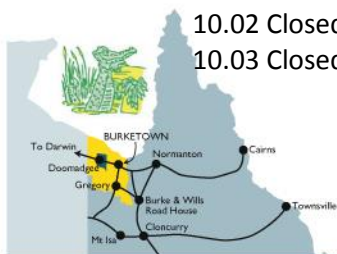




Agenda and Business Papers Burke Shire Council Ordinary General Meeting Thursday 17 August 2017 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea with Seniors for Seniors Week
12.30pm to 1.00pm	Lunch
1.00pm to 1.30pm	Boiling Down Works and Landsborough Tree Historical Site Visit

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01. Opening of Meeting

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

02. Record of Attendance

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

02.01 LGR 2012 Section 276 – Attendance by teleconferencing

That Council, in accordance with section 276 of the Local Government Regulation 2012, allows the following person/s to take part in the meeting by teleconferencing:

- Philip Keirle, Executive Manager Strategic Projects (EMSP)

03. Prayer

Led by Cr Murray

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 20 July 2017 and Special Meeting 03 August 2017

That Council confirms the Minutes, as presented, of the following meetings:

- i. Ordinary Meeting of Council held on 20 July 2017
- ii. Special Meeting of Council held on 03 August 2017



170720 Unconfirmed
Minutes.docx



170803 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.

09. Works, Services and Finance Reports

<p>09.01.01 Works and Services Monthly Report</p> <p>09.02.01 Finance Monthly Update Report</p> <p>09.03.01 Strategic Projects Reports</p> <p>09.03.02 Development Assessment - Boat Ramp</p>

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:	9 August 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**
- Second hand grid installed fence line Armraynald pit
- Shoulder Maintenance Wills Development Rd under the RMPC
- Planning of works for Works 4 Queensland ongoing including Monthly Report (refer attachment)
- Guidepost replacement River crossings Shire wide
- Maintenance Grading Completed Gregory- Lawn hill Rd , Lawn hill National Park Rd ,Riversleigh Rd ,Doomadgee – Lawn Hill Road Currently on Bowthorn
- Patching for Contract Sealing program stage two Floraville Road commenced
- Table drains sealed Airport road Burketown for erosion Control
- Routine Sign and Guide Post Maintenance all Roads
- Resealing of the Wind Sock surround Burketown Airport
- Pump out caravan dump point Adel's Grove and Gregory
- Extra pump outs Toilets Boat ramp
- Removal of Sand on crossings Doomadgee East Road
- Repairs to Dust blowouts Doomadgee west and Gregory –Lawn Hill rd

Works for upcoming month -

- Pothole patching various roads throughout Shire ongoing
- Ongoing work under RMPC Contract
- Maintenance Grade Gregory –Lawn Hill road and Doomadgee West as requested by Council
- Reconstruct Camooweal Road section to be identified under RMPC
- Installation of tables at the VIC

- ongoing W4Q Projects Playground, Sewer Pump Stations , Cemeteries ,HAC Hall Kitchen
- upgrade Road to Pumps Gregory W4Q
- Replace Air valves Burketown/Nicholson rising main W4Q
- Installation of 5 new gate ways Burketown/Nicholson rising main W4Q

RMPC

Claim data no claim lodged yet but included will be current shoulder works

2017-18	Allocation	Claim 1	Funds Remaining
Schedule 1	\$365,384.00		\$365,384.00
Schedule 2	\$318,256.00		\$318,256.00
Schedule 3	\$212,000.00		\$212,000.00
Schedule 4	\$45,000.00		\$45,000.00
Schedule 5	\$2,000.00		\$2,000.00
Total	\$942,640.00		\$942,640.00

2. WORKSHOP AND FLEET MANAGER

General servicing and maintenance being the main work carried out

Plant #	Description	Maintenance	Scheduled	Cost	Comment
426	Low Loader	Oil levels, check over	No	2 hrs	Check over
474	Rosa Bus	Should we hire	No	hrs	Breakdown?
480	Western Star Prime Mover	350 k service, rear studs	Yes & no	10 hrs	Scheduled
481	Semi Water Tanker	Water leaks	No	6 hrs	Rough roads
519	Jetpatcher	Conveyor skirts, beacons	No	4 hrs	Adjustments
523	140M Grader	Product link aerial, lights	No	2 hrs	Check over
529	John Deere ride on	Tyres, seat, grease	No	2 hrs	Check over
538	Workshop Truck	85k service	Yes	2 hrs	Scheduled
548	320 DL Excavator	1250hr service	Yes	6 hrs	Scheduled
551	Western Star Prime Mover	Fault, tyres, lines, leaks	No	10 hrs	Wear

Plant #	Description	Maintenance	Scheduled	Cost	Comment
552	2wd Hilux	Water pump-rear	No	2 hrs	Old age
553	2wd Hilux	50k service	Yes	2 hrs	Scheduled
560	Pump Stand	Replaced leaking pumps	No	6 hrs	Worn
565	CEO Prado	Tyre blow out	No	18 hrs	Top of range tyres?
566	Landcruiser- Ranger	Throttle position sensor	No	2 hrs	No known fault
568	Kioti Ride on	Tyres, grease, weld deck	No	3 hrs	Check over
572	Job Truck	50k service	Yes	3 hrs	Scheduled
574	35 KVA genset	Fit and run	No	4 hrs	Replaced #573
585	Job Truck	80k service	Yes	2 hrs	Scheduled
587	CS78B Padfoot Roller	Fit product link aerial	No	2 hrs	Back on line
590	Kubota Genset	Extend exhaust	No	4 hrs	Quieter now
591	Gregory Hilux	Replaced beacons	No	1 hr	Old dull
592	Water Truck	30k service	Yes	3 hrs	Scheduled
593	Job Truck	60k service, batteries	Yes	4 hrs	Scheduled
599	SR5 Dual Cab Hilux	Induction, 1k service	Yes	2 hrs	New vehicle
	Whippers and Mowers	Keep operational	No	4 hrs	Ongoing

Tender Update

- From the 2016-17 Budget
 - Low Loader- Ordered 27-7-17
 - 50 kva Genset- not required as yet
 - Hilux Extra Cab- 86,329 kms- Plumbers Truck ordered 27-7-17
 - Workshop Truck- 87,135 kms- Ordered 22-6-17

3. RANGER

Litter Management

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

Sites VisitedReport

Gregory Crossing

Bin placed back at crossing

Removed 9 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

- Nil for this period
- Dog trap set on Bowen street to try and catch dogs at large

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. Cattle have cleaned up Calotrope along the Floraville roadside.
- 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.
- Maintaining schedule Works Programs and Risk assessments
- Traffic control diagrams for various road signage situations given to Gregory caretakers so the right signs can be placed for a particular situation.
- Hazard inspection completed on the Poisons Shed
- Query to REX regarding ATSIC card renewal
- Faulty Sat phone reported.
- Attended airport checks and Rex RPT whilst Bob Marshall away.
- First round 1080 baiting completed.
- Did another bait for Beamesbrook - injected 500k of meat with 36mg of 1080, had a dog problem with calves being taken around the house.
- Passport photos for employees ATSIC card applications
- Ordered stores for Metro counters, road tubes, battery packs, road tube clamps,& road nails
- Traffic counters repositioned on Floraville one unit before bridge and one unit on the new section of tar near Bosun creek.

- Trialling new “D” road tube on Traffic counters.
- GPS points for Ray and Phil, Burketown and Gregory WTP
- Completed performance appraisal. .

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	38793 12/7	48280 9/8	9487
Unit 2	Floraville Road		4101 9/8	4101
Unit 3	Camooweal Road	15050 2/7	27408 8/8	12355
Unit 4	After Adels Grove (National Park Road)			
Unit 5	After Century turnoff	12848 4/7	21017 8/8	8169
Unit 6	Before Century turnoff	20787 4/7	30446 8/8	9669
Unit 7	Doomadgee West	7995 4/7	13099 3/8	5134
Unit 8	Before Adels Grove	22176 8/8	33568 8/8	11389
Unit 9	Doomadgee East	21934 4/7	28572 3/8	6938
Unit 10	Airport Road		2738 9/8	2738

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

Unit 4 removed for road pavement upgrades waiting for road to be ready for reinstallation.

4. PARKS AND GARDENS

On going works

- Currently short staffed doing what is possible when possible
- Moving out of shed in preparation for new building
- Utilising old hall for storage
- 1st Monday of every month the Hall is getting a major clean
- Trevor Marshall has been very busy with the septic pump outs and rubbish collections

5. HOUSING/BUILDING MAINTENANCE

- House 7 vinyl floors have been replaced

- Unit 3 and 5 roofing to be repaired begin date 15.08.2017

6. UTILITIES

Burketown & Gregory Water Treatment monthly usage

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
June 15317 kl	July 16435 kl	1118 kl
	Daily Usage	Outflow To Town Litres/Second
Highest Daily Usage	819 Kl	Avg – 6.51 L P/S
Lowest Daily Usage	437 Kl	Avg – 4.80 L P/S

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
June 6457.7 kl	July 6124.2 kl	-133.5 kl
	Daily Usage	Outflow To Town Litres/Second
Highest Daily Usage	334.8 Kl	Avg – 5 L P/S
Lowest Daily Usage	118.4 Kl	Avg – 3 L P/S

Gregory Water Treatment Plant

- Plant has been operating well.

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.
- Bidunggu Reserve has a fairly significant water leak. It is actually getting bigger daily. Repair to water leaks need to be undertaken quite urgently.

Sewerage

- Sewerage samples have two failures. TSS 100mg/l guidelines 30mg/l and BOD 100mg/l guidelines 20 mg/l.

Sample Number	Sample	Date Sampled	Result Name	Guideline	Result	Unit/LOR	OOS
474567	Total Coliforms	7.06.2017	Treated Effluent	< 1000 CFU/100ml	10 CFU/100 mL	< 10	
482798	Total Coliforms	12-07-2017	Treated Effluent	< 1000 CFU/100ml	10 CFU/100 mL	< 10	
482788	BOD Biochemical Oxygen Demand	12-07-2017	Treated Effluent	< 20 Mg/L	<11mg/L	<2	
482788	Total Suspended Solids	12-07-2017	Treated Effluent	< 30 Mg/L	14mg/L	<1	
482788	Total Chlorine	12-07-2017	Treated Effluent	< 1mg/L	0.12mg/L	<0.01	
482788	Free Chlorine	12-07-2017	Treated Effluent	<1 Mg/L	0.06mg/L	<0.01	
482788	Electrical Conductance	12-07-2017	Treated Effluent	<1600 US/CM	690 uS/cm	<1	
482788	PH Physical Properties	12-07-2017	Treated Effluent	6.5-8.5	7.4	<0.1	
482788	TP Nutrients & Anions	14.07.2017	Treated Effluent	< 30mg/L P	6.4 mg/L P	<0.1	

State-wide Water Information Management (SWIM)

Performance Indicator	Performance Measure	Target	Actual Total JULY 2017	Actual Total (YTD)
Water Services				
Water mains breaks	Per 100km/year	<30	0	2
Incidents of unplanned interruptions	Per 1000 connections/year	<50	0	1
Water quality related complaints	Per 1000 connections/year	<10	0	7
Drinking water quality	% of samples tested with no E. coli 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

Performance Indicator	Performance Measure	Target	Actual Total JULY 2017	Actual Total (YTD)
Sewerage Services				
Sewer mains breaks and chokes (blockages)	Per 100km/year	<25	1	2
Sewerage complaints – overflow on properties and odour	Per 1000 connections/year	<50	1	11
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	1	1
Combined				
Total water and sewerage complaints (any nature)	Per 1000 connections/year	<120	1	18

Burketown Water Treatment

- Total usage for JULY 2017: 16435 kl.
- Operating well with only minor maintenance on plant.
- The Chlorin-situ has been serviced 26th July and the 27th. We currently have an issue with the Venturi Injection Pump going out on a thermal protection fault. I have spoken to the service technician and completed and investigation and found the bearings has collapsed. I am waiting on a quote for spare parts.

Nicholson River Pump STN

- Pumps are operating at 19 l/s.
- Work will commence on the air valves within the next week. 7 out of the 10 ordered have arrived. The other valves have a 6 week – 8 week back order.

Sewerage

- All stations operating well.
- Sewer Station 1 has issues with sanitary wipes. Pump 1 has a blockage.
- Residents within a close vicinity to the Sewer Station 2&3 complaining about odour. We have investigated this issue and have found that it is occurring when the grey water is being pumped from house holds into sewer system.

Sewerage Treatment Plant

- Tourists are now on the move and the Dump-ezy is being used quite frequently at all locations within the shire.
- Dump ezy and the sewerage tank at the public toilets in Gregory and Adels Grove are being emptied once a fortnight. This means we are taking on an extra 8000 -10000 ltrs per fortnight and approximately 1000 ltrs from the portable toilets around town per fortnight.
- Blivet operating well.
- Monitoring of the ground water is on going.

Water Reticulation

- Has been operating well.
- Testing and flushing are done on a weekly. Mondays and Thursdays.
- We have now installed pressurized water service to the Dump ezy and installed taps for washing down vehicle's and topping up potable water on caravans. This is due to tourists washing down cars, caravans and boats in the park.

Airport

Burketown

- Runway all okay – Routine Check as required.
- Runway Lights all okay except 2 Apron Floodlights not working waiting on Electrical repairs.
- Perimeter Fence checked weekly no wallaby intrusion.
- Rex Regional Express – Functions operating well sometimes minor problem arises all ends well
- ASIC card holders have renewed their application for a new card.
- The Signal Area have been emulsion sprayed in preparation for the Gliders when they arrive Gregory

- Gregory Airstrip – Will concentrate on the routine maintenance at the Airstrip and bring it back to the standards as required.
- More frequent visits to Gregory Airstrip is required in assisting the Staff at Gregory. This will Improve the communication and understanding of all the tasks as required in operating an Airstrip.

Cemetery

- The Cemetery grounds is well kept, mowing and watering the area is nice and green.
- The Perimeter fence is okay, Service Gates are locked.
- Outstanding Works – Update The Burial Register.
- Plaques and Grave Markers need to check how many is required and source quotes for the Budget Costing.
- Source quotes for a decent notice board of who is buried at the Cemetery for all to see.
- It would be nice to find out exactly where the Mass Grave is at the Cemetery is and mark out the area for all to see.

Gregory and Lawn Hill/Adels Grove Dump Ezy

Pump outs of the dump ezy's are becoming more frequent due to the tourist season. We are currently pumping out Gregory's twice a week and once a week for ADELS Grove.

The Porta loos are being pumped twice a week at the Wharf due to Tourist using this area. I have spoken to some and they have said the caravan park is always full and their caravans are too big to fit into the park. Would a camping area at the rodeo grounds be an option for the larger caravans and RV's.

Bidunggu Meter Readings 2015-16 2016-2017

Month	2015-16	2016-17	2017-18
July	1085	1644.221	1861.807
August	1972	758.072	
September	2707	1337.833	
October	2532	1995.025	
November	1490	1115.721	
December	992	845.934	
January	1925	1390.193	
February	419	1390.192	
March	166	1934.449	
April	643	1762.091	
May	110	1343.756	
June	584	2702.025	
TOTAL YEARLY USAGE	14625 kl	18219.512 kl	

7. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Works for QLD monthly report



170807 Burke SC -
W4Q Report - July 20

Finance Reports

09.02.01 Finance Monthly Update Report

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	10 August 2017
LINK TO COUNCIL PLAN/S:	Operational Plan Budget

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

	Year to Date Actual \$	Annual Budget \$	Variance Over(Under) to date \$
Operating Revenue			
Rates & Charges	-	2,656,000	- 2,656,000
Less: Discount, Rebate & Remissions	-	- 61,000	61,000
	<u>-</u>	<u>2,595,000</u>	<u>- 2,595,000</u>
 Fees & Charges	6,581	95,000	- 88,419
Rental Income	16,456	225,000	- 208,544
Interest	27,001	254,000	- 226,999
Recoverable Works Revenue	3,010	972,000	- 968,990
Other Income	-	5,000	- 5,000
	<u>53,049</u>	<u>1,551,000</u>	<u>- 1,497,951</u>
 Donations	2,000	10,000	- 8,000
Contributions	-	-	-
Subsidies & Grants	83,926	7,428,900	- 7,344,974
	<u>85,926</u>	<u>7,438,900</u>	<u>- 7,352,974</u>
 Total Operating Revenues	<u>138,975</u>	<u>11,584,900</u>	<u>- 11,445,925</u>
 Operating Expenditure			
Corporate Governance Costs	79,673	905,000	- 825,327
Administration Costs	451,054	2,571,600	- 2,120,546
Recoverable Works Expenses	73,624	775,000	- 701,376
Engineering Services	154,011	12,753,000	- 12,598,989
Utility Services Costs	42,107	689,000	- 646,893
Net Plant Operating Costs	- 99,637	- 874,000	774,363
Planning & Environmental Expenses	5,933	185,000	- 179,067
Community Services Costs	80,105	1,382,000	- 1,301,895
Finance Costs	1,709	16,000	- 14,291
Depreciation	325,000	3,900,000	- 3,575,000
Other Expenses	-	-	-
 Total Operating Expenditure	<u>1,113,578</u>	<u>22,302,600</u>	<u>- 21,189,022</u>
 Operating result before Capital Revenue	<u>- 974,604</u>	<u>-10,717,700</u>	<u>9,743,096</u>
 Capital Items			
Sale of Non current Assets	-	-	-
Contributions	-	-	-
Subsidies & Grants	67,300	5,230,000	- 5,162,700
 Net Result	<u>- 907,304</u>	<u>- 5,487,700</u>	<u>4,580,396</u>

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

	Year to Date Actual \$	Pro rata Budget \$	Variance Over(Under) to date \$
Operating Revenue			
Rates & Charges	-	221,333	- 221,333
Less: Discount, Rebate & Remissions	-	5,083	5,083
	-	216,250	- 216,250
 Fees & Charges	6,581	7,917	- 1,335
Rental Income	16,456	18,750	- 2,294
Interest	27,001	21,167	5,835
Recoverable Works Revenue	3,010	81,000	- 77,990
Other Income	-	417	- 417
	53,049	129,250	- 76,201
 Donations	2,000	833	1,167
Contributions	-	-	-
Subsidies & Grants	83,926	619,075	- 535,149
	85,926	619,908	- 533,982
 Total Operating Revenues	138,975	965,408	- 826,434
 Operating Expenditure			
Corporate Governance Costs	79,673	75,417	4,256
Administration Costs	451,054	2,571,600	- 2,120,546
Recoverable Works Expenses	73,624	775,000	- 701,376
Engineering Services	154,011	12,753,000	- 12,598,989
Utility Services Costs	42,107	57,417	- 15,309
Net Plant Operating Costs	- 99,637	- 72,833	- 26,804
Planning & Environmental Expenses	5,933	15,417	- 9,484
Community Services Costs	80,105	115,167	- 35,062
Finance Costs	1,709	1,333	375
Depreciation	325,000	325,000	-
Other Expenses	-	-	-
 Total Operating Expenditure	1,113,578	1,858,550	- 744,972
 Operating result before Capital Revenue	- 974,604	- 893,142	- 81,462
 Sale of Non current Assets	-	-	-
Contributions	-	-	-
Capital Subsidies & Grants	67,300	435,833	- 368,533
 Net Result	- 907,304	- 457,308	- 449,995

Overview

Year to date results show an operating loss of \$974K before capital revenue. The operating statement reflects a net loss of \$907K after capital grants and subsidies.

