19,000	18,736	264	100%	-	-	Delivered - within budget
Piano	New Capital		17,000	17,072	72	100%	-	-	Purchase of grand piano, funding received in previous year
Waste Transfer Bins	New Capital		9,000	6,883	2,117	40%		-	
Dolly Trailer	Disposal					100%	5,000	5,332	Sale of Dolly Trailer
New Holland Tractor & Bucket	Disposal					100%	7,000	7,272	Sale of New Holland Tractor and four in one bucket
Jet Patcher Sale	Disposal		-		-		100,000	-	Sale of jetpatcher on hold
<b>ROAD INFRASTRUCTURE</b>		<b>94,000</b>	<b>4,768,000</b>	<b>2,448,404</b>	<b>2,319,596</b>		<b>3,511,500</b>	<b>1,182,500</b>	
Doomadgee East Road - Rehabilitation (TIDS)	Renew al		960,000	961,580	1,580	100%	480,000	480,000	On track -TIDS project complete
Doomadgee East Road - Reseal (TIDS)	Renew al		380,000	439,000	59,000	100%	198,500	198,500	Project complete - exceeded project budget
Doomadgee West Road - Initial Seal (TIDS)	Upgrade		442,000	441,759	241	100%	221,000	221,000	Within Budget
Doomadgee East Road - Patching (TIDS)	Renew al		42,000	17,029	24,971		21,000	21,000	Within Budget
Floraville Road Reseal (TIDS)	Renew al		432,000	41,894	390,106		216,000	-	Works underway
Burketown Airport Apron Reseal & Line Marking (TIDS)	Renew al		144,000	79,820	64,180		40,000	40,000	Completed within budget
Floraville Road Reseal (ATS/TIDS)	Renew al		266,000	-	266,000		133,000	-	
Burketown Streets Patching (R2R)	Renew al		32,000		32,000		32,000	-	
Burketown Streets Reseal, Concrete Drains (R2R)	Renew al		410,000	372,912	37,088		410,000	222,000	Year to date expenditure is within Budget
Floraville Road Rehabilitation (R2R)	Renew al		360,000	7,920	352,080		360,000		Works underway
Gregory Lawn Hill Road (Drought Communities)	Renew al	94,000		-	-		100,000		Program changed to Lawn Hill National Park Road
Lawn Hill National Park Road Resheeting (Drought Communities)	Renew al		1,300,000	86,490	1,213,510		1,300,000		Within Budget
<b>SEWERAGE INFRASTRUCTURE</b>		<b>5,000</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>		<b>-</b>	<b>-</b>	
Passive Lagoons Design Work	Upgrade	5,000	50,000	-	50,000				
<b>TOTAL CAPITAL WORKS</b>			<b>7,850,000</b>	<b>3,534,332</b>	<b>4,315,668</b>		<b>4,422,500</b>	<b>1,315,604</b>	



## 6. STATEMENT OF FINANCIAL POSITION

	2016 - 17 Year to date Actual	2016 - 17 Annual Budget	Actual as at 30 June 2016
<b>Assets</b>			
Current assets			
Cash and cash equivalents	13,939,246	12,139,488	11,866,862
Trade and other receivables	1,021,648	600,000	980,112
Inventories	233,951	193,943	193,943
Other financial assets	17,868	205,483	-
<b>Total current assets</b>	<b>15,212,714</b>	<b>13,138,914</b>	<b>13,040,917</b>
Non-current assets			
Property, plant and equipment	133,564,019	137,127,658	133,383,655
<b>Total non-current assets</b>	<b>133,564,019</b>	<b>137,127,658</b>	<b>133,383,655</b>
<b>Total assets</b>	<b>148,776,733</b>	<b>150,266,572</b>	<b>146,424,572</b>
<b>Liabilities</b>			
Current liabilities			
Trade and other payables	459,834	1,031,337	1,087,337
Borrowings	-	-	-
Provisions	82,232	175,794	119,795
Other current liabilities	-	-	-
<b>Total current liabilities</b>	<b>542,066</b>	<b>1,207,131</b>	<b>1,207,133</b>
Non-current liabilities			
Trade & Other Payables	-	-	-
Interest Bearing Liabilities	-	-	-
Provisions	648,240	619,885	609,885
Other	-	-	-
<b>Total non-current liabilities</b>	<b>648,240</b>	<b>619,885</b>	<b>609,885</b>
<b>Total liabilities</b>	<b>1,190,306</b>	<b>1,827,016</b>	<b>1,817,017</b>
<b>Net community assets</b>	<b>147,586,427</b>	<b>148,439,556</b>	<b>144,607,555</b>
<b>Community equity</b>			
Asset revaluation reserve	76,038,657	76,038,657	76,038,657
Retained surplus	71,547,770	72,400,899	68,568,898
Other Reserves	-	-	-
<b>Total community equity</b>	<b>147,586,427</b>	<b>148,439,556</b>	<b>144,607,555</b>

Cash and cash equivalents

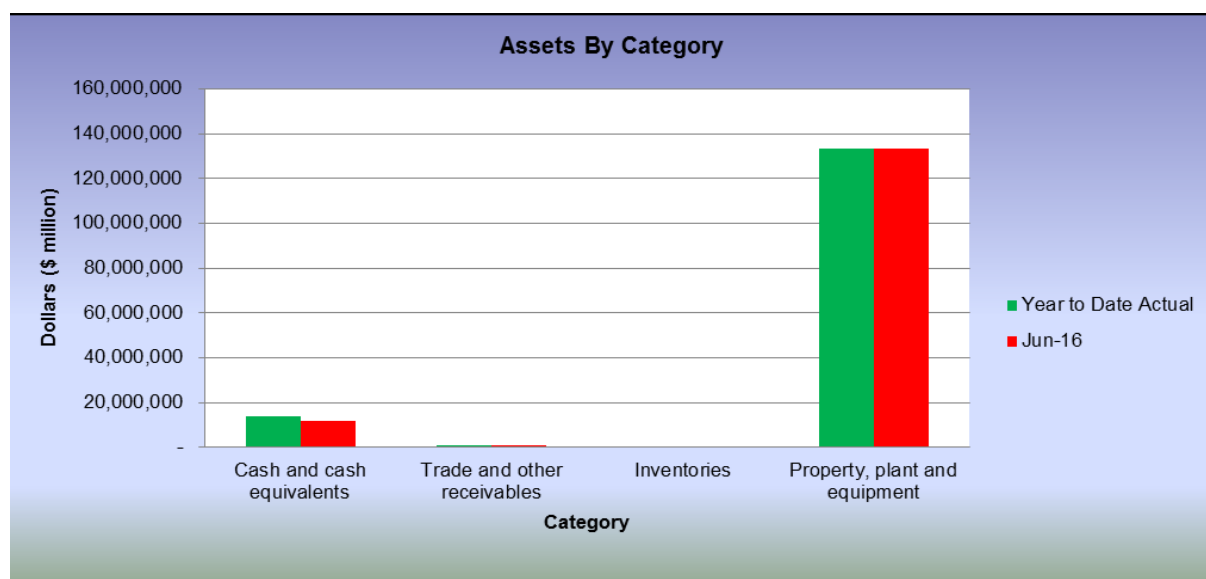
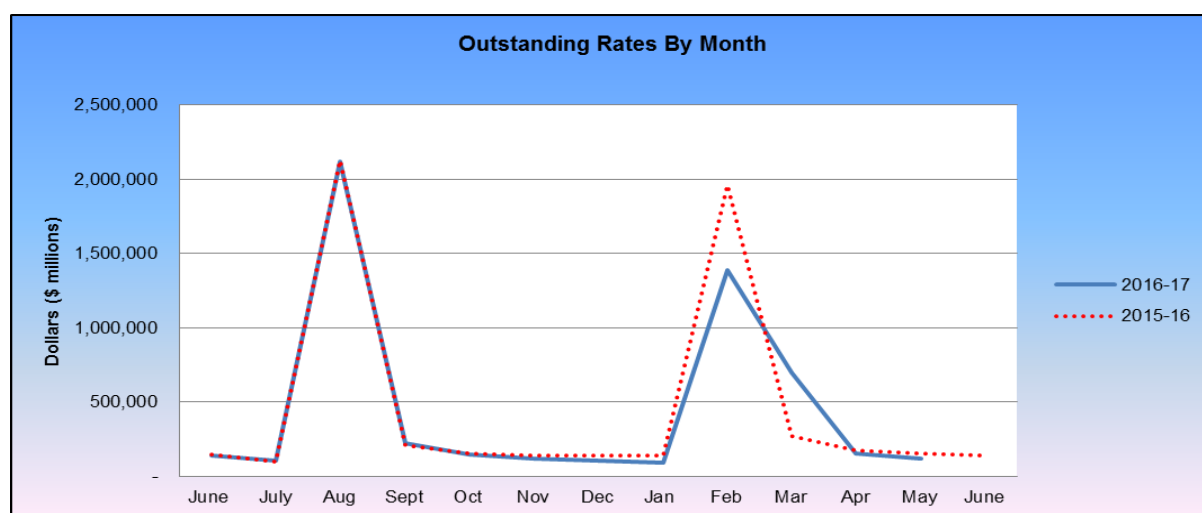
Since June 2016 Councils total equity has increased to \$147 million from \$144 million at the start of the year. Cash balances at the end of May sat at \$13, 9 million against an amended budget forecast of \$12, 1 million. Total current assets have increased from \$13 million at the start of the financial year to \$15, 2 million at the end of May 2017.

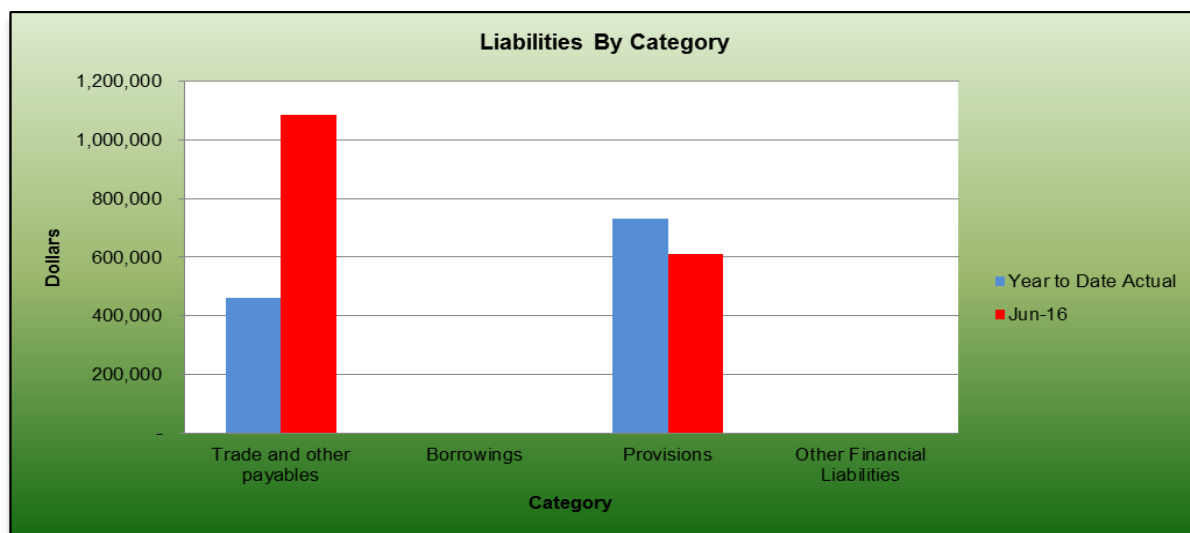
Cash holdings at the end of the month

Burke Shire Council - Cash Position 2016 - 2017						
Month	Queensland Treasury Corporation	Term Deposit	Westpac Bank Cash Reserve	Westpa Cash Management Account	Total Cash Held	
Jul-16	\$ 8,622,085	\$ -	\$ 394,230	\$ 543,499	\$	9,559,814
Aug-16	\$ 8,668,321	\$ -	\$ 244,230	\$ 1,740,264	\$	10,652,814
Sep-16	\$ 8,687,275	\$ -	\$ 244,230	\$ 3,000,544	\$	11,932,048
Oct-16	\$ 8,687,275	\$ -	\$ 244,230	\$ 6,547,782	\$	15,479,286
Nov-16	\$ 8,704,189	\$ -	\$ 244,230	\$ 8,367,064	\$	17,315,483
Dec-16	\$ 14,941,809	\$ -	\$ -	\$ 327,165	\$	15,268,974
Jan-17	\$ 12,769,743	\$ -	\$ -	\$ 234,420	\$	13,004,163
Feb-17	\$ 11,600,274	\$ -	\$ -	\$ 1,371,905	\$	12,972,179
Mar-17	\$ 12,122,516	\$ -	\$ -	\$ 787,021	\$	12,909,537
Apr-17	\$ 12,146,065	\$ -	\$ -	\$ 1,894,743	\$	14,040,808
May-17	\$ 12,169,620	\$ -	\$ -	\$ 1,769,076	\$	13,938,696
Jun-17	\$ -	\$ -	\$ -	\$ -	\$	-

Trade and other receivables

Outstanding rates receivable continue to drop as rates payments are received. Rates receivables dropped from \$150K to \$120K at the end of May.





Council's current assets at the end of May continue exceeding current liabilities reflecting sufficient capacity to offset short term obligations.

#### 7. MEASURES OF FINANCIAL SUSTAINABILITY

Financial ratios are indicative of effective financial management. Results within targets indicate that financial risks are being managed effectively.

