



## Agenda and Business Papers Burke Shire Council Ordinary Meeting Tuesday 19 March 2019 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea with Burketown State School representatives
12.30pm to 1.00pm	Lunch

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## 01. Opening of Meeting

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

## 02. Record of Attendance

Members	Cr Ernie Camp; Mayor – Chair Cr Paul Poole; Deputy Mayor Cr John Clarke Cr John Yanner Cr Tonya Murray
Officers	Ray Burton; Acting Chief Executive Officer Clare Keenan; Incoming Chief Executive Officer Darren Thomson; Executive Manager Corporate & Community Services Martin Blennerhassett; Acting Executive Manager Works and Infrastructure Philip Keirle; Executive Manager Strategic Projects Madison Marshall; Executive Assistant (Minutes)
On Leave	Simbarashe Chimpaka; Executive Manager Finance

## 03. Prayer

Led by Cr Clarke

## 04. Consideration of applications for leave of absence

None received at time of agenda preparation.

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

### 05.01 Ordinary Meeting Tuesday 26 February 2019

That the Minutes of the Ordinary Meeting of Council held on Tuesday 26 February 2019 as presented be confirmed by Council.



190226 Unconfirmed  
Minutes.docx

## 06. Condolences

None received at time of agenda preparation.

## 07. Declaration of Interests

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

### 08.01 Notices of Motion

None received at time of agenda preparation.

### 08.02 Petitions

None received at time of agenda preparation.

## 09. Works, Services and Finance Reports

09.01.01 Works and Services Monthly Update Report

09.02.01 Finance Monthly Update Report

09.03.01 Strategic Projects Reports

09.03.02 Burke Shire Planning Scheme

## Works and Services Reports

### 09.01.01 Works & Services Report

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DEPARTMENT:	Works & Services
RESPONSIBLE OFFICER:	Martin Blennerhassett, Acting EMWI
PREPARED BY:	Philip Keirle (EMSP), Brett Harris (Workshop & Fleet Manager); Dave Marshall (Water & Sewer Officer).
DATE REPORT PREPARED:	13 March 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014-19   Operational Plan 2018-19

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#### 1. PROJECTS

##### Capital Projects – 2018-19

Task Name	% Complete	Duration	Start	Finish
BSC Master Project Schedule	62%	291 days	Fri 6/04/18	Fri 17/05/19
2018-05_SES Building	99%	131 days	Mon 25/06/18	Mon 24/12/18
2018-06_Contractor Accommodation	5%	100.5 days	Fri 6/04/18	Thu 23/08/18
BSC 2018 Works Program	66%	255 days	Mon 7/05/18	Fri 17/05/19
Boat Ramp Carpark	100%	45 days	Mon 14/05/18	Fri 13/07/18
2017 NDRRA REPA	77%	99 days	Mon 16/07/18	Thu 29/11/18
Area 1 - North West	72%	90 days	Mon 16/07/18	Fri 16/11/18
Area 2 - South West	100%	90 days	Fri 27/07/18	Thu 29/11/18
Area 3 - South East	100%	62 days	Mon 6/08/18	Tue 30/10/18
Area 4 - North East + Town	18%	45 days	Tue 14/08/18	Mon 15/10/18
RMPC	60%	23 days	Mon 19/11/18	Wed 9/01/19
2018/19 - TIDS/ATSI TIDS/R2R/BSC	4%	20 days	Mon 22/04/19	Fri 17/05/19
2018-08_VIC	100%	50 days	Mon 4/06/18	Mon 13/08/18
W4Q-R2	43%	250 days	Mon 7/05/18	Fri 19/04/19
Water treatment plant upgrades	87%	167 days	Mon 16/07/18	Tue 5/03/19
Gregory	100%	156 days	Tue 31/07/18	Tue 5/03/19
Burketown	78%	167 days	Mon 16/07/18	Tue 5/03/19
Bunded fuel storage	75%	60 days	Mon 7/05/18	Fri 27/07/18
Laydown yard	0%	120 days	Mon 5/11/18	Fri 19/04/19
Waste management	30%	90 days	Mon 27/08/18	Fri 28/12/18
Gregory Airstrip	100%	30 days	Mon 23/07/18	Fri 31/08/18

Task Name	% Complete	Duration	Start	Finish
Solar lighting and CCTV	20%	90 days	Tue 17/07/18	Mon 19/11/18
Water wise reticulation and Burketown Oval	20%	180 days	Mon 23/07/18	Fri 29/03/19

#### Capital Projects Roads 2018-19

Road Name	Funding Source	% Complete	Comment
<ul style="list-style-type: none"> <li>▪ Doomadgee West Road</li> <li>▪ Nugaburra</li> </ul>	2018 NDRRA – Package 1	0%	Tender released 30 Jan 2019. Tender closes 20 Feb 2019.
<ul style="list-style-type: none"> <li>▪ Doomadgee to Lawn Hill Road</li> <li>▪ Bowthorn Road</li> </ul>	2018 NDRRA – Package 2	0%	Tender released 30 Jan 2019. Tender closes 20 Feb 2019.
Gregory to Lawn Hill Road	2018 NDRRA – Package 3	0%	Tender released 30 Jan 2019. Tender closes 20 Feb 2019.
<ul style="list-style-type: none"> <li>▪ Lawn Hill Natl Park Road</li> <li>▪ Riversleigh Road</li> </ul>	2018 NDRRA – Package 4	0%	Tender released 30 Jan 2019. Tender closes 20 Feb 2019.
Doomadgee West Road	2017 NDRRA	70%	Scope at the southern end of the road to be completed in 2019 packaged with the 2018 NDRRA approved scope once received with separable portions to ensure the 2017 scope is completed by the June 2019 deadline.
Gregory Downs to Camooweal Road	2018 RMPC	100%	Re-sheet completed in December 2018
Gregory Lawn Hill Road	2017 NDRRA	98%	Road works complete. One site remaining as part of the upcoming concreting RFQ to be completed prior to 30 June 2019.
Lawn Hill National Park Road	2017 NDRRA	98%	Road works complete. One site remaining as part of the upcoming concreting RFQ to be completed prior to 30 June 2019.
Doomadgee West Road	2018/19 TIDS & R2R	100%	Resheeting works completed in Dec 2018.
Bowthorn Road	2017 NDRRA	100%	Work completed
Riversleigh Road	2017 NDRRA	100%	Work completed
Doomadgee Lawn Hill Road	2017 NDRRA	100%	Work completed
Nugaburra Road	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019.
Morella Road	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019.

Floraville Road	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019. Scope includes two sites which require concrete works and will be completed under a RFQ.
Doomadgee East Road	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019.
Doomadgee East Road	2018/19 ATSI TIDS	0%	Procurement of rock supply has commenced with a quote supplied by Qcrush. Scheduled for completion prior to 30 June 2019.
Five Mile Road	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019.
Escott Road	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019.
Firefly Street	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019.
Burke Street	2017 NDRRA	0%	Scheduled for completion prior to 30 June 2019.
Gregory Lawn Hill Road	2018/19 TIDS	0%	Sealing works scheduled for completion prior to 30 June 2019. Possible option to change scope to base layer preparation to work with sealing funding in 2019/20 FY to allow sealing works to be completed later in the year under a single mobilisation.
Gregory Lawn Hill Road	2019/20 TIDS & R2R	0%	Sealing works scheduled for completion during the 2019 construction season in conjunction with other works on Gregory Lawn Hill Road.
Gregory Lawn Hill Road	2019/20 TIDS & R2R	0%	Resheeting works scheduled for completion during the 2019 construction season in conjunction with other works on Gregory Lawn Hill Road.
Gregory Lawn Hill Road	2019/20 TIDS & R2R	0%	Archie/Dinner Creek floodway improvements. Design to be completed early 2019 pending survey availability and construction completed during the 2019 construction season.
Various Roads (TBC)	2019/20 TIDS	0%	Sight distance improvements. Investigation for improvement locations currently underway. This work will be scheduled to coincide with dozer mobilisation for gravel stockpiling.

## 2. FIVE YEAR ROAD PROGRAM

Year	Project No	Road	Cat	Type	Distance (km)
2018-19	DW 32.0-45.0 New formation	Doomadgee West	LRRS	Formation	13.0
2018-19	DW 65.0 - 92.5 New formation	Doomadgee West	LRRS	Resheet	27.5
2018-19	GrgLH 46.0 - 50 New Seal	Gregory Lawn Hill	LRRS	Seal	1.6

2018-19	TG 0-2 Reseal	Truganini	LRRS	Reseal	
2018-19	Doomadgee East	Doomadgee East	LRRS	Drainage	1.0
2018-19	Rural Roads Maint	All Council roads	Various	Maintain	
2018-19	Town Streets	Town Streets	Urban	Maintain	
2018-19	NDRRA 2017 events	NDRRA Rural and some Urban Roads	Rural	Recover	
2019-20	GrgLH X-X Reseal	Gregory Lawn Hill	LRRS	New Seal	4.6
2019-20	DW 45.3 - 51.4 Reseal	Doomadgee West	LRRS	Reseal	6.1
2019-20	DW 93.2 - 101.2 Reseal	Doomadgee West	LRRS	Reseal	8.0
2019-20	DW 102.2 - 104.5 Reseal	Doomadgee West	LRRS	Reseal	2.3
2019-20	DW 61.5 - 69.2 Resheet	Doomadgee West	LRRS	Resheet	7.7
2019-20	GrgLH X-X Resheet	Gregory Lawn Hill	LRRS	Resheet	8.3
2019-20	GrgLH Sight distance improvement	Gregory Lawn Hill	LRRS	Safety	0.0
2019-20	Doomadgee East	Doomadgee East	LRRS	Resheet	2.0
2019-20	GrgLH 54.5 - 54.9 Drainage	Gregory Lawn Hill - Archie/Dinner Creek	LRRS	Betterment	0.4
2019-20	Rural Roads Maint	All Council roads	Various	Maintain	
2019-20	Town Streets	Town Streets	Urban	Maintain	
2019-20	NDRRA 2018 Restoration	Submission 1 (28.18)			
2019-20	NDRRA 2018 Restoration	Submission 2 (29.18)			
2019-20	NDRRA 2018 Restoration	Submission 3 (31.18)			
2020-21	FV 71.5-72 Bridge	Floraville Road - Leichardt Crossing	LRRS	Betterment	0.5
2020-21	GrgLH 60 - 72 Resheet	Gregory Lawn Hill	LRRS	Resheet	9.0
2020-21	DW 61.5 - 70 Resheet	Doomadgee West	LRRS	Resheet	4.1
2020-21	Doomadgee East	Doomadgee East	LRRS	Resheet	2.0
2020-21	Rural Roads Maint	All Council roads	Various	Maintain	
2020-21	Town Streets	Town Streets	Urban	Maintain	
2021-22	DW 101.4 - 101.7 Drainage	Doomadgee West - Branch Creek	LRRS	Betterment	0.3
2021-22	TG 2.9 & 5.5 Drainage	Truganini Floodways	LRRS	Betterment	0.1
2021-22	DW Resheet	Doomadgee West	LRRS	Resheet	6.4
2021-22	GrgLH Resheet	Gregory Lawn Hill	LRRS	Resheet	8.3
2021-22	Rural Roads Maint	All Council roads	Various	Maintain	
2021-22	Town Streets	Town Streets	Urban	Maintain	
2022-23	FV Stabilise and reseal	Floraville Road	LRRS	Reseal	
2022-23	Various drainage	Doomadgee West	LRRS	Betterment	
2022-23	Rural Roads Maint	All Council roads	Various	Maintain	
2022-23	Town Streets	Town Streets	Urban	Maintain	



### 3. AIRPORT/REX SERVICES

Works on the main strip have commenced and are 95% completed.

Council Officers are finalizing the Airport Manual. There are earthworks to be completed ASAP after the wet season.

The installation of the new container at the Gregory Aerodrome has now been completed.

The PAL system at the Burketown Aerodrome has been down due to lightning strike within the area. This unit was sent to Austek Communications to repair and has now been returned.

### 4. WORKSHOP & FLEET

General servicing and wet season maintenance being the main work carried out

Plant	Description	Maintenance	Scheduled	Cost	Comment
428	Side Tipper	Check over, boosters, hose	No	8 hrs	Unseasonal work
469	Multi Tyred Roller	5,250 hr service, gearshift	Yes	8 hrs	Scheduled
480	Prime Mover	Brake switch, belts, hose	No	12 hrs	Wear
486	Side Tipper	Check over, tyres, hose	No	8 hrs	Scheduled
519	Jet Patcher	Auger fault	No	6 hrs	Gremlins
522	140M Grader	Tyres, oil leak	No	4 hrs	Wear
529	John Deere Ride On	2,000 hr service, deck	Yes	6 hrs	Scheduled
533	Kubota Ride On	Spindle, switch	No	2 hrs	Wear
546	Kubota Tractor	1,750 hr service, belts	Yes	4 hrs	Scheduled
547	Kubota Tractor	Check over	Yes	2 hrs	Prior to work
551	Prime Mover	Air drier, hyd fault	No	6 hrs	Sucked up plug
562	Skid Steer	Blown hose	No	2 hrs	Attachment hose
566	Landcruiser	115k service, tyres	Yes	2 hrs	Scheduled
572	Job Truck	PTO switch	No	2 hrs	Keep operational
575	Rubbish Compactor	Slide control valve	No	3 hrs	Works now
583	950K Loader	1,500 hr service, fuel fault	Yes	6 hrs	Scheduled
585	Job Truck	Trans plug	No	2 hrs	Worn threads
591	Gregory Hilux	UHF, 4wd, eng mount	No	4 hrs	Wear
593	Job Truck	A/C evaporator	No	2 hrs	Excess dirt
600	Job Truck	25k service, tyre	Yes	3 hrs	Scheduled
782	Compressor	Get going	No	6 hrs	Needed for slashers
	River cameras	Keep working	No	9 hrs	Leichardt faults
	Whippers and Mowers	Keep operational	Yes	10 hrs	Ongoing

#### Tender Update

- 2018/19 Budget
  - Office Hiace Bus- Council determined at Budget Review not to purchase this vehicle.
- Monthly fuel burn for yellow fleet-1,756 litres

#### Plant Running Costs

Revenue verses expenditure - 260.63% year to date

Life revenue verses life expenditure - 28.22%

## 5. TOWN & RURAL SERVICES

### Parks

Automated water system installed in the Morning Glory Park is now operational. Watering regime change from 40mins/3days a week to 20mins/7days a week to reduce saturation and overflow onto the roadway. All watering now programmed during night time hours to increase effectiveness. Testing and adjusting of sprinklers need to be undertaken by operators regularly to identify issues and breakages.

### Waste

Green Tec consulting has completed a preliminary Action Plan to improve waste management practices in the Burke Shire going forward. This is now under review by Council Officers.

Council has secured an Environmental Authority to haul regulated waste (including waste tyres) from Burketown/Gregory to licensed receivers of regulated waste in Queensland. Council Officers are exploring options to commence haulage of waste tyres.

## 6. HOUSING/BUILDING MAINTENANCE

Council Officers are seeking updated quotes on all building and facilities maintenance projects.

## 7. BIOSECURITY

The drafting of Burke's Biosecurity plan will recommence when resources allow.

## 8. WATER

Monthly Reading WTP Burketown		
Previous Month	Current Month	Difference
<b>Jan 2019: 12,827kL</b>	<b>Feb 2019: 8,085kL</b>	-4,742kl.
	Daily Usage (Kilo litres)	Outflow To Town (Litres/Second)
Highest Daily Usage	488 kl	Avg 8.29 l/s
Lowest Daily Usage	159 kl	Avg 2 l/s

Monthly Reading WTP Gregory		
Previous Month	Current Month	Difference
<b>Jan 2019: not available</b>	<b>Feb 2019: 1,882</b>	-

Water Treatment results

Burke Shire – Treated Water – 13 February 2019 – Sample No. (as per below)

Sample Number	Sample	Result Name	Guidelines	Result	Unit
671406	Burketown - Marshall St Res.	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
671408	Burketown - WTP	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
671410	Burketown - Bowen St Res.	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
671416	Gregory - Pub	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
671420	Gregory - Depot	E coli	< 1.0 CFU/100mL	<1	CFU/100mL
671422	Gregory - Water Treatment Plant	E coli	< 1.0 CFU/100mL	<1	CFU/100mL

Treatment Plant Operation Summary

## GREGORY

- Gregory plant operating well with no issues.
- We are slowly working through the operations at GWTP. Mark Samblebe has been engaged to design the chemical dosing for the plant.
- Still waiting on a few upgrades to take place in regards to dosing of chemicals sites.

## BURKETOWN

- Plant operating well.
- The chlorin-situ system is having issues with a fault. Currently working to resolve the fault.
- Mark Samblebe from MBS Water was onsite to design the chemical dosing for the plant. He also is designing the filter project which should be installed in late April by QEE. We are still waiting on confirmation on the install due to the recent flooding and parts availability.
- Burketown is now using ACH instead of the ALUM powder. It's working quite well.

Water Reticulation Summary

## GREGORY

- Now that it is getting hotter we are expecting to use more water around town. This has drastically slowed due to rain throughout January.
- System operating well.
- Visit to Gregory required to install a new fire hydrant kit as we have one with a slight leak.

## BURKETOWN.

- We are found three water leaks around town and repairing as we go. All water leaks are on the service to houses. This is the old poly which was installed in the 1980s.

- Water consumption has been reduced due to rain.