Rates & Utility Charges

Rates & Utility charges at the end of July were below annual budget estimates as rates and utility charges for the year were scheduled to be raised in August. Rates levies raised in August have brought actuals in line with biannual budget estimates.

Fees and charges

Pro rata fees are slightly below pro rata estimates mainly reflecting timing differences

Rental income

Pro rata rental income is slightly below pro rata estimates.

Recoverable works revenue

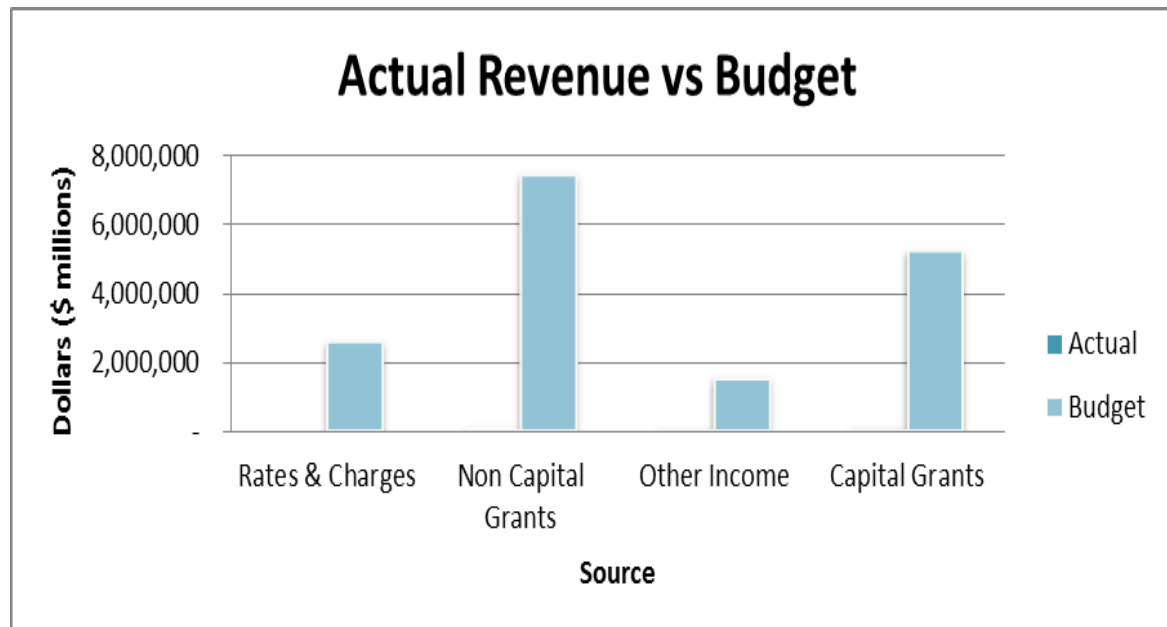
Recoverable works revenue is below pro rata estimates mainly reflecting the infancy stage of Councils RMPC program. Private works revenues should increase as RMPC works progress.

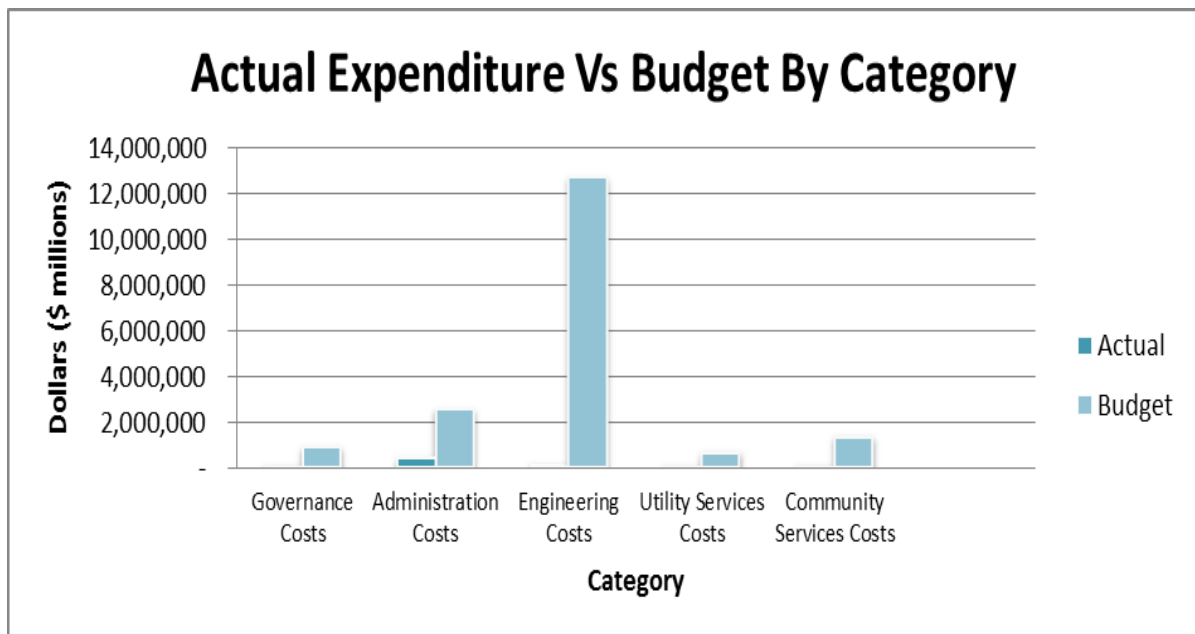
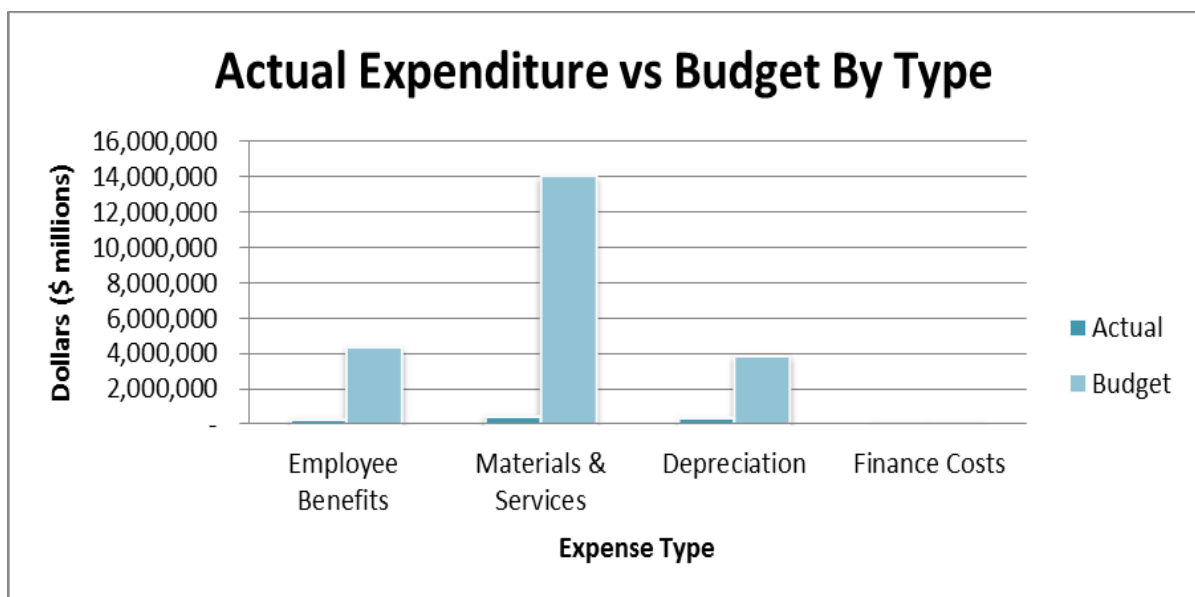
Grants, Subsidies, Contributions and Donations

Grants, subsidies, contributions and donations are lower than pro rata estimates due to timing differences.

Capital revenue

Capital revenues are below budget estimates primarily due to timing differences.

Where has the money come from?

How has the money been spent?Expenditure by Type

3. BUSINESS UNITS

	Year to date actual revenue	Budgeted annual revenue	Variance	Actual expenditure excluding depreciation	Budgeted expenditure excluding depreciation	Variance
Water Utility						
<i>Water Utility Burketown</i>	-	287,000	- 287,000	13,048	250,000	236,952
<i>Water Utility Gregory</i>	-	97,000	- 97,000	8,800	200,000	191,200
Sewerage Utility						
<i>Sewerage Utility Burketown</i>	-	148,000	- 148,000	11,000	90,000	79,000
Waste Management Utility						
<i>Waste Management Burketown</i>	-	100,000	- 100,000	5,100	72,000	66,900
<i>Waste Management Gregory</i>				2,000	35,000	33,000
Parks & Gardens						
<i>Parks & Gardens (Incl Multipurpose Courts) Burketown</i>	-	-	-	7,200	166,000	158,800
<i>Parks & Gardens Gregory</i>			-	4,000	75,000	71,000
<i>Swimming Pool Operations (Burketown)</i>	140	2,000	- 1,860	4,000	100,000	96,000
Plant Operation						
<i>Plant Operation & Maintenance Costs (Registration, Fuel, Oil)</i>	-	-	-	43,000	793,000	750,000

Overall expenditure and revenue across all business units is still significantly lower than budget estimates coming to the end of the first month of the new financial year. Revenue will be recognised and expenditure incurred progressively through the year. Budgetary positions will be reviewed and monitored monthly.

Nil significant variances to report

4. ROADS PROGRAM

Revenue

Road Program	Actual YTD Revenue/Funding	Budgeted Revenue/Funding	Variance	KPI - 100% Funding Received	KPI - Funding Acquired
Revenue				KPI Met Yes/No	KPI Met Yes/No
<i>RMPC Revenue</i>		942,000	- 942,000	No	No
<i>NDRRA Flood Damage Revenue</i>		5,850,000	- 5,850,000	No	No
<i>Shire Road Maintenance (FAG Roads Grant)</i>		194,000	- 194,000	No	Nil Acquittal required
<i>TIDS Grant</i>		457,000	- 457,000	No	No
<i>Roads to Recovery Grant</i>		933,000	- 933,000	No	No
<i>Town Streets Maintenance</i>	-	-	-	N/A	Nil Acquittal required

Expenditure

Road Program	Actual YTD Expenditure	Budgeted Expenditure	Variance	KPI - Project Targets Met	KPI - Project Expenditure within budget
Expense				KPI Met Yes/No	KPI Met Yes/No
<i>RMPC Expenditure</i>	86,000	750,000	664,000		Yes
<i>NDRRA Flood Damage Expenses</i>	109,000	11,000,000	10,891,000		Yes
<i>Shire Road Maintenance Expenses</i>	75,000	300,000	225,000		Yes
<i>TIDS Expenses</i>	6,000	457,000	451,000		Yes
<i>Roads to Recovery Expenses</i>	-	933,000	933,000		Yes
<i>Town Streets Maintenance Expenses</i>	7,000	100,000	93,000		Yes

Overall road revenue and expenditure is still significantly below budget estimates reflecting the infancy of the new financial year's roads programmes.

Nil significant variances to report.

5. VARIANCE ANALYSIS (Capital Works)

Project	Annual Budget	Year to Date Actual Expenditure	Variance Over (Under) to date	Project Phase %	Comments
LAND	54,000	34,033	19,967		
Gregory Landfill Land	44,000	24,708	19,292	100%	Within budget
Gregory Solar Land	10,000	9,325	675	100%	Within budget
BUILDINGS	930,000	12,000	918,000		
House 10 Removal & Replacement	300,000	-	300,000	0%	
Depot Upgrades (Burketown & Gregory)	240,000	12,000	228,000	5%	
Gregory Hall Floor Replacement	10,000	-	10,000	0%	
Visitor Information Centre	200,000	-	200,000	0%	
HACC Hall Church roof restoration	30,000	-	30,000	0%	
Public toilets refurbish Morning Glory Park	30,000	-	30,000	0%	
SES Shed remove & replace	60,000	-	60,000	0%	
Radio Hut	60,000	-	60,000	0%	
OTHER STRUCTURES	4,861,440	16,540	4,844,900		
Burketown Mineral Baths	50,000	-	50,000	0%	
Cemetery Niche Walls	20,000	-	20,000	0%	
Cenotaph relocate Morning Glory Park	5,000	-	5,000	0%	
Playground Morning Glory Park	75,000	-	75,000	0%	
War memorial construction	20,000	-	20,000	0%	
Water refill tanks at airport for emergency services	15,000	-	15,000	0%	
Sports ground replace bar & bookie shed on raised viewing platform	5,000	-	5,000	0%	
Gregory Water Treatment Plant Solar Array	1,311,440	16,540	1,294,900	2%	
Boat Ramp Widening & Wharf Car Park Upgrade	2,500,000	-	2,500,000	0%	
Gregory Airstrip lights	5,000	-	5,000	0%	
Water – SCADA/telemetry, shedding & other improvements	700,000	-	700,000	0%	
Satellite Backup System Install (ITERRA)	25,000	-	25,000	0%	
Sewer - Pump station upgrade	90,000	-	90,000	0%	
Burketown Landfill Improvements (Fencing, signage, bunding)	40,000	-	40,000	0%	
PLANT & EQUIPMENT	1,093,000	-	1,043,000		
Drake Low loader	165,000	-	165,000	0%	
Cat Multi tyre roller	250,000	-	250,000	0%	
Gregory Genset	30,000	-	30,000	0%	
John Deere ride-on	49,000	-	49,000	0%	
Toyota Hilux	51,000	-	51,000	0%	
Workshop truck	110,000	-	110,000	0%	
Toyota Hilux 4x4	40,000	-	40,000	0%	
Kluger	65,000	-	65,000	0%	
Toyota Prado	65,000	-	65,000	0%	
Toyota Landcruiser	80,000	-	80,000	0%	
Toyota Hilux 4x4	60,000	-	60,000	0%	
Landcruiser	78,000	-	78,000	0%	
Office Vehicle	50,000	-	50,000	0%	
ROAD INFRASTRUCTURE	2,575,080	63,000	2,512,080		
Floraville Road Reseal Chainage 32.5 - 71.3	121,000	-	121,000	0%	
Floraville Road Reseal Chainage 32.5 - 71.3	733,754	-	733,754	0%	
Gregory Airport Reseal	330,000	-	330,000	0%	
Doomadgee East Road Reseal Chainage 44.8 -64.1	294,326	-	294,326	0%	
Doomadgee East Road Reseal Chainage 44.8 -64.1	279,000	-	279,000	0%	
Gregory Lawn Hill Road pavement construction & resheeting	817,000	63,000	754,000	10%	
WATER INFRA (>\$20,000)	35,000	-	35,000		
Water - Raw water intake and storage Gregory	15,000	-	15,000	0%	
Water – Raw water supply alternative intake Burketown	15,000	-	15,000	0%	
Water - Treated water supply to wharf and bridge	5,000	-	5,000	0%	
SEWERAGE INFRASTRUCTURE	5,000	-	5,000		
Passive Lagoons Design Work	5,000	-	5,000	0%	
TOTAL CAPITAL WORKS	9,553,520	125,573	9,377,947		

6. STATEMENT OF FINANCIAL POSITION

	2017 - 18 Year to date Actual	2017 - 178 Annual Budget
Assets		
Current assets		
Cash and cash equivalents	16,600,772	7,213,336
Trade and other receivables	259,512	600,000
Inventories	221,674	193,943
Other financial assets	79,419	205,483
Total current assets	17,161,377	8,212,762
Non-current assets		
Property, plant and equipment	134,018,425	139,911,178
Total non-current assets	134,018,425	139,911,178
Total assets	151,179,802	148,123,940
Liabilities		
Current liabilities		
Trade and other payables	589,086	1,031,337
Borrowings	-	-
Provisions	81,780	175,794
Other current liabilities	-	-
Total current liabilities	670,866	1,207,131
Non-current liabilities		
Trade & Other Payables	-	-
Interest Bearing Liabilities	-	-
Provisions	651,638	619,885
Other	-	-
Total non-current liabilities	651,638	619,885
Total liabilities	1,322,504	1,827,016
Net community assets	149,857,298	146,296,924
Community equity		
Asset revaluation reserve	76,038,657	76,038,657
Retained surplus	73,818,641	70,258,267
Other Reserves	-	-
Total community equity	149,857,298	146,296,924

Overview

Unadjusted balances as at 30 June 2017 show Councils total equity sitting at \$150 million. There has been slight movement in net equity since the close of the previous financial year.

Cash & Cash Equivalents

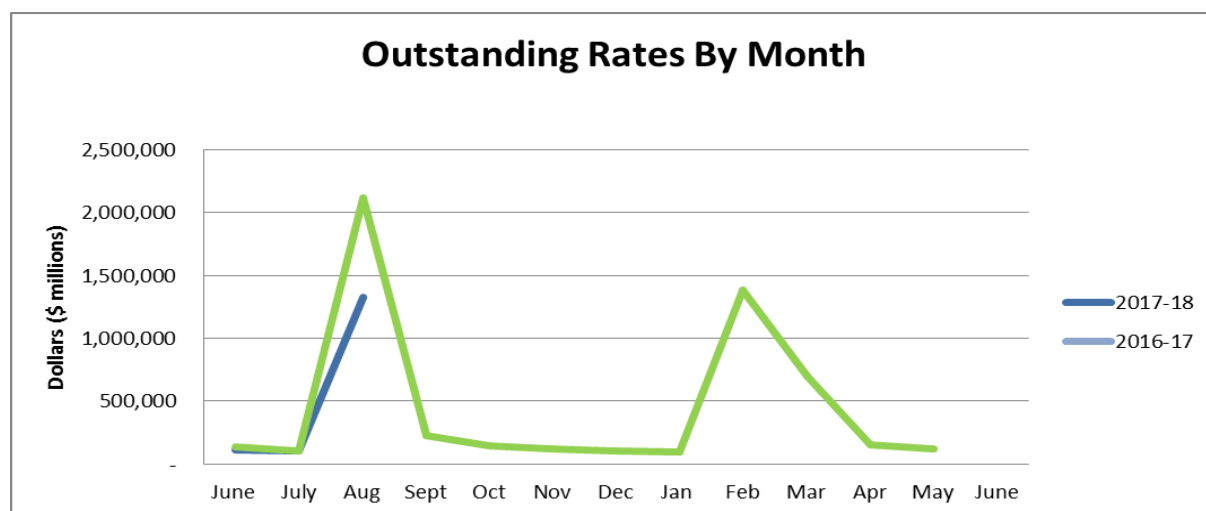
Cash balances at the end of June 2017 sat at \$16, 4 million and increased to a total of \$16, 6 million at the end of July. Short term increases in cash balances as at the end of July should decline progressively to a balance of ~\$7.2 million in line with cash flow forecasts for the 2017-18 financial year.