Ratio	Target	YTD Actual	Target Met
Current Ratio	>1:1	28	Yes
Asset sustainability ratio	>90%	70%	No
Net Financial liabilities Ratio	<60%	-85.91%	Yes
Operating surplus ratio	Between 0 and 10%	4%	Yes
Capital Expenditure Ratio	1:1	1.15	Yes

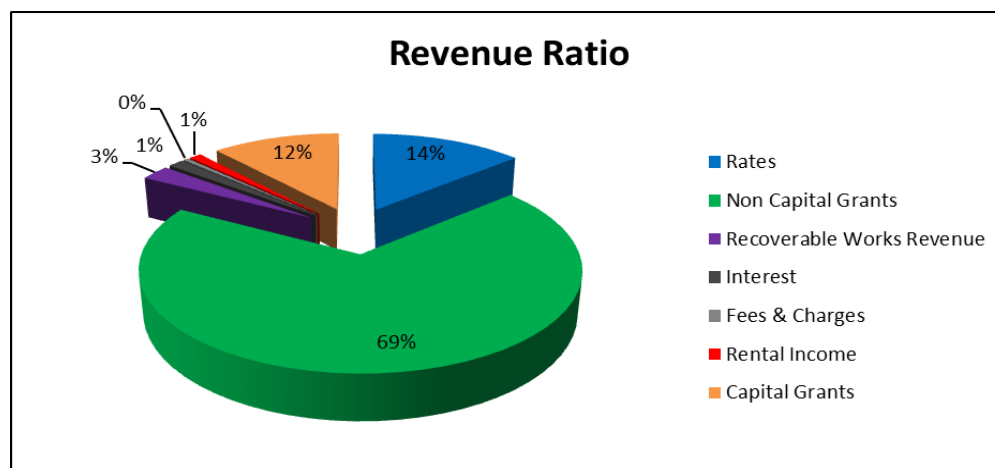
The Current ratio: Measures Council's ability to meet short term obligations from cash and liquid financial assets- Councils ratio at the end of May indicates an ability to offset short term obligations from liquid financial assets.

The Asset sustainability ratio: Measures the extent to which infrastructure assets are being replaced as they reach the end of their useful lives – Councils ratio at the end of May fell slightly from the previous month reflecting slightly insufficient expenditure on asset renewal in relation to the monthly recognition of depreciation expenses.

The Net Financial liabilities ratio: Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues – Councils ratio at the end of May indicates sufficient operating revenue to cover current liabilities however it is important to also consider Councils revenue ratios.

Revenue ratios at the end of May still reflect a significant reliance on external rather than own source revenue, 69% of year to date operating revenue is derived from non capital grants, a significant portion of the non capital grants is funding for restoration of flood damaged roads.

Councils own source revenue comprises of general rates, recoverable works, fees and charges and recoverable works revenue, these revenue streams at the end of May account for 19% of Councils total operating revenue therefore Council must continue monitoring and establishing strategy to effectively manage operational and unfunded capital expenditure to ensure financial sustainability.



#### 8. REPORT OF EXERCISE OF DELEGATION – Rate Debt Recovery Policy FIN-POL-006

Clause 9 of Council's Rate Debt Recovery Policy determines how debtors can enter into a plan to pay their outstanding debts (rates and charges and other receivables) to Council. Clause 11 delegate's authority to negotiate payment plans, and requires a report to the Council meeting when the delegation is exercised. The following delegations were exercised in the reporting month:

Amount of debt	Repayment term (NB: only CEO can approve if debt will not be repaid in financial year that debt was accrued).	Authorising officer (FM or CEO)
<i>Nil</i>	<i>N/A</i>	<i>N/A</i>

#### 9. STATEMENT OF CASH FLOW

	Actual Year to Date \$	Annual Budget \$
<b>Cash flows from operating activities</b>		
Receipts from customers	3,008,677	3,786,863
Payments to suppliers and employees	- 12,836,464	- 14,149,234
	<b>- 9,827,788</b>	<b>- 10,362,371</b>
Interest received	247,934	262,000
Rental income	205,688	210,000
Non capital grants and contributions	12,760,506	12,773,000
Borrowing costs	-	-
<b>Net cash inflow (outflow) from operating activities</b>	<b>3,386,341</b>	<b>2,882,629</b>
<b>Cash flows from investing activities</b>		
Net payments for property, plant and equipment	- 4,019,400	- 7,800,000
Grants, subsidies, contributions and donations	2,125,536	4,864,000
Proceeds from sale of property plant & equipment	580,018	326,000
<b>Net cash inflow (outflow) from investing activities</b>	<b>- 1,313,846</b>	<b>- 2,610,000</b>
<b>Cash flows from financing activities</b>		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
Repayments made on finance leases	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>-</b>	<b>-</b>
<b>Net increase (decrease) in cash and cash equivalents held</b>	<b>2,072,495</b>	<b>272,629</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>	<b>11,866,862</b>	<b>11,866,859</b>
<b>Cash and cash equivalents at end of the month</b>	<b>13,939,357</b>	<b>12,139,488</b>

Year to date payments to suppliers and employees continue to exceed year to date receipts from customers resulting in negative cash flow of \$9, 8 million however interest, rental income and non capital grants continue to offset the cash deficit resulting in positive cash inflows from operating activities to the value of \$3.3 million.

Cash receipts from investing activities remain significantly lower than cash payments for property plant and equipment (Capital works) resulting in \$1,3million negative cash flow from investing activities reducing the net cash inflows from operating activities.

Cash balances at 30 June 2016 sat at \$11.86 million, overall total cash inflows exceed cash outflows at the end of May resulting in a net increase of cash by \$2 million to a total cash balance of \$13,9 million from the beginning of the financial year. It is important to note that this cash balance includes some amounts tied to specific projects (restricted cash) – see below;

<b>Funding</b>	<b>Amount Remitted to Council</b>	<b>Year to date Expended</b>	<b>Council Co-contribution</b>	<b>Balance (Restricted Cash)</b>
Works for Queensland	714,000	-	-	714,000
Regional Aviation Access	30,000	-	30,000	60,000
FAG Roads	402,000	244,000	-	158,000
NDRRA Flood Damage	4,525,000	1,367,000	-	3,158,000
DTMR (Boat Ramp Project)	175,000	-	-	175,000
DLGP (Boat Ramp Project)	134,000	-	-	134,000
<b>Total Restricted Cash</b>				<b>\$ 4,399,000</b>

#### 10. OFFICER RECOMMENDATION

That Council notes the contents of the Finance Manager's May 2017 Monthly Report.

#### ATTACHMENTS

##### 1. Creditor Payments Listing



PCS Payment  
Register May 2017.pr

## Governance and Project Reports

### 09.03.01 Strategic Projects Reports

---

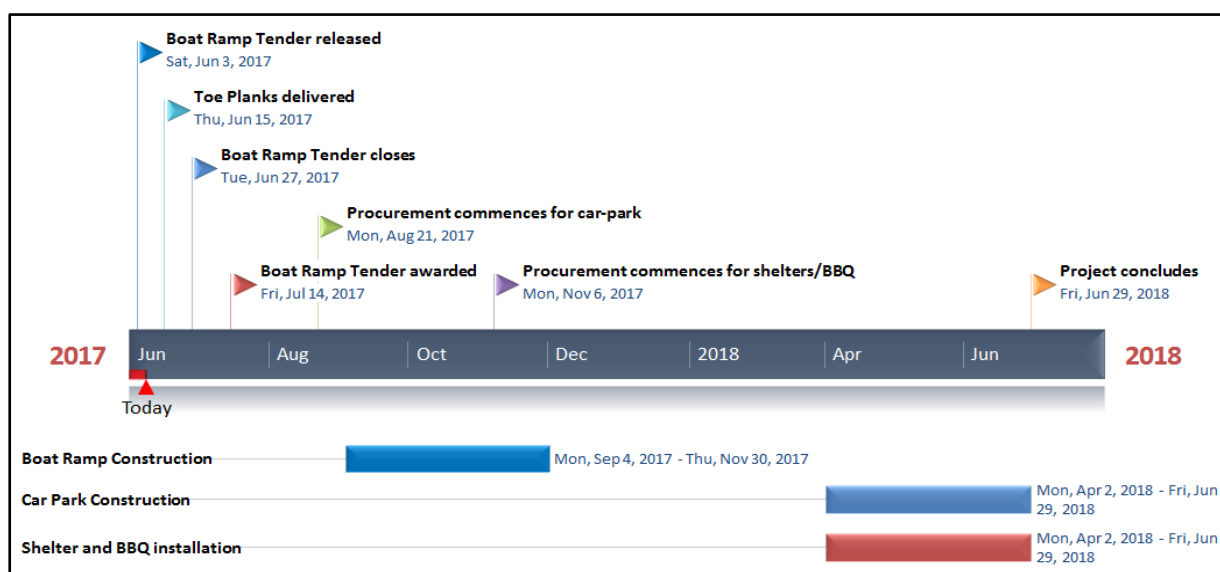
DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; Governance and Projects Manager
DATE REPORT PREPARED:	8 June 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

---

#### 1. TR001 WHARF - BOAT RAMP WIDENING AND 70 BAY CAR PARK – BURKETOWN

Project Status Report	
Project Name	Burketown Wharf Upgrade Project
Project Manager	Philip Keirle, BSC
Project Superintendent	Heath Jones, Erscon Consulting
Status Update Provided	8 June 2017
Project Scope	Replace single-lane recreational boat ramp with a three-lane barge-capable ramp with concrete hardstand; Installation of 70 all-weather CTU (car trailer unit) parking bays Installation of 2 x 4x4m shade shelters and BBQs Incorporation of sheet-piling into erosion control project

## Burketown Wharf Upgrade Project – Schedule



Key Parameters	Status	Comments
Scope	<b>On-Track</b>   At-Risk   Off-track	Project scope completed for boat ramp Project scope completed for car-park Project scope completed for
Procurement	<b>On-Track</b>   At-Risk   Off-track	Project Management services procured Register of Prequalified Suppliers established (for use in car-park construction); Toe Planks to be delivered mid-June 2017; Boat Ramp Construction tender: <ul style="list-style-type: none"> <li>- Released 03 Jun 2017</li> <li>- Closes: 27 Jun 2017</li> <li>- Awarded: 14 Jul 2017</li> </ul> Procurement for car-park construction to proceed from August 2017.  Procurement for shelters/bbq to proceed from November 2017.
Town Planning	<b>On-Track</b>   At-Risk   Off-track	Self-assessable development. Documentation to be lodged at July Council meeting.
Budget	<b>On-Track</b>   At-Risk   Off-track	Apportionment of costs between funding partners to be determined following announcement that BSC had successfully secured TTC funding for this project.
Schedule	<b>On-Track</b>   At-Risk   Off-track	Currently on-track to meet milestone deliverable: Toe Plank delivery on track (mid-June 2017); Boat Ramp: 4 Sep 2017 – 30 Nov 2017 Car Park: 2 Apr 2017 – 30 Jun 2017 Shelters: 2 Apr 2017 – 30 Jun 2017

## 2. UT001 Water - Solar Array and Treated Water Optimisation - Gregory

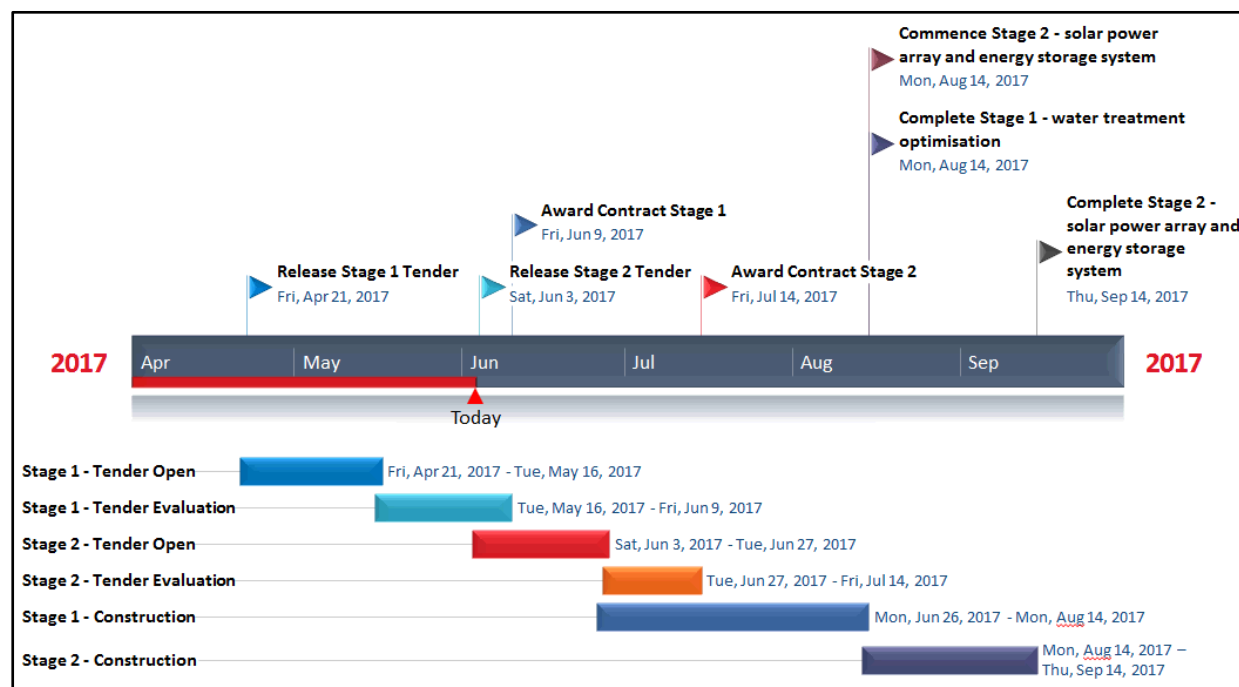
Project Status Report	
Project Name	Gregory Water Treatment Solar Power Project
Project Manager	Philip Keirle, BSC
Project Superintendent	Joseph Estrada, GHD
Status Update Provided	8 June 2017
Project Scope	<p>To improve existing operations at the Gregory Water Treatment Plant through provision of a renewable power generation source and installation of improved water storage and treatment infrastructure.</p> <ul style="list-style-type: none"> <li>▪ Replace existing 44kL water tanks with 2 x 225kL treated water storage tanks establishing new foundations and installation and commissioning of associated pipework;</li> <li>▪ Repair clarifier and install clarifier platform;</li> <li>▪ Installation of additional monitoring capability, including 3 x turbidity meters;</li> <li>▪ Replacement of existing 60kVA generators with 2 x 20kVa generators;</li> <li>▪ Installation of 50kW solar array and 75kWh energy storage system</li> </ul>

Key Parameters	Status	Comments
Scope	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	Project scope completed for water storage & water treatment component; Project scope completed for solar array & energy storage component; Generator specifications to be completed week beginning 13 June 2017
Procurement	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	Water Storage & Treatment Optimisation: <ul style="list-style-type: none"> <li>- Released: 22 April 2017</li> <li>- Closed: 16 May 2017</li> <li>- Awarded: 9 June 2017</li> </ul> Solar Array & Energy Storage: <ul style="list-style-type: none"> <li>- Released: 3 June 2017</li> <li>- Closed: 27 June 2017</li> <li>- Awarded: 14 July 2017</li> </ul>
Town Planning	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	Self-assessable development. Documentation to be submitted to July Council meeting.