State-wide Water Information Management (SWIM) (CHECK TARGET AND DATA)

Performance Indicator	Performance Measure	Yearly Target	FEB 19	Actual Total (YTD)
Water Services				
Water mains breaks	Per 10km/year	<3	0	0
Incidents of unplanned interruptions	Per 100 connections/year	<0	0	0
Water quality related complaints	Per 100 connections/year	<1	0	0
Drinking water quality	% of samples tested with no E. coli detection/year	98%	100	1
Time to respond to water incidents – water quality complaints, burst water mains, supply interruption	% of response to incident <12hrs	>95%	100	
Sewerage Services				
Sewer mains breaks and chokes (blockages)	Per 10km/year	<2.5	0	0
Sewerage complaints – overflow on properties and odour	Per 100 connections/year	<5	0	0
Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12hrs	>95%	100	100
Combined				
Total water and sewerage complaints (any nature)	Per 100 connections/year	<12	0	0

## 9. SEWERAGE

### Treatment Plant

- Blivet operating well with no major issues.
- Sewer pumps have been installed in the sewer stations 2 & 3.

## Burke Shire – Treated Effluent – 13 February 2019 – Sample No. 682400

Analysis	Result Name	Limit of Reporting	Guideline	Result	Unit
NUTRIENTS_TOTAL	TP	<0.1	<= 30 mg/ L P	2.2	mg/ L P
NUTRIENTS_TOTAL	TN	<0.2	<= 40 mg/L N	12	mg/L N
SOLIDS_VSS_TSS	Total Suspended Solids	<1	<= 30 mg/L	12	mg/L
PH_EC_ALK_TURB	Electrical Conductance	<1	<= 1600 µS/cm	620	µS/cm
PH_EC_ALK_TURB	pH	<0.1	6.5 - 8.5 .	7.9	.
BOD_CHLORINATED	BOD	<2	<= 20 mg/L	6.1	mg/L
CHLOR_TOT_LAB	Total Chlorine	<0.02		0.49	mg/L
CHLOR_FREE_LAB	Free Chlorine	<0.02	<= 1 mg/L	0.09	mg/L
ECOLI-TOTAL COLIFORM	E coli	<10	<= 1000 CFU/100mL	<10	CFU/100mL

## 10. OFFICER'S RECOMMENDATION

That Council note the contents of the Works and Services report.

## ATTACHMENTS

Nil

## Finance Reports

### 09.02.01 Finance Monthly Update Report










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DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka; Executive Manager Finance
DATE REPORT PREPARED:	10 March 2019
LINK TO COUNCIL PLAN/S:	Operational Plan   Budget

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#### 1. FINANCIAL SUMMARY (SNAPSHOT)

This monthly report illustrates the financial performance and position of Burke Shire Council compared to its adopted budget.

	Year To Date Actual	Annual Budget (Target)	Actual: Budget Variance	Actual as a % of Annual Budget
Total Operating Income	9,973,893	12,439,000	- 2,465,107	 80%
Total Operating Expenditure	11,175,068	17,578,000	- 6,402,932	 64%
<b>Profit/Loss</b>	<b>- 1,201,175</b>	<b>- 5,139,000</b>	<b>3,937,825</b>	 23%
Capital Income	1,538,328	3,432,000	- 1,893,672	 45%
Capital Expenditure	2,585,928	4,209,000	- 1,623,072	 61%
Cash & Cash Equivalents	9,735,297	9,528,032	207,265	 102%
Other Current Assets	2,127,829	1,096,089	1,031,740	 194%
Liabilities (Current)	804,319	2,278,518	- 1,474,199	 35%
Liabilities (Non Current)	671,206	648,996	22,210	 103%
Current Assets to Liabilities Ratio	8	5		

Council reported an operating loss of \$1.2 million at the end of the reporting period.

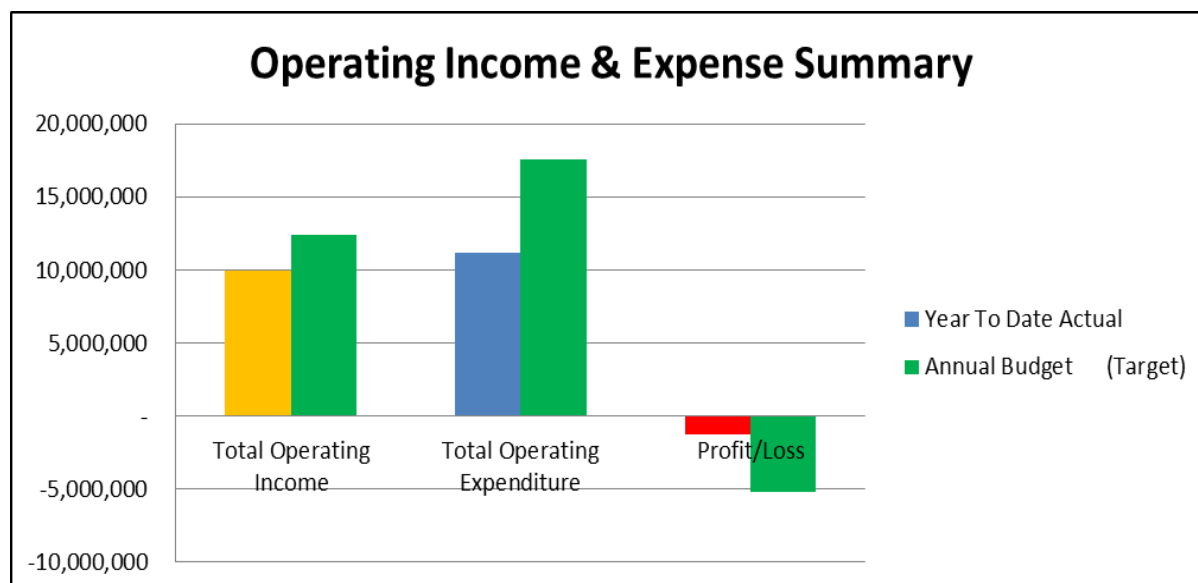
Overall year to date operating income (excluding capital income usually tied to specific capital projects) sat at 80% of total annual target/budget. A seasonal comparison of actual results versus budget reflects that overall financial performance is tracking closely to budgetary forecasts.

Overall operating expenditure is within budget sitting at 64% of annual target with one quarter to the end of the financial year.

Cash balances at the end of March sat at \$9.7 million dollars, this balance is in line with amended budget forecast.

Current liabilities at the end of March were lower than annual forecast, this is a timing variance and not a permanent variance. Non current liabilities remain close to annual forecasts at 13% of annual budget.

Overall cash and cash equivalents continued to exceed current and non current liabilities reflecting sufficient capacity to offset short term obligations to employees and suppliers.

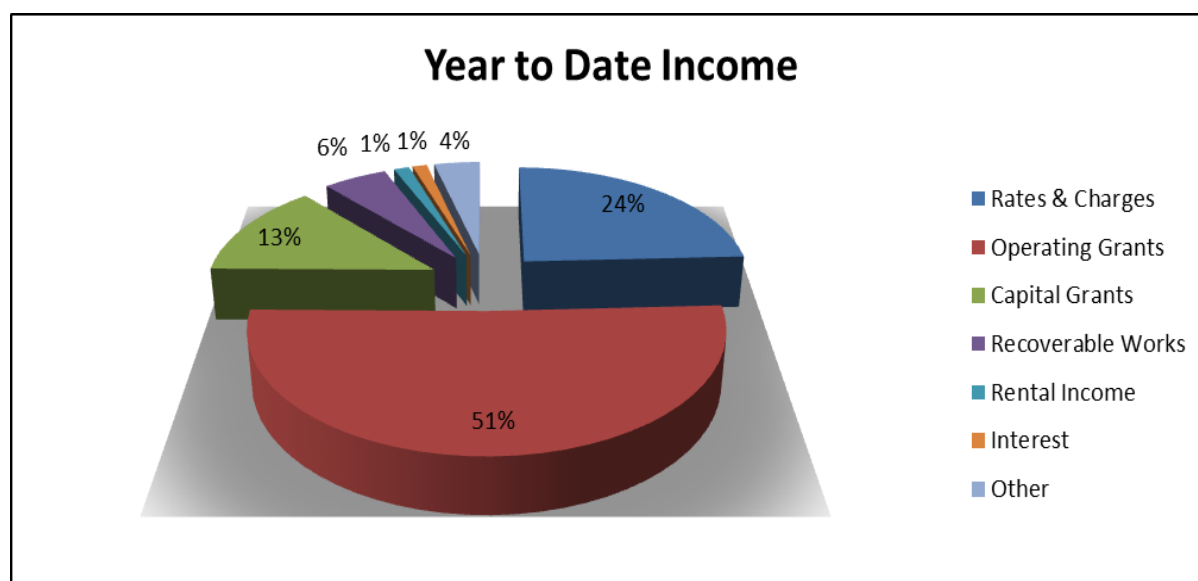


Overall capital income increased from the previous month (up from \$1.1 million to \$1.5 million) largely due to the recognition of approximately \$398K in National Stronger Regions Funding (NSRF) related to the Burketown Boat Ramp/Wharf Project, following the successful acquittal of the NSRF component.

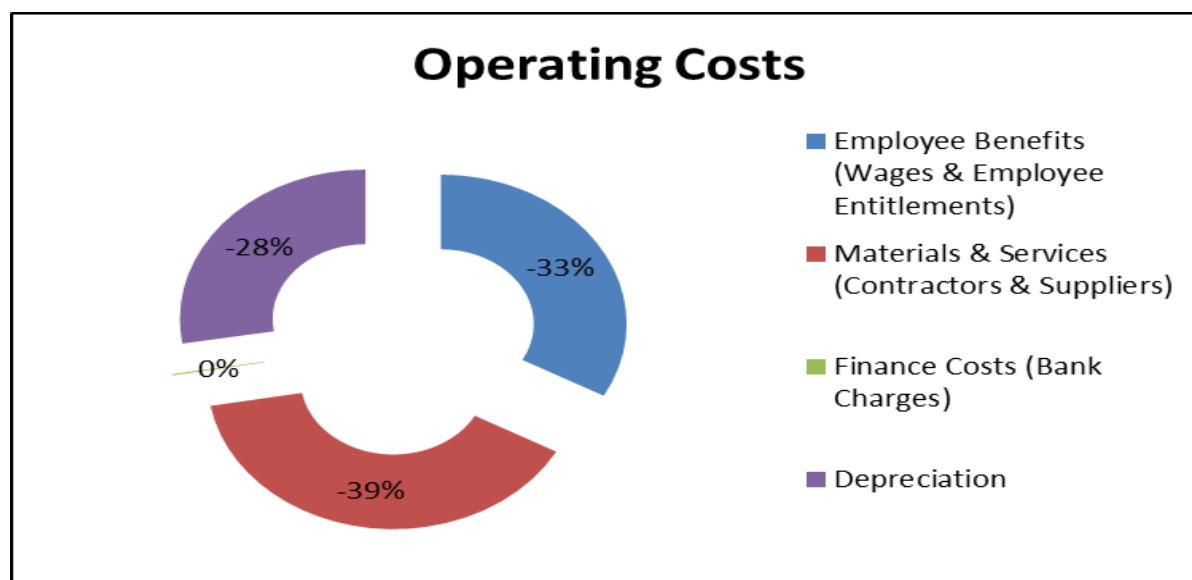
Budget estimates reflect that outstanding capital revenue has now declined from \$2.1 million to approximately \$1.8 million as funding is received and projects are complete and acquitted

Operating grants continue to be largest income stream for Council at 51% of year to date income, with the largest contributor to this income pool being flood damage related funds.

Second half rates and utility charges were raised as scheduled in February bring year to date actual results in line with budget. Rates and utility charges sat at \$2.787 million against a budget target of \$2.771 million. Estimated water consumption charges were slightly higher than the conservative budget estimates therefore overall rates and utility charges are ~1% favorably above budgetary estimates.



Overall operating expenditure is within amended budget estimates. There are no significant variances to report.



## 2. Sustainability outlook

Financial Sustainability Ratios and Measures of Sustainability	Status Achieved Not Achieved	YTD ACTUAL	ANNUAL BUDGET	TARGET
Operating Surplus Ratio (%)	✗	-12%	-41%	Between 0% and 10% (over the long term)
Current Ratio	✓	15	10	Greater than 1:1 (over the long term)
Net Financial Liabilities Ratio	✓	-111%	-58%	Less than 60% (over the long term)

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

The current ratio measures council's ability to offset short term obligations with current assets. The year to date current ratio indicates sufficient capacity to offset short term obligations at a ratio of 15:1 (current assets to current liabilities)

The net financial liabilities ratio measures council's ability to increase borrowings where necessary; council has no borrowings to date as reflected in the recurrent high year to date percentage versus a benchmark target of less than 60%.

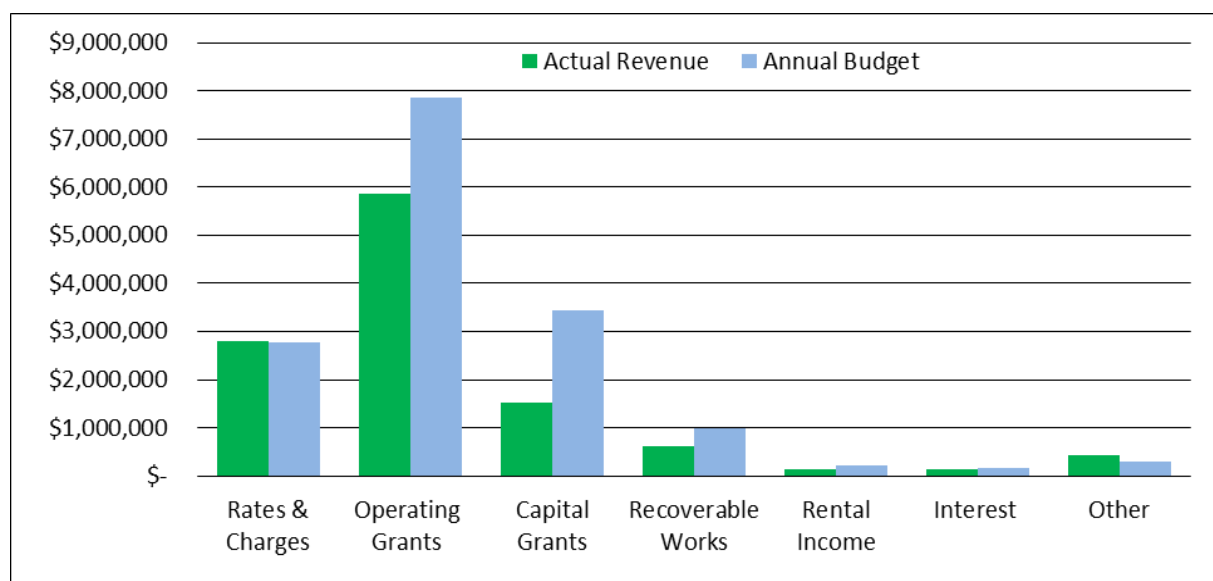
The operating surplus ratio measures council's ability to cover operational costs through operational revenues. Council's operating surplus ratio remains outside the benchmark range of between 0%-10% indicating limited capacity to cover operational expenditures through operating revenue.

Councils own source revenue (comprised of rates and utility charges, fees and charges, recoverable works, rental income and interest earnings) at the end of the reporting period sat at approximately 35% of total operating income which reflects a heavy reliance on external funding. External operating grants represent 51% of total operating income while capital grants sat at 13% of total income.



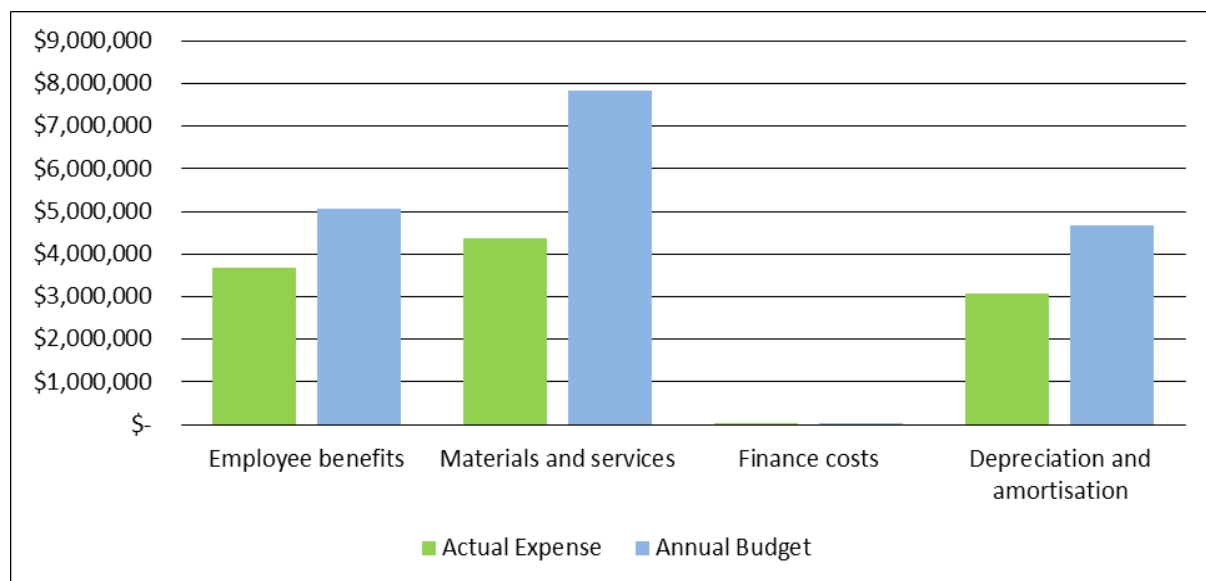
## 3. STATEMENT OF INCOME AND EXPENDITURE