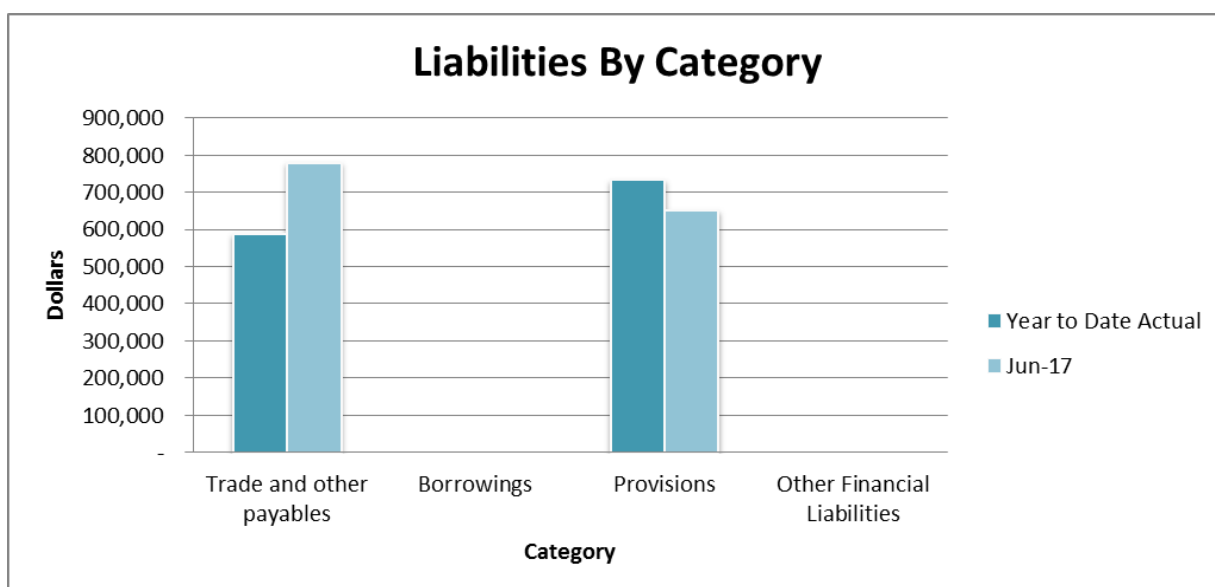
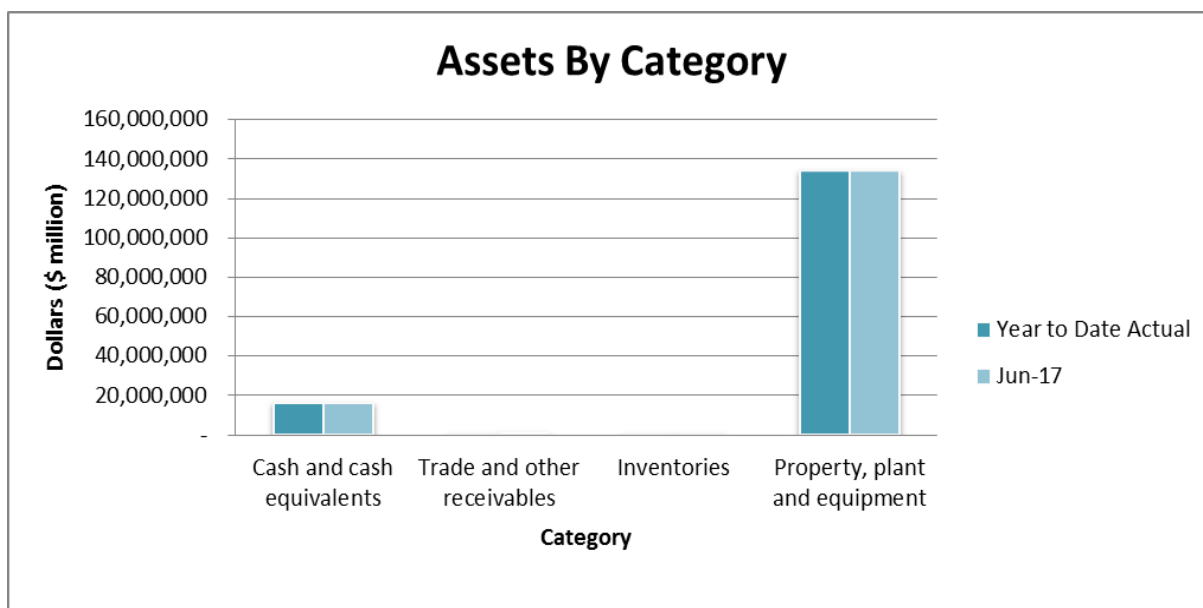
Cash holdings at the end of the month

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-17	\$ 15,620,502	\$ -	\$ -	\$ 979,712	\$ 16,600,214
Aug-17	\$ -	\$ -	\$ -	\$ -	\$ -
Sep-17	\$ -	\$ -	\$ -	\$ -	\$ -
Oct-17	\$ -	\$ -	\$ -	\$ -	\$ -
Nov-17	\$ -	\$ -	\$ -	\$ -	\$ -
Dec-17	\$ -	\$ -	\$ -	\$ -	\$ -
Jan-18	\$ -	\$ -	\$ -	\$ -	\$ -
Feb-18	\$ -	\$ -	\$ -	\$ -	\$ -
Mar-18	\$ -	\$ -	\$ -	\$ -	\$ -
Apr-18	\$ -	\$ -	\$ -	\$ -	\$ -
May-18	\$ -	\$ -	\$ -	\$ -	\$ -
Jun-18	\$ -	\$ -	\$ -	\$ -	\$ -

Trade and other receivables

Outstanding rates receivable continued to drop towards the end of August however rates levies in August reflect an increase in receivables. The spike in rates receivables should drop over the next month as rates receipts come in.





7. MEASURES OF FINANCIAL SUSTAINABILITY

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

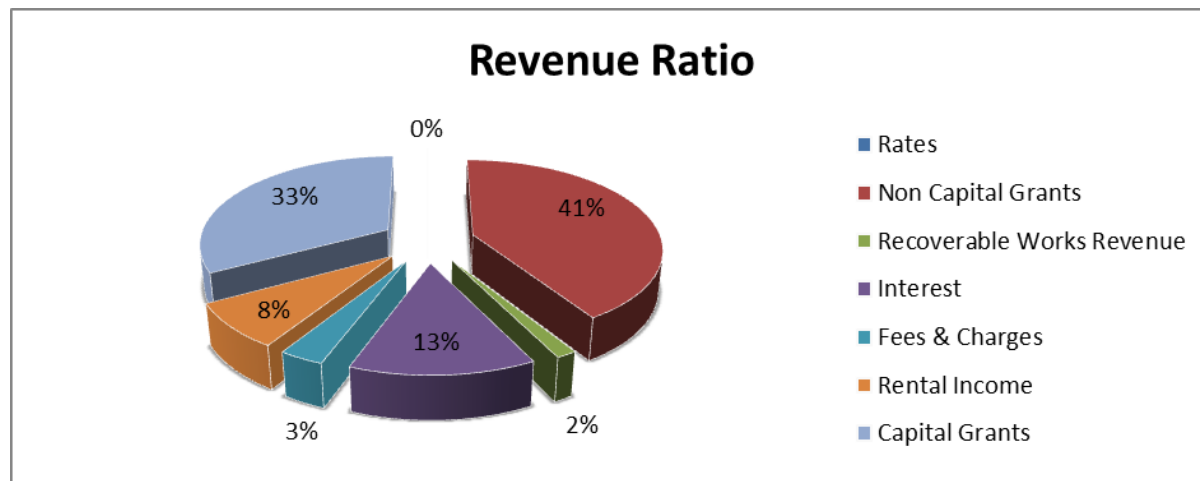
Ratio	Target	YTD Actual	Target Met
Current Ratio	>1:1	26	Yes
Asset sustainability ratio	>90%	2%	No
Net Financial liabilities Ratio	<60%	-11396.95%	Yes
Operating surplus ratio	Between 0 and 10%	-701%	No
Capital Expenditure Ratio	1:1	0.61	Yes

The Current ratio: Measures Council's ability to meet short term obligations from cash and liquid financial assets- Council's ratio at the end of July 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 July is relatively low as capital works activities will increase progressively through the year.

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 July indicates sufficient operating revenue to cover current liabilities however it is important to also consider Councils revenue ratios.

Revenue ratios at the end of July 2017 reflect a recurring reliance on external revenue sources. Ratios at the end of June 2016 reflect that 68% of year to date operating revenue is derived from non capital grants; budget estimates reflect a similar trend for the 2017-18 financial year.



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 \$
Cash flows from operating activities		
Receipts from customers	832,532	3,667,000
Payments to suppliers and employees	- 661,507	- 18,402,600
	171,025	- 14,735,600
Interest received	27,001	254,000
Rental income	16,456	225,000
Non capital grants and contributions	85,926	7,438,900
Borrowing costs	-	-
Net cash inflow (outflow) from operating activities	300,409	- 6,817,700
Cash flows from investing activities		
Net payments for property, plant and equipment	- 196,937	- 9,553,520
Proceeds from sale of property plant & equipment	-	282,000
Grants, subsidies, contributions and donations	67,300	5,230,000
Net cash inflow (outflow) from investing activities	- 129,637	- 4,041,520
Cash flows from financing activities		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
Repayments made on finance leases	-	-
Net cash inflow (outflow) from financing activities	-	-
Net increase (decrease) in cash and cash equivalents held	170,772	- 10,859,220.00
Cash and cash equivalents at the beginning of the financial year	16,430,001	18,072,556.00
Cash and cash equivalents at end of the month	16,600,773	7,213,336

Year to date receipts from customers exceeded payments to employees and suppliers resulting in positive cash inflows from operating activities.

Payments (expenditure) for capital projects exceeded revenue (receipts) for capital project resulting in negative cash movement.

Overall receipts exceeded cash payments resulting in an overall net increase in cash from the previous month.

10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

Strategic Projects Reports

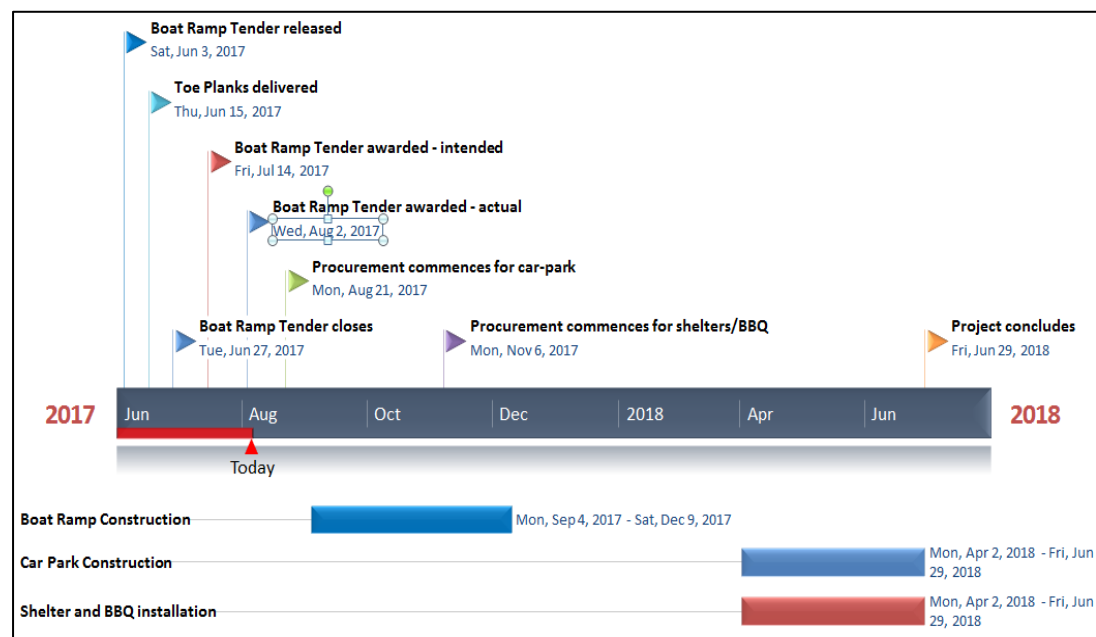
09.03.01 Strategic Projects Reports

DEPARTMENT:	Works and Services
RESPONSIBLE OFFICER:	Philip Keirle; EMSP
DATE REPORT PREPARED:	5 August 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, Burke Shire Council
Project Superintendent	Heath Jones, Erscon Consulting
Status Update Provided	5 August 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

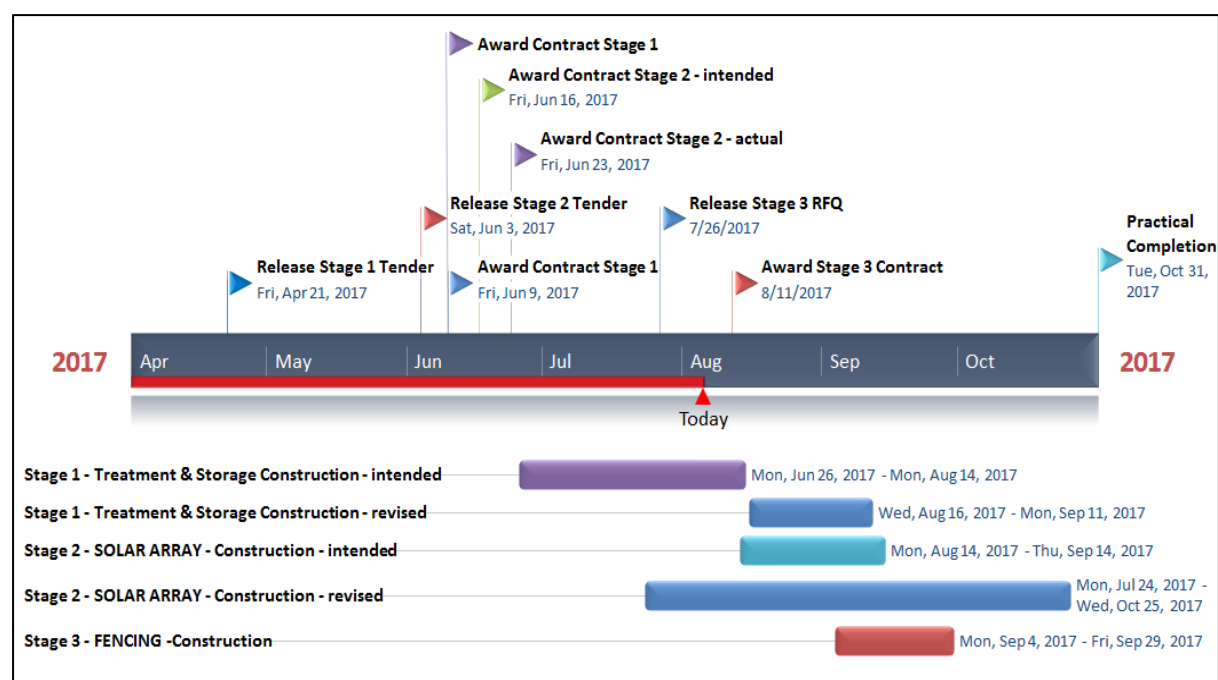
Burketown Wharf Upgrade Project – Schedule



Key Parameters	Status	Comments
Scope	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Project scope completed for boat ramp; Project scope completed for car-park; Project scope completed for entertainment area;
Procurement	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Project Management services procured; Register of Prequalified Suppliers established (for use in car-park construction); Toe Planks delivered; Boat Ramp Construction tender: <ul style="list-style-type: none"> Released 03 Jun 2017 Closes: 27 Jun 2017 Awarded: <ul style="list-style-type: none"> Intention: 14 Jul 2017 Proposed: 20 July 2017 Procurement for car-park construction to proceed from August 2017. Procurement for shelters/bbq to proceed from November 2017.
Town Planning	On-Track At-Risk Off-track	Self-assessable development. Documentation to be lodged at August 2017 Council meeting.
Budget	On-Track At-Risk Off-track Budget increased to enable delivery of project.	<ul style="list-style-type: none"> Seeking confirmation of funding apportionment from TTC and CRF; DTMR allocated additional funding through the MIF to ensure sufficient funding to deliver project. BSC has also contributed additional funding to ensure the project is delivered.
Reporting	On-Track At-Risk Off-track	<p>CRF reports:</p> <ul style="list-style-type: none"> provided 4th week of every month <p>NSRF Milestone Reports:</p> <ul style="list-style-type: none"> 4 August 2017 (submitted) <p>NSRF Upcoming Milestone Reports</p> <ul style="list-style-type: none"> 30 November 2017 28 February 2018 31 July 2018 <p>MIF:</p> <ul style="list-style-type: none"> monthly teleconferences with DTMR <p>TTC:</p> <ul style="list-style-type: none"> “monthly measure-up” 30 June 2018: Acquittal Report
Schedule	On-Track At-Risk Off-track	<p>Currently on-track to meet milestone deliverables:</p> <ul style="list-style-type: none"> 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	5 August
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"> ▪ Replace existing 44kL water tanks with 2 x 225kL treated water storage tanks establishing new foundations and installation and commissioning of associated pipework; ▪ Repair clarifier and install clarifier platform; ▪ Installation of additional monitoring capability, including 3 x turbidity meters; tank modifications to enable future trim dosing upgrade. ▪ Replacement of existing generators (x2); ▪ Installation of fencing for Gregory Solar Array ▪ Installation of 50kW solar array and 75kWh energy storage system

Gregory Water Treatment Plant Solar Power Project – Schedule

Key Parameters	Status	Comments
Scope	On-Track At-Risk Off-track	<ul style="list-style-type: none"> Project scope completed for water storage & water treatment component; Project scope completed for solar array & energy storage component; Project scope completed for fencing component of project
Procurement	On-Track At-Risk Off-track	<p>Water Storage & Treatment Optimisation:</p> <ul style="list-style-type: none"> Released: 22 April 2017 Closed: 16 May 2017 Awarded: 9 June 2017 <p>Solar Array & Energy Storage:</p> <ul style="list-style-type: none"> Released: 3 June 2017 Closed: 27 June 2017 To be awarded: <ul style="list-style-type: none"> Intended: 14 July 2017 Proposed: 20 July 2017 <p>Solar Fencing (W4Q funded)</p> <ul style="list-style-type: none"> Released: 26 July 2017 Closed: 8 August 2017 Awarded: 11 August 2017 (scheduled)
Town Planning	On-Track At-Risk Off-track	<ul style="list-style-type: none"> MCU submitted to May 2017 Council meeting. Council to prepare TMP in association with Contractor for Solar Array component of project to meet Development Permit requirements.
Budget	On-Track At-Risk Off-track	Within budget. Final confirmation of budget parameters to be determined following award of tender for Stage 2 on 20 July 2017.
Schedule	On-Track At-Risk Off-track	The timeframes for final delivery have been pushed back but still fall within funding guideline requirements.

3. OTHER BSC PROJECTS

Project	Description	Update/activity for reporting month
Burketown WTP replacement shed	Replace and upgrade existing shed at the Burketown WTP	Project on hold awaiting confirmation of W4Q variation request
Burketown SCADA and telemetry	Install and commission SCADA and telemetry for Burketown Water and Wastewater systems	RFQ documentation released on 4 Aug 2017. RFQ closes on 22 Aug 2017. Project scheduled for completion by 30 Nov 2017.