Key Parameters	Status	Comments
Budget	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	Apportionment of costs between funding partners to be determined following announcement that BSC had successfully secured TTC funding for this project.
Schedule	<b>On-Track</b>   <b>At-Risk</b>   <b>Off-track</b>	Toe Plank delivery on track (mid-June 2017); Boat Ramp: 4 Sep 2017 – 30 Nov 2017 Car Park: 2 Apr 2017 – 30 Jun 2017 Shelters: 2 Apr 2017 – 30 Jun 2017

### Gregory Water Treatment Plant Solar Power Project – Schedule



### 3. OTHER BSC PROJECTS

Project	Description	Update/activity for reporting month
Gregory ILUA	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	First ILUA due for registration on 12 June 2017. Dates for new negotiator meetings to be scheduled during June 2017 for July 2017 start.
Gravel Pits	Complete required Cultural Heritage Surveys of Burke Shire Council gravel pits.	CH Surveys requested for all relevant pits in the Burke Shire area. These pits will be progressively surveyed throughout the remainder of the year and into next year.
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	Negotiator team to meet in Cairns on 12 June 2017.

## 4. GULF SAVANNAH DEVELOPMENT PROJECTS

Project	Description	Update for reporting month
Lower Gulf Marine & Riverine Infrastructure & Economic Development Project	GSD to replicate and broaden the 2013 Gulf Savannah Tourism Survey to provide LGs and key stakeholders an in insight into tourism patterns & developments between 2013-2017.	See Attachment 1
Gulf Savannah Tourism Survey	GSD to replicate and broaden the 2013 Gulf Savannah Tourism Survey to provide LGs and key stakeholders an in insight into tourism patterns & developments between 2013-2017.	See Attachment 2
Digital Townships, Digital Tourism	GSD to produce report into prospects and approaches to coordinate the whole-of-Gulf in a digital data acquisition program, focusing on tourism and digital infrastructure.	See Attachment 3
Digital Resilience & Capability Project	<p>Complete Feasibility Studies for the following Fibre Optic Projects:</p> <ul style="list-style-type: none"> <li>- BKT-NMT Fibre</li> <li>- NMT-KMB Fibre</li> </ul> <p>Complete Detailed Design for the following Fibre Optic Project:</p> <ul style="list-style-type: none"> <li>- BKT-NMT Fibre</li> </ul>	See Attachment 4

## 5. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects update report for the month of May 2017.

## ATTACHMENTS

1. Lower Gulf Marine & Riverine Infrastructure & Economic Development Project



170602 - GSD-RAB - Lower Gulf Marine Riv

2. Gulf Savannah Tourism Survey Project



170602 - GSD-RAB Tourism Survey - Proj

3. Digital Townships, Digital Tourism Project



170602 - GSD-RAB - Digital Tourism - Proje

4. Digital Resilience & Capability Project



170602 - GSD-RAB - Digital Resilience Digit

## Governance and Project Reports

### 09.03.02 2017-01 MCU – Material Change of Use over Lot 1 on SP154667 & Lot 11 on AP13658

---

DEPARTMENT:	Corporate & Community Services
REPORT PREPARED BY:	Liz Taylor, Town Planning Consultant
RESPONSIBLE OFFICER:	Philip Keirle; Governance & Project Manager
DATE REPORT PREPARED:	7 June 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget, Planning Scheme

---

#### 1. INTRODUCTION

Council is proposing to establish a Solar Power Array and Energy Storage System (SPAESS) adjacent to the water treatment plant (WTP) at Gregory. GHD undertook a Feasibility Study in 2015 and the Tender process is currently underway.

The project requires planning approval under the current Burke Shire Planning Scheme as Code assessable development. This report provides an assessment of the project against the relevant provisions of the Planning Scheme.

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

#### 2. DETAILS

<b>APPLICANT</b>	Burke Shire Council PO Box 90 BURKETOWN QLD 4830
<b>APPLICATION</b>	Material Change of Use – Community or Recreation (Solar Power Array & Energy Storage System)
<b>ADDRESS</b>	Wills Developmental Road, Gregory, being Lot 1 on SP154667 and Lot 11 on AP13658.
<b>ZONE</b>	Town Zone: Preferred Use Area – Community and Recreation
<b>APPENDICES</b>	Appendix 1: Plan of Development Appendix 2: SARA Decision Notice

#### 3. THE SITE

The site is described as Lot 1 SP154667 and Lot 11 AP13658 and is located in the township of Gregory. Lot 1 contains the WTP and it is proposed to establish the SPAESS on Lot 11 and connect it

to the WTP through underground electrical conduits. Both lots are generally level and have frontage to Wills Developmental Road.

Vehicular access to the WTP is direct, to and from, Wills Developmental Road and this access will be used by vehicles undertaking the construction of the SPAESS on Lot 11, to the rear (east) of the existing WTP and also by maintenance vehicles, which will also use this access on an ongoing basis, as required, during the life of the SPAESS.

Lot 1 has an area of 2877m<sup>2</sup> and Lot 11 has an area of 9460m<sup>2</sup>, providing a development site of 1.23 hectares. However, much of the balance area of Lot 11 will remain vacant following the erection of the SPAESS.

#### 4. PROPOSED DEVELOPMENT

It is proposed to install a standalone photovoltaic (PV) and battery SPAESS to service the Gregory WTP, in order to reduce diesel usage costs associated with the WTP's current reliance on power from generators.

The proposed SPAESS is to be installed as a ground mounted installation. The SPAESS will comprise 200 x 250W PV panels mounted on fixed tilt panels. The power collected from the panels will be channelled to inverters and battery banks and then taken by underground electrical conduit to the WTP. The PV solar array covers an area of approximately 540m<sup>2</sup> with dimensions of 24 metres x 22.5 metres.

The SPAESS will provide a highly reliable, continuous electrical supply to the WTP and related loads with the proposed PV and battery system supporting the WTP so that the generator is not required to run for more than 6 hours per day.

The SPAESS will provide a PV/battery balance to suit a plant daytime peak production profile (minimum 50kW array with 76kWh of battery storage). The SPAESS will comprise panels, inverters, a new PV switchboard and associated AC and DC electrical infrastructure and containment systems for connection into the existing electrical system and modifications to the existing distribution, controls and monitoring.

The SPAESS will power the only source of water supply to the township of Gregory. Therefore the entire installation must be designed and constructed to be suitable to supply an essential service.

The SPAESS will:

- be modular and arranged for safe module replacement while the system remains on line;
- include an area for future expansion;
- be provided with facility for PV inverter system bypass direct to generators;
- be provided with proprietary system monitoring equipment allowing overall and individual elements function to be viewed on site and remotely.

A Site Layout Plan showing the proposed layout of the development is attached at [Appendix 1](#).

#### 5. TOWN PLANNING ASSESSMENT

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

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

The proposed development falls under the land use definition of **Community or Recreation**, which states, in part:

*“Community or recreation” means the use of premises for community or recreation purposes of the following types-*

.....  
.....

(k) *operating works under the Electricity Act 1994;*

OR

(q) *any other facility not mentioned in paragraphs (a) to (p) and intended primarily to accommodate government functions, not including State-controlled roads.*

A Community or Recreation development is Code Assessable 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; 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 SPAESS meets the relevant Overall Outcomes sought for land in the Town Zone at Gregory.

**Section 4.7** specifies Consistent Uses and Preferred Use Areas. The site has a Preferred Use Area designation of Community and Recreation. The SPAESS is appropriately located in this area.

**Section 4.8** specifies Inconsistent Uses in the Town Zone. The SPAESS is not listed as an Inconsistent Use.

**Section 4.9** specifies that uses requiring water supply and sewerage are located in the Serviced Area of Burketown. Gregory has no service 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 SPAESS can comply with these requirements, where relevant and it is a project that will benefit Gregory and improve sustainability and community infrastructure.

**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 SPAESS can comply with these requirements, where relevant and will contribute to and improve community services and facilities in Gregory.

**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*

- the maximum height of a building, structure or object is 8.5 m – Complies.

*Siting of works*

- if new building work associated with Single residential, Secondary residential, Other residential, or Home business—boundary clearances comply with schedule 3- Not Applicable.
- if other new building work—for each boundary, the clearance is the same or greater than the least existing clearance from that boundary- Not Applicable.

The proposed development is considered to be compliant with the relevant provisions of the Building Matters Code.

The SPAESS achieves compliance with all relevant provisions of the current Planning Scheme.

**6. REFERRAL AGENCIES**

The Sustainable Planning Regulation 2009 (SPR) at Schedule 7, Table 3 Item 1 states:

*1. Making a material change of use of premises, other than an excluded material change of use, if any part of the land—*

*(a) is within 25m of a State-controlled road; or*

*(b) is future State-controlled road; or*

*(c) abuts a road that intersects with a State-controlled road within 100m of the land.*

The site is located within 25 metres of a State Controlled Road, being Wills Developmental Road and therefore required referral through the State Assessment Referral Agency SARA to the Department of Transport and Main Roads (DTMR).

By correspondence dated 05 June 2017 a response was provided and approval granted, subject to one (1) condition requiring a Construction Management Plan be approved, prior to the issue of a Building Permit for the development. A copy of the response is attached at **Appendix 2**.

The Construction Management Plan must demonstrate that there will be limited disruption to Wills Developmental Road during the course of construction.

The construction of the development must be in accordance with the Construction Management Plan. In particular, the plan is to include:

- Number, size and types of vehicles to be used during the construction stage, including any over-dimensional / over-size loads and including proposed work hours.



- Volume and frequency of traffic movements during the construction stage.
- Include a Traffic Management Plan prepared by a competent person in accordance with Clause 1.4.3 of the Department of Transport and Main Roads' Guidelines for Assessment of Road Impacts of Development 2006 (GARID).
- Identify any physical and non-physical road use management strategies to manage and mitigate any impacts from construction traffic. Consideration should be given to signage in close proximity to the cattle grids to ensure there is no damage to roadside signage infrastructure from large vehicles turning into or out of the site.

## 7. CONCLUSION

The proposed development will reduce reliance on diesel fuel and generator power to operate the WTP at Gregory and is an environmentally sustainable solution. The return on investment for this project is compelling, with the SPAESS likely to save Council in excess of \$100,000.00 per annum in operational costs. There are also potential opportunities to expand the SPAESS in the future, providing flexibility and sustainable power options for Gregory. The Application is recommended to Council, subject to reasonable and relevant conditions.

## 8. RECOMMENDATION

1. That Council notes the contents of the report; and
2. That Council resolves that, 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 – Community or Recreation – (Solar Power Array and Storage System) located at Wills Developmental Road Gregory, being Lot 1 SP154667 and Lot 11 AP13658, is approved subject to the conditions detailed below.
  - A. Assessment Manager Conditions (COUNCIL)
    - (i) The development shall be undertaken substantially in accordance with the submitted Plan of Development, except as modified by this approval.
    - (ii) The Solar Power Array and Storage System is required to be erected and operated in compliance with all relevant legislative requirements and to the satisfaction of the Chief Executive Officer or delegate.
    - (iii) If un-actioned this development approval lapses four (4) years after the day that the development approval takes effect, unless extended under the Sustainable Planning Act 2009.
    - (iv) Should any of the Council's assets be damaged during the construction of any new infrastructure, or associated works the cost of the reinstatement of all such assets shall be met by the applicant/proponent, to the satisfaction of the Chief Executive Officer or delegate.
    - (v) 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 or delegate.
    - (vi) Any future expansion of the Solar Power Array and Storage System is permitted as an ancillary stage to this development, under this approval, provided any future ancillary stage is no larger than this development and is sited within close proximity that is within 10 metres of this development, to the satisfaction of the Chief Executive Officer or delegate.

## ATTACHMENTS

1. Gregory Water Treatment Solar Power Project – Site Layout



A01 - GSSP - Site  
Layout - Solar Array

2. SARA DTMR Response



A02 - 2017.06.05  
SARA DTRM Respons

## 11. Chief Executive Officer Reports

- |  |
|--|
| <p>11.01 Chief Executive Officer Report<br/>11.02 Delegations Register – Annual Review</p> |
|--|

## Chief Executive Officer Reports

### 11.01 Chief Executive Officer Report

---

DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Sharon Daishe; CEO
FILE NO:	Council Meeting Business Paper – Friday 16 June 2017
DATE:	13 June 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan, Budget

---

#### 1. COMMUNICATION

- **Councillor updates** for the reporting month (as emailed on an ‘as happened’ basis during the month) are included in the attachment. Councillors who would like a printed copy can arrange through the Executive Assistant.
- **Council snapshot:** this new communication initiative, which highlights topics from a council meeting, was introduced to councilors by way of the councilor update in early April, then distributed by public notice. Going forward it will be prepared and publicly released at the same time as the minutes.

#### 2. SUBMISSIONS

The following list records submissions and surveys lodged during the reporting month. This may not be a complete list.