STATEMENT OF INCOME AND EXPENDITURE				
	Annual	YTD	YTD	YTD
	Budget	Actual	Pro rata Budget	Variance
<b>Recurrent Revenue</b>				
Rates levies and Charges	2,771,000	2,787,862	1,847,333	940,529
Fees & Charges	89,000	66,879	59,333	7,546
Rental Income	225,000	147,459	150,000	- 2,541
Interest	176,000	137,157	117,333	19,824
Recoverable Works Revenue	993,000	607,513	662,000	- 54,487
Other Income	297,000	370,797	198,000	172,797
Donations	24,000	-	16,000	- 16,000
Developer Contributions	-	-	-	-
Subsidies and Grants	7,864,000	5,856,226	5,242,667	613,559
<b>Total Recurrent Revenue</b>	<b>12,439,000</b>	<b>9,973,893</b>	<b>8,292,667</b>	<b>1,681,226</b>
<b>Capital Revenue</b>				
Sale of non-current assets	-	16,743	-	16,743
Contributions	-	-	-	-
Subsidies and Grants	3,432,000	1,521,585	2,288,000	- 766,415
<b>Total Capital Revenue</b>	<b>3,432,000</b>	<b>1,538,328</b>	<b>2,288,000</b>	<b>- 749,672</b>
<b>TOTAL INCOME</b>	<b>15,871,000</b>	<b>11,512,221</b>	<b>10,580,667</b>	<b>931,554</b>
<b>Recurrent Expenses</b>				
Employee benefits	- 5,062,000	- 3,685,865	- 3,374,667	- 311,198
Materials and services	- 7,819,000	- 4,383,655	- 5,212,667	829,012
Finance costs	- 24,000	- 16,120	- 16,000	- 120
Depreciation and amortisation	- 4,673,000	- 3,089,428	- 3,115,333	25,905
<b>TOTAL RECURRENT EXPENSES</b>	<b>- 17,578,000</b>	<b>- 11,175,068</b>	<b>- 11,718,667</b>	<b>543,599</b>
<b>NET RESULT</b>	<b>- 1,707,000</b>	<b>337,153</b>	<b>- 1,138,000</b>	<b>1,475,153</b>



## 4. NORMALISED OPERATING RESULTS

NORMALISED OPERATING STATEMENT				
	Annual	YTD	YTD	YTD
	Budget	Pro rata Budget	Actual	Variance
<b>Recurrent Revenue</b>				
Rates levies and Charges	2,771,000	1,847,333	2,787,862	940,529
Fees & Charges	89,000	59,333	66,879	7,546
Rental Income	225,000	150,000	147,459	- 2,541
Interest	176,000	117,333	137,157	19,824
Recoverable Works Revenue	993,000	662,000	607,513	- 54,487
Other Income	297,000	198,000	370,797	172,797
Donations	24,000	16,000	-	- 16,000
Developer Contributions	-	-	-	-
Subsidies and Grants	3,276,000	2,184,000	1,778,226	- 405,774
<b>TOTAL RECURRENT REVENUE (Excl flood damage)</b>	<b>7,851,000</b>	<b>5,234,000</b>	<b>5,895,893</b>	<b>661,893</b>
<b>Recurrent Expenses</b>				
Corporate Governance Costs	940,000	626,667	663,094	36,427
Administration Costs	3,697,000	2,464,667	2,709,408	244,741
Recoverable Works Expenses	910,000	606,667	645,867	39,200
Engineering Services	1,519,000	1,012,667	1,205,727	193,060
Utility Services Costs	671,000	447,333	429,301	- 18,032
Net Plant Operating Costs	- 1,280,000	- 853,333	- 879,917	- 26,584
Planning and Environmental Expenses	158,000	105,333	46,456	- 58,877
Community Services Costs	1,435,000	956,667	874,676	- 81,991
Finance Costs	24,000	16,000	16,120	120
Depreciation	4,673,000	3,115,333	3,089,428	- 25,905
Other Expenses	-	-	-	-
<b>TOTAL RECURRENT EXPENSES (Excl Flood damage)</b>	<b>12,747,000</b>	<b>8,498,000</b>	<b>8,800,160</b>	<b>302,160</b>
<b>NET RESULT</b>	<b>- 4,896,000</b>	<b>- 3,264,000</b>	<b>- 2,904,267</b>	<b>359,733</b>



*\*The normalised operating report shows council operating revenues and expenditure excluding flood damage income and expenditure.*

## 5. DETAILED OPERATING REVENUE ANALYSIS

RATES, LEVIES & CHARGES				
	Annual	YTD	Annual	
	Budget	Actual	Variance	Status
General Rates	2,132,000	2,132,391	391	✓
Sewerage Charges	158,000	157,715	- 285	✓
Waste Management Charges	104,000	104,983	983	✓
Water Supply Charges	375,000	376,078	1,078	✓
Water Excess Consumption Charge	50,000	51,190	1,190	✓
<b>Total Rates, Levies &amp; Charges</b>	<b>2,819,000</b>	<b>2,822,357</b>	<b>3,357</b>	<b>✓</b>

All general rates, levies and utility charges are on track with half yearly pro rata estimates. There are nil significant rates and utility charge adjustments to report following the first and second half levy.

OPERATING GRANTS				
	Annual	YTD	Annual	
	Budget	Actual	Variance	Status
Financial Assistance Grant (General Purpose)	1,291,000	968,303	- 322,698	✓
Financial Assistance Grant (Road Component)	210,000	157,601	- 52,400	✓
Flood Damage 2015 - 2016 Event Claims	1,020,000	1,020,416	416	✓
Flood Damage 2016 - 2017 Event Claims	2,500,000	1,000,000	- 1,500,000	✗
Flood Damage 2017 - 2018 Event Claims	2,597,000	2,597,424	424	✗
Other Operating Grants	246,000	18,074	- 227,926	✗
<b>Total Operating Grants</b>	<b>7,864,000</b>	<b>5,761,818</b>	<b>- 2,102,182</b>	<b>✗</b>

Operating grants are below pro rata estimates; variances primarily relate to timing differences, there are no permanent variances to report. Annual Financial Assistance Grants are on track with half yearly estimates. Overall year to date capital grants are lower than pro rata and annual estimates primarily due to timing differences, nil permanent variances to report.

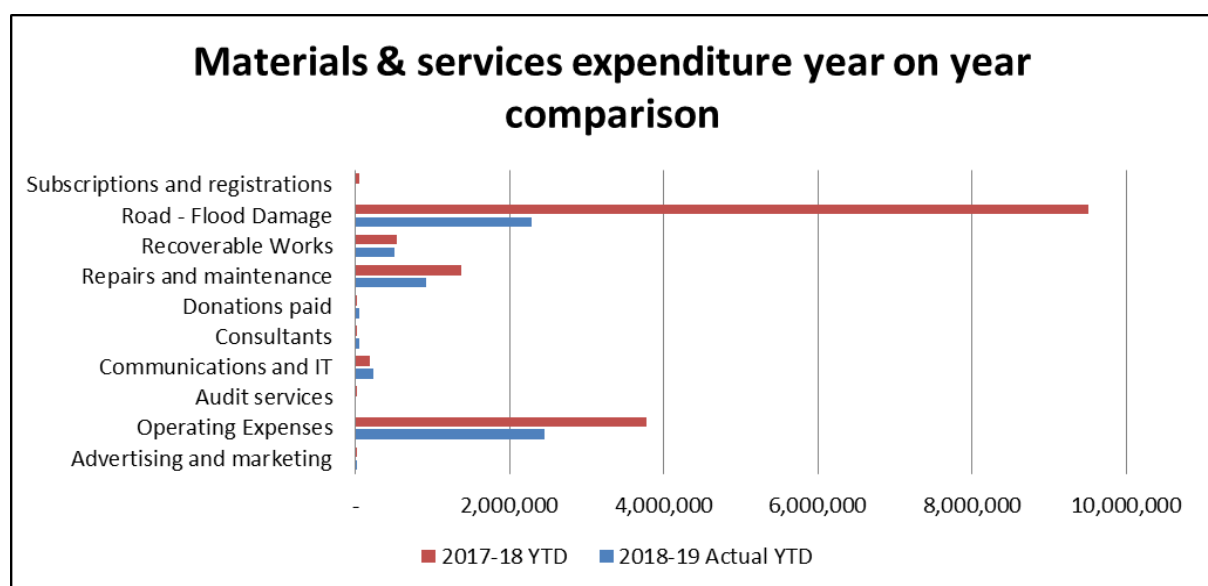
CAPITAL GRANTS				
	Annual	YTD	Annual	
	Budget	Actual	Variance	Status
Roads To Recovery Grant	242,000	242,926	926	✓
TIDS Grant	600,000	534,000	- 66,000	✗
ATSI TIDS	70,000	-	- 70,000	✗
Works for Queensland Grant	600,000	108,182	- 491,818	✗
NSRF Grant	397,000	397,849	849	✓
Grant - Stronger Communities	5,000	-	- 5,000	✗
Grant - Visitor Information Centre	74,000	74,416	416	✓
Grant - Building Our Regions	199,000	-	- 199,000	✗
Grant - Sewerage Passive Lagoon	950,000	-	- 950,000	✗
Grant - Sewerage Telemetry System	90,000	-	- 90,000	✗
Grant - Building Our Regions (Solar)	-	-	-	✗
Grant - MIPP	205,000	164,212		✗
<b>Total Capital Grants</b>	<b>3,432,000</b>	<b>1,521,585</b>	<b>- 1,869,627</b>	<b>✗</b>

#### 6. DETAILED OPERATING EXPENDITURE

Overall operating costs are within budget estimates.

EMPLOYEE BENEFITS & FULL TIME EQUIVALENTS (FTE)							
	FTE (Council Employees & Councillors)	Total Staff Wages & Salaries Incl Councillors	Annual Leave Long Service Leave & Entitlements	Sick Leave	Superannuation Incl Councillors	Other Employee Related Costs	Total Employee Benefits
Month							
July	52	303,290	31,969	8,699	30,047	15,440	389,445
Aug	51	318,221	32,616	6,935	32,701	14,328	404,802
Sept	53	291,185	56,244	6,204	28,479	29,303	411,415
Oct		495,075	81,763	10,942	50,026	71,391	709,197
Nov		398,803	69,326	5,920	35,176	31,500	540,725
Dec		290,299	56,300	4,359	28,067	37,160	416,185
Jan		273,297	124,180	8,512	29,019	51,835	486,843
Feb		335,292	47,530	7,161	30,784	24,130	444,897
<b>Total Benefits</b>		<b>2,705,462</b>	<b>499,929</b>	<b>58,731</b>	<b>264,299</b>	<b>275,087</b>	<b>3,803,509</b>

<b>MATERIALS AND SERVICES ANALYSIS</b>			
	2018-19 Actual YTD	2017-18 YTD	Variance
Advertising and marketing	2,149	2,835	- 686
Operating Expenses	2,449,165	3,774,720	- 1,325,555
Audit services	-	12,849	- 12,849
Communications and IT	223,149	181,915	41,234
Consultants	54,131	23,173	30,958
Donations paid	47,099	6,604	40,495
Repairs and maintenance	909,703	1,375,482	- 465,779
Recoverable Works	499,846	541,472	- 41,626
Road - Flood Damage	2,286,611	9,509,941	- 7,223,330
Subscriptions and registrations	-	49,771	- 49,771
Other material and services	(2,080,265)	- 1,377,041	- 703,224
<b>Total Materials &amp; Services</b>	<b>6,471,853</b>	<b>14,101,721</b>	<b>- 9,710,133</b>

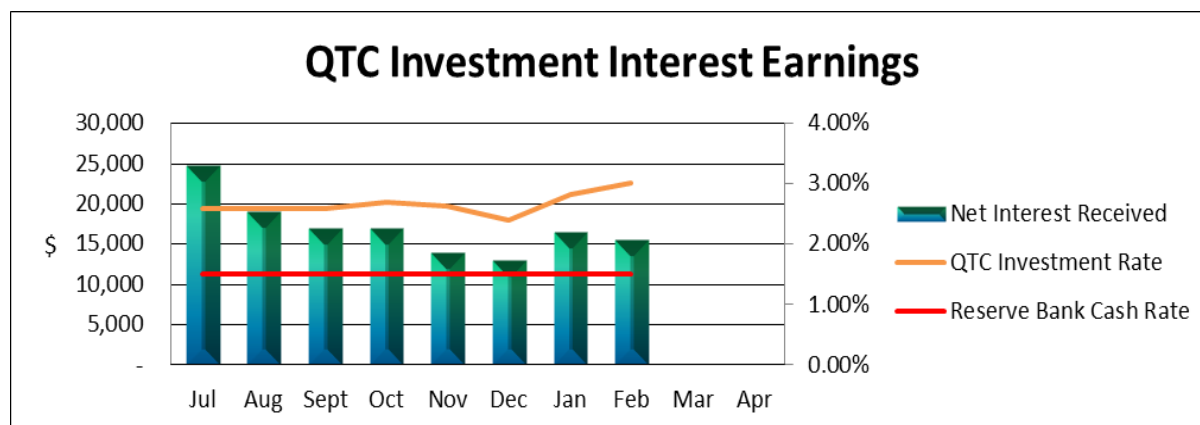


## 7. STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION				
	Opening Balance	YTD	YTD	Annual Forecast
	As at 1 July 2018	Actual	Movement	Budgeted
<b>Current Assets</b>				
Cash and cash equivalents	9,898,722	<b>9,735,297</b>	- 163,425	9,528,032
Trade and other receivables	1,583,470	<b>1,921,264</b>	337,794	769,708
Inventories	242,401	<b>427,063</b>	184,662	242,401
Other financial assets	102,528	- <b>220,498</b>	- 323,026	83,980
Non-current assets classified as held for sale	-	-	-	-
<b>Total current assets</b>	<b>11,827,121</b>	<b>11,863,126</b>	<b>36,005</b>	<b>10,624,121</b>
<b>Non-current Assets</b>				
Receivables	-	-	-	-
Property, plant and equipment	204,264,969	<b>208,491,655</b>	4,226,686	210,862,660
Accumulated Depreciation	- 60,144,445	- <b>63,092,687</b>	- 2,948,242	- 64,817,445
Capital works in progress	2,423,691	-	- 2,423,691	-
Intangible assets	-	-	-	-
<b>Total non-current assets</b>	<b>146,544,215</b>	<b>145,398,968</b>	- <b>1,145,247</b>	<b>146,045,215</b>
<b>TOTAL ASSETS</b>	<b>158,371,336</b>	<b>157,262,094</b>	- <b>1,109,242</b>	<b>156,669,336</b>
<b>Current Liabilities</b>				
Trade and other payables	2,160,712	<b>748,765</b>	- 1,411,947	2,160,711
Borrowings	-	-	-	-
Provisions	117,806	<b>55,554</b>	- 62,252	117,806
Other	-	-	-	-
<b>Total current liabilities</b>	<b>2,278,518</b>	<b>804,319</b>	- <b>1,474,199</b>	<b>2,278,517</b>
<b>Non-current Liabilities</b>				
Trade and other payables	-	-	-	-
Interest bearing liabilities	-	-	-	-
Provisions	643,996	<b>671,206</b>	27,210	648,996
Other	-	-	-	-
<b>Total non-current liabilities</b>	<b>643,996</b>	<b>671,206</b>	<b>27,210</b>	<b>648,996</b>
<b>TOTAL LIABILITIES</b>	<b>2,922,514</b>	<b>1,475,525</b>	- <b>1,446,989</b>	<b>2,927,513</b>
<b>NET COMMUNITY ASSETS</b>	<b>155,448,822</b>	<b>155,786,569</b>	<b>337,747</b>	<b>153,741,823</b>
<b>Community Equity</b>				
Shire capital	39,529,889	<b>39,529,889</b>	-	39,529,891
Asset revaluation reserve	86,418,457	<b>86,418,456</b>	- 1	86,418,456
Retained surplus/(deficiency)	29,500,476	<b>29,838,224</b>	337,748	27,793,476
Other reserves	-	-	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>155,448,822</b>	<b>155,786,569</b>	<b>337,747</b>	<b>153,741,823</b>

## Cash and Cash Equivalents

Cash & Cash Equivalents	Reserve Bank Cash Rate	QTC Investment Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	1.50%	2.82%	\$ 120,619	\$ 6,711,123
Westpac General Fund	1.50%	0.00%	\$ 0	\$ 3,023,690
Cash Floats	1.50%	0.00%	\$ -	\$ 483
<b>Total</b>			<b>\$ 120,619</b>	<b>\$ 9,735,296</b>



#### Outstanding rates, levies and charges

OUTSTANDING LEVIES & CHARGES					
LEVY/CHARGE	366+ DAYS ARREARS	181-365 DAYS ARREARS	31-180 DAYS ARREARS	1-30 DAYS ARREARS	Total Outstanding
GENERAL RATES	21,095	38,344	44,456	343	<b>104,238</b>
SEWERAGE CHARGES	1,666	419	1,043	11	<b>3,139</b>
GARBAGE CHARGES	1,799	349	1,723	13	<b>3,884</b>
WATER ACCESS CHARGES	36,318	7,454	11,790	186	<b>55,748</b>
WATER - EXCESS CONSUMPTION	32,900	1,939	16,295	168	<b>51,302</b>
STATE GOVT EMERGENCY SVCE LEVY	1,135	599	1,382	10	<b>3,127</b>
<b>TOTAL</b>	<b>94,914</b>	<b>49,104</b>	<b>76,688</b>	<b>732</b>	<b>221,438</b>

#### Outstanding receivables

Outstanding Charge	Total Amount \$	Percentage of total outstanding charges
General Rates	\$ 104,238	13%
Sewer Charges	\$ 3,139	0%
Waste Management Charges	\$ 3,884	0%
Water Charges	\$ 107,050	13%
Sundry Debtors	\$ 578,343	73%
<b>Total Outstanding Receivables</b>	<b>796,654</b>	

Closing cash balances at the end of the month and the balance of cash equivalents ((inventory, cash receivables (outstanding rates, levies and charges and general debtors)) exceed current or short term liabilities reflecting Councils ability to offset current obligations and longer term liabilities from cash and cash equivalents, this position is consistent with councils forecasted current ratio for the 2018-19 financial year.