Project	Description	Update/activity for reporting month
Gregory ILUA #1	Progress land tenure reforms in Gregory with Waanyi and DNRM	ILUA registered on 22 June 2017. Final Survey Plans to be submitted week beginning 7 Aug 2017; Balance of acquisition payments made to DNRM on 25 Jul 2017.
Gregory ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	Concept for land exchange ILUA developed and to be progressed with Waanyi and Paraway in the near future: dates TBD.
Gravel Pit ILUA	Progress ILUA to enable designation of certain Council-controlled gravel pits as “commercial pits” in order to enable sale for non-community purposes.	Council to initiate ILUA with Gangalidda & Garawa – refer report (closed session) to August 2017 ordinary meeting.
Cultural Heritage Survey Project	Progress completion of CH Surveys of key gravel pits, transport routes, water points and access tracks within the Burke Shire with Gangalidda, Garawa and Waanyi Traditional Owner groups	CH Surveys requested for all relevant pits, water points, turnaround tracks in the Burke Shire area. These pits will be progressively surveyed throughout the remainder of 2017 and into 2018. Waanyi: 25-28 Aug 2017 G&G: 28 Aug-1 Sep 2017; 4-9 Sep 2017
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	On track
Burketown Mineral Baths	Installation of 3 x mineral baths (at 3 different temperatures) with associated infrastructure: decking, bird hides etc.	Concept designs completed; Pre-lodgement advice received from DILGP; Proceed to Detailed Design and satisfaction of pre-lodgement requirements; Form project committee with representatives from Gangalidda & Garawa as joint trustees of the Environmental Reserve.

4. GULF SAVANNAH DEVELOPMENT PROJECTS

Project	Description	Update for reporting month
Digital Resilience & Capability Project	Complete Feasibility Studies for the following Fibre Optic Projects: <ul style="list-style-type: none"> - BKT-NMT Fibre - NMT-KMB Fibre Complete Detailed Design for the following Fibre Optic Project: BKT-NMT Fibre	See Attachment 1
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 2
Gulf Savannah Tourism Survey	GSD to replicate and broaden the 2013 Gulf Savannah Tourism Survey to provide LGs and key stakeholders an insight into tourism patterns & developments between 2013-2017.	See Attachment 3
Lower Gulf Marine & Riverine Infrastructure & Economic Development Project	GSD to explore options and provide economic modelling around marine and riverine-based economic development opportunities in the Lower Gulf.	See Attachment 4

5. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. Digital Resilience & Capability Project



A1 - 170813 - Digital Resilience _ Capability

2. Digital Townships, Digital Tourism Project



A2 - 170813 - Digital Tourism.pdf

3. Gulf Savannah Tourism Survey Project



A3 - 170813 - Gulf Tourism Survey.pdf

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



A4 - 170813 - Lower Gulf Marine and River

Strategic Projects Reports

09.03.02 Development Assessment - Boat Ramp

DEPARTMENT:	Works & Services
RESPONSIBLE OFFICER:	Philip Keirle; Executive Manager, Strategic Projects
DATE REPORT PREPARED:	14 August 2017
LINK TO COUNCIL PLAN/S:	Operational Plan 2017-18

1. PURPOSE

To outline the approval process required for the construction of the Burketown Wharf Boat Ramp.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire Council has secured funding to complete the construction of a boat ramp at the Burketown Wharf; a project that involves the demolition of the existing single-lane ramp and an upgrade to a 3-lane ramp.

3. PROPOSAL

That Council notes the contents of the report particularly as this regards the approval requirements for the Burketown Wharf Boat Ramp project:

- No SARA (State Agency Referral Assessment) referral required;
- No formal Council approval for Operational Works required under current Planning Scheme;
- Development in accordance with Self-Assessable Code for Operational Works under the Coastal Protection and Management Regulation 2003 and against the Accepted Outcomes Code for Removal, Destruction or Damage of Marine Plants.

4. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable.

5. POLICY & LEGAL IMPLICATIONS

Council's requirements were determined through reference to the Planning Regulation 2017. In particular, the following potential triggers were assessed:

Jurisdiction 1: – Schedule 7, Part 3, Item 10 – Tidal Works or Development in a Coastal Management District

Made assessable under Schedule 6, Part , Item 26 (development for infrastructure activities) unless “accepted development” under Schedule 7, Part 3, Item 10 Operational Work for tidal works or work within a coastal management district.

A development permit is not required, nor is referral to a State Agency. However, Land Owner's Consent is required as is assessment against the Tidal Works Self-Assessable Code (see attached).

Jurisdiction 2:- Schedule 7, Table 2, Item 30 – Removal, Destruction or Damage of Marine Plants

Made assessable under Schedule 3 Part 1, Table 4, Item 8 unless “accepted development” under Part 3, Schedule 7, Part 3, Item 8 – Operational Work impacting on marine plants: “Operational work that is the removal, destruction or damage of a marine plant, if requirements for the work are prescribed under the Fisheries Act, section 23 and the work complies with the requirements.”

A development permit is not required, nor is referral to a State Agency. However, Land Owner’s Consent is required as is assessment against the Accepted Outcomes Code (see attached).

Based on the above analysis is considered that the two (2) SARA referral triggers do not apply to the development.

Burke Shire Planning Scheme

Under the Burke Shire Planning Scheme the development site is zoned Rural and at Table 4 - Assessment Categories and Applicable Codes for Rural Zone – Other Development, there is no assessment category for Operational Work, other than – ‘carrying out Operational Work for reconfiguring a lot’ which does not apply, all other types of development not listed are Exempt development.

Based on the above analysis, there is no requirement for an Operational Works Application to be lodged for Council approval under the current Planning Scheme.

Land Owners Consent is required for the development and assessment is required against the Self-Assessable Code for Operational Works under the Coastal Protection and Management Regulation 2003 and against the Accepted Development Code for the Destruction of Marine Vegetation.

6. CRITICAL DATES & IMPLICATIONS

16 Aug 2017: Council notes the analysis of the assessment process.

04 Sep 2017: Construction takes place in accordance with the Certified Engineering Plans as endorsed by DTMR and assessed against the Operational Works Code under the Coastal Protection and Management Regulation 2003.

7. CONSULTATION

Consultation has taken place with:

- Javier Semanes, Department of Infrastructure, Local Government and Planning;
- Roger Priest & Peter Wood, Department of Transport & Main Roads;
- Liz Taylor, Town Planning Consultant;
- Heath Jones, Erscon Consulting.

8. CONCLUSION

Council is the constructing agency for the Department of Transport and Main Roads on a construction project sited on Council-controlled road reserve, a project which requires Council to comply with a range of Self-Assessable Codes in relation to the construction methodology.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council requires the development to be constructed in accordance with the Certified Engineering Plans and other Plans assessed against the Operational Works Code under the Coastal Protection and Management Regulation 2003.

ATTACHMENTS

1. Accepted Outcomes Code: Requirements for operational work that is the removal, destruction or damage of marine plants



A1 - Accepted
Development - Marine

2. Self-Assessable Development Code: Tidal Works or Development in a Coastal Management District



A2 - Self-Assessable
Code - Tidal Works - I

10. Closed Session Reports

10.01 Closed Session - Burke Shire Gravel Pits ILUA

10.02 Closed Session 17-18 Tender Adjudication-Stabilisation Works

10.03 Closed Session 17-19 All Services Reseals Cover Aggregate

10.04 Closed Session - Allocation of Council Accommodation

10.05 Closed Session - House 10

10.06 Closed Session - Amendment of Organisational Structure

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

11.02 Delegations Register - Review

11.03 Council delegations to the 2017 Local Government Association of Queensland Annual Conference

11.04 Local Government Association of Queensland Annual Conference Motions

Chief Executive Officer Reports

11.01 Chief Executive Officer Report

Report will be distributed under separate cover.

Chief Executive Officer Reports

11.02 Delegations Register - Review

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer (report prepared by Madison Marshall, Executive Assistant)
DATE REPORT PREPARED:	08 August 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 *Torres Strait Islander 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 adopted the reviewed register of delegations from Council to CEO by way of decision 170616.19 at the June 2017 ordinary meeting including new delegations under the *Aboriginal Cultural Heritage Act 2003*. Council also requested the CEO to recommend delegations under the *Torres Strait Islander Cultural Heritage Act 2003* for consideration at the July 2017 ordinary meeting of Council.

On review of the delegation register services provided by King & Co Solicitors it was revealed that there is no register provided for the *Torres Strait Islander Cultural Heritage Act 2003*. LGAQ indicated that they would make a request to King & Co and to date no new update has been released. As the Acts are almost identical we have compared the Acts and made a recommendation for this meeting.

3. PROPOSAL

It is proposed that Council adds delegations under the *Torres Strait Islander Cultural Heritage Act 2003* to its register of delegations. In line with the delegations under the *Aboriginal Cultural Heritage Act 2003*, 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.

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 agreements should rest with the Council.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Summary/ Comments
Local Government Act 2009	<p>257 Delegation of local government powers</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"> (a) the mayor; or (b) the chief executive officer; or (c) a standing committee, or joint standing committee, of the local government; or (d) the chairperson of a standing committee, or joint standing committee, of the local government; or (e) another local government, for the purposes of a joint government activity. <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>258 Delegation of mayor's powers</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>259 Delegation of chief executive officer powers</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"> (a) a power delegated by the local government, if the local government has directed the chief executive officer not to further delegate the power; (b) a power to keep a register of interests. <p>260 Local government delegations register</p> <p>(1) The chief executive officer must establish a register of delegations that contains the particulars prescribed under a regulation.</p> <p>(2) The chief executive officer must record all delegations by the local government, mayor or the chief executive officer in the register of</p>

Instrument	Summary/ Comments
	delegations. (3) The public may inspect the register of delegations.
Local Government Regulation 2012	<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"> (a) The name or title of the person, or the name of the committee, to whom powers are delegated; and (b) A description of the powers delegated, including the provisions under a Local Government Act permitting or requiring the exercise of the powers; and (c) If the delegation was by the local government—a summary of the resolution by which powers are delegated, including— <ul style="list-style-type: none"> (i) the date of the resolution; and (ii) a summary of any conditions to which the delegation is subject; and (iii) if the resolution is numbered—its number. <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 requested the CEO to recommend delegations under *the Torres Strait Islander Cultural Heritage Act 2003* for consideration at the July 2017 ordinary meeting of Council. This was deferred due to the omission of this Act from the LGAQ delegations service, and is now presented in accordance with the decision of Council.

7. CONSULTATION

LGAQ

8. CONCLUSION

In conclusion, it is recommended that Council adds delegations under the *Torres Strait Islander 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 *Torres Strait Islander Cultural Heritage Act 2003*.

ATTACHMENTS



Burke Shire Council -
Register of Delegations

1. Register of Delegations (tracked changes)

Chief Executive Officer Reports

11.03 Council delegations to the 2017 Local Government Association of Queensland Annual Conference

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe; CEO (report prepared by Madison Marshall, Executive Assistant)
DATE REPORT PREPARED:	8 August 2017
LINK TO COUNCIL PLAN/S:	Budget

1. PURPOSE

To determine the Council delegations for the upcoming Local Government Association of Queensland (LGAQ) Annual Conference to be held in Gladstone from 16-18 October 2017.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

At the 21 April 2016 ordinary Council meeting, Council moved a resolution for Cr Ernie Camp and Cr Paul Poole to be the delegates for the LGAQ Annual Conference.

10.01.03 Nomination of Council representatives to other Organisations and Associations

That Council appoints the following delegates and representatives to the following associations, organisations, interest groups or events:

Australia Day Committee	Cr John Clarke
Agforce	Cr Ernie Camp
Gregory Landcare	Cr Ernie Camp
Gulf Savannah Development	Cr Ernie Camp & Cr Paul Poole
LGAQ Annual Conference	Cr Ernie Camp & Cr Paul Poole
Nth Queensland LGA	Cr Ernie Camp & Cr Tonya Murray
NWQ Rural Roads and Transport Group	Cr Ernie Camp & Cr John Yanner
NWQ Regional Organisation of Councils	Cr Ernie Camp & Cr Paul Poole
Savannah Way Ltd (TTNQ and OQTA)	Cr John Clarke & Cr Tonya Murray
Southern Gulf Catchments	Cr John Clarke & Cr Tonya Murray
Joint Consultative Committee	Cr Paul Poole
SIA Trust Fund	Cr Tonya Murray

Moved: Cr Camp

Seconded: Cr Poole

Carried 160421.09 5/0

3. PROPOSAL

That Council determine the delegations to the LGAQ Annual conference in order to enable confirmation of bookings, flights etc.

4. FINANCIAL & RESOURCE IMPLICATIONS

The 2017-18 budget provides \$50,000.00 for Conferences, Training and Meetings.

Earlier bookings will enable access to “early bird” rates for conference sign-ups and the possibility of securing cheaper flights.

Council can send 2 delegates for free.

Early Bird Rates (prior to and including 8 September):

- Council Observer: \$1430 registration fee + \$150 for gala dinner + cost of accommodation and flights
- 5 or more Council Observers: \$1320 registration fee + \$150 for gala dinner + cost of accommodation and flights

After 8 September Rates:

- Council Observer: \$1630 registration fee + \$150 for gala dinner + cost of accommodation and flights
- 5 or more Council Observers: \$1500 registration fee + \$150 for gala dinner + cost of accommodation and flights

Following is an *estimate* of the total cost based on numbers of delegates, with registration pre 8 September. Flights have not yet been priced therefore this is for estimation and comparison purposes only.

Delegates	1	2	3	4	5	6
Registration inc dinner (pre 8 September)	-	-	4,740	6,320	7,350	8,820
Flights (requires charter to Cairns or Isa, then 2 x commercial flights via Brisbane to Gladstone)	3,800	4,600	5,400	6,200	7,000	7,800
Accommodation (4 nights @ approx. \$160 pp/night inc continental breakfast)	640	1,280	1,920	2,560	3,200	3,840
Meals and incidentals est \$120 pp/day	480	960	1,440	1,920	2,400	2,880
TOTALS (estimates only – flight costs not established)	4,920	6,840	13,500	17,000	19,950	23,340

5. POLICY & LEGAL IMPLICATIONS

Conference and travel to be in accordance with Burke Shire Council policies.

6. CRITICAL DATES & IMPLICATIONS

The ‘early bird’ discount only applies until 8 September, so making a decision at the August Council Meeting would allow Council to take advantage of the cheaper rates.

7. CONSULTATION

CEO, Mayor and Deputy Mayor

8. CONCLUSION

Making this decision now will enable Council to make savings through the early bird discount, and secure flights and accommodation.

The CEO generally attends this conference and a motion is required.

9. OFFICER'S RECOMMENDATION

1. That Council notes the contents of this report; and
2. Approves the delegation of persons as listed below to attend the Local Government Association of Queensland Annual Conference 2017 to be held in Gladstone:
 - Mayor Ernie Camp
 - Deputy Mayor Paul Poole
 - Councillors ([list names here](#))
 - CEO Sharon Daishe

ATTACHMENTS

1. Conference Letter from LGAQ dated 25 July 2017



Conference Letter.pdf

2. Conference Agenda



2017 Annual Conference Program

Chief Executive Officer Reports

11.04 Local Government Association of Queensland Annual Conference Motions

Report will be distributed under separate cover.

12. Corporate Services

- 12.01.01 Deputy Chief Executive Officer Report
- 12.01.02 Subordinate Local Law No. 4 Amendment
- 12.01.03 Town Planning Scheme Submissions
- 12.01.04 Review of Council Policy Review Methodology
- 12.01.05 Accommodation Policy Amendment
- 12.01.06 Councillor Code of Conduct Policy Review
- 12.01.07 HRM-POL-006 Smoke-Free Workplace Policy Review
- 12.01.08 Staff Travel Expenses Policy Review
- 12.01.09 Donation Request - Burketown Rodeo & Sporting Association
- 12.01.10 Donation Request – Gulf Cattleman’s Association Inc. “GCA”
- 12.01.11 Donation Request - Savannah Guides
- 12.02.01 Administration and Community Services (ACS) Report
- 12.02.02 Queensland Heritage Register Amendments for the Landsborough Tree & Boiling Down Works
- 12.02.03 ITERRA Consideration for ICT Disaster Resilience

Deputy CEO Reports

12.01.01 Deputy Chief Executive Officer Report

DEPARTMENT:	Office of the Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	3 July 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PROGRESS AGAINST OPERATIONAL PLAN

The complete DCEO Project Timing spreadsheet is attached; monthly update below:

Project	Description	July Action	Status Update
Fraud Framework - review	Review new fraud framework	Present to council following review by audit committee	Completed
Planning & Development - governance review	Develop and implement governance framework for planning & development function of council		Commences August 2017
Tourism & Economic Development Strategy	If funded (application to BBRF)		Waiting on funding announcement
Customer Service Charter	Development and implementation of Customer Service Charter		Commences December 2017
Morning Glory Festival	Delivery of 2017 MGF	Plan	Planning ongoing; on track
Order of the Outback Ball	Delivery of 2018 OotOB		Consultation to commence September 2017
Community Satisfaction Survey	Delivery of 2017 CSS		Planning to commence October 2017
Planning Scheme	Completion and adoption of Burke Shire Town Planning Scheme	Review submissions (if any)	Submissions to be reviewed at August 2017 Council Meeting; on track
WHS Audit	WHS External Audit		Planning to commence September 2017

Project	Description	July Action	Status Update
Induction Process	Development and implementation of staff induction process and documentation		Consultation to commence following appointment of HRWDC (August 2017)
Training and Development Plan	Development of training and development plan for all staff		Consultation to commence November 2017
LGMA Rural Management Challenge	BSC Participation in LGMA Rural Management Challenge		Budget to be developed for 2018 participation
Council Document Template Harmonisation	Development and adoption of templates for Council documents/corro		Consultation to commence November 2017
Housing Management Framework	Completion and adoption of documentation/processes associated with property management		Staff training currently being arranged; to be delivered externally September/October 2017
Financial Sustainability Measures	Develop plan around Council's list of financial sustainability measures		Project to commence January 2018
Burketown History Book	Publication of Burke Shire Cultural History	Review manuscript	Publishing agreement signed and sent to author; on track
Donations Packs	Distribution of donation request information packs to community groups (so all groups are aware of process and aim to get applications in well in advance of requirements)		Preparation to commence January 2018
Certified Agreement	Negotiation of BSC Certified Agreement	Bargaining	Next bargaining meeting 23/24 August; on track
Website Upgrade	Overhaul of the BSC website	Review/ Consult	Designs being finalised; content yet to be developed. Lagging, but not time critical.
Ongoing Process Improvement	Ongoing series of process improvements	Recruitment Process Improvement	Commenced, not completed. Will be task for HRWDC upon commencement
Local Law No 2 (Animal Control) Review	Conduct a review of Council's Local and Subordinate Local Law No. 2 (Animal Control)		Review of existing material commencing August 2017; on track
Sport & Recreation Strategy	Develop recreation strategy for Burketown; incorporating new/existing infrastructure and services		To be incorporated in Community Satisfaction Survey, commencing October

2. INFRASTRUCTURE PROJECTS

Visitor Information Centre

Council is continuing to receive quotes for the restumping of the building. Restumping is anticipated to take place from 9 October 2017. Internal works planned for the end of the wet season to reduce the risk of weather-related delays.

Council has received external funding for this work, but was not successful in its application to the Building Better Regions Fund.