Topic	Details / Comment	Date submitted	Submitted to	Submitted by	Attach (Y/N)
<b>Local Government Grant Review</b>	DLGIP & LGAQ Project - Review of State Infrastructure Grants Program – collection of information regarding the local government grant administration process and cost to Councils of grants administration.	08-May-17	LGAQ	Philip Keirle	N
<b>Long-term sustainability of Local Governments</b>	Submission to the parliamentary Inquiry into the Sustainability of Local Governments	26-May-17	The Hon Jim Pearce MP, Chair, Infrastructure Planning & Natural Resources Committee	Mayor	Y

Topic	Details / Comment	Date submitted	Submitted to	Submitted by	Attach (Y/N)
<b>Domestic Mobile Roaming</b>	Letter to the ACCC supporting their decision made on May 5 2017 to not declare mobile roaming.	01-Jun-17	ACCC	Mayor	Y

### 3. 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.

It is intended that from approximately July 2017, most reporting on these instruments will be via an attachment that covers the reporting regime of all of the planning documents that form the governance framework of the local government. Currently there is duplication of effort as these appear within the CEO report as well as the operational plan. There are also a number of instruments that are not captured. The proposed changes will remove duplication but increase coverage and provide a clear record of compliance.

\* A **draft** of the register of instruments of governance and monthly compliance report was attached to the operational plan report Q3 as reported at this ordinary meeting 20 April 2017.

Planning Docs	Comments	Status
<b>10 year Asset &amp; Services Management Plan 2017-2026</b>	16/09/16: Plan adopted (decision 160929.02) at Special meeting following a workshop on the same day.	On track
<b>Operational Plan 2016-17</b>	<p>20/07/16: Plan adopted (decision 160720.13) at Ordinary meeting.</p> <p>The operational plan will be reviewed quarterly in October 16, January 17 and May 17.</p> <p>08/12/16: quarterly review for the period 1 July to 30 September 2016 was prepared for presentation at the December meeting however was inadvertently omitted from the agenda. This was not detected until the new year.</p> <p>23/03/17: first and second quarterly reports presented to Council – operations tracking extremely well considering workload, turnover and other challenges</p> <p>20/04/17: third quarter report presented to council</p>	On track

Planning Docs	Comments	Status
<b>Local Government Area Biosecurity Plans</b>  <i>Portfolio: Cr Camp (ex officio), Cr Clarke and Cr Murray.</i>	<p>15/09/16: Council adopted delegations under the Biosecurity Act 2016.</p> <p>25/10/16: Nathan Morgan made a presentation to the ordinary meeting of Council.</p> <p>14/03/16: CEO and Cr Clarke attended regional pest management sub committee meeting in Cloncurry.</p> <p>Completion timeframe: uncertain – will be tasked to new position of EMWI (Executive Manager Works and Infrastructure) – due to commence August 2017.</p>	<p>Monitor (aim to commence in line with Q Coast late 2017 under EMWI portfolio)</p>
<b>Budget 2016-17</b>	<p>21/07/16: Budget and setting of rates, fees &amp; charges adopted for 2016-17 financial year (decision 160721.01)</p> <p>The budget is available for access online via the Burke Shire Council website, along with schedules for rates, fees and charges.</p> <ul style="list-style-type: none"> <li>Budget review adopted at January ordinary meeting (decision 170119.17)</li> <li>Budget review presented to May ordinary meeting</li> </ul>	On track
<b>Budget 2017-18</b>	<p>Preparation milestones completed:</p> <ul style="list-style-type: none"> <li>Dec 2016: DCEO ran corporate plan workshops with all staff teams</li> <li>Feb 2017: activity based (or 'bottom up') budget workshops with staff teams &amp; councillors; roads funding workshop councillors &amp; executive.</li> <li>27 Mar 2017: corporate plan review – executive</li> <li>09 May 2017: Councillor workshop – corporate plan, capital projects, rates modelling</li> <li>26 May 2017: councillor workshop – operational plan and budget</li> <li>09 June 2017: half day workshop EMT and councillors – budget documents</li> </ul> <p>Preparation milestones planned:</p> <ul style="list-style-type: none"> <li>14 June 2017: Mayor distribute statutory budget</li> <li>28 June 2017: adoption of budget at Special meeting.</li> </ul>	On track

Planning Docs	Comments	Status
<b>Business Continuity Plan &amp; Risk Register</b>	<p>The CRR was adopted by Council in October 2015.</p> <p>The BCP was adopted by Council in February 2016.</p> <p>The BCP was the subject of Internal Audit in May-June 2016, with a focus on sustainability.</p> <p>03 Feb 2017: BCP presented to audit committee. Due for review and presentation to Council.</p> <p>01 March 2017: Executive staff have updated the risk register, and have arranged to meet to review the BCP and register.</p> <p>23 March 2017: council adopted business continuity plan V3 – decision 170323.27</p>	On track
<b>Local Disaster Management Plan (LDMP) 2016-2017</b>	<p>22/09/16: Council received and adopted review report and updated 2016/17 LDMG at Ordinary meeting.</p> <p>21/11/16: meeting held</p> <p>17/02/17: informal LDMG teleconference held ahead of Cyclone Alfred</p> <p>17 May 2017: LDMG meeting held</p>	On track
<b>Audit Plan and Audit Committee</b>	<p>The audit committee must meet twice in each financial year to meet legislative compliance. Meetings in 2016-17 were held in July 2016, and February 2017. The report of the 03 Feb 2017 meeting was presented to the February ordinary meeting of council.</p> <p>Future meetings are scheduled as follows:</p> <ul style="list-style-type: none"> <li>• 28 June 2017</li> <li>• 06 October 2017</li> </ul> <p><u>2016/17 Financial Year</u></p> <p>External: Interim audit visit occurred first week in April. As at 13 June BSC is still waiting to receive interim audit report.</p> <p>Internal: Reviewed internal audit plan for 2016/17 was presented to the May ordinary meeting. Internal auditor has been selected and engaged to deliver internal ICT audit before end June 2017. Internal auditor conducted interviews with key personnel in week beginning 12 June 2017.</p>	Compliant

#### 4. 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.

The following projects that are currently underway have been removed from the CEO report. Philip Keirle, Governance and Project Manager, is lead officer for these projects and will report their progress to Council:

- Gregory Water Treatment Project Solar Power (including ILUA)
- Burketown Wharf Boat Ramp Upgrade (including ILUA)

Current Projects	Comments	Status
<b>Economic Development Queensland (EDQ) – development projects post Burketown ILUA</b>	<p>Council has entered into a development management agreement (DMA) with EDQ to develop land for sale in Burketown. Ministerial approval has been granted to sell land by private treaty. Burketown Development Committee meet weekly by teleconference to progress this project. Refer decisions:</p> <ul style="list-style-type: none"> <li>• 4-8-16 (Special) decision 160804.04 delegations to Burketown Development Committee and CEO to finalise DMA, marketing strategy, land lease and other documents</li> <li>• 24 Feb 2017 – Council re-determined priorities under the DMA at a Special Meeting to enable EDQ to apply for a Deed of Variation to the executed DMA (remove erosion control industrial area)</li> </ul> <p>12 April 2017: marketing of 9 blocks went live ahead of the Easter long weekend.</p> <p>13 June 2017 update:</p> <ul style="list-style-type: none"> <li>➤ Despite interest shown, no formal expressions of interest were signed to proceed to purchase lots</li> <li>➤ EDQ have sought a quote for project management to engage suppliers from BSC ROPS to cart fill for the lots. EDQ will also call for comparative tenders to ensure a value for money comparison</li> <li>➤ EDQ have allocated a staff resource to begin work on the master planning for industrial lots under the DMA</li> <li>➤ EDQ advertised an expression of interest for house construction</li> </ul>	On track
<b>STP/WTP Telemetry at Water Treatment Plans</b>	<p>Upgrades to hard and soft infrastructure at the Gregory and Burketown Water Treatment Plants have been prioritized by Council for funding under the Works for QLD funding program. Staff and consultants are working on scope.</p>	On track



Current Projects	Comments	Status
<b>Waste Management and Recycling Strategy</b>	<p>Council adopted the Waste Management and Recycling Strategy, including site based management plans for Burketown and Gregory, at the ordinary meeting on 25 October 2016. Further updates were adopted in March 2017, and the Strategy was subsequently released for public consultation.</p> <ul style="list-style-type: none"> <li>• May 2017 update: WMRS adopted at ordinary meeting following public consultation;</li> <li>• Fencing has commenced</li> <li>• Preliminary tidying up, separation of waste, restriction of access, and signage has been completed at Burketown</li> </ul> <p>Gregory land fill is subject to land tenure – which is on track with registration of Gregory ILUA currently in progress.</p> <p>No update re Doomadgee regional waste facility</p>	On track – to be tasked to new position of EMWI

#### 5. PROJECTS TO PLAN AND COST

The following table provides a status update on projects that Council is pursuing over the next 1-3 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. Projected costings will not be included in Council meeting reports.

Projects to plan & cost	Comments	Status
<b>Sewerage Treatment Plant Re-design</b>	July 2016: Council has provided \$80,000 in the 2016/17 budget for design work.	Carried forward to 17-18 (EMWI)
<b>Removal of waste tyres from Burketown &amp; Gregory landfills</b>	Nov 2016: Julia Creek advised that they were not successful in gaining support from mining companies for a joint tender. However, they will proceed with a local government joint tender in 2017. BSC will join. This will be further reported via the works manager report in 2017.	Carried forward to 17-18 (WM)
<b>Burketown Mineral Baths</b>	Council made a new budget allocation (for planning) as part of the budget review adopted at the January 2017 ordinary meeting. This budget allocation is to commence the necessary development application process to bring this project back on line.	Carried forward to 17-18 (GPM/EMWI)
<b>House 10: replacement</b>	Quotes and recommendation presented to May 2017 ordinary meeting – Council determined that tenders will be called to remove the old house and replace.	Carried forward to 17-18 (EMWI)

## 6. MEETINGS/CONFERENCES/DELEGATIONS

Following is a record of elected member, CEO and senior executive staff engagement with stakeholders and departments, and attendance at meetings, conference and other events, during the reporting month. A calendar of future meetings is provided as an attachment.

<b>Date</b>	<b>Time</b>	<b>Meeting</b>	<b>Venue</b>	<b>Attendees</b>
<b>Thu, 4-May-17</b>	2.00pm - 3.00pm	Meeting with Waanyi Shamrock United	Admin Meeting Room - Admin Office	CEO and WM
<b>Fri, 5-May-17</b>	8:30 - 12:00	RRTG (Regional Roads Transport Group) - technical working group	Burketown - Nijinda Durlga	WM; CEO
<b>Fri, 5-May-17</b>	11.30am - 4.00pm	Optic Fibre Official Opening	Burketown - Nijinda Durlga	
<b>Tue, 9-May-17</b>	9-4pm	Workshop - rates modelling, capex and corporate plan - budget 17-18 planning	Nijinda Durlga	Councillors & EMT
<b>Thu, 11-May-17</b>		QTC (Queensland Treasury Corp)	Brisbane	CEO, FM, GPM
<b>Tue, 16-May-17</b>		GSD (Gulf Savannah Development) Meeting	Karumba	Mayor & Deputy Mayor
<b>Wed, 17-May-17</b>	1pm	LDMG (Local Disaster Management Grp)	Burketown - Nijinda Durlga	LDMG
<b>Wed, 17-May-17</b>		EMWI (Executive Manager Works and Infrastructure) Interview	Burketown - Nijinda Durlga	Mayor, Deputy Mayor & CEO
<b>Thu, 18-May-17</b>	9.00am	Council Meeting	Burketown - Nijinda Durlga	Councillors, Management and EA
<b>Weekly</b>	7:30am	EDQ (Economic Development QLD)	Teleconference	Mayor, Deputy Mayor, CEO, DCEO & GPM
<b>Fri, 26-May-17</b>	9.00am to 4.00pm	Budget and Operational Plan Workshop	Burketown - Nijinda Durlga	Councillors & EMT

## 7. OFFICER'S RECOMMENDATION

That Council notes the content of the Chief Executive Officer's report for the month of April 2017.

## ATTACHMENTS

1. Governance calendar – future meetings



Governance  
Calendar- Meetings, (



Councillor  
updates.docx

2. Councillor updates - as emailed for the reporting month



170518 Council  
Snapshot.pdf

3. Councillor snapshot – as distributed after the previous ordinary meeting of council



170507 - Burke Shire



170526 - BSC



170601 Support for

4. Submissions – as lodged during reporting month

Council - Data CollectSubmission to Inquiry Mobile Roaming Decis

## Chief Executive Officer Reports

### 11.02 Delegations Register – Annual Review

---

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer
DATE REPORT PREPARED:	05 June 2017
LINK TO COUNCIL PLAN/S:	Operational Plan 1.5.3 Council maintains an up-to date, compliant and effective set of delegations and registers

---

#### 1. PURPOSE

To review Council's delegations register and add a section covering delegations under the *Aboriginal Cultural Heritage Act 2003*.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The *Local Government Act 2009* requires CEOs to establish a register of delegations which must record all delegations by the council, Mayor or the CEO.

The Local Government Association of QLD (LGAQ) provides a delegations register service covering the numerous State legislative instruments that impact on Local Government. This register is developed and regularly reviewed by King & Company Solicitors; and council has used this service in developing its register. Council has not delegated authority under all instruments but rather, has selected those relevant to current operations in order to maximise administrative efficiency.

Council last reviewed its delegations register in May 2016, and went on to adopt a reformatted and revised register by way of decision number 160616.08 at the June 2016 ordinary meeting of Council. Delegations under the new *Biosecurity Act 2014* were considered during this review and have been included in the attached register.

#### 3. PROPOSAL

It is proposed that Council adds delegations under the *Aboriginal Cultural Heritage Act 2003* to its register of delegations. Council's executive are currently heavily involved in making arrangements for cultural heritage assessments across the district for any activity that will disturb ground including most activities that relate to works on roads (gravel, water, tracks etc). The attached register has been updated to include delegations under the *Aboriginal Cultural Heritage Act 2003* as per the document provided by LGAQ. It is recommended that Council delegates all relevant powers **except** the power to develop, reach agreement on and seek approval for a cultural heritage management plan. Philip Keirle, Governance and Projects Manager, currently has carriage of a project to develop one or more cultural heritage agreements with various native title groups. These will be presented to Council for consideration in due course.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

There are no direct costs associated with the review of the register of delegations. There may be material direct costs that arise from activities conducted under a cultural heritage plan and it is recommended that the power to approve such legally binding agreements should rest with the Council.