## 8. STATEMENT OF CASH FLOWS

STATEMENT OF CASH FLOWS		
	YTD	Annual Forecast
	Actual	Budgeted
<b>Cash flows from operating activities</b>		
Receipts from customers	3,818,282	5,006,310
Payments to suppliers & employees	- 9,716,694	- 12,900,000
	- 5,898,412	- 7,893,690
Interest received	137,157	176,000
Rental income	147,459	225,000
Non capital grants and subsidies	5,856,226	7,864,000
<b>Net cash inflow (outflow) from operating activities</b>	<b>242,429</b>	<b>371,310</b>
<b>Cash flows from investing activities</b>		
Payments for property plant & equipment	- 1,962,075	- 4,209,000
Proceeds from sale of property plant & equipment	34,636	35,000
Capital grants, subsidies, contributions and donations	1,521,585	3,432,000
<b>Net cash inflow (outflows) from investing activities</b>	<b>- 405,854</b>	<b>- 742,000</b>
<b>Cash flows from financing activities</b>		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
Depreciation	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>-</b>	<b>-</b>
<b>Net cash increase (decrease) in cash held</b>	<b>- 163,425</b>	<b>- 370,690</b>
Cash at beginning of the reporting period	9,898,722	9,898,722
<b>Cash at end of the reporting period</b>	<b>9,735,297</b>	<b>9,528,032</b>

CONSTRAINED CASH RESERVES					
SOURCE	BALANCE BORUGHT FORWARD	COUNCIL CO- CONTRIBUTIONS	RECEIPTS IN CURRENT YEAR	EXPENDED IN CURRENT YEAR	CLOSING BALANCE (RESTRAINED CASH)
* FAG ROADS	215,410	-	157,601	169,215	203,796
ROAD PROJECTS (CAPITAL)	-	400,000	940,926	1,141,800	199,126
SEWER UPGRADE PROJECT	-	650,000	-	76,662	573,338
NDRRA ADVANCE PAYMENT 2016-17 FLOOD EVENT	861,000	-	-	2,346,000	- 1,485,000
NDRRA ADVANCE PAYMENT 2017-18 FLOOD EVENT			2,597,000	21,000	2,576,000
WORKS FOR QLD ROUND 2	440,000	-	108,000	140,161	407,839
<b>TOTAL CONSTRAINED CASH</b>	<b>1,516,410</b>	<b>1,050,000</b>	<b>3,803,527</b>	<b>3,894,838</b>	<b>2,475,099</b>

**\*\* FAG Roads and General purpose grants are not tied to specific projects however council received an advance payment of these two funding components in the previous financial year. The total balance to be received in the 2018-19 financial year will be the difference between the full amount and the advance payment.**



## 9. CAPITAL WORKS

CAPITAL WORKS FUNDING STATEMENT			
PROJECTS - COUNCIL AND EXTERNALLY FUNDED	BUDGETED EXTERNAL FUNDING	RECEIVED TO DATE	COUNCIL CO - CONTRIBUTION
Works for QLD Round 2 Projects	600,000	108,181	-
TIDS (Roads Funding)	600,000	534,000	600,000
MIPP (Roads & Bridges Funding)	205,000	164,211	-
Roads to Recovery (Roads Funding)	242,000	242,926	-
ATSI TIDS (Roads Funding)	70,000	-	-
NSRF (Wharf/Boat Ramp Project)	397,000	397,000	-
Building our regions fund	199,000	-	-
Telemetry	90,000	-	-
Sronger Communities	5,000	5,000	-
Sewer Upgrade Grant	950,000	-	650,000
Visitor Information Centre Grant	74,000	74,416	-
<b>TOTAL</b>	<b>3,432,000</b>	<b>1,525,734</b>	<b>1,250,000</b>

CAPITAL WORKS EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2019					
PROJECT	YTD Actual Incl committed costs	Annual Forecast Budgeted	Budget Remaining	Percentage Complete	Status Within budget
SES Shed	114,194	130,000	15,806	75%	✓
Visitor Information Centre	81,963	82,000	37	100%	✓
Donga Accommodation Units	141,960	200,000	58,040	70%	✓
Gregory Solar	67,108	68,000	892	100%	✓
Wharf Car Park Construction	197,531	198,000	469	100%	✓
Wharf Project Entertainment Area Container	58,366	59,000	634	100%	✓
War memorial construction	24,860	35,000	10,140	100%	✓
W4Q-R2 Water treatment plant upgrade Burke & Gregory	195,407	300,000	104,593		✓
W4Q -R2 Waste management	17,600	70,000	52,400		✓
W4Q -R2 Gregory Airstrip storage shed	11,380	10,000	- 1,380		✗
W4Q -R2 Burke boat ramp solar & CCTV	161,215	174,000	12,785		✓
W4Q -R2 Reticulation & Burke Oval upgrade	7,818	50,000	42,182		✓
W4Q -R2 Gregory shwgrd spectator facility	9,207	400,000	390,793		✓
W4Q -R2 Bunded fuel storage	30,411	33,000	2,589		✓
Boom slasher	-	45,000	45,000		✓
Traffic Management & Vehicle Modifications	-	30,000	30,000		✓
Toyota Prado	54,894	55,000	106	100%	✓
Doomadgee West Road Formation	-	704,000	704,000	100%	✓
Gregory Lawn Hill Road Seal	-	132,000	132,000		✓
Doomadgee West Road Formation	1,097,000	364,000	- 733,000	100%	✓
Doomadgee East Road Reseal	1,608	70,000	68,392		✓
Leichardt river crossing	195,000	205,000	10,000		✓
Burke /Gregory Intersection	20,475	21,000	525	100%	✓
Firefly Street Water Infrastructure Upgrade	3,060	47,000	43,940		✓
Sewer Treatment Plant Upgrade	89,249	600,000	510,751		✓
Firefly Street Sewerage Infrastructure Upgrade	5,622	127,000	121,378		✓
<b>Total Capital Works</b>	<b>2,585,928</b>	<b>4,209,000</b>	<b>1,623,072</b>		

## 10. EXERCISE OF DELEGATIONS

Clause 9 of Council's Rate Debt Recovery Policy determines how debtors can enter into a plan to pay their outstanding debts (rates and charges and other receivables) to Council. Clause 11 delegate's authority to negotiate payment plans to the CEO and Executive Manager Finance. Clause 13 requires an exercise of delegation in relation to writing of bad debts and negotiation of payment plans to be reported to Council at the next meeting following exercise of such delegation. The following delegations were exercised.

1. Debt Write off (Amount written off)	Payment arrangement and repayment term	Authorising officer (FM or CEO)
Nil	N/A	N/A

11. OFFICER'S RECOMMENDATION

That Council notes the contents of the Executive Manager Finance 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:	11 March 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

#### 1. MAJOR PROJECTS (>\$1m)

##### BURKETOWN SEWERAGE TREATMENT PLANT UPGRADE PROJECT

Project Status Report	
Project Name	Burketown Sewerage Treatment Plant Upgrade Project
Project Manager	Philip Keirle, BSC
Project Superintendent	TBC
Contractor(s)	Simmonds & Bristow; Austek Communications Pty Ltd; ARUP Pty Ltd; Erscon Consulting; MBS Water Solutions.
Status Update Provided	11 March 2019
Original completion date	30 May 2019
Revised completion date	31 November 2019 anticipated (under discussion with funding agency)
Project Scope	<ul style="list-style-type: none"> <li>▪ From: <ul style="list-style-type: none"> <li>○ Upgrade of existing system with a new packaged plant with tertiary treatment capabilities + lagoons</li> </ul> </li> <li>▪ To: <ul style="list-style-type: none"> <li>○ Installation of passive lagoon system and wet weather storage area.</li> </ul> </li> </ul>
Work recently completed	<ul style="list-style-type: none"> <li>○ Review of S&amp;B design completed + draft provisional design for passive lagoon system received.</li> </ul>
Forthcoming work	<ul style="list-style-type: none"> <li>▪ Proceed to detailed design.</li> </ul>

Key Parameters	Status	Comments
Schedule	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>▪ Detailed Design: <ul style="list-style-type: none"> <li>○ 21.02.2019-30.03.2019</li> </ul> </li> <li>▪ Procurement: <ul style="list-style-type: none"> <li>○ 01.04.2019-28.04.2019</li> </ul> </li> <li>▪ Construction of passive lagoon system and installation of primary treatment infrastructure: <ul style="list-style-type: none"> <li>○ 10.05.2019-31.10.2019</li> </ul> </li> </ul>

Key Parameters	Status	Comments
Scope	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>Construction of passive lagoon system + installation of primary treatment (Imhoff tank + screens) and installation/integration of SCADA.</li> </ul>
Procurement	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>Construction tender to be released in April 2019</li> </ul>
Town Planning	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>Not applicable (previously completed)</li> </ul>
Budget	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>Burke was unsuccessful in securing BBRF funding to offset Council's contribution to this project. Accordingly, it may be necessary to revise the scope of this project as outlined above.</li> </ul>
Reporting	On-Track   At-Risk   Off-track	<ul style="list-style-type: none"> <li>Monthly reporting to Dept. Local Government               <ul style="list-style-type: none"> <li>Feb 2018 – Dec 2018 reports submitted</li> <li>Jan 2019 report submitted</li> </ul> </li> </ul>

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

Project	Description	Update/activity for reporting month
Works 4 Queensland Projects	Covered in separate report	<ul style="list-style-type: none"> <li>Revision of all proposed projects;</li> <li>Development of risk-based process to deliver W4Q requirements.</li> </ul>
Burke Shire Planning Scheme	Adopt new planning scheme	<ul style="list-style-type: none"> <li>Revision of all draft Planning Scheme documentation with DSDMIP.</li> </ul>
Burke Shire Sport & Recreation Strategy	Develop a Sport and Recreation Strategy for the Burke Shire Council	<ul style="list-style-type: none"> <li>Survey documentation to be released in March 2019</li> </ul>
Register of Prequalified Suppliers (Plant Hire)	Extension of ROPS without re-refreshing ROPS via tender	<ul style="list-style-type: none"> <li>Extension of Term documentation released on 11 March 2019</li> </ul>
Burke Shire Council GIS Project	Adoption of ArcGIS/ESRI platform for Burke's GIS and mapping	<ul style="list-style-type: none"> <li>Session with Councillors completed.</li> </ul>
Cultural Heritage Project: water access tracks, turnaround points and gravel pits	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	<ul style="list-style-type: none"> <li>UQCHU survey reports completed and under final review (some updates may be required to account for relocated artefacts in Waanyi country). As yet, no response back from Waanyi.</li> </ul>

Project	Description	Update/activity for reporting month
Gregory Economic Development ILUA #2	Progress land tenure reforms in Gregory with Waanyi, DNRM and Paraway	<ul style="list-style-type: none"> <li>Community consultation session held in Gregory on Wed 24 Oct 2018;</li> <li>Session with Paraway Pastoral held in Burketown on Thu 25 Oct 2018.</li> <li>No update for Feb 2019.</li> </ul>
Burketown Wharf ILUA	Progress Burketown Wharf ILUA with Gangalidda & Garawa Native Title Aboriginal Corporation	<ul style="list-style-type: none"> <li>Delegation arranged for signing of Agreement. Awaiting final endorsement by GGNTAC.</li> </ul>
BKT South & Light Industrial developments	Progression of BKT South and BKT Light Industrial developments.	<ul style="list-style-type: none"> <li>BKT South concept plans endorsed. Development application and sales process to be reviewed.</li> <li>BKT Light Industrial concept plans to be endorsed. Final scope of works to be endorsed in relation to water, sewer, power.</li> </ul>

### 3. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Upgrade to the Burketown Wharf Project	Replace single-lane recreational boat ramp with a barge-capable ramp with concrete hardstand; Installation of 70 all-weather CTU (car trailer unit) parking bays Installation of shelter	<ul style="list-style-type: none"> <li>Project acquitted, funding received.</li> </ul>
Burke Shire Economic Development Strategy	Develop an Economic Development Strategy for the Burke Shire Council	<ul style="list-style-type: none"> <li>Project acquitted subject to final decision on Event requirements by BBRF.</li> </ul>
NWQ Quarry Management Strategy	Regional project designed to improve Council compliance in relation to Quarry/Gravel Pit operations and to generate a suite of materials and schedules to facilitate improve Quarry operations and stakeholder relations.	<ul style="list-style-type: none"> <li>Project acquitted subject to final decision on Event requirements by BBRF.</li> </ul>

## 4. CURRENT TENDERS

Tender	Description	Opened	Closes
2019-02	NDRRA Road Construction Package 1: - Doomadgee West Road - Nugaburra Road	30.01.2019	20.02.2019
2019-03	NDRRA Road Construction Package 2: - Doomadgee to Lawn Hill Road - Bowthorn Road	30.01.2019	20.02.2019
2019-04	NDRRA Road Construction Package 3: - Gregory Lawn Hill Road	30.01.2019	20.02.2019
2019-05	NDRRA Road Construction Package 4: - Lawn Hill National Park Road - Riversleigh Road	30.01.2019	20.02.2019

## 5. PROJECTS UNDER DEVELOPMENT

Project	Description
Burke Shire Council Corporate Plan 2019-2024	Stakeholder engagement sessions arranged in Burketown week beginning October 2018.  Subsequent sessions on Sport & Rec Strategy held from 17 March 2019.  Methodology adopted and major strategic priorities endorsed.

## 6. GULF SAVANNAH DEVELOPMENT PROJECTS

Project	Description	Update for reporting month
Remote Area Board: ▪ Farm Stay Tourism Blueprint	Provision of full “how to” guide to set-up different kinds of farm stay businesses	Project reviewed by GSD board for RAB funding.  RAB endorsement pending.
BBRF Community Investment Stream: ▪ Regional Branding Strategy	Complete Regional Branding Strategy: literature review, regional audit, supply chain logistics, legal and financial dimensions, marketing and commercial, roll-out strategy.	Project endorsed by GSD board for RAB funding.  RAB endorsement pending.
Doomadgee 4G Feasibility Study	Feasibility Study to define solution to ongoing issue with 4G services in Doomadgee	RAB endorsement pending.

7. OFFICER'S RECOMMENDATION

That Council receives the Strategic Projects Report.

ATTACHMENTS

Nil

## Strategic Projects Reports

### 09.03.02 Burke Shire Planning Scheme

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Ray Burton; Acting CEO
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	12 March 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2018-19

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#### 1. PURPOSE

To progress the process for adopting Council's Planning Scheme.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has partnered with the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) in the development of a new Planning Scheme for the Burke Shire Local Government Area. This partnership was initiated under the *Sustainable Planning Act 2009* (SPA) and is now taking place under the *Planning Act 2016* (PA).

Council and DSDMIP developed a draft Planning Scheme in May 2017. Public notification of the proposed new Planning Scheme was released on 18 May 2017, with any submissions on the proposed Scheme required by 30 June 2017.

Public information sessions on the Proposed Planning Scheme were scheduled as follows:

- Burketown: Wednesday, 7 June 2017.
- Gregory: Thursday, 8 June 2017.

Council received a number of submissions on the Proposed Scheme. Details of these submissions and Council's responses to them were outlined during the October 2017 Council meeting. Submissions were received from State Government Departments and from residents of the Burke Shire (refer to Attachment 1 for details of submissions received).

Council reviewed all submissions, incorporating required changes into a revised Planning Scheme that was submitted to DSDMIP for review (see Attachment 2 for revised Planning Scheme). The outcome of this review was forwarded to Council on 3 April 2018, following a meeting with Councillors, council officers and council's consultant planner in February 2018 (see Attachments 3-4). An excerpt from this email is included below:

...The Department of State Development, Manufacturing, Infrastructure and Planning (the department) has undertaken a targeted State Interest Review of council's suggested changes to the draft Burke Shire Planning Scheme. The review has identified some inconsistencies with the State's interests expressed through the State Planning Policy (SPP) and as such has resulted in some minor changes being made by the department. Further to the changes made to reflect the SPP, the department has reviewed and refined some of council's suggested changes.



...the attached version of the planning scheme provides for the majority of council's requested/endorsed changes whilst reflecting State-wide consistency, current best practice planning principles and ensuring that the State's interests are adequately integrated. The changes are still considered to be of an extent that results in a substantially different planning scheme and as such, will require re-notification.

...from there we can work on converting the planning scheme to a Planning Act 2016 aligned version that can be presented for public consultation."

At Council's Ordinary Meeting in February 2019, Councillors reviewed the most recent version of the proposed Planning Scheme and resolved as follows:

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

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

Moved: Cr Poole

Seconded: Cr Yanner

Carried 190226.08 5/0

### **3. PROPOSAL**

That Council:

- Notes the Department's advice that revising the mapping will take in the order of 3 weeks;
- Notes that the Department has provided a revised Planning Scheme for consideration (attachment 1);
- Notes Council's feedback on the revised Planning Scheme (attachment 2)
- Endorses the submission of these queries to the Department in order to initiate the Department's conversion of the current version of the Planning Scheme into a Planning Act 2016 aligned version.

### **4. FINANCIAL & RESOURCE IMPLICATIONS**

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

## 5. RISK

Risk Type	What could happen	Possible consequence
Reputation	<ul style="list-style-type: none"> <li>Further delays in responding to the Department</li> </ul>	<ul style="list-style-type: none"> <li>Reputational damage to Burke as a capable partner to State Government on key projects.</li> </ul>
Intent	<ul style="list-style-type: none"> <li>Council's intent not properly captured in Planning Scheme</li> </ul>	<ul style="list-style-type: none"> <li>Scheme has unintended impacts on development.</li> </ul>

## 6. POLICY &amp; LEGAL IMPLICATIONS

Following Council's submission and DSDMIP's revision, a range of legislative and regulatory requirements related to public notification and adoption of Planning Schemes will need to be met. These will be outlined in greater detail as appropriate.

## 7. CRITICAL DATES &amp; IMPLICATIONS

There are no critical dates associated with this report, though it would be in Council's interest to generate and maintain momentum on this item.

## 8. CONSULTATION

Internal: review of previous correspondence and documentation related to this item.

External: Council and DSDMIP

## 9. CONCLUSION

Council's endorsement of the proposed response to DSDMIP will re-initiate the process for refining and adopting a new Planning Scheme for the Burke Shire Council.