Replacement of VMR Shed with new SES Buildings

Council successfully secured \$50,000 of funding through the SES Non-recurrent grants program to provide improved facilities for the Burketown SES unit at the SES shed. The project will see the removal of the old VMR shed and the addition of two containers; a kitchen/crib room and ablutions block. The intent is to have this work completed prior to the wet season this year.

Community groups have been removing items from the VMR shed ahead of its demolition.

Replacement and Upgrade of Radio Hut

N-Com Pty Ltd have been awarded the contract to replace Council's aging radio hut. This replacement will include an upgraded of Council's radio and TV transmission equipment. Quotes are being sought for the concrete slabs for the new hut and satellite dish. Works are hoped to commence in August 2017.

3. ADMINISTRATION

General Administration and Events

Please see the Administration and Community Services Coordinator Report for details of Administration, IT, Records, EHO and Events.

4. HUMAN RESOURCES

Departures:

- Nil

Appointments:

- Calvin Page commenced as RMPC Labourer on 7 August 2017
- Mark Poynter commences as EMWI on 8 August 2017
- Ferne Clarke has been appointed as Administration and Community Services Coordinator (ACSC)

Recruitment:

Council intends to recruit shortly for:

- Utilities Crew (to cover Jayden Douglas' move to Jet Patcher)
- Parks and Gardens Crew (to fill a vacancy to be created by maternity leave)
- Casual Finance Officer (to assist with increased workload in the finance department)

Council is finalising appointment of:

- Works Manager (tentative commencement date 21 August 2017)

- Human Resources and Workforce Development Coordinator (reference checking in progress)

Enterprise Bargaining:

The third enterprise bargaining meeting will be taking place in Burketown on 23 and 24 August 2017. Minutes from the previous meeting (17 July 2017) are attached to this report.

Staff Performance Reviews:

Performance appraisals are currently being completed by staff.

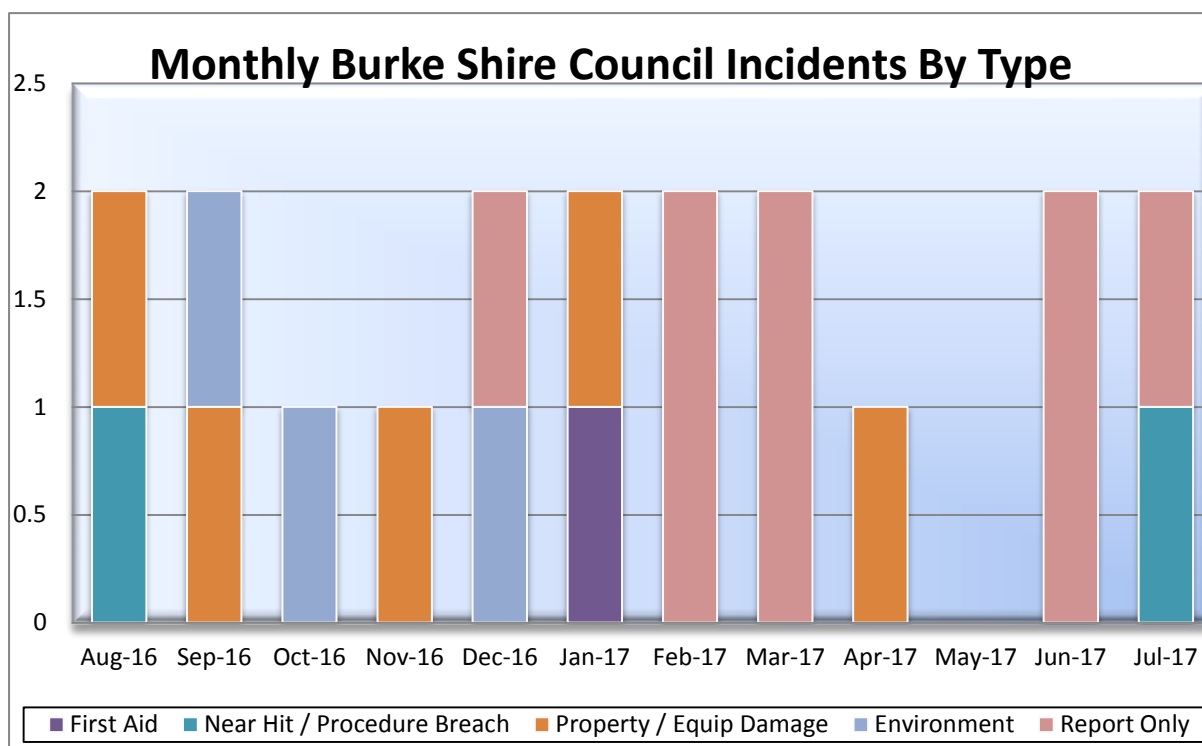
Training:

The following training has taken place over the last month:

- Apprenticeships and Traineeships are ongoing;
- David Marshall has completed his plumbing apprenticeship
- Staff are receiving their traffic management certifications
- Weekly toolbox training continues, plus additional safety training from the WHSC as required

5. WORKPLACE HEALTH AND SAFETY

There was one report-only incident and one procedural breach incident reported for the month of July 2017. A copy of the WHS report is attached.



6. POLICY/PROCEDURE REGISTER

A copy of Council's Policy Register, showing overdue items and those coming up for review is attached. The following policies are currently overdue for review:

- Driveway / Crossover Policy

- National Competition Policy
- Councillors code of conduct Policy
- Internal Audit Policy
- Computer and Telecommunications Policy
- Burke Shire Council Code of Conduct
- Mobile Phone Policy
- Social Media Policy
- Workplace Complaint Policy
- Smoke-Free Workplace Policy
- Staff Travel Expenses Policy

The DCEO will be presenting a report to Council regarding the consideration of policies at Council Meetings.

7. OFFICER'S RECOMMENDATION

That Council notes the contents of the Deputy CEO's August 2017 report.

ATTACHMENTS

1. June 2017 WHS Report



170808 EOM OHS
Report July 2017.doc

2. Enterprise Bargaining Meeting Minutes



170721 Minutes
Enterprise Bargaining

3. Policy Register Review



Policy Register
Review.xlsx

4. DCEO Project Plan



170807 DCEO
Projects.xlsx

Deputy CEO Reports

12.01.02 Subordinate Local Law No. 4 Amendment

DEPARTMENT:	Planning and Development
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	14 August 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan section 5, Operational Plan

1. PURPOSE

- (a) Pursuant to section 29(1) of the Local Government Act 2009 (LGA), to propose a resolution to adopt the process outlined in this document for making Subordinate Local Laws; and
- (b) To, by resolution, propose to adopt an Amending Subordinate Local Law to restrict camping in local government controlled areas and roads.

The purpose of adopting a process for making Subordinate Local Laws is to ensure an agreed process is followed by Council in adopting all Subordinate Local Laws in accordance with legislative requirements.

The purpose of the Amending Subordinate Local Law is to:

- (a) restrict camping in all local government controlled areas and roads to designated camping areas; and
- (b) require permits to be obtained in those camping areas; and
- (c) amend the Subordinate Local Law as required to address inconsistencies.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted five “Model Local Laws” and five “Subordinate Local Laws” in 2012.

The “Model Local Laws” were drafted by the State Government and were not altered prior to adoption. The “Subordinate Local Laws” were adopted with consultation with Council staff, public consultation and consideration by Council.

The Local Laws are a regulatory document that may be amended at any time and should be reviewed on an on-going basis to ensure the local laws effectively regulate community activities, and do not place unnecessary regulatory requirements on the community.

Local Laws are an important regulatory tool for local governments; however the effectiveness and use of those local laws should be continually monitored by Council to ensure they remain relevant and appropriate for the Burke Shire Council local government area.

On 23 March 2017, Council identified four areas where it was prepared to permit camping and passed the following resolution:-

12.01.02 Local Laws – Camping Restrictions

1. That Council note the contents of the report; and
2. For the purposes of amending subordinate local law no 4, prior to seeking public consultation Council;
 - a. Designate the areas in the attached maps 1, 3 and 4 as Council's permitted camping areas; and
 - b. Designate the area to the east of the Burketown rodeo arena as a permitted camping area
 - c. Designate the area to the east of the Gregory public toilets as a permitted camping area
 - d. Seek to require a permit for all camping areas

Moved: Cr Camp

Seconded: Cr Poole

Carried 170323.26 4/0

Council intended to prohibit camping on all other local government controlled areas and roads.

3. PROPOSAL

Proposed Amendments

Schedule 2 – Restricted Activities for Local Government Controlled Areas or Roads

Section 5 of Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012 provides that a local government may by Subordinate Local Law declare an activity to be prohibited or restricted.

Schedule 2 of Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012 may be utilised to restrict activities within Council's local government controlled areas and roads.

3	All local government controlled areas and roads	A person must not camp, sleep, occupy or remain overnight in a tent, boat, ship or otherwise in any local government controlled area or road.	The activity is permitted:- (i) if authorised under the condition of approval for a prescribed activity; or (ii) in a designated camping area described in Schedule 6 by obtaining a permit, or approval from an authorised person.
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The restriction applies to all local government controlled areas and roads.

Column 2 sets out the activity as "a person must not camp, sleep, occupy or remain overnight in a tent, boat, ship or otherwise in any local government controlled area of road". The purpose of this description is to ensure a person does not try to avoid prosecution by using a novel shelter to sleep in. Council should note that native title holders have the right to camp on exclusive and non-exclusive native title land but that right is subject to all the laws of the State including Council's local laws. Therefore, this local law will affect the native title holders' rights to camp on local government controlled areas and roads where native title exists.

Council could consider exempting native title holders from the camping prohibition. Please note that the prohibition only applies to local government controlled areas and roads, not on land that is not controlled by Council, i.e. abovementioned freehold land.

Camping is permitted in the “designated camping areas”, subject to the camper obtaining a permit, as described in Schedule 6, or if authorised under a condition of an approval for a prescribed activity.

A permit will be issued under Local Law No. 1 (Administration) and cannot be reasonably refused by Council.

If Council wishes to restrict the camping activity in these designated camping areas to specific dates or times, that should be included in the local law to ensure the public is fully informed of when it can and cannot apply for a permit to camp in these areas.

Council may also wish to place a restriction on the number of nights people camp in permitted camping areas. For example; a person may only obtain a permit for a maximum of 14 days in any 30 day period.

If Council wishes to place time restrictions on the camping activities at the Gregory Showgrounds and Burketown Rodeo Grounds, we recommend that Council resolves to accept the Subordinate Local Law subject to the appropriate time restrictions being placed on camping activities in the designated camping area.

Council may fix a fee for issuing a permit in accordance with Local Law No. 1 (Administration).

Schedule 6 – Designated Camping Areas

Schedule 6 has been added to Subordinate Local Law No. 4 that shows the proposed camping areas. (See attached.) The individual maps for each camping area have also been attached to this report.

Please ensure that the maps show the area that is proposed by Council to become designated camping areas. We also recommend that the Burketown Wharf Map be amended to remove the text prior to gazettal.

Schedule 1 – Prohibited Activities for Local Government Controlled Areas or Roads

Amendments to Schedule 1 of Subordinate Local Law No. 4 have also been made, specifically to Item 6 to redefine “the camping areas” to “Designated camping areas”. (See attached)

We recommend that Council review the prohibited activities on those designated camping areas. Council may wish to prohibit further activities in these camping areas such as lighting of fires, displaying advertising, or conducting commercial activities.

While some of the proposed activities will be regulated by other parts of the local law, it may be appropriate to specifically list these prohibitions to ensure the public is fully aware of prohibited activities whilst camping.

Local Law Making Process:

It is further proposed that Council formally adopt the local law making process outlined in Section 5, for both this amendment, and any future amendment.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil associated with the identification of camping areas. As all areas are Council controlled, no land transfers will be required.

In terms of implementation, some signage may need to be purchased and erected to designate approved camping areas.

In terms of enforcement, Council has several options:

- (a) Council staff to enforce and potentially issue infringement notices
- (b) Council to request Police to move illegal campers on
- (c) Council to authorise a third party (e.g. CLCAC/Bidunggu Rangers) to issue infringement notices
- (d) A combination of the above

As identified in the November 2016 Council Meeting report on this topic, there will be legal fees of \$3-4,000 associated with the drafting of the local law and management of relevant submissions.

5. POLICY & LEGAL IMPLICATIONS

Statutory Provisions:

- Local Government Act 2009, section 29 (Local Law Making Process)
- Local Government Act 2009, section 121(1) (Removal of unsound decisions)
- Local Government Act 2009, section 38 (Anti-competitive provisions)
- Local Government Act 2009, section 257 (Delegation of local government powers)
- Local Government Regulation 2012, section 14 (Local Law Register – Act, s31)
- Local Government Regulation 2012, section 15 (Anti-competitive provisions and review procedures)
- National Competition Policy – Guidelines for conducting and reviews of anti-competitive provisions in local laws- Version 1 2013

Chapter 3, Part 1 of the *Local Government Act 2009* is concerned with Local Laws:

28 Power to make a local law

- (1) *A local government may make and enforce any local law that is necessary or convenient for the good rule and local government of its local government area.*

29 Local law making process

- (1) *A local government may decide its own process for making a local law to the extent that the process is not inconsistent with this part.*
- (2) *A local government makes a local law by passing a resolution to make the local law.*
- (5) *A local government must ensure its local laws are drafted in compliance with the guidelines issued by the Parliamentary Counsel under the Legislative Standards Act 1992, section 9 for local laws and subordinate local laws.*

Council has sought legal advice from Preston Law to assist with this process. It follows below:

Local Law Making Process

Section 29(1) of the LGA enables the Council to decide its own process for making a local law to the extent that process is not inconsistent with that part of the Act.

To ensure transparency, Preston Law recommends that Council adopt a local law making process for the purpose of section 29(1) of the LGA. Council has adopted Model Local Laws and those Model Local Laws are not proposed to be amended. However, Council is required to adopt a Subordinate Local Law to effect the proposed amendments to Subordinate Local Law No. 4.

Once the local law making process is adopted, Council must follow this Process when making any further Subordinate Local Laws.

Preston Law has proposed the following “Subordinate Local Law Making Process”:

- Step 1: By resolution, propose to make a proposed subordinate local law.
- Step 2: Comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. Council must not make a local law that contains an anti-competitive provision unless the local government has complied with the procedures prescribed under a regulation for review of anti-competitive provisions pursuant to section 38 of the Local Government Act 2009 (“LGA”). Section 15(2) of the Local Government Regulation 2012 relevantly provides that for section 38(1) of the Act, the procedures prescribed are the procedures mentioned in the competition policy guidelines. The competition policy guidelines is the document called “National Competition Policy Guidelines for Conducting Reviews on Anti-Competitive Provisions and Local Laws”, Version 1, made by the Department.
- Step 3: By resolution, decide whether to-
- a. make the proposed subordinate local law; or
 - b. make the proposed subordinate local law with amendments; or
 - c. not proceed with the making of the proposed subordinate local law.
- If the local government resolves to proceed with the making of the proposed subordinate local law with amendments, and the amendments are substantial, the local government must again comply with the procedures prescribed under a regulation for a review of anti-competitive provisions for the amended provision.
- Step 4: Let the public know that the subordinate local law has been made, by publishing a notice of making the subordinate local law in accordance with the requirements of section 29B of the LGA.
- Step 5: As soon as practicable after the notice is published in the gazette, ensure that a copy of the subordinate local law may be inspected and purchased at the local government’s public office.
- Step 6: Within 7 days after the notice is published in the gazette, give the Minister –
- a. a copy of the notice; and
 - b. a copy of the subordinate local law.
- Step 7: Update the local government’s register of its local laws.

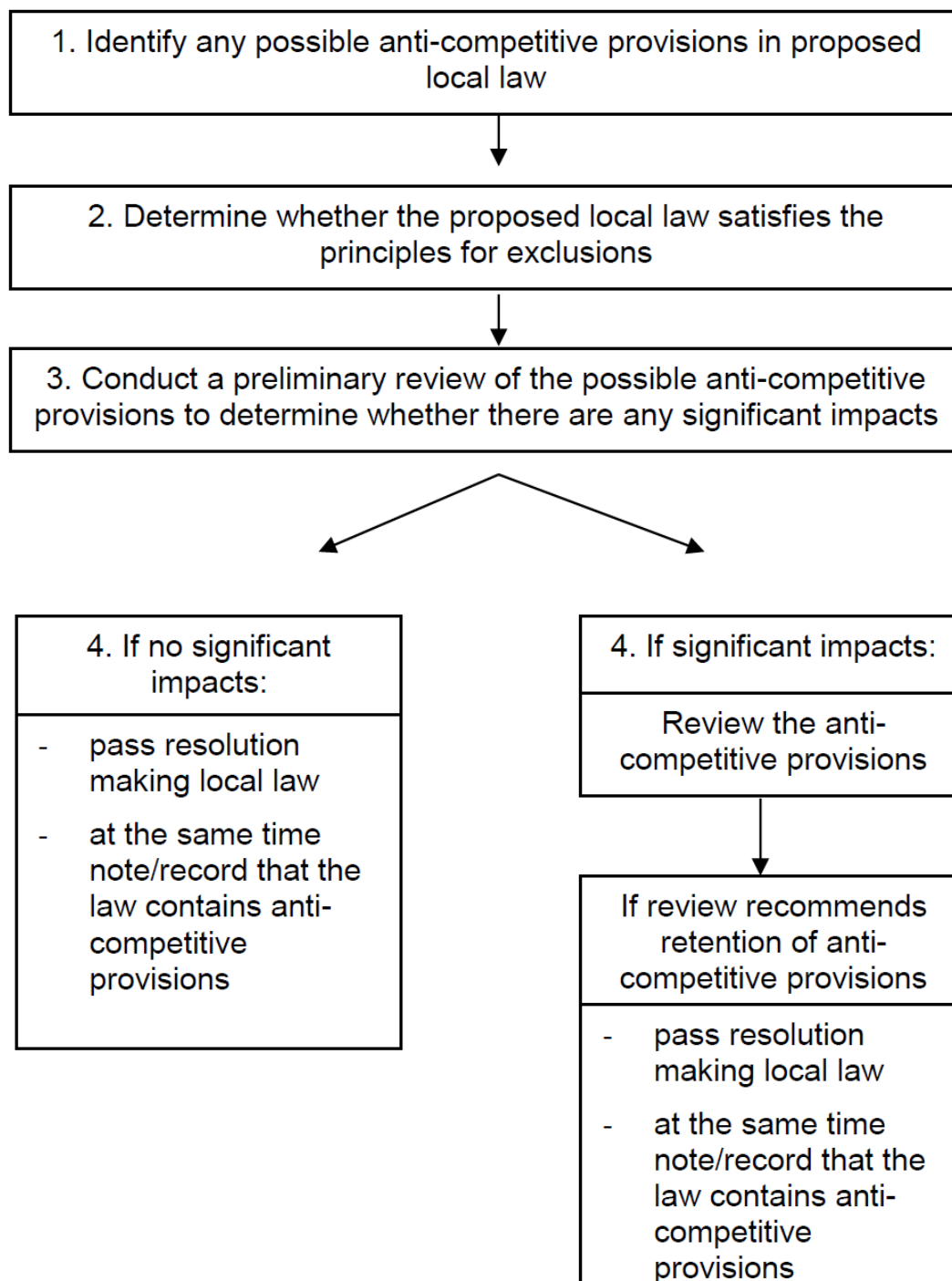
Review for Anti-Competitive Provisions

Preston Law has conducted a review of the proposed amendments in accordance with the “Guidelines for Conducting Reviews on Anti-Competitive Provisions in Local Laws – Version 1”.