#### 5. POLICY & LEGAL IMPLICATIONS

Instrument	Summary/ Comments
<b>Local Government Act 2009</b>	<p><b>257 Delegation of local government powers</b></p> <p>(1) A local government may, by resolution, delegate a power under this Act or another Act to—</p> <ul style="list-style-type: none"> <li>(a) the mayor; or</li> <li>(b) the chief executive officer; or</li> <li>(c) a standing committee, or joint standing committee, of the local government; or</li> <li>(d) the chairperson of a standing committee, or joint standing committee, of the local government; or</li> <li>(e) another local government, for the purposes of a joint government activity.</li> </ul> <p>(2) However, a local government must not delegate a power that an Act states must be exercised by resolution.</p> <p>(3) A joint standing committee, of the local government, is a committee consisting of Councillors of 2 or more of the local governments.</p> <p><b>258 Delegation of mayor's powers</b></p> <p>(1) A mayor may delegate the mayor's powers to another councillor of the local government.</p> <p>(2) However, the mayor must not delegate the power to give directions to the chief executive officer or senior executive employees.</p> <p><b>259 Delegation of chief executive officer powers</b></p> <p>(1) A chief executive officer may delegate the chief executive officer's powers to an appropriately qualified employee or contractor of the local government.</p> <p>(2) However, the chief executive officer must not delegate the following powers—</p> <ul style="list-style-type: none"> <li>(a) a power delegated by the local government, if the local government has directed the chief executive officer not to further delegate the power;</li> <li>(b) a power to keep a register of interests.</li> </ul> <p><b>260 Local government delegations register</b></p> <p>(1) The chief executive officer must establish a register of delegations that contains the particulars prescribed under a regulation.</p>

Instrument	Summary/ Comments
	<p>(2) The chief executive officer must record all delegations by the local government, mayor or the chief executive officer in the register of delegations.</p> <p>(3) The public may inspect the register of delegations.</p>
<p><b>Local Government Regulation 2012</b></p>	<p>The Regulations define information requirements for the Delegations Register at s305:</p> <p>305 Particulars to be contained in register of delegations—Act, s 260</p> <p>(1) For section 260(1) of the Act, the particulars prescribed for a register of delegations are—</p> <ul style="list-style-type: none"> <li>(a) The name or title of the person, or the name of the committee, to whom powers are delegated; and</li> <li>(b) A description of the powers delegated, including the provisions under a Local Government Act permitting or requiring the exercise of the powers; and</li> <li>(c) If the delegation was by the local government—a summary of the resolution by which powers are delegated, including— <ul style="list-style-type: none"> <li>(i) the date of the resolution; and</li> <li>(ii) a summary of any conditions to which the delegation is subject; and</li> <li>(iii) if the resolution is numbered—its number.</li> </ul> </li> </ul> <p>(2) The chief executive officer may include any other information in the register the chief executive officer considers appropriate.</p>

## 6. CRITICAL DATES & IMPLICATIONS

Council last reviewed delegations in June 2016 therefore the annual review is now due.

## 7. CONSULTATION

Philip Keirle, Governance & Projects Manager

## 8. CONCLUSION

In conclusion, it is recommended that Council adds delegations under the *Aboriginal Cultural Heritage Act 2003* to its register of delegations. No other changes are proposed under this review.

## 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts the reviewed register of delegations from Council to CEO as attached including new delegations under the *Aboriginal Cultural Heritage Act 2003*.

## ATTACHMENTS



UPDATING BSC  
Register of Delegations

1. Register of Delegations (tracked changes)

## 12. Corporate Services

- 12.01.01 Deputy Chief Executive Officer Report
- 12.01.02 Public Consultation and Submissions on Draft Town Planning Scheme
- 12.01.03 Application for Operational Works – Crimson Edge
- 12.01.04 GOV-POL-005 Public Interest Disclosure (PID) Policy Review
- 12.01.05 GOV-POL-007 Right to Information (RTI) Policy Adoption
- 12.01.06 ADM-POL-001 Administrative Action Complaint Management Policy
- 12.01.07 GOV-POL-003 Risk Management Policy Review
- 12.01.08 HRM-POL-003 Timesheet Policy Review
- 12.01.09 HRM-POL-004 Recruitment Policy Review
- 12.02.01 Executive Officer Report
- 12.02.02 Adoption of ADM-POL-013 Minors in the Library Policy



## Deputy CEO Reports

### 12.01.01 Deputy Chief Executive Officer Report

---

DEPARTMENT:	Corporate and Community Services, Human Resources, WH&S
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	3 June 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

---

#### 1. TOWN PLANNING SCHEME

Public consultation for Council's draft Planning Scheme commenced on Monday 15 May 2017 and will run until Friday 30 June 2017. Representatives from DILGP and Liz Taylor, Council's Town Planning consultant, will be in the Burke Shire for public consultation sessions, and private meetings with stakeholders, on Wednesday 7 and Thursday 8 June 2017.

This timing will ensure that the public are able to review the new Scheme prior to the consultation sessions, and have time to submit a submission thereafter should they wish to. The consultation sessions have been publicly advertised and copies of the draft scheme are available for viewing in both Burketown and Gregory, as well as on the Council website.

Consultation Sessions:

Burketown: 7 June 2017 from 5pm at Nijinda Durlga

Gregory: 8 June 2017 from 9am at Gregory Showgrounds Hall

Council will need to consider any submissions and may need to amend the Scheme in line with such prior to adoption of the Scheme.

#### 2. VISITOR INFORMATION CENTRE RESTORATION

Phase 1 (waterproofing)	Completed 10 March 2016
Phase 2 (restumping)	Quotes received, progress dependent on identifying eligible external funding opportunity. Council was not successful in receiving QTIF (Queensland Tourism Infrastructure Fund) funding to assist in the completion of Stage 2 Restoration Works. TDDI funding is being sought for these works.
Phase 3 of restoration (internal and external works)	<p>Also external funding dependent. Aim to combine with Phase 2 if possible.</p> <p>Council has identified \$100,000 in the 2016-17 budget to be used as matching funds when an eligible funding source is identified.</p> <p>August 2016 – quotes being sought for replacement steps required for emergency repairs to failed steps (reported June 2016).</p> <p>September 2016 – BSC has carried out temporary repair to steps.</p> <p>November 2016 – Funding application to be made under Queensland Tourism</p>

	<p>Demand Driver Infrastructure fund (TDDI) 2017-18 (closing 6 December 2016)</p> <p>December 2016 – TDDI application submitted</p> <p>January 2017 – No update; still waiting on funding announcement</p> <p>February 2017 – Funding Application will be made through BBRF Round 1 for funds to complete this project.</p> <p>March 2017 – TDDI applications currently with minister pending decision</p> <p>April 2017 – Received a call from TDDI administrator to clarify details of application. At this stage application is still live, but funding round was oversubscribed. Still waiting on a decision.</p> <p>May 2017 – TDDI application has passed through State Government and currently sitting with Federal minister (Steven Ciobo) for final decision. During his visit on 5 May, Senator Ian Macdonald expressed interest in this project and has been provided with additional project information to follow up with his Federal counterparts on this matter in relation to both the TDDI and BBRF application.</p> <p>June 2017 – Still waiting on funding announcements.</p>
--	---

### 3. HUMAN RESOURCES UPDATE

#### Staff Changes – Departures:

Nil

#### Staff Changes – Appointments:

Laurie Portch has been appointed as Plant Operator – Jetpatcher. Laurie is currently working for Council as a member of the Parks and Gardens crew.

#### Recruitment:

- The recruitment process for the role of Executive Manager of Works and Infrastructure is nearly completed.
- Works Manager position applications closed on 29 May 2017. CEO, DCEO and AWM are in the process of interviewing candidates.
- HR and Workforce Development Coordinator position applications closed on 29 May 2017. CEO and DCEO conducted interviews on 31 May 2017 and selected a final shortlist of candidates who are currently undergoing online skills testing.
- Community Development and Tourism Officer position applications closed on 29 May 2017. CEO, DCEO and AEO conducted interviews on 31 May 2017 and selected a final shortlist of candidates who are currently undergoing online skills testing.
- Council is advertising locally for a jetpatcher and RMPC labourer. Applications close on Monday 5 June 2017. Both internal and external applications have been received.

#### Enterprise Bargaining:

An initial meeting between staff representatives, Council management and unions took place on May 16 in Burketown to commence the enterprise bargaining process. The next meeting is scheduled for 13 July 2017 in Burketown. The DCEO has prepared a separate report on the enterprise bargaining process for delivery at the June Ordinary Council Meeting.

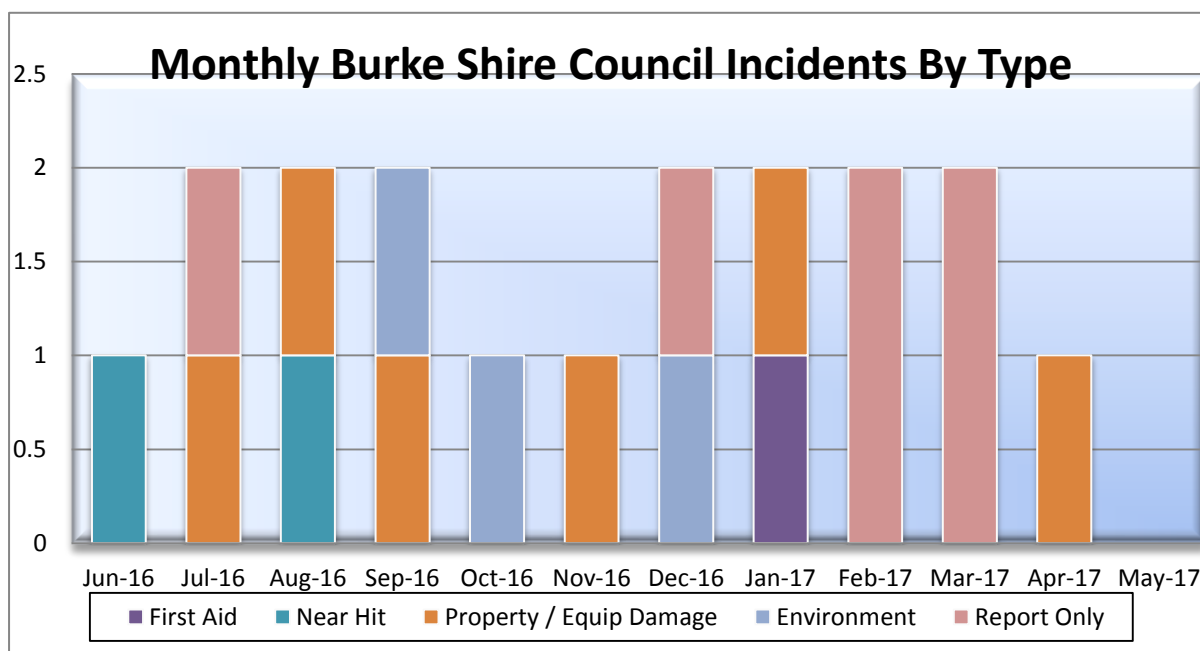
Training:

The following training has taken place over the last month:

- Apprenticeships and Traineeships are ongoing
- Staff continue online Microsoft Office software training through a subscription to LGAQ's online learning platform
- Relevant staff are continuing to logging the necessary 20 hours of practical time for traffic management licencing
- DCEO attended LGMA Future Leaders Forum in Cairns
- DCEO attended LGAQ IR/HR Workshop in Cairns
- Parks and Gardens and Depot Administration staff underwent team-building training with John Carr of Coach Central
- Staff received computer literacy training from On the Road Computers
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

#### 4. WORKPLACE HEALTH AND SAFETY

There were no incidents reported for the month of May 2017. A copy of the WHS report is attached.



#### 5. OFFICER'S RECOMMENDATION

That Council notes the contents of this Deputy CEO Update for June 2017.

#### ATTACHMENTS



170613 EOM OHS  
Report May 2017.doc

1. May 2017 WHS Report

## Deputy CEO Reports

### 12.01.02 Public Consultation and Submissions on Draft Town Planning Scheme

---

DEPARTMENT:	Planning and Development
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	15 June 2017
LINK TO COUNCIL PLAN/S:	Operational Plan, Town Planning Scheme

---

#### 1. PURPOSE

To review recent public consultation relating to Council's draft Town Planning Scheme and consider whether or not Council should make a submission toward its own Scheme.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

At the August 2014 Ordinary Council Meeting, Council made the following resolution:

##### **09.01.05 New Burke Shire Council Town Planning Scheme**

**That Council resolves to prepare a new town planning scheme and notifies the Minister, in writing, of this resolution.**

**Moved: Cr Camp  
Seconded: Cr Poole**

**Carried 14.140821 5/0**

Council has been worked with the Department of Local Government, Infrastructure and Planning (DILGP) who have been developing the new Burke Shire Planning Scheme as part of a so-called 'MALPI-lite' pilot project for small, remote Shires. (MALPI refers to Statutory Guideline 04/14 Making and Amendment Local Planning Instruments.)

Councillors and Council staff have met several times with DILGP representatives in the past 2 years to further develop the scheme and adapt the MALPI-lite template to suit Burke Shire Council's unique requirements.