## 10. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

1. A0001 – Planning Scheme (March 2019) – DSDMIP



A0001 - BSC  
Planning Scheme (Ma



2. A0002 – BSC commentary on “A0001 – Planning Scheme (March 2019) – DSDMIP”  
A0002 - BSC  
commentary on A000

## 10. Closed Session Reports

10.01 Closed Session - Works 4 Queensland 2017-19

10.02 Closed Session - NDRRA Road Construction Contracts

## 11. Chief Executive Officer Reports

- 11.01 Acting Chief Executive Officer Report
- 11.02 Policy on Complaints involving Chief Executive Officer
- 11.03 Proposed Amendments to Local Government Act
- 11.04 Financial Assistance Grants
- 11.05 Flood Recovery Grant
- 11.06 Application to Subdivide leasehold land

## Chief Executive Officer Reports

### 11.01 Acting Chief Executive Officer Report

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Ray Burton Acting Chief Executive Officer
PREPARED BY:	Ray Burton
DATE REPORT PREPARED:	9 March 2019
LINK TO COUNCIL PLAN/S:	Corporate and Operational Plans

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#### 1. PURPOSE

To provide Council with an update on matters of relevance to Council.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

##### **Corporate Plan 2019-24**

The Executive Manager Strategic Projects Phil Keirle has scheduled several meetings this week as part of the community consultation process for our new Corporate Plan. Councillors were previously invited to be part of this consultation process. This project is referenced elsewhere in this agenda.

##### **Proposed legislative changes**

The State Government is moving to the next stage of its local government sector reforms aimed at addressing the matters outlined in the Belcarra report. The Minister for Local Government has recently released an Information Paper on the proposed further reforms which has activated considerable concern from the sector with the LGAQ scheduling a General Meeting of members to discuss 10 Motions relating to the reforms. This matter is the subject of a separate report to this meeting.

##### **Staff Matters:**

CEO commencement – at its last Ordinary Meeting Council resolved to offer Ms Clare Keenan the position of Council's Chief Executive Officer for a fixed term of 13 Months on conditions as approved by the Mayor. Ms Keenan has since accepted Council's offer and will commence duties around 18 April 2019. Ms Keenan will visit Burketown during the week of 15 to 22 March 2019 to commence handover. During that week she will participate in a number of the community consultation sessions regarding Council's new Corporate Plan and will also attend the Council meeting today. Ms Keenan and her family will reside in the house occupied by the former CEO in Marshall Lane. The current Acting CEO will assist with the handover arrangements through until Easter.

Executive Manager Works and Services (EMWI) – Mr Geoff Rintoul has accepted Council's offer for a three year fixed term Contract for this position and will commence duties on Wednesday 27 March 2019. Mr Rintoul will reside in the Council house at corner of Marshall Lane. The current Acting EMWI Martin Blennerhassett will assist with the handover to Mr Rintoul.

Acting EMWI – it is proposed Council proceed to procurement process for a limited term project management role for a number of key projects most of which are externally funded. Mr

Blennerhassett may be interested in this role. Local knowledge and technical expertise will be required to facilitate timely completion of these projects. The key projects include: the \$1m QRA Flood Recovery grant; some of the Works for Queensland 2017/19 projects such as the Burketown Rugby field, the Gregory Showgrounds Spectator facility, and the Waste Water treatment upgrade; Flood warning monitors (dependant upon external funding); Council housing asset works; Gregory power options for Depot and Council housing; and the development of Council's Biosecurity Plan.

Positions advertised – Council is currently advertising for an Accountant (limited term nine months), a Finance Officer (permanent) and a Human Resource Co-ordinator (three days per week). Each of these positions will be based at Council's Cairns office. Council is also advertising for a casual cleaner based in Burketown.

Corporate Culture – a consultant, John Carr did some work with Council staff prior to Christmas to understand and assist with the implementation of a productive corporate culture for our organisation. Mr Carr will be back in Burke Shire next week to further progress the development and implementation of our desired culture. There has been substantial change in management since Mr Carr's last visit before Christmas.

### **Flood recovery**

There are several grants that have been made available to Burke Shire and its residents impacted by the recent flood events. Advice of the grants available to the impacted property owners has been widely conveyed. The grants cover both the social impact on individuals and communities, infrastructure repair and assistance with stock burial. There have also been a number of charities and third party groups providing fodder and other assistance to those impacted.

Council has received advice from Queensland Reconstruction Authority (QRA) of a \$1m Flood Recovery grant for Burke Shire and its impacted property owners. The criteria around expenditure against this grant is very broad. A separate report is provided to this meeting scoping out the factors for Council to consider in the distribution and expenditure of this grant.

### **Century Mine update**

Mr Shane Goodwin Head of Corporate Affairs and Social Responsibility, New Century Resources, had been invited to meet with Council at the March meeting to give Council an update of Century mining operations and the results of the annual Page Creek sediment trap analysis. Mr Goodwin was to be accompanied by the Chief Operating Officer, Barry Harris and the Financial Controller Stuart Brown. The shift of Council meeting day from Thursday 21 March to Tuesday 19 March has resulted in a clash of commitments and therefore Mr Goodwin is not able to meet Council at its Tuesday Council meeting. Mr Goodwin and others listed above will still visit Burketown on Thursday 21 March and an invite is open to any Councillor who can attend this meeting.

### **3. PROPOSAL**

Council to note this report.

### **4. FINANCIAL & RESOURCE IMPLICATIONS**

There are no financial or resource implications re this report.

5. RISK

There are no risk issues relative to this report.

6. POLICY & LEGAL IMPLICATIONS

There are no Policy implications relative to this report.

7. CRITICAL DATES & IMPLICATIONS

Nil

8. CONSULTATION

Not required.

9. CONCLUSION

This report provides Councillors with an update on matters of relevance over the past month.

10. OFFICER'S RECOMMENDATION

That Council note the contents of the report.

ATTACHMENTS

Nil



## Chief Executive Officer Reports

### 11.02 Policy on Complaints involving Chief Executive Officer

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Ray Burton; Acting Chief Executive Officer
DATE REPORT PREPARED:	10 March 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan – Governance

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#### 1. PURPOSE

To comply with the Crime and Corruption Act 2001 requirements for Council to adopt a Policy on the handling of complaints involving the Chief Executive Officer.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Section 48A of the Crime and Corruption Act 2001 (Act) requires Council to have a Policy in place which outlines how Council will manage a complaint which may involve Council's Chief Executive Officer.

The Act requires the Policy be drafted in consultation with the Crime and Corruption Commission (the CCC). That consultation has commenced.

The required Policy has been drafted and is attached for Council's consideration.

The draft Policy (see Attachment) appoints the Mayor as the nominated person under the Act to receive and deal with complaints involving the Chief Executive Officer. The Mayor is delegated the power under the Policy to source the resources required to undertake any investigation that may be required. The Act authorises these powers to be given to the Council appointed nominated officer.

Should a complaint that may involve the Chief Executive Officer be received by that Officer it is to be referred to the Mayor and the Chief Executive Officer is not to take any part in the subsequent management of the complaint.

A copy of the adopted Policy is required to be forwarded to the CCC.

#### 3. PROPOSAL

Council to adopt a Policy that outlines how a complaint involving the Chief Executive Officer is dealt with ensuring due process is followed and legislative requirements are met.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Should the Mayor (as the Nominated Person) require external expertise to assist in the investigation of a complaint involving the Chief Executive Officer that cost will be borne by Council.

## 5. RISK

The Policy addresses a potential conflict of interest matter by removing the Chief Executive Officer from dealing with any complaint in which they may be involved.

## 6. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Sections 12 and 13 – responsibilities of councillors and employees	<p>Section 12 charges councillors with ensuring the local government achieves its corporate plan.</p> <p>Section 13 charges council employees with carrying out their duties in a way that ensures the local government achieves its corporate plan.</p>
Crime and Corruption Act 2001	48A Policy about how complaints involving public official are to be dealt with	<p>(1) A public official must, in consultation with the chairperson, prepare a policy about how the unit of public administration for which the official is responsible will deal with a complaint that involves or may involve corruption of the public official.</p> <p>(2) The policy may nominate a person other than the public official to notify the commission of the complaint under section 37 or 38, and to deal with the complaint under subdivision 1 or 2, on behalf of the public official.</p> <p>(3) If the policy includes a nomination as mentioned in subsection (2), this Act applies as if a reference about notifying or dealing with the complaint to the public official were a reference to the nominated person.</p> <p>Example of operation of subsection (3)—</p> <p>If a policy prepared under this section for a unit of public administration includes a nomination as mentioned in subsection (2)—</p> <p>(a) under section 38 as applying under subsection (3), the nominated person must notify the commission of complaints about the relevant public official that the person suspects involve or may involve corrupt conduct; and</p> <p>(b) under section 35(1)(b) as applying under subsection (3), the commission may refer complaints about the relevant public official to the nominated person for the nominated person to deal with; and</p> <p>(c) under section 42 or 44 as applying under subsection (3), the nominated person must deal with complaints about the relevant public official referred to the nominated person by the commission.</p> <p>(4) In this section— complaint includes information or matter</p>

Instrument	Reference	Details
Corporate Plan 2014-19		Section 6.1 Governance.
Burke Shire Council Operational Plan 2017-18		Governance 1.1.2 Review policies...develop new key Policies.

#### 7. CRITICAL DATES & IMPLICATIONS

Adoption of this Policy in accordance with Section 48A of Crime and Corruption Act 2001 is currently overdue.

#### 8. CONSULTATION

The Crime and Corruption Commission was consulted in the preparation of this Draft Policy as was the Mayor.

#### 9. CONCLUSION

Adoption of this Policy will ensure compliance with the Crime and Corruption Act.

#### 10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council adopt the Dealing with a complaint involving the Chief Executive Officer Policy.
3. That the Chief Executive Officer forward a copy of this adopted Policy to the Crime and Corruption Commission.

#### ATTACHMENTS

1. Dealing with a complaint involving the Chief Executive Officer Policy



Dealing with a  
complaint involving th

## Chief Executive Officer Reports

### 11.03 Proposed Amendments to Local Government Act

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Ray Burton, Acting Chief Executive Officer
PREPARED BY:	Ray Burton
DATE REPORT PREPARED:	9 March 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan Section 6: Outcomes and Strategies - 1.2.2 Key strategies – Council continues to engage with State Government Departments, Ministers and Directors; also Section 7: Performance Monitoring and Measurements – 1. Governance – Advocacy; Council has a strong voice in regional organisations and with State Governments.

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#### 1. PURPOSE

To consider Council's position regarding proposed amendments to the Local Government Act and Regulation.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Minister for Local Government the Honourable Stirling Hinchliffe MP wrote to the Mayor on 2 March 2019 outlining the next stage of the State Government's rolling reform agenda (this is referred to as the next tranche of Belcarra legislative reform). The Director General Department of Local Government Racing and Multicultural Affairs (DLGRMA) Mr Warwick Agnew then wrote to the Mayor on 5 March 2019 referring to an Information Paper which has been prepared outlining the proposed legislation amendments currently under consideration by the State Government. The Minister's letter and the Director General's letter are attached for the information of Councillors.

A copy of the 24 page Information Paper is also attached.

Greg Hallam, the Chief Executive Officer of Local Government Association of Queensland (LGAQ) has also written to Council on this matter on 7 March 2019. A copy of that letter is attached. Mr Hallam has advised that the LGAQ has scheduled a General Meeting of member Councils in Brisbane on 2 April 2019. A copy of the Notice of General Meeting is attached. That Notice lists 10 Motions to be considered and voted upon at that Meeting. Council is entitled to two votes at the General Meeting and may elect to delegate those votes to an appointed delegate.

#### **Proposed Local Government Reforms**

The Information Paper states that the proposed reforms will 'strengthen the transparency, accountability and integrity of local government' and that the government is committed to 'ensuring that public confidence and accountability is restored'.

The proposed amendments outlined in the Information Paper are based around the principles of:

- Integrity

- Transparency
- Diversity and
- Consistency.

The Information Paper is structured in four sections to outline amendments related to the period before an election, during an election, after an election and the operation of the Council itself.

The following are proposals that may have potential impact on Burke Shire Council – note that some proposals will not be relevant to Burke Shire. The reasoning for these proposals are not listed below but are listed in the Information Paper.

**Before the election commences:**

- Postal Ballot elections – Councils to meet new criteria and apply through Electoral Commission of Queensland (ECQ);
- Candidate training – mandatory training for all candidates;
- Groups of candidates – will be able to register their group at any time up to close of nominations (rather than just through nomination period);
- Electoral finance records – a dedicated campaign account to be opened and details of this account listed on nomination forms. All campaign expenditure to go through this account;

**During the election campaign:**

- Caretaker period – limitations on Council decisions during this period to be extended to include the making of local laws; the making of planning schemes; variation to existing development approvals;
- Dual candidacy – in undivided Councils a candidate can nominate for both Mayor and Councillor positions. If elected as Mayor the candidate's preferences for the Councillor position will be distributed;
- Registers of Interest for candidates – disclosure required on political party membership; contractual arrangements with Council of candidate or close associate; whether any development applications are before Council;
- Prohibited campaigning techniques – only political parties or registered groups can use group like campaign techniques;
- Postal voting applications – 10 day cut off period before election day; ballots received can be processed (but not counted) earlier than close of poll;
- Real time financial disclosures – electoral donations to be published by ECQ and in the last 7 days of election all expenditure and donations are to be disclosed by candidates within 24 hours;
- Disclosure of gifts – true source of donations to be disclosed; if donation from a Company the details of Directors to be disclosed and any business dealing with Council;
- Election expenditure caps – caps to be introduced being \$10,000 for a Councillor position with less than 20,000 voters and \$30,000 for a Mayor position with less than 60,000 voters, the caps to apply for four year term and apply to third party and groups of candidates in same proportions;

- Voters experience – full preferential voting for the Mayor and Councillor positions at Burke (currently Mayor is by optional preferential voting and Councillors by first past the post). Proposed voting requires preferences to be marked on ballot paper for all candidates;

**After poll closes:**

- Public campaign funding – Candidates that receive more than 4% of first preference votes are entitled to be paid \$1.57 per first preference vote up to the amount of election campaign expenditure. Councils to fund this by way of annual payments to ECQ (except 2020 election);
- Counting votes – no change to Mayor count but Councillors will need to achieve quotas based on preferences;
- Electoral finance returns – candidate returns to ECQ to include both expenditure and donations and copy of the bank statement for the campaign account;
- Councillor vacancies – Mayor's position – in first 36 months filled by way of by-election; in last 12 months filled by Councillors appointing one of their own. Councillor position – in first 36 months filled by appointing the next candidate after allocation preferences; in last 12 months filled by appointment; in last 3 months may leave vacant;

**After Council is constituted**

- Register of Interest – to be submitted within 30 days of election or face losing office; annual update to be submitted; some refinement of register contents;
- Conflicts of Interest – Councillors with conflicts of interest will be prohibited from dealing with the matter unless Council resolves it is in the public interest for them to stay; material Personal Interests to be replaced with prescribed conflicts of interest; prescribed conflict of interest is defined; non-conflicted Councillors will be able to decide whether a Councillor with conflict of interest can remain and vote on the matter even if there are not enough remaining Councillors to form a quorum;
- Intervention powers – widening of the instances where the State can appoint advisors or financial controllers to include where the use of the power is in the public interest;
- Councillor access to information – CEO must provide requested information within 5 days of request;
- Mayoral powers – Mayor no longer responsible for preparing and presenting budget – all Councillors will be responsible; Mayor will not have the power to direct senior executive staff (other than the CEO); Mayor will only have power to direct the CEO in accordance with Council policies and directions. Clarification was sought from DLGRMA on a further proposal referenced by the LGAQ in Motion 9 below. The DLGRMA has confirmed its proposal that the Mayor, Deputy Mayor or Committee Chair will no longer be required to be included in the selection panel for the appointment of senior executive employees.

**LGAQ response to proposed reform measures:**

As mentioned above the LGAQ has scheduled a General Meeting of members for Tuesday 2 April 2019 in Brisbane. The LGAQ Policy Executive has drafted 10 Motions for consideration at that meeting. It is appropriate for Council to consider and form a view about these Motions and give direction to a Council delegate attending and voting at the meeting. Council has two votes in total based on its population and revenue base. The Mayor or CEO must advise the LGAQ by 19 March 2019 of its delegate or delegates to attend the General Meeting. The delegate/s can be either the Mayor, a Councillor or the CEO.

Please note that the Acting CEO will be in South East Queensland on 2 April and will be able to attend the LGAQ General Meeting as Council delegate if required. The Council would need to give direction to its delegate/s on how to vote on each Motion.

The 10 Motions are listed on the Notice of General Meeting attachment to this report. It is superfluous for these motions to be reproduced in full in this report however the following is a summary of each Motion:

Motion 1 – opposition to compulsory preferential voting

Motion 2 – opposition to proportional representation

Motion 3 – opposition to ability for person to stand as a dual candidate for both Mayor and Councillor positions

Motion 4 – opposition to introduction of election campaign expenditure limits as proposed in the Information Paper

Motion 5 – support for the introduction of election campaign expenditure limits set at \$2 per enrolled voter for the Mayoral election and \$1 per enrolled voter for Councillor elections with upper ceiling limits of \$200,000 for Mayoral elections and \$50,000 for Councillor elections and lower limits of \$20,000 for Mayoral election and \$15,000 for Councillor elections in undivided Councils.

Motion 6 – support for introduction of legislation to prevent distorting influence of election expenditure by third parties with aligned interests

Motion 7 – opposition to ratepayers funding local government elections

Motion 8 – opposition to remove the power of the Mayor to direct senior executive employees

Motion 9 – opposition to removal of power of the Mayor, in conjunction with either Deputy Mayor or Committee Chair, to participate in the decision to appoint senior executive employees

Motion 10 – LGAQ to request the State Government take heed to the concerns of the local government sector on these issues and further call on the Premier to honour her public commitment to not implement reforms to local government that she is not prepared to implement to her own government.