An anti-competitive provision in local laws (“anti-competitive provision”) means a provision that the Regulation identifies as creating barriers to:-

- (a) entry to a market; or
- (b) competition within a market.

The review process for undertaking anti-competitive provisions in a local law is set out below:



(a) The Review Barriers to Entering the Market

- (i) This type of anti-competitive provision in a local law involves either prohibiting particular business activities or placing obligations on the operators of business activities.
- (ii) Examples of this type of anti-competitive provision include:-
 - requiring businesses to obtain an approval from the local government before operating;

- placing restrictions on the conduct of a business such as hours of operation where the business may operate or the types of goods and services that can be sold.
- (iii) The proposed amendments to the local law do not create a barrier to entering the market.
- (b) Restriction of Competition in the Market
 - (i) This type of anti-competitive provision in a local law involves giving some benefit or imposing some hindrance on particular business operators. Examples of this type of anti-competitive provision include:-
 - prohibiting itinerant vendors from setting up in a specific distance from existing businesses;
 - requiring business operators to reside locally;
 - limiting the number of licences issued by the local government;
 - excluding local government businesses from the operation of the local law.
 - (ii) The proposed amendments to the local law do not create barriers to entering the market or restrict competition in the market.
- (c) Step 2 – Determination of Exclusions
 - (i) In some cases the local law has some unintended impacts on businesses that inadvertently create barriers from entering the market or restrict competition. Depending on the nature of the local law, in some cases, the local government may not be required to conduct a review of any anti-competitive provisions.
 - (ii) The particular type of local laws excluded from the review of anti-competitive provisions are:-
 - the local laws regulating the behaviour of individuals;
 - local laws dealing solely with internal administrative procedures of a local government;
 - local laws intended as legitimate measures to combat the spread of pests and disease;
 - local laws to ensure acceptable public health and safety standards are met;
 - repealing local laws.

In the previous step we have identified that the proposed amendments are not anti-competitive however if we are wrong, the proposed amendments regulates the behaviour of individuals, and goes some way to ensure acceptable public health and safety standards are met. Therefore, the proposed amending local law would be excluded from the review of anti-competitive provisions.

There are no anti-competitive amendments proposed in the amending local law.

Public Consultation

If a Local Law does not contain any anti-competitive provisions, public consultation is not specifically required to be undertaken, however the local government principles include meaningful community engagement, and therefore Council should consider undertaking community consultation as an additional step to the Subordinate Local Law Making Process, when the amendments are anti-competitive or propose a significant change in policy by a local government.

The proposed amendments are likely to be of significant public interest given that significant restrictions on camping will be enforced over the whole of the local government area; therefore, we recommend some public consultation prior to making the Subordinate Local Law.

Adopting consolidated local laws

A consolidated version of a local law or subordinate local law is a document that accurately combines a local government's local law, as if it was originally made, with all the amendments made to the local laws since the local law was originally made.

Section 32 of the LGA prescribes the way that a local government may adopt a consolidated version of a local law and states:-

“(3) When the local government adopts the consolidated version of the local law, the consolidated version is taken to be the local law, in the absence of evidence to the contrary.

“(4) Within 7 days after the local government adopts the consolidated version of the local law, the local government must give a copy of the consolidated version to the Minister.”

A local government may only adopt a consolidated local law after the amendments of the proposed local law come into force.

We propose to provide a consolidated version of the local law for adoption once the amendments to the local law have been made.

6. CRITICAL DATES & IMPLICATIONS

Once the Local Law has been adopted, a notice must be placed in the Government Gazette within 30 days of the resolution.

7. CONSULTATION

The Deputy CEO has consulted with Preston Law in the preparation of this report. Further public consultation will come once Council has adopted the draft local law.

8. CONCLUSION

Provide closing statement

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Adopt the following Subordinate Local Law Making Process:
 - Step 1: By resolution, propose to make a proposed subordinate local law.
 - Step 2: Comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. Council must not make a local law that contains an anti-competitive provision unless the local government has complied with the procedures prescribed under a regulation for review of anti-competitive provisions pursuant to section 38 of the Local Government Act 2009 (“LGA”). Section 15(2) of the Local Government Regulation 2012 relevantly provides that for section 38(1) of the Act, the procedures prescribed are the procedures mentioned in the competition policy guidelines. The competition policy guidelines is the document called “National Competition Policy Guidelines for

Conducting Reviews on Anti-Competitive Provisions and Local Laws”, Version 1, made by the Department.

Step 3: By resolution, decide whether to-

- a. make the proposed subordinate local law; or
- b. make the proposed subordinate local law with amendments; or
- c. not proceed with the making of the proposed subordinate local law.

If the local government resolves to proceed with the making of the proposed subordinate local law with amendments, and the amendments are substantial, the local government must again comply with the procedures prescribed under a regulation for a review of anti-competitive provisions for the amended provision.

Step 4: Let the public know that the subordinate local law has been made, by publishing a notice of making the subordinate local law in accordance with the requirements of section 29B of the LGA.

Step 5: As soon as practicable after the notice is published in the gazette, ensure that a copy of the subordinate local law may be inspected and purchased at the local government’s public office.

Step 6: Within 7 days after the notice is published in the gazette, give the Minister –

- a. a copy of the notice; and
- b. a copy of the subordinate local law.

Step 7: Update the local government’s register of its local laws.; and

- 3. Commit to public consultation for this amendment of Subordinate Local Law No. 4 in addition to the Subordinate Local Law Making Process; and
- 4. Adopt the Amending Subordinate Local Law as a draft for public consultation with the following changes:
 - a. Camping permits are restricted to a maximum number of [redacted] days in a [redacted] day period; and/or
 - b. Camping restrictions do not apply to native title holders; and/or
 - c. The following additional prohibitions are applied to campers staying in designated camping areas:
 - i. Lighting of fires; and/or
 - ii. Displaying advertising; and/or
 - iii. Conducting commercial activities, including commercial fishing; and /or
 - iv. [redacted]; and/or
 - d. Overflow camping at the Burketown Rodeo Ground is restricted to the following dates: [redacted]; and/or
 - e. Overflow camping at the Gregory Showground is restricted to the following dates: [redacted];
 - f. Overflow camping is only to be made available if there is no vacancy at local accommodation providers; and/or

- g. Overflow camping will only be made available when Council considers that there is insufficient capacity within the Shire's accommodation providers; and/or

h. ...

ATTACHMENTS

1. Amending Subordinate Local Law No 1



Amending
Subordinate Local Law

2. Proposed Amended Schedule



Proposed Amended
Schedules.pdf

3. Map – Bloodwood



Bloodwood Proposed
Camping Area.pdf

4. Map – Burketown Rodeo Grounds



Burketown Rodeo
Grounds Proposed Ca

5. Map – Burketown Wharf



Burketown Wharf
Proposed Camping Ar

6. Map – Gregory Showgrounds



Gregory
Showgrounds Propos

Deputy CEO Reports

12.01.03 Town Planning Scheme Submissions

DEPARTMENT:	Planning and Development
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	11 August 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

1. PURPOSE

To present to Council the submissions made through the consultation process for the Burke Shire Draft Town Planning 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 working 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 Amending 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 moved to public consultation.

Burke Shire's draft planning scheme was been available for public consultation since 18 May 2017, and the consultation period closed on 30 June 2017. This provided 30 business days of consultation, as required under the *Sustainable Planning Act 2009 (SPA)*; 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 relatively well attended and a variety of issues were 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.

During both the promotion of the public consultation process and at the public meetings, Council made available a Fact Sheet (supplied by DILGP) outlining the submission process (see attached).

Council also prepared a submission to its own scheme, as per the following resolution:

12.01.02 Public Consultation and Submissions on Draft Town Planning Scheme

- 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.**

Moved: Cr Poole

Seconded: Cr Yanner

Carried 170616.21 4/0

3. PROPOSAL

Through the consultation process, a number of submissions were received from members of the public and State Government Departments; a number of these were conforming (i.e. "properly made") submissions, according to *SPA* several were not.

This paper seeks to present Council with the submissions received (all of which are attached) and propose that all submissions – including those that were not properly made – be considered as Council completes drafting its scheme.

The submissions received were as follows:

Submitter	Date	Key issue/s	Properly made	Reason for non-compliance
Burke Shire Council	26/6/17	A range of suggested improvements to the MALPI-lite template	Yes	N/A
Dept Transport & Main Roads (DTMR)	30/6/17	Correctly mapping state controlled roads	Yes	N/A
Dept Environment & Heritage Protection (DEHP)	30/7/17	Coastal Hazard management & zone codes	Yes	N/A
Department of Natural Resources & Mines (DNRM)	30/6/17	State interests relating to Agriculture, Mining, Biodiversity (regulated vegetation) & emissions/hazardous activities	Yes	N/A
Department of Infrastructure, Local Government & Planning (DILGP)	3/7/17	Natural hazards (bushfire, flood & landslides)	No*	Submitted after consultation period closed
Paul Poole & Amanda Wilkinson	17/7/17	Zoning of L46 B1364 (request change to commercial from residential)	No*	Submitted after consultation period closed
Malcolm England	2/8/17	Zoning of L64 on B1365 (request change to residential from open space)	No*	Submitted after consultation period closed

*All three parties who made late submissions contacted Council before doing so

4. FINANCIAL & RESOURCE IMPLICATIONS

Council will continue to receive assistance from DILGP (free of charge) and Liz Taylor, Council's Town Planning Consultant (hourly charge), to consider these submissions and incorporate them – where appropriate – into its final draft scheme.

The consideration of the three submissions which were not properly made will have a minimal impact on the resource requirements for this process.

5. POLICY & LEGAL IMPLICATIONS

Under s118 (1)(c) of *SPA* the Local Government is required to consider all properly made submissions about the proposed planning scheme:

- (c) *if public consultation about a proposal mentioned in paragraph (a) must be carried out—*
- i. the local government to have available for inspection and purchase during all of the consultation period a copy of the proposed planning scheme or planning scheme policy; and*
 - ii. members of the public to make submissions to the local government about the proposed planning scheme or planning scheme policy; and*
 - iii. the local government to consider all properly made submissions about the proposed planning scheme or planning scheme policy; and*
 - iv. the local government to advise persons who make a properly made submission about how the local government has dealt with the submission; and*
 - v. the local government to give the Minister a notice containing a summary of matters raised in the properly made submissions and stating how the local government dealt with the matters; and*

Council has no requirement to consider any submissions that were not properly made, however it may choose to do so.

In considering a submission, council is not required to adopt its contents. It must merely advise the submitter how it has dealt with that submission and provide that information to the Minister.

6. CRITICAL DATES & IMPLICATIONS

The proposed schedule for adoption of the planning scheme is as follows:

August 2017: Council receive submissions and determine whether or not to consider those that were not properly made

September 2017: Council consider final draft scheme with submissions incorporated

October 2017: Council adopt final draft scheme, following input from DILGP
Adopted scheme presented to Minister for certification

On this basis, the August 2017 Council meeting would be an appropriate time to receive these submissions and rule on the eligibility of those which were not properly made for consideration.

7. CONSULTATION

The DCEO has consulted with Liz Taylor, Council's Town Planning Consultant and staff from DILGP in the preparation of this report.

8. CONCLUSION

Given the purpose of the consultation process was to elicit feedback from the Burke Shire community to ensure the completed planning scheme meets the needs of our community, it is desirable that late submissions be considered.



9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council receive all attached submissions about its proposed town planning scheme; and

3. That Council resolve to consider all attached submissions about its proposed town planning scheme, including those that were not properly made.

ATTACHMENTS


1. Burke Shire Council Submission

 
Submission on the 2017.06.26
Draft Burke Shire Plan Submission BSC Draft

2. DTMR Submission


TMR Submission -
draft Burke Shire Plan

3. DEHP Submission

 
EHP Submission Draft EHP Submission Draft
Burke Planning Scheme Burke Shire Planning !

4. DNRM Submission

   
DNRM submission - Cover Letter - Burke DNRM_Response_Bu DNRM_Response_Bu
draft Burke Shire Cou Shire Council - DNRM rkeShireCouncil_Publi rkeShireCouncil_Publi

5. DILGP Submission

    
FW_ Burke Shire draft planing scheme submission.docx Attachment 1 - Attachment 2- Attachment 3 -
Recommended amenc Proposed draft planni Example minimum sep

6. Paul Poole & Amanda Wilkinson Submission


R_20170718-022381
.pdf

7. Malcolm England Submission


IMG_20170802_000
1.pdf

8. Making a Submission Fact Sheet

Please download from

<http://www.burke.qld.gov.au/documents/5174497/44344564/Submission%20Info%20Sheet.pdf>

Deputy CEO Reports

12.01.04 Review of Council Policy Review Methodology

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	29 July 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan, Operational Plan

1. PURPOSE

To review Council's Policy framework, determining which policies are required to be reviewed by Council and the frequency of review.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Historically Council has reviewed all policies on an annual basis. Given that Council has (at present) approximately 56 different policies, this represents a significant investment of time and resources – on the part of both officers and Councillors.

Due to the load required, a number of 'low risk' policies have not been maintained in accordance with their adopted review schedules. While this generally presents minimal negative exposure to the organisation, it does suggest that the existing process is overly onerous and worthy of review.

Council's policy framework contains both Statutory policies (i.e. those mandated by legislation or external guidelines) and Administrative policies (i.e. those required to assist Council to more effectively manage its internal operations). While some policies are very uniquely tailored to Burke Shire Council's needs, others (typically by virtue of legislation) are very minimally customisable or (due to technical content) require specialist advice or assistance to develop, review and maintain.

3. PROPOSAL

The Deputy Chief Executive Officer, in conjunction with the Executive Manager Finance conducted a review of Council's Policy framework identifying which policies were Statutory and which merely Administrative. They also suggested a number of policies which may not be required to be reviewed by Council, as well as amended review timeframes (i.e. longer than one year) for others. A spreadsheet outlining this proposed revised framework is attached.

Internal Review Only:

The framework suggests that the following policies no longer come to Council for review (N.B. all of these proposed policies are Administrative only):

Dept	Policy Number	Policy Name
Admin	ADM-POL-003	Computer and Telecommunications Policy
Admin	ADM-POL-005	Mobile Phone Policy
Admin	ADM-POL-013	Minors in the Library Policy
Admin	ADM-POL-017	Social Media Policy

Dept	Policy Number	Policy Name
Works	DEV01	Driveway / Crossover Policy
Works	ENG-POL-002	Asset management road hierarchy and segmentation policy
Finance	FIN-POL-009	Reduction of water consumption Policy
HR	HRM-POL-001	Performance & Misconduct Policy
HR	HRM-POL-002	Workplace Complaint Policy
HR	HRM-POL-003	Timesheet Policy
HR	HRM-POL-005	Discrimination, Harassment and Bullying Policy
HR	HRM-POL-006	Smoke-Free Workplace Policy
HR	HRM-POL-007	Absence & Absenteeism Policy
HR	HRM-POL-008	Leave without Pay Policy
HR	HRM-POL-009	Fit For Work Policy
HR	HRM-POL-010	Probationary Employment Policy
HR	HRM-POL-011	Staff Travel Expenses Policy
HR	HRM-POL-012	RDO & Flexibility Policy
HR	HRM-POL-014	Staff Training & Development Policy
HR	HRM-POL-015	Uniform Policy
HR	HRM-POL-016	Staff Relocation Expenses Policy
WHS	WHS-POL-STA	Workplace Health and Safety Policy Statement
Works	WOR-POL-001	Use of Council Vehicles
Works	WOR-POL-002	Bounty - Wild dogs and feral cats

It is proposed that, following the internal review, the Chief Executive Officer be delegated the authority to adopt the policies listed above. To ensure that Councillors are aware of changes in the Policy environment, any reviews must still be reported to Council as part of the monthly DCEO Council Meeting report.

Any brand new Policy will come to Council initially for adoption, and determination of whether it can be maintained internally or not.

Timing Changes:

It is also proposed that the following Policies be reviewed every two years (instead of annually):

Dept	Policy Number	Policy Name
HR	HRM-POL-001	Performance & Misconduct Policy
HR	HRM-POL-002	Workplace Complaint Policy
HR	HRM-POL-005	Discrimination, Harassment and Bullying Policy
HR	HRM-POL-009	Fit For Work Policy
HR	HRM-POL-010	Probationary Employment Policy
HR	HRM-POL-011	Staff Travel Expenses Policy
HR	HRM-POL-012	RDO & Flexibility Policy
HR	HRM-POL-014	Staff Training & Development Policy
Admin	ADM-POL-011	Grants to Community Organisations Policy
Governance	GOV-PLA-001	Fraud Corruption and Control Plan
Governance	GOV-POL-004	Fraud Prevention and Investigation Policy
Governance	GOV-POL-007	Fraud Policy

Dept	Policy Number	Policy Name
Housing	HOU-POL-001	Accommodation Policy
HR	HRM-POL-004	Recruitment Policy
WHS	WHS-POL-001	Workplace Health and Safety Policy

The following every three years:

Dept	Policy Number	Policy Name
Admin	ADM-POL-003	Computer and Telecommunications Policy
Admin	ADM-POL-005	Mobile Phone Policy
Admin	ADM-POL-013	Minors in the Library Policy
Admin	ADM-POL-017	Social Media Policy
Works	ENG-POL-002	Asset management road hierarchy and segmentation policy
HR	HRM-POL-003	Timesheet Policy
HR	HRM-POL-006	Smoke-Free Workplace Policy
HR	HRM-POL-007	Absence & Absenteeism Policy
HR	HRM-POL-008	Leave without Pay Policy
HR	HRM-POL-015	Uniform Policy
HR	HRM-POL-016	Staff Relocation Expenses Policy
Works	WOR-POL-001	Use of Council Vehicles

The following every four years (i.e. once per Council term):

Dept	Policy Number	Policy Name
Works	DEV01	Driveway / Crossover Policy
Finance	FIN-POL-009	Reduction of water consumption Policy
Finance	ADM-POL-010	Advertising Expenditure Policy
Finance	ADM-POL-012	Entertainment & Hospitality Expenditure Policy
Finance	FIN03	National Competition Policy
Finance	FIN-POL-002	Credit Card Usage Policy
Finance	FIN-POL-010	Audit Committee Charter
Finance	FIN-POL-012	Related Party Disclosure Policy
Finance	FIN-POL-013	Non-current asset policy
Governance	GOV02	Councillors code of conduct Policy
Governance	GOV-POL-006	Internal Audit Policy

And the following as needed, but at least once per Council term:

Dept	Policy Number	Policy Name
Works	WOR-POL-002	Bounty - Wild dogs and feral cats

N.B. Nothing prevents Council from reviewing a policy more frequently than proposed, should a change in circumstances or legislation necessitate it, or should Councillors request this occur.