At the Special Council Meeting on 4 August 2016, Council made the following resolution:

**03.01 Burke Shire Council Draft Town Planning Scheme**

- a. That Council notes the contents of this report; and
- b. Pursuant to Section 117(1), Part 5, Chapter 3, of the Sustainable Planning Act 2009; Section 5, Part 2 of the Sustainable Planning Regulation 2009 and Statutory guideline 04/14 Making and amending local planning instruments, dated 9 October 2014, Council endorses the Burke Shire Council Draft Planning Scheme attached to this report (Attachment 1) with the following amendments:
  1. Council clarifies its strategic intent regarding Tourist Parks
  2. Council requires that Tourist Parks be treated as impact assessable
  3. The Township Zone is to be extended further south in Gregory as far as the Wills Developmental Road
  4. The area of the Bidunggu DOGIT (Deed of Grant in Trust) (L13 onCP855144) currently marked as Residential be amended to Township Zone
  5. Mapping be amended to accurately reflect changes made following the Burketown ILUA (Indigenous Land Use Agreement), in particular light industrial land on the outskirts of Burketown
  6. It be noted that Council's preference is for Rural Residential land not to be sub-dividable
  7. Strategic intent is provided regarding the treatment of:
    - a. Container/Shed-based housing
    - b. Off-grid power for residential, commercial and industrial developments
  8. The register of local Cultural Heritage Buildings and Places be reviewed with a view to:
    - a. Removing the Church (Burketown) L77 on B1364
    - b. Removing the Old Police Lockup (Gregory ( L1 on BK1))
  9. Review Dwelling House level of assessment to incorporate Building Code-certified floor height requirements and make provision for self-assessment
  10. Review operational works level of assessment regarding volume of fill used on a lot
  11. Any other administrative amendments as a consequence of the above
- c. Council delegates authority to the Mayor and CEO to:
  - a. Satisfy the amendments listed in section b.1.; and
  - b. Request the Minister's approval to proceed to public consultation; and
- d. Council commits to holding a public forum in Burketown and Gregory during the public consultation period.

Moved: Cr Yanner

Seconded: Cr Clarke

Carried 160804.01 4/0

On 16 November 2016, Council wrote to the Deputy Premier requesting permission to proceed to public consultation. On 5 December 2016, the Deputy Premier granted approval, conditionally granted on the following basis:

"Prior to commencement of public notification, Burke Shire Council is to determine a defined flood level to be included in the proposed planning scheme and incorporate the related mapping for Burketown."

Council worked with DILGP and Engeny (a mapping/GIS/hydrology consultancy) to develop the Defined Flood Event (DFE) being a 1% Annual Exceedance Probability (AEP) event and at the March 2017 Ordinary Council Meeting made the following resolution:

**13.05 Adoption of Defined Flood Levels for Planning Scheme**

- 1. That Council note the contents of this report; and**
- 2. That Council adopt the attached defined flood levels (Defined Flood Event) for use in the Burke Shire Council Town Planning Scheme**

**Moved: Cr Poole**

**Seconded: Cr Murray**

**Carried 170323.34 4/0**

Following this, Council was able to move to public consultation.

Burke Shire's draft planning scheme has been available for public consultation since 18 May 2017, and the consultation period will close on 30 June 2017. This provides 30 business days of consultation, as required under the Sustainable Planning Act 2009; with submissions being received up until close of business on Friday, 30 June 2017.

Public meetings to discuss the draft planning scheme were held at Burketown on Wednesday 7 June 2017 and at Gregory on Thursday 8 June 2017.

The public meetings were quite well attended and a variety of issues raised and discussed. Local residents who attended the public meetings were encouraged to make submissions in relation to the draft planning scheme and were advised of the formal submission process. Stephen Smith and Graeme Kenna from DILGP, along with Council's consultant town planner, Liz Taylor, also attended to provide assistance.

### 3. PROPOSAL

Following on from issues raised at the public meetings and following a review of the draft planning scheme by Council's consultant planner, it is considered prudent and advantageous for Council to make a submission on the draft planning scheme to ensure local issues are adequately addressed and to ensure the draft scheme is robust and fit for purpose.

All submissions lodged during the public consultation period will be reported to Council in due course with any associated suggested amendments, changes or variations to the draft planning scheme. The final amended draft planning scheme is then required, under the Sustainable Planning Act 2009, to be referred to the State government for a final State interest check, prior to finalization.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

The proposed submission would be prepared in conjunction by the DCEO and Liz Taylor, in consultation with DILGP representatives. Liz Taylor had previously prepared a draft submission, which would be amended with new information following the recent community consultation sessions.

Approximately \$3,500 remains in Council's Town Planning and Development Budget for 2016-17, which should be ample to cover any additional consultant fees to complete the submission.

### 5. POLICY & LEGAL IMPLICATIONS

Public consultation must occur in accordance with statutory guideline 04/17 Making and amending local planning instruments; key steps reproduced below. There is nothing prohibiting a local government from making a submission towards its own Scheme:

**Step 6. Local government commences public consultation of a proposed planning scheme**

Responsible entity	Processes to which this step applies	Step	Performance indicator timeframe
Local government	<ul style="list-style-type: none"> <li>Planning scheme</li> <li>Major amendment</li> </ul>	<p><b>6.1</b> Before publicly consulting on the proposed planning scheme the local government must comply with any condition imposed by the Minister under Step 5.3(b).</p> <p><b>6.2</b> The local government must carry out public consultation about the proposed planning scheme, including in accordance any proposed communication strategy required under Step 4.1(d)(ii), for a period (<b>consultation period</b>) of at least 30 business days.</p> <p><b>6.3</b> The local government must notify the public that the proposed planning scheme is available for public consultation by, at a minimum, placing a notice in a newspaper circulating generally in the local government's area and on the local government's website, stating:</p> <p>(a) the name of the local government</p> <p>(b) the title of the proposed planning</p>	45 business days (incorporating a 30 business day consultation period)



Responsible entity	Processes to which this step applies	Step	Performance indicator timeframe
		<p>scheme</p> <p>(c) for a proposed major amendment:</p> <p>(i) the purpose and general effect of the amendment, and</p> <p>(ii) the location details of the area where it applies, if it only relates to part of the local government area</p> <p>(d) where the proposed planning scheme is available for inspection and purchase</p> <p>(e) that written submissions about any aspect of the proposed planning scheme may be made to the local government by any person</p> <p>(f) the consultation period during which a submission may be made</p> <p>(g) the requirements for making a properly made submission</p> <p>(h) a contact telephone number for information about the proposed planning scheme, and</p> <p>(i) a proposed communication strategy is required to be implemented by the local government in certain circumstances. The absence of a communication strategy does not mean that the proposed planning scheme or amendment will not result in adverse effects upon individual members of the public. It remains the responsibility of the public to satisfy themselves as to the effect of the proposed planning scheme or amendment.</p> <p><b>6.4</b> During the consultation period, the local government must display a copy of the notice in an obvious place in the local government's public office and have a copy of the proposed planning scheme available for inspection and purchase.</p> <p><b>6.5</b> The notice and proposed planning scheme must also be available for download on the local government's website.</p>	

**Step 7. Local government reviews submissions and decides how to proceed with the proposed planning scheme**

Responsible entity	Processes to which this step applies	Step	Performance indicator timeframe
Local government	<ul style="list-style-type: none"> <li>Planning scheme</li> <li>Major amendment</li> </ul>	<p><b>7.1</b> The local government must consider every properly made submission about the proposed planning scheme.</p> <p><b>7.2</b> After considering the submissions, the local government:</p>	55 business days (planning scheme) or



Responsible entity	Processes to which this step applies	Step	Performance indicator timeframe
		<p>(a) may make changes to the proposed planning scheme to:</p> <p>(i) address issues raised in a properly made submission</p> <p>(ii) amend a drafting error, or</p> <p>(iii) address new or changed planning circumstances or information</p> <p>(b) must ensure any changes continue to appropriately integrate any relevant regional plan or SPP, including the state interests expressed in those instruments, as confirmed by the Minister under Step 2A.1, and</p> <p>(c) must advise each person in writing who made a properly made submission about how the local government has dealt with their submission.</p> <p><b>7.3</b> If the local government changes the proposed planning scheme and the changes result in the proposed planning scheme being significantly different to the version released for public consultation, the local government must go back to Step 6 and repeat the process.</p> <p><b>7.4</b> Despite Step 7.3, public consultation may be limited to those aspects of the proposed planning scheme which have significantly changed.</p> <p><b>7.5</b> After complying with Steps 7.1 to 7.4, where relevant, the local government must decide to:</p> <p>(a) proceed with the proposed planning scheme with no change</p> <p>(b) proceed with the proposed planning scheme with changes if it reasonably believes the changes do not result in the proposed planning scheme being significantly different to the version released for public consultation, or</p> <p>(c) not proceed with the proposed planning scheme.</p> <p><b>7.6</b> If proceeding with the proposed planning scheme, the local government must write to the Minister seeking approval to adopt the proposed planning scheme and proceed to Step 9.</p> <p><b>7.7</b> If proceeding with the proposed planning scheme with changes under Step 7.5(b), the written notice given to the Minister under Step 7.6 must include:</p> <p>(a) a summary of matters raised in the properly made submissions and how the local government dealt with the matters</p> <p>(b) identification of any changes to the</p>	45 business days (major amendment)

Responsible entity	Processes to which this step applies	Step	Performance indicator timeframe
		<p>proposed planning scheme that relate to any relevant regional plan or SPP as confirmed by the Minister under Step 2A.1</p> <p>(c) information about whether the local government considers the changes to the proposed planning scheme affect a state interest</p> <p>(d) an electronic copy of the proposed planning scheme (and a hard copy if requested by the Minister) that clearly identifies the changes that have been made to the proposed planning scheme since the state interest review, and</p> <p>(e) confirmation that the local government does not believe the proposed planning scheme is significantly different from a version which has undertaken public consultation and that additional public consultation under Step 7.3 has been undertaken, if applicable.</p>	

## 6. CRITICAL DATES & IMPLICATIONS

Given that the public consultation period closes on 30 June 2017, it is critical to complete and lodge any submission prior to that date. As such, it is important that such a decision be made at the June 2017 Ordinary Council Meeting to allow for finalisation and lodgement of any submission prior to the deadline.

## 7. CONSULTATION

Public consultation has taken place on the town planning scheme as outlined above. The DCEO has consulted with Liz Taylor and representatives from DILGP regarding making a submission to Council's draft Scheme.

## 8. CONCLUSION

Through public consultation some valid amendments to the Scheme have been identified and it would be appropriate for Council to utilise the submission process to address those, to be considered when Council (with assistance from DILGP) finalises the draft Town Planning Scheme.

## 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council prepare and lodge a properly made submission on the draft planning scheme by close of business on 30 June 2017. The submission is to identify issues raised during the public meetings at Burketown and Gregory and any other issues that may require further consideration by Council prior to final adoption of the draft planning scheme.

## ATTACHMENTS

Nil

## Deputy CEO Reports

### 12.01.03 Application for Operational Works – Crimson Edge

---

DEPARTMENT:	Planning and Development
RESPONSIBLE OFFICER:	Nils Hay; Deputy COE
DATE REPORT PREPARED:	15 June 2017
LINK TO COUNCIL PLAN/S:	Operational Plan, Town Planning Scheme

---

#### 1. PURPOSE

To consider the Application for Operational Works- Development Permit for Earthworks, Roadworks, Stormwater Drainage, Water Recirculation, Sewer Reticulation and Electrical and Telecommunication Ducting for Stages 1 & 2 - Crimson Edge Residential Estate, Burketown.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has entered into a Development Management Agreement with Economic Development Queensland (EDQ) to develop Crimson Edge (L22-39 on B13610). As part of the development, operational works are required on the site.

Wolter Consulting Group, engaged by EDQ have submitted the Application for Operational Works to Council (attached).

#### 3. PROPOSAL

The following has been prepared by Liz Taylor, Council's consultant Town Planner:

##### INTRODUCTION

Council is in receipt of an Application for operational works, lodged by Wolter Consulting Group, for the construction of the two Stages of the Crimson Edge Residential Estate in Burketown.

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

##### SITE DETAILS

The Crimson Edge Residential Estate is comprised of Lots 22 to 39 B13610 and covers a total area of 3.58 hectares.

The land is generally level, devoid of vegetation and suitable for residential development.

##### PROPOSED DEVELOPMENT

The Crimson Edge Residential Estate is a new residential subdivision in Burketown, being undertaken jointly by the Council and Economic Development Queensland.

Stages 1 & 2 are comprised a total of 18 residential lots, each with an area of 1012m<sup>2</sup>.

Each lot will be serviced by a bitumen sealed road, gravel driveway, stormwater drainage and urban services.

### TOWN PLANNING ASSESSMENT

Under the current Burke Shire Planning Scheme, Operational Works not associated with Reconfiguring a Lot is Exempt development. Based on the fact that all the lots that comprise the Crimson Edge Residential Estate exist and are not the subject of an Application for Reconfiguration, no further assessment against the current Planning Scheme is required.

### OTHER ISSUES

A review of the plans lodged with the Application indicates that a sewer main is to be located within and adjacent to the rear boundaries of the following lots: Lots 31, 32, 33, 34, 35, 36, 37, 38 and 39 B13610. On that basis an Easement for Services in favour of Council, is required for the full length of the rear boundary of Lots 31 to 39, for a width of 6 metres measured from the rear property boundary of each lot; to provide Council with unfettered access to service the sewer main, if necessary, in the future.

No building work, in the form of buildings or structures is permitted within the Easement. However, the Easement area can be used for gardens etc. provided that Council is not responsible for any damage to improvements associated with accessing the sewer main. Relevant provisions to this effect should be required to be included in the supporting Easement documentation at the time of Registration of the Easements on the Plans of Survey for each lot.

Any survey work required to create new Plans of Survey for each lot encumbered by an Easement, the registration of the Easements and all legal documentation prepared in support of the Easements should be at no cost to Council.

### REFERRAL AGENCIES

There are no referral agencies for the Application.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

There are no direct financial or resource implications to Council with regard to this development assessment, however the creation of easements on L31-19 on B13610 to provide access to sewer infrastructure will have a small impact on EDQ's overall project budget.

#### 5. POLICY & LEGAL IMPLICATIONS

This assessment is being carried out in accordance with Council's Town Planning Scheme and the Sustainable Planning Act 2009.