#### **Further consultation**

The DLGRMA has structured three webinars to assist Councillors (and Officers) in understanding the proposed amendments. These webinars are as follows:

- Local Government electoral reform  
Date: Wednesday 13 March 2019  
Time: 9.30am –10.30am
- Local government electoral finance reform  
Date: Thursday 14 March 2019  
Time: 1.00pm–2.00pm
- Conflicts of interests and registers of interests  
Date: Tuesday 19 March 2019  
Time: 10.15am –11.15am

The ACEO will be seeking to log into these webinars where possible.

### 3. PROPOSAL

Council to consider its position regarding proposed legislative amendments as next stage of the State Government's response to Belcarra Report.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

No financial implications at this time. If the legislation was to be amended as proposed in the Information Paper local government would need to fund the election expenditure, at \$1.57 per first preference votes to upper limit of campaign expenditure, of all candidates who achieved more than 4% of first preference votes. It is not clear at this time how that is to be paid for the 2020 election but for subsequent elections it is paid annually to the ECQ. This would require estimates potentially four years in advance of the number of candidates and the likely campaign expenditure for the next local government election.

### 5. RISK

There are no risks associated with this report.

### 6. POLICY & LEGAL IMPLICATIONS

There are no Policy or legal implications with this report but Policy review would be required should the proposed legislative changes be enacted.

### 7. CRITICAL DATES & IMPLICATIONS

March 19 2019 Council needs to advise LGAQ of its delegate/s for the LGAQ General Meeting on 2 April 2019.

### 8. CONSULTATION

No consultation has been had.

### 9. CONCLUSION

The State Government's Information Paper on further legislative reform will have significant implications for this Council and for candidates at future local government elections. This report aims at ensuring Councillors have a clear understanding of the proposed legislative changes and the impacts on Burke Shire.

### 10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council determine its support or otherwise for the 10 Motions to be presented to the LGAQ General Meeting on 2 April 2019; and
3. That Council determine its delegate/s for attendance at the LGAQ General Meeting on 2 April 2019.



## ATTACHMENTS

1. Minister's letter dated 2 March 2019



Attachment 1.pdf

2. Director General's letter dated 5 March 2019

WR19-7880\_LG\_Cou  
ncillor.pdf

3. Information Paper from DLGRMA

Information Paper -  
LG Reforms - Key am

4. Letter from LGAQ dated 7 March 2019



Attachment 4.pdf

5. Notice of LGAQ General Meeting on 2 April including listing of 10 Motions for consideration at that meeting

Notice of General  
Meeting April 2019.pc

## Chief Executive Officer Reports

### 11.04 Financial Assistance Grants

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Ray Burton Acting Chief Executive Officer
PREPARED BY:	Ray Burton
DATE REPORT PREPARED:	9 March 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan Section 6.3 Finance – 3.1.2 Council explores alternative revenue and grant opportunities to augment the Shire’s rate base.

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#### 1. PURPOSE

To support the local government sector advocacy for increase in Financial Assistance Grant revenue.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In 1996 Financial Assistance Grants from the Federal Government to Local Government represented 1% of taxation revenue – today it represents .55 percent. The continuing decline in the value of the Financial Assistance Grant (FAG) is unsustainable.

In February 2019 the President of the Local Government Association of Queensland (LGAQ) Cr Mark Jamieson, wrote to the Mayor enclosing a copy of the LGAQ 7 Point Plan for the Federal election. The central focus of that 7 Point Plan is the restoration of the value of the Financial Assistance Grant to at least 1% of Commonwealth taxation revenue.

The restoration of the value of the Financial Assistance Grant to 1% of Commonwealth taxation revenue will better equip Burke Shire Council to meet the local infrastructure, job creation, social challenges and public amenity needs of our community.

In 2018/19 Council has budgeted to receive \$2.63m as our General Purpose Financial Assistance Grant. An increase in the total pool from .55% of total Commonwealth revenue to 1% may see Burke Shire’s FAG allocation increase to around \$5.2m per annum – this would go a long way in meeting the shortfall in the funding of needed infrastructure and services.

The LGAG has made a similar request of all Councils in Queensland and the Australian Local Government Association has also played a strong advocacy role throughout local governments across Australia. Local governments have been requested to also lobby the support of their Federal Members.

Local Councils raise just 3% of all taxation revenue in Australia but manage 33% of the public assets. The Federal Government collects 80% of taxes and manages 11% of the public assets.

#### 3. PROPOSAL

Council supports the lobby for the restoration of Financial Assistance Grant to 1% of total Commonwealth taxation revenue.

4. FINANCIAL & RESOURCE IMPLICATIONS

No variation to Council budget 2018/19 however if the lobby was successful Council would see significant increase in its Financial Assistance Grant for future years.

5. RISK

There are no risks to Council in this matter.

6. POLICY & LEGAL IMPLICATIONS

There are no legal or Policy implications in this matter.

7. CRITICAL DATES & IMPLICATIONS

Federal Government election in May 2019 and the Federal Budget at a date prior to the Federal election.

8. CONSULTATION

Extensive consultation through LGAQ and ALGA.

9. CONCLUSION

Local Government has been advocating for increase in Financial Assistance Grant for past two decades. For the sake of our communities the sector must continue to lobby to restore the original value to this Grant.

10. OFFICER'S RECOMMENDATION

That Council:

1. Express appreciation to the Federal Government for the ongoing provision of Financial Assistance Grants for community projects;
2. Endorse restoration of the value of the Federal Government's Financial Assistance Grants to at least 1 percent of total Commonwealth taxation revenue;
3. Continue to support the LGAQ's advocacy on the benefits of restoration of the Financial Assistance Grants.

ATTACHMENTS

Nil

## Chief Executive Officer Reports

### 11.05 Flood Recovery Grant

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Ray Burton Acting Chief Executive Officer
PREPARED BY:	Ray Burton
DATE REPORT PREPARED:	10 March 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan Section 6.3 Finances

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#### 1. PURPOSE

To determine the criteria for distribution of the \$1m QRA Flood Recovery Grant and the processes by which this Grant is managed.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In February 2019 parts of North-West Queensland experienced record rainfalls which resulted in record floods across most of North-West Queensland including Burke Shire. The flooding of the Leichardt and Gregory Rivers and tributaries impacted several rural properties to the South and South East of our Shire and closed most of the roads across the Shire for around three weeks with the Savannah Way over the Leichardt River reaching peaks of 10.5 metres and being closed for five weeks.

On 15 February 2019 Council received advice from Brendan Moon, Chief Executive Officer, Queensland Reconstruction Authority (QRA) that Commonwealth funding of \$1m was available for each of the rural shires impacted by the North and Far North Queensland Monsoon Trough 25 January to 14 February event. This funding is to be administered by the QRA under Category D of the Disaster Recovery Funding Arrangements.

The \$1m grant is to be applied 'on priorities deemed most urgent by Councils – such as rate relief for impacted properties, infrastructure repairs, clean-up activities, fodder drops and the disposal of cattle and livestock'.

The QRA Funding Agreement for the \$1m grant has been signed and the full \$1m has been received. The Grant needs to be acquitted by 30 June 2020.

The QRA funding criteria for this grant are purposefully broad to allow each Council to determine its own local needs.

Council is now required to define the criteria around how the Grant is to be expended. Impacted property owners will have already commenced recovery works and will need to know how they go about making claims against the Grant including the extent of supporting documentation that may be required eg photographs to validate infrastructure damage and stock losses. The criteria will need to be reviewed by Council periodically to ensure it is meeting the purposes for which it was established – that being to fund the recovery costs incurred by property owners, businesses and Council arising from the late January early February 2019 flood event.

Attachment A to this report lists the expenditure criteria as follows:

*Council will consider expenditure of the Grant by way of reimbursement (where monies have already been spent) or direct payment to suppliers or property owners/businesses on the following costs that are specifically related to the flood event:*

- 1. Relief of Council rates and charges (period to be determined)*
- 2. fodder drop expenses or other essential services during impact period;*
- 3. fodder purchase cost;*
- 4. cost of livestock disposal;*
- 5. value of the livestock lost;*
- 6. cost of infrastructure repair/reinstatement;*
- 7. cost of clean up activities;*
- 8. contribution toward income loss of property owners, businesses and community groups;*
- 9. cost of transportation to or from property or communities during the event;*
- 10. cost to Council of damaged infrastructure reinstatement.*

Notes:

- 1. Council will consider valid costs related to the event which may not be listed above;*
- 2. Council will need statements from recipients that the payments received under this Grant have not been received through other grants or subsidies or through insurance payment.*

Council support is also requested for the management of this project through an external consultant with expertise in project management, good technical knowledge around infrastructure and asset management, good financial reporting skills, Council report writing skills, good communication skills, and good networks with relevant government agencies. The cost of the external consultant (as Project Manager) can be met from the Grant. Council does not have the internal resources available to manage this project. The Project Manager will report direct to the Chief Executive Officer (CEO) and make recommendations to the CEO for expenditure against this Grant. The Project Manager will provide a monthly update report to the Council.

### 3. PROPOSAL

For Council to adopt the recommended criteria for the expenditure of the \$1m QRA Flood Recovery Grant.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council has received the \$1m QRA Flood Recovery Grant and needs to expend this grant over the remainder of 2018/19 and through the 2019/20 financial year. The Grant needs to be fully expended by 30 June 2020. Provision will be made in the 2019/20 Council budget for this project funding and expenditure however no provision was made in the 2018/19 Budget.

This project will require unambiguous expenditure criteria and dedicated management. It is proposed the project be managed by an external consultant with a specific brief that will include: provision of monthly reporting to Council; engagement and facilitation with impacted property owners and impacted businesses; consultation with relevant government agencies; and maintenance of financial records with detailed supporting documents/evidence to assist Council acquittal.

For purposes of internal control it is appropriate the Chief Executive Officer be responsible for the authorisation/approval of all expenditure under this grant with expenditure recommendations to be made by the Project Manager. The Project Manager will also need direct line of reporting to the Chief Executive Officer.

5. RISK

The main risk associated with this project will be reputational damage should Council's expenditure criteria and the implementation of same not meet community or property owner expectations. For this reason it will be critical that Council engages a Project Manager who has good communication skills and the technical knowledge to understand the specific impact on property owners and has the expertise to validate expenditure claims.

6. POLICY & LEGAL IMPLICATIONS

Council's Procurement Policy and the Procurement provisions under the Local Government Act and Regulation will be applied to this project.

7. CRITICAL DATES & IMPLICATIONS

Impacted property owners will be seeking the earliest commencement of this project so that their expenditures to date may be reimbursed.

The acquittal date for this Grant is 30 June 2020.

8. CONSULTATION

The Acting CEO has liaised with the CEOs of adjoining Councils to seek to understand how each Council is managing this Grant.

Upon Council agreeing to the Grant expenditure criteria extensive consultation will be had with impacted property owners and businesses.

9. CONCLUSION

This report seeks to inform Councillors about the receipt and administration of the \$1m QRA Flood Recovery Grant and to seek agreement from Council about the criteria to be applied regarding expenditure against this Grant.

10. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report; and
2. That Council accept the expenditure criteria listed as Attachment A to this report and note that from time to time Council may need to review these criteria in order to ensure the criteria is meeting local needs.

ATTACHMENTS



Expenditure Criteria  
\$1m QRA Flood Recov

1. Expenditure Criteria regarding \$1m QRA Flood Recovery Grant

## Chief Executive Officer Reports

### 11.06 Application to Subdivide leasehold land

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DEPARTMENT:	Office of the CEO
RESPONSIBLE OFFICER:	Ray Burton; Acting CEO
PREPARED BY:	Philip Keirle; Executive Manager Strategic Projects
DATE REPORT PREPARED:	14 March 2019
LINK TO COUNCIL PLAN/S:	NA

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#### 1. PURPOSE

To determine whether Council has any objections to the subdivision of the pastoral lease known as Augustus Downs:

- Lot 4 on Survey Plan 120425
- Title Reference: 17664079

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Thynne Macartney, acting for Stanbroke, approached Council on 31 January 2019 seeking Council's position on the subdivision of the pastoral lease known as Augustus Downs.

Stanbroke need to secure Council's position prior to lodging a formal application for subdivision of the land.

Part of the subdivided land is intended to transition to freehold. The whole of the area that will transition to freehold is in the Carpentaria Shire Council.

There is no discernible impact on the Burke Shire Council.

#### 3. PROPOSAL

That Council resolves that it has no objections to Stanbroke's proposed subdivision and communicates this position to Stanbroke as soon as practicable after the Council meeting.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

There are no resource implications.

#### 5. RISK

There are no risks associated with this decision.

#### 6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Land Act 1994</i>	176 Application to subdivide	<p>(1) A lessee of a lease (the existing lease) may apply for approval to subdivide the lease.</p> <p>(2) The application must be accompanied by—</p> <ul style="list-style-type: none"> <li>(a) a statement of the applicant's reasons for seeking the proposed subdivision; and</li> <li><b>(b) a statement by the relevant local government of its views on the proposed subdivision; and</b></li> <li>(c) the written consent of all persons with a registered interest in the lease land.</li> </ul> <p>(3) However, consent under subsection (2)(c) must not be unreasonably withheld</p>
<i>Land Act 1994</i>	176A General provisions for deciding application	<p>(1) The chief executive must decide whether to approve the proposed subdivision.</p> <p>(2) If the chief executive decides to grant the approval, the chief executive must decide an offer (the subdivision offer) of new leases to the applicant for the lease land.</p> <p>(3) If the existing lease was a rolling term lease, each new lease is a rolling term lease under this Act, even if the lease land for the new lease is rural leasehold land of less than 100ha.</p> <p>(4) The subdivision offer must state—</p> <ul style="list-style-type: none"> <li>(a) the imposed conditions of each of the new leases; and</li> <li>(b) for each new lease to be issued as a term lease—the term of the lease.</li> </ul> <p>(5) The subdivision offer may be made subject to conditions. Example— a condition that a plan of survey for the proposed subdivision, approved by the chief executive and capable of registration, be lodged</p> <p>(6) The term of a new lease may be longer than the unexpired term of the existing lease.</p>



Instrument	Reference	Details
<i>Land Act 1994</i>	176B Criteria for deciding application	<p>In deciding the matters under section 176A the chief executive must consider—</p> <p>(a)whether the proposed subdivision—</p> <p>(i)is appropriate, taking into account State, regional and local planning strategies and the objects of this Act; and</p> <p>(ii)will require dedication of part of the lease land as a road for access to the subdivided land; and</p> <p>(b)the matters mentioned in section 159(1) to the extent they are relevant to the proposed subdivision and the term of any new leases to be offered.</p>

#### 7. CRITICAL DATES & IMPLICATIONS

Not applicable, though it would be appropriate to address this item at the March 2019 Council meeting to enable lodgement of the application to subdivide.

#### 8. CONSULTATION

Burke Shire Council and:

- Department of Natural Resources, Mines and Energy
- Preston Law

#### 9. CONCLUSION

An application to subdivide lease land must be accompanied by a statement by the relevant local government of its views on the proposed subdivision. In this instance, there are two Councils to be consulted: Burke and Carpentaria. As the subdivision generates no impacts or risks for Council, Council has no objections to the subdivision.

#### 10. OFFICER'S RECOMMENDATION

- 1) That Council resolves that it has no objections in respect to Stanbroke's application for the subdivision of the following pastoral lease and referred to in the subdivision plan attached to this report:
  - "Augusts Downs", being the land described as Lot 4 on Survey Plan 120425 Title Reference 17664079.

#### ATTACHMENTS

1. Subdivision Proposal Plan for Lot 4 on Survey Plan 120425, Title Reference 17664079



Subdivision Proposal  
Plan - Augustus Dorr

## 12. Corporate and Community Services

12.01 Corporate and Community Services Report

12.02(a) Development Application - Single Residential (Dwelling House) and Business (Shops and Laundromat) - Lot 307 B1361, located at 12 Gregory Street, Burketown

12.02(b) Development Application - Single Residential (Dwelling House) and Business (Shops and Laundromat) - Lot 307 B1361, located at 12 Gregory Street, Burketown - Supplementary Report

12.03 ICT Infrastructure Project (Councilwise) Status Update

## Corporate and Community Services Reports

### 12.01 Corporate and Community Services Report

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	11 March 2019
LINK TO COUNCIL PLAN/S:	Operational Plan 2018/19

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#### 1. GENERAL BUSINESS

##### Administration and Community Services (A&CS)

There is continued effort to develop and implement process improvements. Key achievements in the past month have included:

- New documentation for processing annual request for donations,
- Draft policies and procedures relating to higher duties, annual leave, overtime, and Council keys and password registers,
- Invoice processing improvements have been implemented,
- More defined process to lodge and document IT requests

In addition, staff undertook REX check-in training, and staff training has also been scheduled for key users to learn how to more effectively use Council's electronic records management system.

Work is continuing on the possible future options for the Eric Jolliffe artwork, and consultation has begun with regards to developing a new process for effective management of historical items.