4. FINANCIAL & RESOURCE IMPLICATIONS

The proposed changes will see the current situation (56 Policies presented annually to Council) reduce thusly:

- On average, 20 policies will be presented to Council per year for adoption
- On average, a further 10 policies will be reviewed internally per year

This will reduce the annual administrative requirements of undertaking policy review by approximately half, while reducing the time and resources required to prepare and consider Council reports regarding policies by almost two thirds.

5. POLICY & LEGAL IMPLICATIONS

All statutory policies will continue to be adopted by Council within reasonable timeframes. Where legislation stipulates a review schedule for specific policies, that review schedule will be maintained.

As noted in the proposal, the recommendation below is for Council to delegate authority to adopt a number of Administrative policies to the Chief Executive Officer.

6. CRITICAL DATES & IMPLICATIONS

There is no required adoption date for this change in process, however the sooner it is adopted, the sooner both Councillors and Officers will benefit from the saving of time and resources devoted to Policy maintenance.

7. CONSULTATION

In developing the attached schedule, the Deputy Chief Executive Officer worked closely with the Finance Manager.

8. CONCLUSION

This proposal has been designed ensure Councillors continue to maintain control over critical Council Policies and oversight of the entire Policy framework, while reducing the administrative burden on Council Officers that comes from maintaining a compliant and effective policy environment.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Delegate authority to the Chief Executive Officer to adopt reviewed versions of the following Administrative policies:

Policy Number	Policy Name
ADM-POL-003	Computer and Telecommunications Policy
ADM-POL-005	Mobile Phone Policy
ADM-POL-013	Minors in the Library Policy
ADM-POL-017	Social Media Policy
DEV01	Driveway / Crossover Policy
ENG-POL-002	Asset management road hierarchy and segmentation policy
FIN-POL-009	Reduction of water consumption Policy

Policy Number	Policy Name
HRM-POL-001	Performance & Misconduct Policy
HRM-POL-002	Workplace Complaint Policy
HRM-POL-003	Timesheet Policy
HRM-POL-005	Discrimination, Harassment and Bullying Policy
HRM-POL-006	Smoke-Free Workplace Policy
HRM-POL-007	Absence & Absenteeism Policy
HRM-POL-008	Leave without Pay Policy
HRM-POL-009	Fit For Work Policy
HRM-POL-010	Probationary Employment Policy
HRM-POL-011	Staff Travel Expenses Policy
HRM-POL-012	RDO & Flexibility Policy
HRM-POL-014	Staff Training & Development Policy
HRM-POL-015	Uniform Policy
HRM-POL-016	Staff Relocation Expenses Policy
WHS-POL-STA	Workplace Health and Safety Policy Statement
WOR-POL-001	Use of Council Vehicles
WOR-POL-002	Bounty - Wild dogs and feral cats

; and

3. Endorse the amended review schedule contained in the attached spreadsheet.

ATTACHMENTS

1. Policy Framework Spreadsheet



Policy Framework
Review.xlsx

Deputy CEO Reports

12.01.05 Accommodation Policy Amendment

DEPARTMENT:	Housing
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	8 August 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To amend Council's Accommodation Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted a largely re-written Accommodation Policy at the March 2017 Ordinary Council Meeting (resolution 13.170323).

3. PROPOSAL

The Policy is attached with proposed changes tracked. The changes relate to one area:

Allocation of Accommodation:

It is proposed that the authority to allocate staff accommodation be delegated to the Chief Executive Officer in consultation with the Mayor (or their respective delegate). Allocation of pensioner housing would continue to come to Council for resolution.

4. FINANCIAL & RESOURCE IMPLICATIONS

The present process of allocating housing provides limited flexibility:

- Requires a Council resolution
- Changes to decisions require a further resolution
- Consideration generally only occurs on a monthly basis, limiting the organisation's ability to be responsive to changing requirements (particularly around the recruitment of new staff)

Allocating staff accommodation at the administrative level, with Mayoral input, will enable Council to more effectively allocate housing to employees, particularly when managing recruitment processes where timely decisions are required.

5. POLICY & LEGAL IMPLICATIONS

The allocation of Council housing can, legally, be managed at either the Councillor or Administrative level.

The keeping of pets in Council rental properties is to occur in accordance with Council's existing rental tenancy agreements and the *Residential Tenancies and Rooming Accommodation Act 2008*.

6. CRITICAL DATES & IMPLICATIONS

The August 2017 meeting would be an appropriate time to consider this review.

7. CONSULTATION

The Chief Executive Officer and Deputy Chief Executive Officer have consulted on this matter and taken advice from the Mayor and Deputy Mayor in its development.

8. CONCLUSION

These proposed changes will enable Council to more efficiently manage its housing and human resources.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopt Version 7 of HOU-POL-001 Accommodation Policy.

ATTACHMENTS



HOU- POL-001
Accommodation Policy

1. Version 7 HOU-POL-001 Accommodation Policy

Deputy CEO Reports

12.01.06 Councillor Code of Conduct Policy Review

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	8 August 2017
LINK TO COUNCIL PLAN/S:	Community Plan Section 4

1. PURPOSE

To review Council's Councillor Code of Conduct Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This document was introduced to Council in March 2012 and has not been reviewed since.

It has been reviewed against the relevant legislation (section 176 of the *Local Government Act 2009*) and external advice (attached) has been sought as part of the review process.

3. PROPOSAL

That Council review and adopt the attached Councillor Code of Conduct Policy, with tracked changes. Only version information and outdated departmental information has been updated.

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil

5. POLICY & LEGAL IMPLICATIONS

Section 4 of Council's Community Plan 2011-2021 speaks to effective and ethical governance. Documents like this one demonstrate Council's commitment to providing sound governance at the highest level by clearly outlining the conduct expected of the Shire's elected members.

Division 6 of the *Local Government Act 2009* is concerned with the Conduct and performance of Councillors, and this document supports the aims of that piece of legislation, but is not required under the Act.

6. CRITICAL DATES & IMPLICATIONS

This document has not been reviewed for several years and is well overdue for review. It is proposed that the review timetable for the document, moving forwards, be extended to every three years.

7. CONSULTATION

The Deputy CEO has sought advice from Martine Care of Preston Law in ensuring this document remains relevant and compliant.

8. CONCLUSION

Adoption and adherence to this document ensures that Council continues to deliver strong and accountable governance.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts Version 2 of GOV-POL-002 Councillor Code of Conduct Policy

ATTACHMENTS

1. GOV-POL-002 Councillor Code of Conduct Policy



GOV02 Councillor
Code of Conduct Polik

2. Advice regarding GOV-POL-002 from Preston Law



Councillor Code of
Conduct [PL150622] .

Deputy CEO Reports

12.01.07 HRM-POL-006 Smoke-Free Workplace Policy Review

DEPARTMENT:	Human Resources/WH&S
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	9 August 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To review Council's Smoke-Free Workplace Policy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This Policy was introduced in January 2015 (resolution 10.150122) and last reviewed in June 2016 (resolution 160616.17). It manages smoking behaviour in the workplace, including outlining Council's Designation Outdoor Smoking Areas (DOSAs).

3. PROPOSAL

This revision of the Policy features several changes:

- Addition of reference to e-cigarettes
- Amendment of Administration Office DOSAs
- Amendment of Burketown Depot DOSA
- Addition of Gregory Depot DOSA
- Addition of Burketown WTP DOSA

The proposed revised Policy with tracked changes is attached.

4. FINANCIAL & RESOURCE IMPLICATIONS

There are no financial or resource implications linked directly to this Policy, however it is worth noting that since the introduction of this Policy 5 staff have joined Council's Quit Smoking Program.

5. POLICY & LEGAL IMPLICATIONS

Updating this Policy will ensure compliance with Queensland's Smoking legislation, effective 1 September 2016.

6. CRITICAL DATES & IMPLICATIONS

This Policy is overdue for review and the August 2017 Council meeting would be an appropriate time to update it. From this point forwards, it is recommended that this Policy be reviewed every three years.

7. CONSULTATION

The DCEO and WHS Coordinator have worked together in updating this Policy. The WHSC has worked with employees and relevant managers in designating appropriate DOSAs.

8. CONCLUSION

Given the uptake of the Quit Smoking Program, this Policy has already had a positive impact upon the workforce. Maintenance of this Policy will hopefully lead to on-going positive health outcomes for Council staff, as well as clarity around our smoking rules.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopt Version 3 of HRM-POL-006 Smoke-Free Workplace Policy

ATTACHMENTS

1. Version 3 of HRM-POL-006 Smoke-Free Workplace Policy



HRM-POL-006
Smoke-Free Workplac

Deputy CEO Reports

12.01.08 Staff Travel Expenses Policy Review

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

1. PURPOSE

To review Council's Staff Travel Expenses Policy, which clarifies and simplifies Council's existing processes for managing the reimbursement of travel expenses to staff.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This policy was introduced in April 2015 (resolution 150416.16) as the previous system of reimbursing staff for travel expenses was not well documented and the review, reconciliation and reimbursement of receipts and credit card statements was administratively challenging and time-consuming.

It was last reviewed in April 2016 (resolution 160421.16) and has been functioning well in terms of its ability to regulate staff travel expenses and provide a clear mechanism for staff to be reimbursed for such.

3. PROPOSAL

The Policy establishes a clear set of limits and guidelines:

- Flat rates for meal expenses and incidentals that can be paid either in advance or arrears without the requirement for receipts
- Daily limits for accommodation and travel expenses, including provision of Council vehicles
- Stipulation of which elements of travel Council will book for employees engaging in work-related travel
- General description of legitimate work-related travel purposes
- Links to Relocation Expenses and Corporate Credit Card Policies.

With the exception of version control and formatting, only one change is proposed to the current policy: To reduce the cents per kilometre allowance from \$0.76/km to \$0.66/km. This revised rate is consistent with Legislative Instrument F2016L01157 – Income Tax Assessment Act – Cents per Kilometre Deduction Rate for Motor Vehicle Expenses (attached).

A revised copy of the Policy with tracked changes is attached to this report.

4. FINANCIAL & RESOURCE IMPLICATIONS

A 13% reduction in cents per kilometre is proposed. As staff are discouraged from, and rarely use private vehicles for work-related travel, the financial impact of the proposed change in \$/km will only represent a small saving to Council.

5. POLICY & LEGAL IMPLICATIONS

The per kilometre rate proposed is as per Legislative Instrument F2016L01157 – Income Tax Assessment Act – Cents Per Kilometre Deduction Rate for Motor Vehicle Expenses.

The accommodation and meal rates proposed fall within the ATO's reasonable expense limits, as per the table below (and attached).

Table 1: Employee's annual salary - \$119,650 and below

Place	Accomm.	Food and drink	Incidentals	Total
	\$	\$	\$	\$
High Cost Country Centres (Mount Isa)	160.00	109.35	19.35	288.70
Council Policy	150.00	85.00	20.00	255.00

6. CRITICAL DATES & IMPLICATIONS

This Policy was due for review in April 2017. The August 2017 Council meeting is an appropriate time to review this Policy. It is proposed that, from this review onwards, this policy only be reviewed on a biennial basis.

7. CONSULTATION

The Deputy CEO has consulted relevant ATO guidance material and the Executive Manager Finance in the revision of this Policy.

8. CONCLUSION

This policy will continue to make budgeting for and reimbursement of travel expenses administratively straightforward. It clearly outlines employee entitlements with regards to work-related travel.

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopts Version 3 of HRM-POL-011 Staff Travel Expenses Policy.

ATTACHMENTS

1. HRM-POL-011 Staff Travel Expenses Policy



HRM-POL-011 Staff
Travel Expenses Polic

2. Legislative Instrument F2016L01157 – Income Tax Assessment Act – Cents Per Kilometre Deduction Rate for Motor Vehicle Expenses



F2016L01157.pdf

3. Taxation Determination TD 2017/19



td2017-019.pdf

Deputy CEO Reports

12.01.09 Donation Request - Burketown Rodeo & Sporting Association

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	7 August 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To provide information to Council regarding a donation request received from Burketown State School.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2016 Council donated \$2,500 towards Burketown Rodeo & Sporting Association as well as provided in kind service. Council has been providing in kind service for this event for a number of years.

3. PROPOSAL

Purpose or Function

To provide an event that benefits the wider community. This event generates income for local businesses and promotes tourism. It showcases the community's way of life and their skills in horsemanship.

Project Summary

Burketown Rodeo will be held on Friday 25 August 2017 from 6pm till midnight. The races will be held on Saturday 2017 11 am till midnight.

Who will participate

Local community, wider community, tourists, competitors and visitors.

Target Audience

People of all ages and background

Donation Support Request

- \$1,000
- Cleaning of amenities over the weekend
- Assistance with set up on Friday 25 August (3 staff for 2 to 3 hours)
- Rubbish collection
- Printing of 70 race booklets, 10 A3 Flyers & 20 A4 Flyers

How Council will be recognized and acknowledged

BSC will be recognised in all advertising and promotions leading up to and at the actual event.

Total project cost

	\$
Own cash contribution	\$20,000
Own in-kind contribution	\$25,920
Other funding sources	\$ 7,000
Council Donation Request	\$ 1,000 cash + In kind
Total project cost	\$53,920

List Sources for Other Funding

Local business sponsorship

Other information relevant to this application

This is an annual event that has been running for 31years. It is well supported and is one of the highlights on the Burke Shires calendar of events.

4. FINANCE & RESOURCE IMPLICATIONS

Council has \$27,500.00 remaining in its 2017-18 donations budget.

5. POLICY & LEGAL IMPLICATIONS

Under Council's Grants to Community Organisations Policy, Council is required to report on donations made in its annual report and also on its financial statement. These will be available to the public and other authorities on the Council website.

Further, for applications for \$1,000 or more, Council will require provision of set of audited financial statements. These have not been provided at the time of preparing the report, but have been requested.

6. CRITICAL DATES & IMPLICATIONS

Given the time frame of this request, it would be highly desirable that Council make a resolution on this matter at August 17 2017 Council Meeting.

7. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council approves the In Kind donation as follows:
 - Cleaning of amenities over the weekend
 - Assistance with set up on Friday 25 August (3 staff for 2 to 3 hours)
 - Rubbish collection
 - Printing of 70 race booklets, 10 A3 Flyers & 20 A4 Flyers
3. That Council approves a cash donation of \$1,000

ATTACHMENTS

1. Donation Request



Donation Request
BR&SA 070817.pdf

Deputy CEO Reports

12.01.10 Donation Request – Gulf Cattleman’s Association Inc. “GCA”

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	21 July 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To provide information to Council regarding a donation request received from Gulf Cattleman’s Association Inc. (“GCA”)

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

No known donation given.

3. PROPOSAL

Purpose or Function

- (a) To maintain close relationship with cattleman/graziers in the area drained by rivers to the Gulf of Carpentaria, Queensland,
- (b) To identify local issues and solutions with the cattle industry within the boundaries identified in (a) above,
- (c) To advocate on behalf of graziers on grassroots issues and or opportunities at the level of government and or media as necessary for the issue,
- (d) To develop partnerships with other rural industry bodies in order to advance the overall position of the gulf cattleman and associate industries.
- (e) To develop partnerships with government agencies, NRM Bodies, Traditional Owners Local Government to assist in research, program and project implementation that supports long term grazing industry sustainability.

Project Summary

Donation to help towards the running of The Beef Showcase 2017 Forum

Who will participate

Local graziers, businesses and community members

Target Audience

All community members in the region from various shires

Donation Support Request

Council donate funds towards the forum

How Council will be recognized and acknowledged

Depending on level of sponsorship, BSC will be acknowledged as per sponsorship prospectus and summary spreadsheet attached.

Total project cost

	\$\$
Own cash contribution	not determined
Own in-kind contribution	not determined
Other funding sources	not determined
Council Donation Request	for your consideration
Total project cost	50,000

List Sources for Other Funding

Local businesses, Dept. of Communities, entry fee from participants, corporate sponsorship.

The event is supported and run by a volunteer committee from the various organisations involved. Businesses will be sponsoring at various levels according to the prospectus. There will be a subsidised cost for the dinner & gala ball MLA, Qld Govt, GCA.

Other information relevant to this application

The Gulf Cattleman's Association is established as a grazing group for local industry in the Northern Gulf Region (Queensland). The Gulf Cattleman's Association acts a collective voice for industry issues and seeks to ensure a proactive approach to engaging and representing these issues at the local, regional and national levels

4. FINANCE AND RESOURCES IMPLICATIONS

In addition to the sponsorship fee, the various levels include a number of tickets to the Dinner and Gala Ball, as well as a trade site. If Council intends to man the trade booth or send delegates to the events, the costs of doing so need to be considered.

Daily Wages for Trade Booth:	Approximately \$300 per day
Travel costs Burketown to Karumba:	Approximately \$425.00 (\$0.76/km)
Accommodation in Karumba:	Approximately \$150.00 per person/couple per night
Meals and incidentals:	Approximately \$111.00 per day

Council has \$27,500.00 remaining in its 2017-18 donations budget.

5. POLICY & LEGAL IMPLICATIONS

Under Council's Grants to Community Organisations Policy, Council is required to report on donations made in its annual report and also on its financial statement. These will be available to the public and other authorities on the Council website.

Further, for applications for \$1,000 or more, Council will require provision of set of audited financial statements. These have been provided at the time of preparing the report and are attached.

6. CRITICAL DATES & IMPLICATIONS

Given the time frame of this request, it would be highly desirable that Council make a resolution on this matter at August 17 2017 Council Meeting.

7. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council become a:
 - a. Trade Only sponsor of the BeefUp Showcase 2017 for \$250; or
 - b. Copper sponsor of the BeefUp Showcase 2017 for \$500; or
 - c. Bronze sponsor of the BeefUp Showcase 2017 for \$1,500; or
 - d. Silver sponsor of the BeefUp Showcase 2017 for \$2,500; or
3. That Council resolves not to sponsor the BeefUp Showcase 2017

ATTACHMENTS

1. Donation Request



Donations Request
GCA 21717.docx

2. Prospectus



Prospectus 2017.pdf

3. Sponsorship Comparison



BeefUp Showcase
Sponsorship Comparison

4. GCA Audit



2016 Financial
Reports Gulf Cattleme

Deputy CEO Reports

12.01.11 Donation Request - Savannah Guides

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Nils Hay; Deputy CEO
DATE REPORT PREPARED:	11 August 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To provide information to Council regarding a donation request received from Savannah Guides Limited.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2015 Council donated \$2000 to Savannah Guides LTD.

3. PROPOSAL

Purpose or Function:

Savannah Guides is a network of professional tour guides and tour operators based in the tropical savannahs of northern Australia.

Savannah Guides work with many of Australia's leading tourism, environmental and community organisations to pursue its Mission of being an economically sound, community based professional body which maintains high standards of:

- Interpretation and public education
- Training and guiding leadership
- Natural and cultural resource management

and, through the promotion of ecologically sustainable tourism principles, enhances regional lifestyles and encourages the protection and conservation of the natural and cultural resources of the Tropical Savannahs of Northern Australia.