#### 6. CRITICAL DATES & IMPLICATIONS

In the interest of furthering the Crimson Edge development, it is highly desirable that this matter be decided at the June 2017 Ordinary Council Meeting.

#### 7. CONSULTATION

This report is based on advice from Liz Taylor, Council's town planning consultant, who engaged with Wolter's in the preparation of this advice.

## 8. CONCLUSION

The issue of an Operational Works Permit will progress the lawful construction of Stages 1 & 2 of the Crimson Edge Residential Estate at Burketown. The development is recommended to Council, subject to reasonable and relevant conditions.

## 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. In accordance with the Sustainable Planning Act 2009 as amended, the applicant be notified that the Application for a Development Permit for Operational Works – Earthworks, Roadworks, Stormwater Drainage, Water Recirculation, Sewer Reticulation and Electrical and Telecommunication Ducting for Stages 1 & 2 of the Crimson Edge Residential Estate at Marshall Street and Burke Street, Burketown, being - Lots 22 to 39 B13610 is approved subject to the conditions detailed below:

### ASSESSMENT MANAGER CONDITIONS (COUNCIL)

- A. The development shall be undertaken substantially in accordance with the submitted Plans of Development, except as modified by this approval:
  - Plan EDQ – 0001 – CO1 – Revision A;
  - Plan EDQ – 0001 – CO2 – Revision A;
  - Plan EDQ – 0001 – CO3 – Revision A;
  - Plan EDQ – 0001 – CO4 – Revision A;
  - Plan EDQ – 0001 – CO5 – Revision A;
  - Plan EDQ – 0001 – CO6 – Revision A;
  - Plan EDQ – 0001 – CO7 – Revision A;
  - Plan EDQ – 0001 – CO8 – Revision A;
  - Plan EDQ – 0001 – CO9 – Revision A; and
  - Plan EDQ – 0001 – CO10 – Revision A;to the satisfaction of the Chief Executive Officer or delegate.
- B. If un-actioned this development approval lapses four (4) years after the day that the development approval takes effect, unless extended under the Planning Act 2016.
- C. Should any of the Council's assets be damaged during the construction of any new infrastructure, or associated works the cost of the reinstatement of all such assets shall be met by the proponent, to the satisfaction of the Chief Executive Officer or delegate.
- D. The applicant shall ensure the development site is maintained in a clean and tidy condition at all times, to the satisfaction of the Chief Executive Officer or delegate.
- E. During construction, dust suppression measures on site must be provided, if required, to the satisfaction of the Chief Executive Officer or delegate.


- F. An Easement for Services in favour of Council, is required for the full length of the rear boundary of Lots 31 to 39, for a width of 6 metres measured from the rear property boundary of each lot; to provide Council with unfettered access to service the sewer main, if necessary in the future, to the satisfaction of the Chief Executive Officer or delegate.
- G. No building work, in the form of buildings or structures is permitted within the Easement. However, the Easement area can be used for gardens etc. provided that Council is not responsible for any damage to improvements associated with accessing the sewer main. Relevant provisions to this effect are required to be included in the supporting Easement documentation at the time of Registration of the Easements on the Plans of Survey for each lot, to the satisfaction of the Chief Executive Officer or delegate.
- H. Any survey work required to create new Plans of Survey for each lot encumbered by an Easement, the registration of the new Survey Plans and accompanying legal documentation prepared in support of the Easements, is at no cost to Council.

#### ATTACHMENTS

1. Advice from Liz Taylor

  
Report to Council -  
Crimson Edge.pdf

  
2017.06.15 Report  
to Council.doc

  
2017.06.14 Op  
Works Plans...pdf

2. Operational Works application from Wolters Consulting

  
170612 Operational  
Works Crimson Edge .

  
OP Works Cover  
Letter.pdf

  
Proposed OPW  
Plans...pdf

  
IDAS Forms.pdf

## Deputy CEO Reports

### 12.01.04 GOV-POL-005 Public Interest Disclosure (PID) Policy Review

---

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Nils Hay, Deputy CEO
DATE REPORT PREPARED:	10 June 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

---

#### 1. PURPOSE

To review Council's GOV-POL-005 Public Interest Disclosure (PID) Policy

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council's PID Policy was introduced on 16 May 2013 (resolution 130516.06) and previously reviewed on 17 March 2016 (resolution 160317.14).

This Policy serves to ensure that Council meets its obligations under the Public Information Disclosure Act 2010 (PID Act). It supports Council's wider governance framework in documenting our organisational commitment to encouraging the internal reporting and investigation of wrongdoing. To that end, it exists alongside our Fraud Management Framework, Administrative Action Complaint Management framework and other complaint management procedures.

This Policy was reviewed with assistance from Acting DCEO Ross Higgins and the basis of development of a formal PID Procedure (GOV-PRO-001), attached. Both documents were then subjected to analysis and comment from the Queensland Ombudsman to further improve compliance (see feedback attached).

#### 3. PROPOSAL

A number of changes have been made to the Policy (see tracked changes in attached copy). These include:

- better clarifying the role the Mayor and Executive Management Team can play in the management of PIDs
- Adding specific reference to the newly-developed Procedure
- Updating legislative references
- General formatting changes
- Updating version information
- Increasing review period to two years
- Changes as per the attached advice of the QLD Ombudsman.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

As an existing Policy, the proposed changes are not anticipated to have any financial or resource implications for Council.

#### 5. POLICY & LEGAL IMPLICATIONS

The maintenance of this policy and implementation of the associated procedure will assist Council to manage PIDs in accordance with the PID act.

#### 6. CRITICAL DATES & IMPLICATIONS

The Queensland Ombudsman will be conducting a visibility review of Council's website during July 2017. It is desirable that the Policy be updated and uploaded to the website (along with the new Procedure) prior to this taking place. As such, the June 2017 Ordinary Council Meeting would be an appropriate time to adopt the revised Policy.

As noted above, the review period for this policy has been increased from annually to every two years.

#### 7. CONSULTATION

The ADCEO, Ross Higgins, and DCEO reviewed this policy jointly. The ADCEO developed the attached Procedure based upon his previous experience in managing PIDs and procedures utilised in other Local Governments. Prior to being brought to Council, both documents were presented to the Queensland Ombudsman for comment, and those comments incorporated into the review process.

#### 8. CONCLUSION

The adoption of this Policy will ensure that Council has a robust framework to manage Public Interest Disclosures in compliance with the PID Act.

#### 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report, including GOV-PRO-001 Public Interest Disclosure (PID) Procedure, as attached; and
2. That Council adopts version 2 of GOV-POL-005 Public Interest Disclosure (PID) Policy as attached.

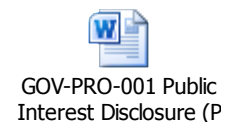
#### ATTACHMENTS

1. Version 2 GOV-POL-005 Public Interest Disclosure (PID) Policy



GOV-POL-005 Public Interest Disclosure (P

2. Version 0 GOV-PRO-001 Public Interest Disclosure (PID) Procedure



GOV-PRO-001 Public Interest Disclosure (P

3. Advice from QLD Ombudsman regarding Council's PID Policy and Procedure



170609 Burke Shire Council policy feedback



## Deputy CEO Reports

### 12.01.05 GOV-POL-007 Right to Information (RTI) Policy Adoption

---

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Nils Hay, Deputy CEO
DATE REPORT PREPARED:	6 June 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

---

#### 1. PURPOSE

To introduce and adopt Council's Right to Information (RTI) Policy and Procedural framework.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In 2009, Freedom of Information (FOI) legislation was replaced by the Right to Information Act 2009 (RTI Act) and Information Privacy Act 2009 (IP Act).

The Right to Information Act (RTI Act) aims to make more government information available to all sectors of the community. The RTI Act is complemented by the Information Privacy Act 2009 (IP Act), which establishes a right to access and to amend personal information.

Section 20 of the Right to Information Act 2009 (RTI Act) states that:

- (1) An agency must make copies of each of its policy documents available for inspection and purchase by the public.*
- (2) However, nothing in this section prevents an agency from deleting exempt information or contrary to public interest information from a copy of a policy document.*
- (3) A person must not be subjected to any prejudice because of the application of the provisions of an agency's policy document (other than provisions the agency is permitted to delete from a copy of the document) to any act or omission of the person if, at the time of the act or omission—*
  - (a) the policy document was not available for inspection and purchase; and*
  - (b) the person was not aware of the provisions; and*
  - (c) the person could lawfully have avoided the prejudice had the person been aware of the provisions.*

At present, Council has no formal RTI Policy or Procedure and is therefore non-compliant under the RTI Act.

#### 3. PROPOSAL

A proposed RTI Policy and Procedure are attached to assist Council to provide greater governance transparency and to meet our legislated obligations under the RTI Act.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The introduction of this Policy and the procedural framework around it will require minor additional resource utilisation in the short-term establishment:

- Upload of new documents and content to Council's website
- Staff education around Policy, Procedure and operational requirements

There will also be minor on- going resources required:

- Maintenance of disclosure log
- Addressing of any RTI requests (it is possible these will increase as public become more aware of Council's RTI framework once it is available on the website)

That said, it is anticipated that the resource implications will be minor (<\$500 in terms of staff time and materials on an annual basis).

Making an RTI application requires payment of an application fee, which is set by s4 of the RTI Regulation 2009 (\$46.40). IP applications do not incur an application fee

#### 5. POLICY & LEGAL IMPLICATIONS

Council does not currently comply with the RTI Act, the adoption of an RTI Policy and implementation of an associated procedural framework will remedy this.

#### 6. CRITICAL DATES & IMPLICATIONS

It is desirable that Council rectify this non-compliance as soon as reasonably practicable. The June 2017 Ordinary Council Meeting would be an appropriate time to adopt this Policy, and allow the implementation of Council's RTI framework to commence.

Given the newness of these documents, a 12-month review period has been set.

#### 7. CONSULTATION

The ADCEO, Ross Higgins, developed this Policy and Procedure in consultation with the DCEO, Acting EO and other management staff.

#### 8. CONCLUSION

The adoption of this Policy will improve Council's governance framework and improve overall compliance, specifically in the RTI and IP space.

#### 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report, including GOV-PRO-002 Right to Information (RTI) Procedure, as attached; and
2. That Council adopts version 0of GOV-POL-007 Right to Information (RTI) Policy as attached.

## ATTACHMENTS

1. Version 0 GOV-POL-007 Right to Information (RTI) Policy



GOV-POL-007 Right  
to Information (RTI) I

2. Version 0 GOV-PRO-001 Right to Information (RTI) Procedure



GOV-PRO-002 Right  
to Information (RTI) I

## Deputy CEO Reports

### 12.01.06 ADM-POL-001 Administrative Action Complaint Management Policy

---

DEPARTMENT:	Administration, Governance
RESPONSIBLE OFFICER:	Nils Hay, Deputy CEO
DATE REPORT PREPARED:	3 June 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

---

#### 1. PURPOSE

To develop and adopt a formal Policy and Procedure for the management of Administrative Action Complaints.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required to have a process for the management of Administrative Action Complaints under s268 of the Local Government Act 2009 (the Act) as below.

#### **268 Process for administrative action complaints**

- (1) *A local government must adopt a process for resolving administrative action complaints.*
- (2) *An administrative action complaint is a complaint that—*
  - (a) *is about an administrative action of a local government, including the following, for example—*
    - (i) *a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision;*
    - (ii) *an act, or a failure to do an act;*
    - (iii) *the formulation of a proposal or intention;*
    - (iv) *the making of a recommendation; and*
  - (b) *is made by an affected person.*
- (3) *An affected person is a person who is apparently directly affected by an administrative action of a local government.*
- (4) *A regulation may provide for the process for resolving complaints about administrative actions of the local government by affected persons.*

As per s187 of the Local Government Regulation 2012 (the Regulation), Council must capture data relating to Administrative Action Complaints and report on it in each Annual Report.

#### **187 Administrative action complaints**

- (1) *The annual report for a financial year must contain—*
  - (a) *a statement about the local government's commitment to dealing fairly with administrative action complaints; and*

*(b) a statement about how the local government has implemented its complaints management process, including an assessment of the local government's performance in resolving complaints under the process.*

*(2) The annual report must also contain particulars of—*

*(a) the number of the following during the financial year—*

- (i) administrative action complaints made to the local government;*
- (ii) administrative action complaints resolved by the local government under the complaints management process;*
- (iii) administrative action complaints not resolved by the local government under the complaints*

*(3) management process; and*

*(a) the number of administrative action complaints under paragraph (a)(iii) that were made in a previous financial year.*

Council do not presently have a formal process for resolving administrative action complaints.

### 3. PROPOSAL

While Council already possesses internal processes for the general management of complaints, ADM-POL-001 Administrative Action Complaint Management Policy and AMD-PRO-035 Administrative Action Complaint Management Procedure (both attached) are designed to satisfy Council's requirement to comply with s268 (1) of the Act.

This framework has also been designed to allow for straightforward reporting of Administrative Action Complaints each financial year in line with s187 of the Regulation.

In addition to the improved compliance, this complaints management framework is designed to ensure that Council provides a high standard of customer service to all stakeholders by managing administrative action complaints in a professional, transparent and accountable way.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

The formalisation of this process should have minimal financial and resource implications upon Council.

### 5. POLICY & LEGAL IMPLICATIONS

As noted above, the adoption of this framework will improve Council's compliance under s268 of the Act.

### 6. CRITICAL DATES & IMPLICATIONS

Having not previously adopted a process for resolving administrative action complaints, Council is currently not compliant with s268 of the Act. As such it is recommended that ADM-POL-001 be adopted at the next (June 2017) Ordinary Council Meeting to rectify this situation.

It is proposed that both the new Policy and Procedure be introduced with a 12-month review timeframe as they will likely require general refinement as they are implemented and tested in real-world situations.

## 7. CONSULTATION

In developing this Policy and Procedure the A/DCEO and DCEO examined policies from a range of other local government and consulted internally, particularly with the Acting EO in the creation of the procedure and associated documentation, registers and correspondence templates.