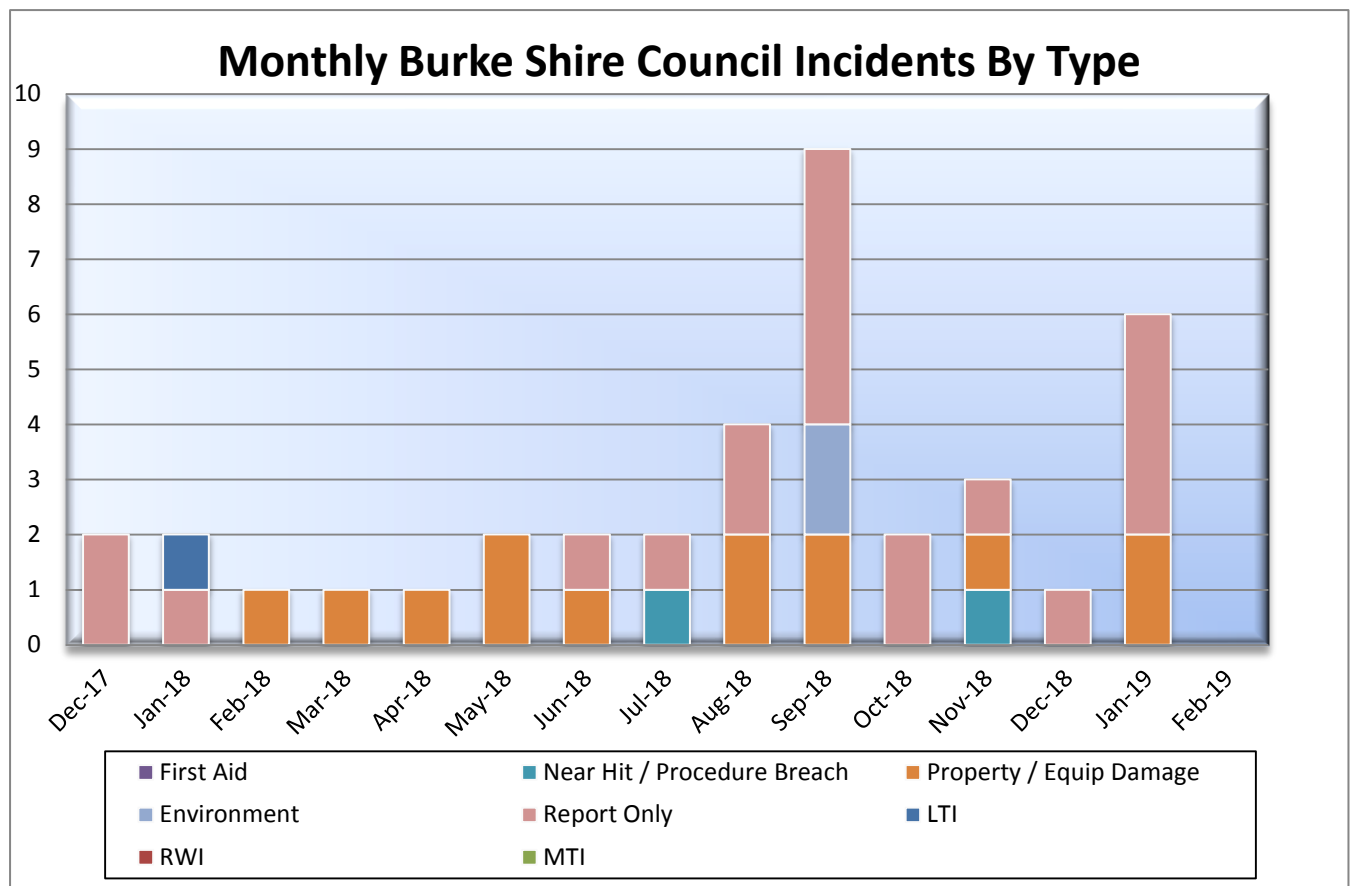
Staff have commenced planning for Anzac day, a public auction for obsolete Council goods is being organised, and community consultation sessions on the 2019-2024 Corporate Plan are also being organised.

##### Human Resources

Work continues on developing and process mapping a robust induction and exit process, a draft Learning and Development plan scope for 2019/20 has been developed, and recruitment has commenced to fill vacant positions across the organisation.

##### Workplace Health and Safety

There were no minor or major incidents reported in February 2019.



## 2. OFFICER'S RECOMMENDATION

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

## ATTACHMENTS

Nil

## Corporate and Community Services Reports

12.02(a) Development Application - Single Residential (Dwelling House) and Business (Shops and Laundromat) - Lot 307 B1361, located at 12 Gregory Street, Burketown

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
PREPARED BY:	Liz Taylor, Consultant Town Planner
DATE REPORT PREPARED:	11 March 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan – Integrated Planning and Sustainable Development 5.2 Promote sustainable residential, commercial and industrial growth within the Shire.
DEPARTMENT:	Corporate and Community Services

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### 1. PURPOSE

This Application is made by Geoffrey Darrach and Leah Mitchell, the landowners of Lot 307 Beames Street Burketown. The Material Change of Use (MCU) Application seeks a Development Permit for staged development:

- STAGE 1- Single Residential Development – Dwelling House; and
- STAGE 2- Business – Shops and Laundromat.

The site is located within the Town Zone, Business PUA, under the Burke Shire Planning Scheme 2003 and the Application requires Code Assessment.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

**APPLICANT:** G Darrach and L Mitchell

C/- Milford Planning

Box 5463

TOWNSVILLE QLD 4810

**APPLICATION:** Application for a Development Permit for Material Change of Use (MCU) – Code Assessable development – Single Residential (Dwelling House) and Business (Shops and Laundromat)

**ADDRESS:** Lot 307 B1361, located at 12 Gregory Street, Burketown

**ZONE:** Town Zone- Preferred Use Area (PUA) - Business

#### **SITE AND LOCALITY**

The site is a vacant corner site located on the corner of Gregory Street and Beames Street in Burketown. It is rectangular in shape with an area of 1012m<sup>2</sup>, having its longest frontage to Beames

Street, generally level but also low lying, devoid of vegetation and suitable for residential/commercial development.

Both Beames Street and Gregory Street are bitumen sealed along the centre of the road reserve with unformed shoulders. The site is located opposite a service station, Burketown post office and supermarket and in proximity to the Burketown police station.

### **PROPOSED DEVELOPMENT**

The proposed development is for the staged development of a Dwelling House and Shops/Laundromat on the site. The land owners will live in the house and operate the commercial premises.

#### **STAGE 1**

The Dwelling House is proposed to be located to the north eastern boundary of the site with access from Gregory Street and two (2) car parking spaces will be provided adjacent to the house. The house will be built on piers approximately 1.0 metre above ground level, sited 1.5 metres from the lot side/rear boundaries and will include 2 bedrooms, a bathroom, combined kitchen, dining living area and an uncovered patio/deck area. A sewage holding tank will service the house due to the low-lying nature of the site but a connection to the reticulated sewerage system will also be provided. Landscaping will be provided along the Beames Street frontage in front of the house, which is setback approximately 7.0 metres from the site frontage.

#### **STAGE 2**

The Shops will address the Beames Street site frontage, located towards the south western corner and the Laundromat will address Gregory Street. The Shops and Laundromat have a gross floor area of approximately 270m<sup>2</sup> and the building will be comprised of four (4) tenancies; bakery, butcher, bait/tackle/camping store and a laundromat. Access to the shops will be provided front and rear with delivery of goods to the shops provided by the driveway servicing the house. The building is setback 2.5 metres from Beames Street and 1.5 metres from Gregory Street. An outdoor covered entry/seating area is provided along the length of the shops and extending with a sitting area of 20m<sup>2</sup> adjacent to the proposed bakery. The covered entry/seating extends along the Beames Street frontage for a distance of approximately 30 metres with a zero setback from Beames Street.

The development will be connected to all urban services.

The staging of the development is proposed as follows:

STAGE 1 – Dwelling House, landscaping and onsite car parking and driveway; and

STAGE 2 – Shops and Laundromat, access driveway extension and covered outdoor seating area.

A copy of the Concept Plans is attached at Appendix 1.

### **TOWN PLANNING ASSESSMENT**

Relevant statutory planning documents include the:

- Planning Act 2016; and
- Burke Shire Planning Scheme 2003.

#### **Planning Act 2016**

The Planning Act (PA) is the principal regulatory framework for land use planning and assessment in Queensland. The PA sets out the assessment process and identifies relevant referral agencies. The Application has been assessed and under the PA and no referral agencies have been identified.

Under the State Planning Policy the proposed development triggers assessment against the stock route network, flood hazard area – level I Queensland floodplain assessment overlay and medium storm tide inundation area.

#### Stock Route Network

The stock route network extends along Beames Street and through the centre of Burketown. However, the stock route is not used for its intended purpose through the town; therefore, the proposed development will not compromise the stock route network.

#### Flood Hazard/Storm Tide Inundation

The proposed Dwelling House will be elevated on piers 1.0 metre above natural ground level. The commercial building is outside the mapped storm tide inundation area. The site has frontage to two streets, which provides escape routes and good access in the event of flooding. It is not proposed to store hazardous materials on site, which have the potential to create a risk to public safety or the environment.

Compliance is achieved with the State Planning Policy.

#### **Burke Shire Planning Scheme 2003**

Under the Burke Shire Planning Scheme, the site is included in the Town Zone, Commercial PUA and the proposed development falls under the land use definitions of Single Residential (Dwelling House) and Business (Shops and Laundromat). The proposed land uses are Code assessable in the Town Zone.

The land use definition of Single Residential, states:

*‘Single Residential - residential use of premises if there is one dwelling located on its own lot.’*

The land use definition of Business, states:

*‘Business - means the use of premises for business purposes, including the following:*

- *hotel;*
- *car repair garage, not including panel beating;*
- *medical centre;*
- *office;*
- *restaurant;*
- *service station;*
- *shop;*
- *vehicle hire or sales yard;*
- *veterinary establishment;*
- *trade services centre involving assembly, breaking up, making, servicing or repairing of goods from components manufactured elsewhere if those goods are easily carried by hand.*

The term does not include use of premises for cattery or kennel, community or recreation or Home business.

The proposed development is Code assessable against the following Codes:

- Town Zone Code;
- Single Residential Code; and
- Advertising Devices Code.

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

#### **Town Zone Code - 4.4**

The Town Zone Code seeks to ensure development achieves the following Overall outcomes - relevant to this type of development:

- *Burketown and Gregory are well -served, attractive towns providing a pleasant and safe place to live, work and visit;*
- *Burketown and Gregory are each a focus for a range of business, industrial, tourist, community and recreational activity in the local government area;*
- *Burketown's role as the main business and community centre is consolidated;*
- *There is a recognisable focus for business and community activity in each town;*
- *Uses are consolidated in areas provided with infrastructure, and uses and works are located and designed to maximise the efficient extension and safe operation of infrastructure;*
- *Uses and works are located, designed and managed to:*
  - *be compatible with other uses and works; and*
  - *maintain the safety of people and works; and*
  - *maintain the prevailing amenity; and*
  - *avoid significant adverse effects on the natural and cultural heritage values of the environment.*

The proposed development generally complies with the Overall outcomes in section 4.6. In addition, compliance is required with the outcomes listed in sections 4.7 to 4.11, refer below.

#### **4.7 Consistent Uses and Preferred Uses**

In the Business area of the Town Zone the preferred land uses are *Business and Tourist facility*. On the basis that the primary use proposed on the site is a Business use (Shops and Laundromat) with a small ancillary Dwelling House, the proposed development is compliant.

##### **Type and Scale**

Proposed development is required to be *of a type and scale that is appropriate for the close settlement and scale of the town*. The proposed development is comprised of two (2) one storey buildings with the house setback from Beames Street and the larger, commercial building incorporating a covered veranda to the shop frontages, addressing Beames Street, compliance is achieved.

The type of commercial land uses proposed will increase the mix of shops available to local residents in Burketown, with a Bakery and a Butchery, particularly, providing convenience and fresh produce for residents. However, these commercial uses must comply with safe food practices and specific operational requirements do apply, which will be conditioned on the approval. In addition, the Laundromat will provide a service to both locals and tourists.

#### **4.8 Inconsistent Uses**

*Agriculture, Cattery or kennel, Extraction, Intensive agriculture, Outstation.*

None of the inconsistent uses listed above are proposed on the site – compliance is achieved.

#### **4.9 Serviced Area**

*In Burketown, uses requiring water supply and sewerage are located in the Serviced area*

The site is not located within the Serviced area of Burketown, as shown on the Planning Scheme Map, however the site is zoned for urban/commercial purposes.

However, the site has access to reticulated services and connection will be required. In addition, a sewage holding tank is proposed, due to the low- lying site topography.



Both electricity and telecommunication connections are available from existing underground and overhead service.

Bitumen seal exists along the centre of the road reserve in both Beames Street and Gregory Street adjacent to the site; no formal site accesses currently exist.

The development will be conditioned to be connected to all urban services.

#### **4.10 Effects of Use**

##### *Non-residential uses and amenity*

*Non-residential uses are located, designed and operated to avoid significant adverse changes to light, noise, dust, odours, traffic conditions or other physical conditions experienced by occupants of associated, adjoining or nearby residential uses; or other types of non-residential uses.*

The only potential impacts relate to changed traffic conditions, which may result as limited car parking (2 spaces) is proposed on site and commercial vehicles, utilising the driveway located to the rear of the shops to load and unload goods, may potentially reverse out of the site.

However, it is noted that the majority of shops in Burketown do not provide customer parking and it is commonplace for customers to park on the road verge outside the shops. In this instance it is considered that 2 spaces on site is acceptable but that the driveway servicing the rear of the Shops and the Dwelling House should provide a one- way entry from Gregory Street and a one way exit onto Beames Street, to facilitate good vehicle circulation on this mixed- use site at the time Stage 2 is completed. This can easily be achieved by extending the driveway to exit the site on Beames Street, between the house/landscape area and the shops/bakery covered seating area. This would also provide some physical separation between the residential and commercial uses on the site

The development will be conditioned accordingly.

##### *Residential density*

*Residential uses have a density compatible with local amenity- [the site has a minimum area of 500m<sup>2</sup>].*

The proposed Dwelling House is small, approximately 75m<sup>2</sup> and subservient to the primary use of the site for commercial purposes and the site has an area of 1012m<sup>2</sup>, compliance is achieved.

##### *Operation of Infrastructure*

*Uses are of a type and scale that maintain the standard of service identified in Schedule 1, part 1; and*

*The safe and efficient operation of roads are maintained having regard to:*

- *The nature of vehicles using the road; and*
- *The location of uses that may be adversely affected by noise or dust generated from use of the road; and*

*Uses are located and designed to avoid significant adverse effects on safe aircraft operations due to;*

- *Physical intrusion – [maximum height 8.5 metres]; or*
- *Reduced visibility; or*
- *Collision with birds; or*
- *Electromagnetic interference with aircraft navigations systems; or*

- *Other functional problems for aircraft (including artificial lighting hazards); and*

Compliance is achieved.

Pollution

*Uses are located and designed to avoid significantly polluting the air, water or soil; and*

Compliance is achieved

Use of existing buildings (Not Applicable)

#### **4.11 Provision and Effects of Works**

Scale and design of works

*Buildings and other works are consistent with the scale and design of existing buildings and other works in the town where they occur and do not intrude into aircraft operational areas- [the maximum height of the building, structure or object is 8.5 metres]; and*

Siting and design provisions

*Buildings and other works are sited and provided on premises having regard to the safety of people using the premises and the adjoining premises, the amenity enjoyed by those people, and the maintenance of buildings and works, including appropriate provision for each of the following:*

- *Access to natural light and ventilation;*
- *Privacy;*
- *Noise attenuation;*
- *Dust reduction;*
- *Landscaping*
- *Outlook*
- *Off street car parking; and*

*[For single residential- boundary clearances comply with Schedule 3 and the area covered by buildings and roof structures is no greater than 50% of the lot; and if works for other uses – for each boundary, clearances are the same or greater than the least existing clearance from the boundary].*

*Buildings and other works are sited and erected on premises having regard to the effects on the natural and cultural heritage values of the environment, including loss of natural vegetation, land degradation, water pollution; and*

Provision and design of water supply, sewerage and roads

*Water supply, sewerage and roads are provided to:*

- *Appropriate standards at the least whole-of- life cost, including avoiding unnecessary duplication; and*
- *be robust and fit for the purpose and intended period of operation; and*
- *be easily maintained without unnecessarily requiring specialist expertise or equipment; and*
- *be comprised of components and materials that are as readily accessible and available as practicable; and*
- *be readily integrated with existing systems and facilitate the orderly provision of future systems; and*

*[Compliance with Schedule 1, part 2].*

#### Design of road

*The safe and efficient operation of roads are maintained having regard to –*

- *the location and design of access points; and*
- *design of stormwater drainage.*

The proposed development is generally compliant with the relevant provisions of the Town Zone Code, or alternatively can be conditioned to comply.

#### **Single Residential Code 6.2**

The Single Residential Code specifies the following design criteria for a Dwelling House.

DESIGN CRITERIA	PROPOSED DEVELOPMENT	COMMENT
Minimum lot size = 500m <sup>2</sup>	1012m <sup>2</sup>	Complies
Maximum building height = 8.5 metres	3.2 metres	Complies
Site cover = 50%	35%	Complies
Setbacks = Front - 6 metres Side and rear -1.5 metres	Front- 7.0 metres Side/rear 1.5 metres	Complies Complies

The proposed development complies in full with the specified design criteria outlined in the Code.

#### **Advertising Devices Code 6.13**

The Overall Outcomes sought for the Code are:

- *Advertising devices are safely constructed and secured and do not create a hazard; and*
- *Advertising devices are compatible with the physical characteristics of the site where they are located and the character of the local area.*

Scale and design are consistent with the scale and design of existing buildings and other works on the site and in the locality where they are located and do not intrude into aircraft operational areas; and

#### Siting and Provision

*Are sited and provided on premises having regard to:*

- *maintaining and enhancing the amenity enjoyed by the site and other people in the locality where the devices are located; and*
- *avoiding confusion traffic signs or reducing their visibility or conspicuousness;*
- *avoiding hazards to vehicular or pedestrian traffic.*

Table 11 of the Code specifies the design criteria for all types of sign. However, no advertising signage has been proposed in association with the commercial component of this development.

The Table of Assessment for the Town Zone - Other development, states that placing an advertising device on premises not associated with a material change of use is self -assessable provided the signage is consistent with the advertising devices listed in Schedule 2 of the Planning Scheme and the design criteria specified in the Advertising Devices Code are satisfied.