Project Summary:

Savannah Guides Field Schools are the organisation's workshops, bringing together tour guides, operators, Traditional Owners, National Parks Rangers, tourism and government representatives, researchers and other like-minded individuals. At least two Savannah Guides Field Schools are held each year at varying locations across the savannahs, featuring experts in fields such as ecology, traditional culture, geology, land management, guiding technique and tourism. They are usually four days in length with many activities in the field. Savannah Guides Field Schools are a part of a framework helping guides to achieve and maintain a high level of professionalism. Many individuals and operators use the Field Schools to enter the tourism industry, set staff professionalism benchmarks, refresh technical knowledge, make network contacts or simply explore a new region

behind the scenes in a fun, educational setting. Sharing knowledge is a key part of our ethos and everyone is welcome at a Savannah Guides Field School. Participating in a Field School is the best way to consider whether Savannah Guides can support your professional development, networks or skills. School participation is an element in becoming a member of Savannah Guides, should individuals or enterprises wish to pursue this opportunity.

The next Savannah Guides Field School will be held at Burketown 19-22 October 2017.

Burketown will host the Savannah Guides Field School 19-22 October which will attract around 50 leading tourism operators and regional leaders. It is an important demonstration of Burke Shire's capacity in regional tourism and will showcase Yagurli Tours' new experience offerings to a key group of industry members. The school will follow the Tarrant Flyway ceremony and provide a range of professional development opportunities for local rangers and tour guides. Key partners will include the Gangalidda Garawa Aboriginal Corporation, Carpentaria Land Council Aboriginal Corporation, Queensland Parks and Wildlife Service and several Savannah Guides operators including Adels Grove, Oz Tours and Undara Experience.

Who will participate:

Savannah guides, experts, traditional owners, researchers, academics, tour operators, tour guides and interested peoples.

Target Audience:

As above

Donation Support Request:

\$2000 Cash contribution & in kind (hire of hall and 50 BSC Calico bags)

How Council will be recognized and acknowledged:

BSC Logo to be printed on the School Program. BSC brochure/collateral included in the delegates conference bag. BSC to receive a sponsorship certificate. BSC be invited to submit an article in their E-Newsletter. BSC invited to do a presentation of Burke Shire (30mins) at the school.

Total project cost

	\$\$
Own cash contribution	6,800
Own in-kind contribution	1,200
Other funding sources	TBA -Minimal
Council Donation Request	2,000
Total project cost	\$10,000

List Sources for Other Funding:

Queensland Parks and Wildlife Service pays an annual corporate sponsorship and this is acknowledged at the Field School.

Our Member organisations (tour operators across northern Australia) contribute minor Sponsorship.

Carpentaria Land Council Aboriginal Corporation is providing a range of in-kind support.

Other information relevant to this application:

See attached information and registration form.

4. FINANCE & RESOURCE IMPLICATIONS

Council currently has \$27,500 remaining in its 2017-18 donations budget.

5. POLICY & LEGAL IMPLICATIONS

Under Council's Grants to Community Organisations Policy, Council is required to report on donations made in its annual report and also on its financial statement. These will be available to the public and other authorities on the Council website.

Further, for applications for \$1,000 or more, Council will require provision of set of audited financial statements.

As a not-for-profit organisation Savannah Guides not required to have their financials audited, however they have supplied a copy of their Profit & Loss Statement for the 16/17 Financial Year (attached).

6. CRITICAL DATES & IMPLICATIONS

Given the time frame of this request, it would be highly desirable that Council make a resolution on this matter at August 17 2017 Ordinary Council Meeting to provide certainty to Savannah Guides in advance of their event.

7. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council approve the Cash donation of \$2,000; and
3. That Council approve the In Kind donation of Hall hire; and
4. As there are insufficient calico bags remaining to satisfy this request, Council delegates authority to the Chief Executive Officer, or delegate, to provide alternative Burke Shire Council marketing materials if available.

ATTACHMENTS

1. Donation Request



Savannah Guides
Donation request 10C

2. Savannah Guides School Information & Registration Form



Info and Rego Form
Burketown V2 - Oct 2

3. Savannah Guides P&L (16/17 FY)



Profit Loss
Accrual.pdf

Administration and Community Services Reports

12.02.01 Administration and Community Services (ACS) Report

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Ferne Clarke; Administration & Community Services Coordinator
DATE REPORT PREPARED:	1 August 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To report on the Administration and Community Services Department (A&CS)

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

ACS have a rolling schedule of 26 projects to complete for 2017-18. These projects relate to Cost reduction, Process improvement, Strategic planning and Community services.

4 of the projects commenced in July with another 3 to commence in August. Projects underway currently are:

Performance Reviews	Review of booking
ICT equipment audit	Morning Glory Festival

The following Council activities and events are scheduled

Dates 2017-18		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
26	Jan	Australia Day
25	Apr	ANZAC Day

3. BUSINESS ACTIVITY

Reports:

- Information Management: See [CorpMem Report](#) for July 2017
- Information and Technology: See [Civica Report](#) for July 2017
See [WiFi Report](#) for July 2017
See [Facebook Report](#) for July 2017
- Library: See [Library Report](#) July 2017
- Community Development & Tourism: See [CD&T Report](#) for July 2017

Briefs:

- Newsletter Mailbox Drops. See Newsletter [Mail Box Drops](#) Attachment
Council requested that cost of delivering newsletters through a mail box drop be investigated. The ACSC has prepared a summary of the costing's.

The following briefs will be presented independently for a resolution.

- ICT - ITERRA disaster resilience option; and
- State Heritage Register – Requested changes to 2 Burke Shire heritage listings.

4. FINANCIAL & RESOURCE IMPLICATIONS

Financial: nil for this report.

Resource: nil for this report.

5. POLICY & LEGAL IMPLICATIONS

Legal: See EH&P Heritage Listing Changes Brief.

6. CRITICAL DATES & IMPLICATIONS

Note: See EH&P Heritage Listing Changes Brief. Immediate decision required
Council has received an extension to provide a response to EHP by the 23rd August 2017 to enable EHP to verbally update the Queensland Heritage Council at their August 24th 2017 meeting.

7. CONSULTATION

See ICT and EH&P Briefs

The CD&T officer attended the July meeting of the Gregory CWA.

8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. Review and consider the ICT and E&HP Briefs.

ATTACHMENTS

1. CorpMem Report



CorpMem July
2017.pdf

2. Civica Report



Civica July 2017.pdf

3. Wi-Fi report



WiFi July 2017.pdf

4. Facebook report



Face Book July
2017.pdf

5. Community Development & Tourism Report



MGF Update July
2017.docx

6. Newsletter Mailbox Drops



Mailbox drops.xlsx

Administration and Community Services Reports

12.02.02 Queensland Heritage Register Amendments for the Landsborough Tree and Boiling Down Works

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Ferne Clarke; Administration & Community Services Coordinator
DATE REPORT PREPARED:	1 August 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To brief councillors about EHP requested amendments to the heritage listing for the Landsborough Tree and Boiling Down Works.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

EHP has begun a systematic review of the Queensland heritage register, which has identified changes in the entry documents for these two places that would improve the understanding and management of being conducted by EHP may raise the prospect of other changes being needed in the entry documents for other state heritage places within Burke Shire Council's area. Burke Shire has two other locations in the Queensland heritage register:

- Burketown Tourist Information Centre; and
- Old Westmoreland Homestead

3. PROPOSAL

The Department of Environment and Heritage Protection (EHP) have written to Council requesting changes to the Queensland Heritage Register for two locations in Burke Shire.

The two locations are the Landsborough Tree [QHR600374] and the Boiling Down Works [QHR600375]. The changes requested relate to the management of their State heritage values and clarify their heritage boundaries.

The requested changes being proposed by EHP for these two places requires written agreement of the place owners and the Queensland Heritage Council. This is a requirement of Section 34 of the *Queensland Heritage Act 1992*, relating to statements of significance and heritage boundaries.

When the *Act* came into force, these two sites were provisioned to the Queensland Heritage Register; however the entry documents were incomplete at that time. Further to transitional provisions of the *Act*, no objections were received and the places were permanently entered on 21 October 1992. This meant that the entry documents retained their original data gaps in relevant sections being listed as "under review".

Specifically, the requested changes to each listing in the register are:

- Changed place name
- Updated history

- Updated description

NOTE: Key changes are to the boundary relating to the Landsborough Tree which currently is showing as 122 PC12 which is actually the Boiling Down Works. The Landsborough Tree should be showing as Lot78 on B1369.

[To view the details on the changes see Attachment 1](#)

4. FINANCIAL & RESOURCE IMPLICATIONS

Nil or negligible cost implications.

5. POLICY & LEGAL IMPLICATIONS

The request from EHP is compliant to the *Queensland Heritage Act 1992, Section 34*.

6. CRITICAL DATES & IMPLICATIONS

Council has received an extension to provide a response to EHP by the 23rd August 2017 to enable EHP to verbally update the Queensland Heritage Council at their August 24th 2017 meeting.

7. CONSULTATION

EHP consulted with Council in July, then provided a detailed document brief (attached) about the required changes. Council is requested to provide a response by 23rd August 2017. EHP officers visited the sites in late July 2017 and took additional photographs.

8. CONCLUSION

The current listings in the heritage register are incorrect, and require correction.

9. OFFICER'S RECOMMENDATION

It is recommended that:

1. Council note the contents of this report; and
2. Council adopt the proposed (attached) revisions to the Queensland Heritage Register descriptions for the Landsborough Tree [QHR600374] and the Boiling Down Works [QHR600375];and
3. The Chief Executive Officer, or delegate, provides agreement of this in writing to the Queensland Heritage Council by 23 August 2017.

ATTACHMENT

1. Proposed Revised Entry



Proposed revised
entries_600374 Land:

Administration and Community Services Reports

12.02.03 ITERRA Consideration for ICT Disaster Resilience

DEPARTMENT:	Administration and Community Services
RESPONSIBLE OFFICER:	Ferne Clarke: Administration and Community Services Coordinator
DATE REPORT PREPARED:	1 August 2017
LINK TO COUNCIL PLAN/S:	Operational Plan

1. PURPOSE

To brief councillors on the viability of the ITERRA IP Satellite system as a solution for ICT disaster resilience.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council's operational plan; 2 Administration – Outcome 2.1.3 requires that a contemporary and disaster resilient ICT is maintained. The Administration and Community Service department is looking at options to provide this. ITERRA is one option to be considered.

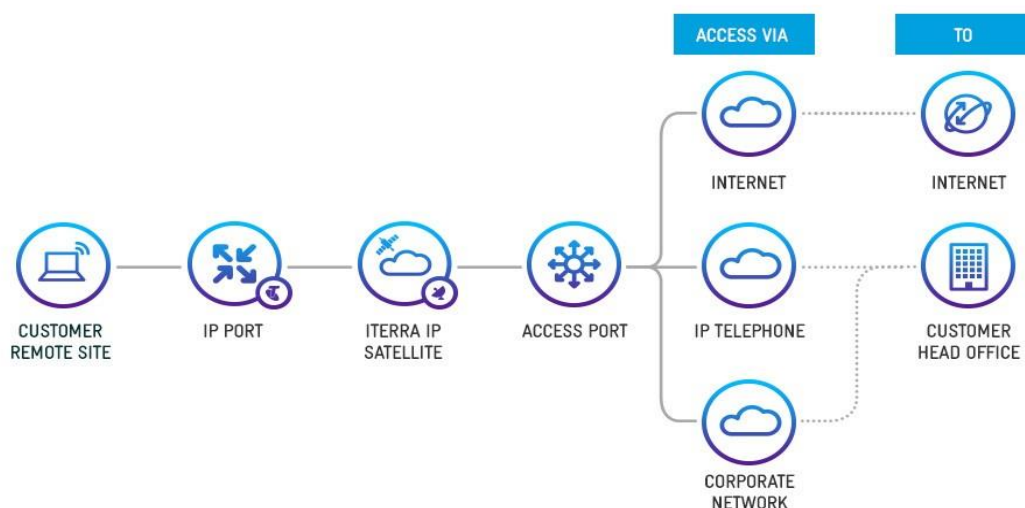
3. PROPOSAL

About ITERRA

ITERRA is a Satellite system that provides internet protocol by virtual private network (IPVN) connectivity. The service is provided by Telstra as part of their Business and Enterprise solutions for remote Australia.

Its function is to provide IP connectivity where land based IP infrastructure is unavailable or inoperable due to natural disaster or 3rd party infrastructure major failure.

1 ITERRA IP Satellite System



Fitness for purpose

ITERRA is designed to provide a back-up function when Council ICT has a major outage. There are 4 factors to be considered.

- I. Provision of quality service
- II. Infrastructure compatibility
- III. Cost Impact
- IV. Likelihood of a disaster event

I. Provision of quality service

ITERRA is sold as having significant cloud punch capability due to its signal strength. Reviews from councils that use ITERRA have been varied, with Wujal Wujal indicating that the service was inconsistent with heavy cloud.

II. Infrastructure compatibility

- Of note: To prepare the ground site for installation of hardware, there are significant material and technical input. See [Attachment 1](#)
- The system is not a plug-in system that will automatically switch on when an outage occurs. It requires a phone call to Telstra for the system to be activated.
- Minimum usage timeframe once ITERRA is activated is one week (i.e. when activated, minimum cost is a week of usage).

ITERRA capability is reliant on home location clear line of sight to one of the following locations.

- East Coast – Brisbane; North, North West (NNW) with a look angle (elevation) of 41 degrees from horizontal.
- Central Australia – Alice Springs; Clear Sky Access to the North West (NW) with a look angle (elevation) of 58 degrees from horizontal.
- West Coast – Perth; Clear Sky Access to the North, North East (NNE) with a look angle of 53 degrees from horizontal.
- West Coast – Port Hedland; Clear Sky Access to the North with a look angle of 66 degrees from horizontal.

III. Cost Impact

- Annual cost of approximately \$16,000 per year to access ITERRA
- Capital cost of approximately \$25,000 to purchase and install hardware
- Estimated minimum \$10,000 spend to prepare ground site for hardware where installation has to be technically accurate.

IV. Likelihood of a disaster event that causes a catastrophic outage

A catastrophic outage is an event that takes down all systems for more than 48hrs. Research of disaster events in the Gulf of Carpentaria reveals the following.

Events that may impact ICT service:

Events	Occurrence	Likelihood
Cyclone	6 in 157yrs	1 in 26yrs
Major Flooding	11 in 25yrs	1 in 2.3yrs
Provider Business Failure	2 in 3yrs	2 in 3yrs
Fibre Failure	0	unknown

The Bureau of Meteorology's report on Historical Impacts in the Gulf of Carpentaria outlines only 6 Cyclones between 1858 – 2007. <http://www.bom.gov.au/cyclone/history/gulf.shtml>

Over the last 25yrs at Burketown, there have been Major flood events. The Gregory River has 11 occurrences and the Nicholson River has had 10 occurrences.

<http://www.bom.gov.au/qld/flood/brochures/nicholson/nicholson.shtml>

There have been 2 Telstra technical business failures in 3yrs. Systems were non operational for 36hrs and 96hrs respectively, however IP connectivity was available through 4G signal.

There has been no instances of Optic Fibre failure to date in the Gulf region. However there is a national average of 14 IP connectivity disruptions per year, caused by cables being cut.

Alternatives

Risk mitigation can be cost effectively managed by mobilising key operational staff to a location that provides connectivity, such as Cairns or Mount Isa. Or in a catastrophic outage, Telstra provision of a SatCOW (Satellite Cell On Wheels) which uses a satellite connection to the WiFi network. There is also a MEOW (Mobile Exchange On Wheels) which can provide ADSL2+ services. Depending upon the nature of the disaster, it could take 1-2 weeks for a SatCOW or MEOW solution to be deployed in Burketown.

It is also noted that the completion of the Burketown to Normanton Optic Fibre Project will further improve the Shire's ICT resilience.

4. FINANCIAL & RESOURCE IMPLICATIONS

The Lifespan of the ITERRA dish is approximately 15-20yrs. Annual access to ITERRA is charged regardless of if the system is utilised or not.

Life Span	No of years	\$
Capital outlay ITERRA	1	35,000
Site Preparation	1	10,000
Annual Access to ITERRA	1	16,000
Cost of Life*	10	205,000
Cost of Life*	20	365,000

*These cost of life figures do not include electricity or maintenance expenses.

Council has allocated \$25,000 in the 2017-18 Budget for a Satellite Backup System. This would not cover site preparation or annual access costs for ITERRA.

Contingency costing to move key operatives to a viable location for connectivity when systems have a major outage are as follows:

Contingency Scenario	No of staff	No of days	\$
Flights return – Cairns \$910	10		9100
Flights return – Mt Isa \$590	10		5900
Meals & Incidentals \$105	10	14	14700
Accommodation \$175	10	14	24,500
Cost every 10 years (1 in 10yr event)	10	14	54,200 (ITERRA 205k)
Cost every 20 years (2 in 20yrs event)	10	28	108,400 (ITERRA 360k)
Cost every 10 years (3 in 10yrs event)	10	36	162,600 (ITERRA 205k)
Cost every 20 years (3 in 10yrs event)	10	72	325,200 (ITERRA 360k)

Based on the above, in the event that Council had a major outage 3 times per decade, it is still cheaper for us to relocate 10 staff to Cairns or Mount Isa than to maintain the ITERRA solution.

5. POLICY & LEGAL IMPLICATIONS

Cost effective solutions may require an update of the current Business Continuity Plan to include strategic mobile operatives that can be placed in Cairns or Mount Isa where connectivity to systems are accessible and general business functions can be maintained.

6. CRITICAL DATES & IMPLICATIONS

If Council elects to install the ITERRA system ahead of this year's wet season, the August 2017 Council meeting is an appropriate time to adopt this report.

7. CONSULTATION

Consultation was conducted with David Snowman Burke Shire Council's Telstra Business Manager, Wujal Wujal Council, Bureau of Meteorology Cable viability white paper, and Richmond Council.

This consultation provided both costing details regarding ITERRA as well as information regarding its efficacy.

8. CONCLUSION

ITERRA does not appear to be a cost-effective option for ICT disaster resilience.

Fit for purpose check list	✓	X
Performance of service		◆
Infrastructure compatibility		◆
Cost Impact		◆

Likelihood of a disaster event that causes catastrophic outage

Low

9. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council requests officers to continue exploring options for improved communications resilience; or
3. That Council requests a budget amendment be brought to the September Ordinary Council Meeting for installation of the ITERRA system.

ATTACHMENTS

1. ITERRA Site Preparation Guide



iterra-customer-site-preparation-guide.pdf

13. Late Reports

None received at time of agenda preparation.

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

No deputations or presentations were scheduled for the meeting.

18. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 14 September 2017.

Dictionary of Acronyms

Acronym	
ACCC	Australian Competition and Consumer Commission
ACSC	Administration and Community Services Coordinator
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
DWQMP	Drinking Water Quality Management Plan
EDQ	Economic Development Queensland
EHP	Department of Environment and Heritage Protection
EMF	Executive Manager Finance
EMSP	Executive Manager Strategic Projects
EMWI	Executive Manager Works and Infrastructure
GBA	George Bourne and Associates
GSD	Gulf Savannah Development

Acronym	
HRWDC	Human Resources and Workforce Development Coordinator
ILUA	Indigenous Land Use Agreement
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
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
NDRRA	Natural Disaster Relief and Recovery Arrangements
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
QMP	Quarry Management Plan
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

Acronym	
STP	Sewerage Treatment Plant
SWIM	State Water Infrastructure Management
TIDS	Transport Infrastructure Development Scheme
TTC	Transport and Tourism Connections
WFQ / W4Q	Works for Queensland
WTP	Water Treatment Plant