## 8. CONCLUSION

The adoption of this policy will both improve Council's general compliance under the Act, as well as providing an improvement framework to manage Administrative Action Complaints and ensure that a high quality of customer service is provided to stakeholders.

## 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report, including ADM-PRO-035 Administrative Action Complaint Management Procedure, as attached; and
2. That Council adopts version 0 of ADM-POL-001 Administrative Action Complaint Management Policy as attached.

## ATTACHMENTS

1. Version 0 ADM-POL-001 Administrative Action Complaint Management Policy
2. Version 0 ADM-PRO-035 Administrative Action Complaint Management Procedure



ADM-POL-001  
Administrative Action



ADM-PRO-035  
Administrative Action

## Deputy CEO Reports

### 12.01.07 GOV-POL-003 Risk Management Policy Review

---

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Nils Hay; DCEO
DATE REPORT PREPARED:	9 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

---

#### 1. PURPOSE

To review and updated Council's Risk Management Policy.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted GOV-POL-003 in August 2014. Since this time, Council has instituted and improved a range of risk management systems. This policy was last reviewed in May 2016.

#### 3. PROPOSAL

As per the marked up document attached, it is proposed that the Operational Plan be recognized, in addition to the Corporate Plan, as part of Council's planning process into which risk management is integrated.

It is also proposed that ERA Permits be referenced generally as related documents, as opposed to specifically listing Permits.

All other changes are cosmetic or version control in nature.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

#### 5. POLICY & LEGAL IMPLICATIONS

While not a policy required under legislation, the maintenance of a Risk Management Policy is standard good practice.

#### 6. CRITICAL DATES & IMPLICATIONS

It has been 12 months since the last review of this Policy. As such, the May 2017 Ordinary Council Meeting is an appropriate time to revisit and review it.

## 7. CONSULTATION

The DCEO has reviewed numerous Risk Management Policies from other Local Governments as part of this process. While variations exist within the sector, Burke Shire's Policy contains similar content to many others and remains relevant to a Council of our size.

## 8. CONCLUSION

As Council improves its approach to Risk Management, it is important to ensure the Risk Management Framework is underpinned by an appropriate Policy. This document continues to serve well in that role.

## 9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council adopts GOV-POL-003, Version 3, as attached.

## ATTACHMENTS

1. GOV-POL-003 Risk Management Policy



GOV-POL-003 Risk  
Management Policy.d



## Deputy CEO Reports

### 12.01.08 HRM-POL-003 Timesheet Policy Review

---

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay, Deputy CEO
DATE REPORT PREPARED:	6 June 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

---

#### 1. PURPOSE

To review Council's Timesheet Policy.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council's Timesheet Policy was adopted in July 2013 and has undergone regular annual review since.

In May 2017, following a query from staff, Council conducted both an audit of payroll performance and an internal staff survey around payroll accuracy. While overall accuracy is currently sitting above 96%, the errors identified were relatively consistent, associated with data entry, and should prove easy to prevent in future. The key sources of data entry error were associated with Camp Allowance and confusion of job cost codes between leave types.

#### 3. PROPOSAL

The attached, reviewed and amended Policy and Procedure documents show tracked changes.

Policy changes have been minimal, updating references to new legislation and improving the consistency of language in the policy (third versus first person).

The Procedure has undergone more significant review, with the addition of a slightly updated timesheet template to better capture Camp Allowance.

In conjunction with these changes, from 1 July 2017, the Finance Department will alter several job cost codes to try to reduce confusion.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

As an existing Policy, the proposed changes are not anticipated to have any financial or resource implications for Council.

#### 5. POLICY & LEGAL IMPLICATIONS

Council has traditionally sought to update this policy on an annual basis, with this review continuing that practice.

While Council's current Certified Agreement continues to operate, this Policy and Procedure remain appropriate. It is possible that Council will need to further revise timesheets following the introduction of a new Certified Agreement.

## 6. CRITICAL DATES & IMPLICATIONS

It has been one year since the previous review of this Policy and Procedure, so the June 2017 Ordinary Council Meeting would be an appropriate time to adopt the updated Policy.

The review period for this Policy is proposed to be extended to every two years from this year onwards.

## 7. CONSULTATION

The DCEO, in consultation with the Finance Manager and Civica (Payroll) staff has reviewed the timesheet to improve accuracy. Those changes are reflected in the updated Procedure.

## 8. CONCLUSION

The adoption of this Policy will ensure that Council has a current Policy and Procedure framework around the management of timesheets and, through the updated procedure, aims to further improve accuracy within the payroll function.

## 9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report, including HRM-PRO-007 Timesheet Procedure, as attached; and
2. That Council adopts version 5 of HRM-POL-003 Timesheet Policy as attached;

## ATTACHMENTS

1. Version 3 HRM-PRO-007 Timesheet Procedure



2. Version 5 HRM-POL-002 Timesheet Policy



## Deputy CEO Reports

### 12.01.09 HRM-POL-004 Recruitment Policy Review

---

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Nils Hay
DATE REPORT PREPARED:	9 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

---

#### 1. PURPOSE

To review Council's Recruitment Policy, which outlines how Council manages recruitment of new staff.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This policy was last reviewed in May 2016, and remains largely unchanged from the June 2015 revision which was performed in conjunction with Martine Care from Preston Law, as part of a wider review of a tranche of HR policies.

#### 3. PROPOSAL

The only material change proposed to the policy (as per the attached, marked up version) is to add a specific reference to Council's commitment to ensuring selection panel members receive appropriate training to assist with the discharge of their duties.

In Crowe Horwath's Internal Audit Report from October 2016, one agreed management action was to: *"Investigate interview technique training for key personnel and elected members with interview responsibilities to attend. Depending upon the cost/scope of this training, this may be possible to deliver in FY16-17 or to be placed in the FY17-18 Training Budget and Plan"*.

30 June 2016 was noted as the due date for this action item.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The proposed change requires that Council provide training for both senior staff and Councillors in recruitment and interviewing practices. The DCEO has sought quotes for such work (circa \$5,000) and provision for this will be made in the 17-18FY budget.

#### 5. POLICY & LEGAL IMPLICATIONS

It is important to have a policy that governs Council's recruitment activities, and to ensure that staff are appropriately trained in carrying out their duties under the Policy.

#### 6. CRITICAL DATES & IMPLICATIONS

The May 2017 Ordinary Council Meeting would be an appropriate time to review this policy. It has been 12 months since this policy was last reviewed, and this will also ensure that Council meets the due date set in the Internal Audit report.

#### 7. CONSULTATION

General consultation has taken place both between the CEO and DCEO and DCEO and LGAQ regarding the delivery of recruitment training to satisfy the proposed addition to this policy.

#### 8. CONCLUSION

This policy will continue to guide Council's recruitment process, as it has done for the past 12 months. The added material will strengthen Council's capability in this area and support on-going improvement in the Human Resources space.

#### 9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. That Council adopts HRM-POL-004 Recruitment Policy, Version 4.

#### ATTACHMENTS

1. HRM-POL-004 Recruitment Policy (Review)



HRM-POL-004  
Recruitment Policy (re

## Executive Officer Reports

### 12.02.01 Executive Officer Report

---

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Ferne Clarke; A/g Executive Officer
DATE REPORT PREPARED:	5 June 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

---

#### 1. PURPOSE

To report on activities in Council's administration and community service department for the previous month.

#### 2. FUNCTIONAL AREA REPORTS

##### Recordkeeping

Three significant cost saving projects are planned for 2017-2018 FY.

- i. eDRMS folder closure
- ii. Digitisation Destruction Policy
- iii. Records Destruction

The collation of these 3 projects has the capability to reduce the number of records in the BCS by 25%

See the CorpMem report attached.

##### Information Technology

Recent ICT implementations have stabilised. The last significant action for TIPT is to port the numbers from Real World to Telstra.

Civica May Report 2017 attached.

##### Library

The general trends continue for the library, and improved usage of the Free WiFi service reflects the increasing number of tourists visiting the shire.

Library May Report attached.

Community Development

## 2017 Council Run Events Schedule

Date	Activity
TBC	Tidy Yard Competition (After wet season)
17 Aug	Seniors Week Morning Tea with councillors @ council general meeting
29 – 1 Oct	Morning Glory Festival
11 Nov	Remembrance Day
TBC Dec	BSC Staff Christmas Party

Burke Shire's full schedule of events is attached.

CDTO Position

Interviews for the position has been held, skills testing is currently being undertaken.

Morning Glory Festival

The Acting EO is taking carriage until the CDTO recruitment process is completed.

Social Media

The LGQA social media management pilot continues with Council.

See attachments for Council's Facebook May Report .

Donations

Nil donation requests for May, at the time of preparing this report.

EHO

Council is currently preparing for the annual review of business food licences in the shire.

Website and Wi-Fi

Work on Council web site update continues, finalising the web interface design, the final is currently being reviewed. Next phase is to design the tablet and mobile interface.

Use of the free WiFi has improved, reflecting the increase of tourists in the shire.

Attached is the Free WiFi May Report 2017

Planning and Budgeting

The Administration and Community Services department had an extremely busy planning period for May.

Budgeting for the 2017-2018 FY activities has been finalised.

- 19 programs of work have scoped to deliver Council's operational objectives in the Administration and Community Services Dept.
- These relate to delivery of ICT disaster continuity, Process improvement, Strategic planning, Community services and Cost reduction.

In June, staff performance reviews are planned, background work to commence the 3 Records projects and uptake of staff work plans that connect to delivery of the Councils Operational Plan.

## 3. OFFICER'S RECOMMENDATION

That Council notes the contents of the Executive Officer report for June 2017.

## ATTACHMENTS

1. CorpMem Report May 2017



2. Civica Report May 2017



3. Library Statistics Report May 2017



4. Council Events Calendar 2017



5. Facebook Analytics Report May 2017



6. Council WiFi Portal Usage Report May 2017



## Executive Officer Reports

### 12.02.02 Adoption of ADM-POL-013 Minors in the Library Policy

---

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Ross Higgins; Acting DCEO
DATE REPORT PREPARED:	11 May 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

---

#### 1. PURPOSE

To introduce ADM-POL-013 Minors in the Library Policy

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

There has been no policy on the age of children who are able to access the library and concerns were raised that adequate supervision was not able to be provided whilst children were in the library. Standards and guidelines are in place within Queensland Public Libraries and this policy is to bring the operations of the Burke Shire Public Library in line with these standards.

#### 3. PROPOSAL

The policy allows for young persons aged between 12 and 18 to be permitted to enter the Burke Shire Library without supervision however with the permission from their parent or guardian as per the library membership application form.

The policy also requires that no children under the age of 12 years are to be unsupervised in the library. Parents/carers of children under the age of 12 must provide adequate supervision for their child/ren while in the library.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The financial and resource implications of this policy will be minimal. Current staff will have to continue to monitor access to the library as they currently do.

#### 5. CONSULTATION

Details for this policy have been taken from existing legislation such as the Library Act 1988, Queensland Public Library Standards and Guidelines, Child Protection Act 1999, Working with Young People (risk management and screening) Act 2000 and Criminal Code 1899 – Sect 364A.

#### 6. CONCLUSION

This policy provides support and certainty to Council staff in dealing with young people attending the library.



7. OFFICER'S RECOMMENDATION

That Council:

- a. Notes the contents of the report, including the attached draft of ADM-POL-013 Minors in the Library Policy; and
- b. Adopt version 0 of ADM-POL-013 Minors in the Library Policy

ATTACHMENTS



ADM-POL-013 Minors  
in the Library.docx

1. ADM-POL-013 Minors in the Library Policy (Draft)

### 13. Late Reports

No late reports were submitted for the meeting.

### 14. Mayoral Report

Report to be provided to meeting.

### 15. Councillor Reports

Councillors will provide reports to the meeting.

### 16. 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:-

### 17. Deputations and presentation scheduled for meeting

17.01 Tim Fynes-Clinton – King & Co Solicitors

### 18. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 20 July 2017.

## Dictionary of Acronyms

Acronym	Definition
ACCC	Australian Competition and Consumer Commission
BCP	Business Continuity Plan
CABT	Certified Agreement Bargaining Team
CLCAC	Carpentaria Land Council Aboriginal Corporation
CRF	Community Resilience Fund
CRR	Corporate Risk Register
DAF	Department of Agriculture and Fisheries
DATSIP	Department of Aboriginal and Torres Strait Islander Partnerships
DCP	Drought Communities Program
DDMG	District Disaster Management Group
DILGP	Department of Infrastructure, Local Government and Planning
DMA	Development Management Agreement
DNRM	Department of Natural Resources and Mines
DSD	Department of State Development
DTMR	Department of Transport and Main Roads
EDQ	Economic Development Queensland
EHP	Department of Environment and Heritage Protection
EMWI	Executive Manager Works and Infrastructure
GBA	George Bourne and Associates
GSD	Gulf Savannah Development
ILUA	Indigenous Land Use Agreement
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan

Acronym	Definition
LGAQ	Local Government Association of Queensland
LGGC	Local Government Grants Commission
LGGSP	Local Government Grants and Subsidies Program
LRRS	Local Roads of Regional Significance
NDRP	Natural Disaster Resilience Program
NQLGA	North Queensland Local Government Association
NSRF	National Stronger Regions Funding
NWQROC	North West Queensland Regional Organisations of Council
NWQRRTG	North West Queensland Regional Roads Transport Group
QIRC	Queensland Industrial Relations Commission
QRA	Queensland Reconstruction Authority
QTC	Queensland Treasury Corporation
QTIF	Queensland Tourism Infrastructure Fund
RACAS	Road Asset Condition Assessment System
RAUP	Remote Airstrip Upgrade Program
ROPS	Register of Pre-Qualified suppliers
RRTG	Regional Roads Transport Group
SOI	Statement of Intent
SPA	Sustainable Planning Act
TIDS	Transport Infrastructure Development Scheme
TTC	Transport and Tourism Connections
WFQ	Works for Queensland
WTP	Water Treatment Plant