On that basis a condition will be placed on any approval specifying these requirements to assist the applicant in avoiding the need to make another Code assessable application for any Advertising devices associated with Stage 2 of the development.

### **Referral Agencies**

There are no Referral Agencies for the Application.

### **3. CONCLUSION**

The proposed development complies with the requirements of the various relevant planning documents and is generally compliant with the relevant Planning Scheme Codes and can be approved subject to reasonable and relevant conditions.

The proposed development is therefore supported and recommended to Council for approval.

### **4. OFFICER'S RECOMMENDATION**

That Council resolves that:

In accordance with the Planning Act 2016, the applicant is notified that the Application for a Development Permit for a Material Change of Use for staged development - Single Residential (Dwelling House) and Business (Shops and Laundromat) on land located at 12 Gregory Street, Burketown and described as Lot 307 B1361, is approved subject to the conditions detailed below.

#### **A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)**

##### **General**

1. The staged development shall be undertaken substantially in accordance with the submitted and approved Concept Plans, except as modified by this approval, to the satisfaction of the Chief Executive Officer or delegate.

<b>PLAN</b>	<b>JOB NUMBER</b>	<b>DRAWING NUMBER</b>
Layout Plan	19008	S01 Revision A
Shop Elevations	19008	S02 Revision A
Dwelling House Elevations	19008	S03 Revision A

2. Any future plumbing and building work on the site shall be carried out generally in accordance with any relevant Council's requirements and all regulatory controls, to the satisfaction of the Chief Executive Officer or delegate.
3. This development approval lapses six (6) years after the day that the development approval takes effect, unless extended under the Planning Act 2016.
4. Any re-profiling of the site to accommodate the buildings for any stage of the development shall ensure stormwater and runoff from the site is drained to a lawful point of discharge in such a way that it does not concentrate flow on any abutting properties or the roadway, nor does it create ground erosion problems on abutting properties or the roadway, to the satisfaction of the Chief Executive Officer or delegate.
5. Supply and install reticulated water service infrastructure to the buildings and/or meet the cost of any alterations to public utility mains, existing mains, services or installations and external road works required in connection with the approved development, to the satisfaction of the Chief Executive Officer or delegate.

6. Supply and install reticulated sewer service infrastructure to the building/s, in addition to a holding tank and/or meet the cost of any alterations or extensions to public utility mains, existing mains, services or installations and external road works required in connection with the approved development, to the satisfaction of the Chief Executive Officer or delegate.
7. The development is required to be connected to all urban services to the satisfaction of the Chief Executive Officer or delegate.
8. The applicant shall ensure the site is maintained in a clean and tidy condition at all times to the satisfaction of the Chief Executive Officer or delegate.
9. At no time are hazardous materials to be stored on site, to the satisfaction of the Chief Executive Officer or delegate.

#### STAGE 1 - RESIDENTIAL

10. Prior to commencement of the use for Stage 1 of the development, the Dwelling House is required to be connected to all urban services to the satisfaction of the Chief Executive Officer or delegate.
11. The proposed Dwelling House is required to be built a minimum of 1.070 metres above natural ground level, as shown on the approved plans, to minimise flooding and storm tide inundation, to the satisfaction of the Chief Executive Officer or delegate.
12. The blank façade of the western elevation of the Dwelling House, facing Beames Street, is to be enhanced by planting two (2) advanced native trees, minimum height of 1.5 metres, within the landscape area, to improve the visual amenity of the Dwelling house when viewed from the street frontage. The two (2) trees are to be planted prior to the commencement of the use for Stage 1 of the development, to the satisfaction of the Chief Executive Officer or delegate.
13. Two (2) concrete/sealed car parking spaces are to be provided on site, adjacent to the Dwelling House and accessed via a concrete/sealed driveway, providing access to and from Gregory Street, to be constructed prior to the commencement of the use for Stage 1 of the development, to the satisfaction of the Chief Executive Officer or delegate.
14. A standard concrete/sealed crossover is to be provided at the boundary of the site to Gregory Street, connecting to the on-site driveway, to be constructed prior to the commencement of the use for Stage 1 of the development, to the satisfaction of the Chief Executive Officer or delegate.
15. Should any of the Council's assets be damaged during the construction of any new infrastructure or associated works the cost of the reinstatement of all such assets shall be met by the applicant/proponent and to the satisfaction of the Chief Executive Officer or delegate.

#### STAGE 2 – COMMERCIAL

16. Prior to commencement of the use for Stage 2 of the development, the Shops and Laundromat are required to be connected to all urban services to the satisfaction of the Chief Executive Officer or delegate.
17. If the corner survey pegs for Lot 307 to the site frontage cannot be located the front site boundary is to be surveyed to identify the lot boundary, to ensure the covered verandah, which will have a zero setback to the site frontage, is built wholly within the lot, prior to building work associated with Stage 2, commencing on the site, to the satisfaction of the Chief Executive officer or delegate.

18. A standard concrete crossover is to be provided at the boundary of the site to Beames Street frontage and a driveway extension is to connect to the existing driveway, to provide for one-way circulation of vehicles on site prior to the commencement of the use of Stage 2, with vehicles entering from Gregory Street and exiting on Beames Street and the driveway to be line marked with one-way directional arrows accordingly;

AND

A Sign with a minimum area of 400mm is to be provided adjacent to the shop frontage near the intersection with Gregory Street advising that all commercial deliveries are to be made on site to the rear of the premises, prior to commencement of the use for Stage 2, to the satisfaction of the Chief Executive Officer or delegate.

19. The establishment and operation of the Butchery is required to comply with Queensland Development Code – MP5.3 – Retail Meat Premises and incorporate standard grease arrestor sizing and in-sink and floor waste basket traps of self-closing or fixed screen type in the fit out of the shop and comply with Council's Local Laws for commercial kitchens, if applicable, to the satisfaction of the Chief Executive Officer or delegate.
20. The Bakery is required to incorporate standard grease arrestor sizing in the fit out of the shop, and comply with Council's Local Laws for commercial kitchens, if applicable, to the satisfaction of the Chief Executive Officer or delegate.
21. The Laundromat is to be kept in a clean and tidy condition at all times, to ensure high standards of hygiene and cleanliness for customers are maintained. If un-manned the laundromat must be inspected on a daily basis to maintain high standards and if available out of hours the laundromat must be well-lit from within and externally at the entrance to ensure customer safety, to the satisfaction of the Chief Executive Officer or delegate.
22. Landscaping is required to be provided within the setback area to Beames Street in front of the Dwelling House for a width of 10 metres and a depth of 7 metres. The landscaping is to be provided prior to the commencement of the use for Stage 2 of the development, in the form of trees and shrubs, native to the local area, planted at 2 metre centres throughout the area, and maintained at all times to the satisfaction of the Chief Executive Officer or delegate.
23. Advertising signage associated with the commercial premises is required to comply with Schedule 2 and Table 11 of the Advertising Devices Code in the Planning Scheme to be deemed to be self-assessable development. Non-compliance with Schedule 2 and Table 11 will necessitate the lodgement with Council of a code assessable development application.

AND

Any signage, whether self-assessable or code assessable that is deemed to be a structure will require building approval, to the satisfaction of the Chief Executive Officer or delegate.

## ATTACHMENTS

1. Concept Plans submitted by applicant;



Attachment 1 -  
Concept Plans submit



2. Concept Plan edited by Council to indicatively show proposed condition number 18.

Attachment 2 -  
Concept Plans edited

## Corporate and Community Services Reports

12.02(b) Development Application - Single Residential (Dwelling House) and Business (Shops and Laundromat) - Lot 307 B1361, located at 12 Gregory Street, Burketown - *Supplementary Report*

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
PREPARED BY:	Darren Thomson, Executive Manager Corporate and Community Services and Liz Taylor, Consultant Town Planner
DATE REPORT PREPARED:	15 March 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan – Integrated Planning and Sustainable Development 5.2 Promote sustainable residential, commercial and industrial growth within the Shire.
DEPARTMENT:	Corporate and Community Services

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### 1. PURPOSE

To provide additional information in regards to the Application made by Geoffrey Darrach and Leah Mitchell, the landowners of Lot 307 Beames Street Burketown. The Material Change of Use (MCU) Application seeks a Development Permit for staged development:

- STAGE 1- Single Residential Development – Dwelling House; and
- STAGE 2- Business – Shops and Laundromat.

The site is located within the Town Zone, Business PUA, under the Burke Shire Planning Scheme 2003 and the Application requires Code Assessment.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This information is provided to supplement Report 12.02 (a) Development Application - Single Residential (Dwelling House) and Business (Shops and Laundromat) - Lot 307 B1361, located at 12 Gregory Street, Burketown.

Following correspondence between Council and the applicants, subsequent to the creation of the Council Report 12.02(a), there have been representations made by the applicant's town planner in relation to the draft conditions applied to the assessment of the development application. Council's consultant town planner, Liz Taylor, has provided a response to these representations. Details of the representations by the applicant and Council's consultant town planner responses are included in table 1.1 below for reference. Based on these responses, Council staff have updated the original conditions contained in Council Report 12.02(a) to provide two options in regard to Condition 18. No changes have been proposed with regards to Conditions 12, 13 or 14.

#### **REPRESENTATIONS MADE BY THE APPLICANT**

*Table 1.1*



Condition	Applicant's Representations	Response from Council's Consultant Town Planner
12	Requires two advanced native trees to be planted to screen the blank western facade of the property. We note that there is a 2m high colour bond fence on the boundary of the property that will screen this facade and any trees that will be planted. We have been advised that three other properties have been recently constructed in the surrounding area by Council and none have screen planted along the road frontage. We request that this condition be deleted, given the majority of the western facade will be screened by the existing fencing, and other developments have not had to provide landscaping along street frontages in the surrounding area.	<p>The requirement for two advanced trees is to break down the blank western facade of the house, addressing the street frontage, which has no street appeal (refer attached Concept Plan for your convenience). This is not a costly impost on the development and is different to other houses recently built which did not require planning approval and therefore Council had no opportunity to impose conditions.</p> <p>I do not think this is an unreasonable condition. Another alternative would be to require a window to be inserted into the blank western façade of the bedroom, which would be more expensive. This is a standard type of condition when a blank façade of a building presents to the street, I do not support its removal.</p>
13 and 14	Require the car parking spaces, driveway and crossover to be concrete/ sealed, the applicant is concerned in relation to the reference to concrete/ sealed in the condition due to the cost and the fact that other developments throughout town appear to have as a minimum a sealed crossover. Is there scope to amend this condition to remove the reference to concrete/sealed from condition 13 and concrete from condition 14 and reference construction standards that have been adopted elsewhere through the town?	<p>I think the driveway should be sealed. However, if Council wants to vary the condition the driveway should be made of compacted gravel and profiled so as not to scour or pond or divert run-off to adjoining properties, refer amended condition below:</p> <p><i>'13.Two (2) car parking spaces are to be provided on site, adjacent to the Dwelling House and accessed via, at a minimum, a compacted gravel driveway, profiled to avoid scouring, ponding or the diversion of run-off to adjoining land and providing access to and from Gregory Street, to be constructed prior to the commencement of the use for Stage 1 of the development, to the satisfaction of the Chief Executive Officer or delegate.'</i></p>
18	Requires a second access to be constructed off Beames Street to provide one-way circulation prior to the commencement of the use of Stage 2. On discussing this further with the applicant, delivery/ commercial vehicles will not be entering the site they will park on the road and a small folk lift will be used to transport deliveries from the street to	<p>Previously discussed and draft alternate condition provided:</p> <p><i>'Use of the driveway to service the commercial premises is limited to deliveries by forklift, trolley or on foot. The use of the driveway for commercial deliveries by any type of motor vehicle, whether car or truck, is not permitted, to the satisfaction of the</i></p>

	the businesses. This is how all business through the town operate, i.e. delivery/ commercial vehicles park on the road and are unloaded. As such, it is requested that this condition be deleted, as there will be no commercial delivery vehicles entering the site.	<i>Chief Executive Officer or delegate.'</i>
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### 3. CONCLUSION

The proposed development complies with the requirements of the various relevant planning documents and is generally compliant with the relevant Planning Scheme Codes and can be approved subject to reasonable and relevant conditions.

The proposed development is therefore supported and recommended to Council for approval.

### 4. OFFICER'S RECOMMENDATION

That Council resolves that:

In accordance with the Planning Act 2016, the applicant is notified that the Application for a Development Permit for a Material Change of Use for staged development - Single Residential (Dwelling House) and Business (Shops and Laundromat) on land located at 12 Gregory Street, Burketown and described as Lot 307 B1361, is approved subject to the conditions detailed below.

#### A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

##### General

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Shop Elevations	19008	S02 Revision A
Dwelling House Elevations	19008	S03 Revision A

2. Any future plumbing and building work on the site shall be carried out generally in accordance with any relevant Council's requirements and all regulatory controls, to the satisfaction of the Chief Executive Officer or delegate.
3. This development approval lapses six (6) years after the day that the development approval takes effect, unless extended under the Planning Act 2016.
4. Any re-profiling of the site to accommodate the buildings for any stage of the development shall ensure stormwater and runoff from the site is drained to a lawful point of discharge in such a way that it does not concentrate flow on any abutting properties or the roadway, nor does it create ground erosion problems on abutting properties or the roadway, to the satisfaction of the Chief Executive Officer or delegate.
5. Supply and install reticulated water service infrastructure to the buildings and/or meet the cost of any alterations to public utility mains, existing mains, services or installations and external road works required in connection with the approved development, to the satisfaction of the Chief Executive Officer or delegate.

6. Supply and install reticulated sewer service infrastructure to the building/s, in addition to a holding tank and/or meet the cost of any alterations or extensions to public utility mains, existing mains, services or installations and external road works required in connection with the approved development, to the satisfaction of the Chief Executive Officer or delegate.
7. The development is required to be connected to all urban services to the satisfaction of the Chief Executive Officer or delegate.
8. The applicant shall ensure the site is maintained in a clean and tidy condition at all times to the satisfaction of the Chief Executive Officer or delegate.
9. At no time are hazardous materials to be stored on site, to the satisfaction of the Chief Executive Officer or delegate.

#### STAGE 1 - RESIDENTIAL

10. Prior to commencement of the use for Stage 1 of the development, the Dwelling House is required to be connected to all urban services to the satisfaction of the Chief Executive Officer or delegate.
11. The proposed Dwelling House is required to be built a minimum of 1.070 metres above natural ground level, as shown on the approved plans, to minimise flooding and storm tide inundation, to the satisfaction of the Chief Executive Officer or delegate.
12. The blank façade of the western elevation of the Dwelling House, facing Beames Street, is to be enhanced by planting two (2) advanced native trees, minimum height of 1.5 metres, within the landscape area, to improve the visual amenity of the Dwelling house when viewed from the street frontage. The two (2) trees are to be planted prior to the commencement of the use for Stage 1 of the development, to the satisfaction of the Chief Executive Officer or delegate.
13. Two (2) concrete/sealed car parking spaces are to be provided on site, adjacent to the Dwelling House and accessed via a concrete/sealed driveway, providing access to and from Gregory Street, to be constructed prior to the commencement of the use for Stage 1 of the development, to the satisfaction of the Chief Executive Officer or delegate.
14. A standard concrete/sealed crossover is to be provided at the boundary of the site to Gregory Street, connecting to the on-site driveway, to be constructed prior to the commencement of the use for Stage 1 of the development, to the satisfaction of the Chief Executive Officer or delegate.
15. Should any of the Council's assets be damaged during the construction of any new infrastructure or associated works the cost of the reinstatement of all such assets shall be met by the applicant/proponent and to the satisfaction of the Chief Executive Officer or delegate.

#### STAGE 2 – COMMERCIAL

16. Prior to commencement of the use for Stage 2 of the development, the Shops and Laundromat are required to be connected to all urban services to the satisfaction of the Chief Executive Officer or delegate.
17. If the corner survey pegs for Lot 307 to the site frontage cannot be located the front site boundary is to be surveyed to identify the lot boundary, to ensure the covered verandah, which will have a zero setback to the site frontage, is built wholly within the lot, prior to building work associated with Stage 2, commencing on the site, to the satisfaction of the Chief Executive officer or delegate.

18.

- a. A standard concrete crossover is to be provided at the boundary of the site to Beames Street frontage and a driveway extension is to connect to the existing driveway, to provide for one-way circulation of vehicles on site prior to the commencement of the use of Stage 2, with vehicles entering from Gregory Street and exiting on Beames Street and the driveway to be line marked with one-way directional arrows accordingly;

AND

A Sign with a minimum area of 400mm is to be provided adjacent to the shop frontage near the intersection with Gregory Street advising that all commercial deliveries are to be made on site to the rear of the premises, prior to commencement of the use for Stage 2, to the satisfaction of the Chief Executive Officer or delegate.

OR

- b. Use of the driveway to service the commercial premises is limited to deliveries by forklift, trolley or on foot. The use of the driveway for commercial deliveries by any type of motor vehicle, whether car or truck, is not permitted, to the satisfaction of the Chief Executive Officer or delegate.

19. The establishment and operation of the Butchery is required to comply with Queensland Development Code – MP5.3 – Retail Meat Premises and incorporate standard grease arrestor sizing and in-sink and floor waste basket traps of self-closing or fixed screen type in the fit out of the shop and comply with Council's Local Laws for commercial kitchens, if applicable, to the satisfaction of the Chief Executive Officer or delegate.

20. The Bakery is required to incorporate standard grease arrestor sizing in the fit out of the shop, and comply with Council's Local Laws for commercial kitchens, if applicable, to the satisfaction of the Chief Executive Officer or delegate.

21. The Laundromat is to be kept in a clean and tidy condition at all times, to ensure high standards of hygiene and cleanliness for customers are maintained. If un-manned the laundromat must be inspected on a daily basis to maintain high standards and if available out of hours the laundromat must be well-lit from within and externally at the entrance to ensure customer safety, to the satisfaction of the Chief Executive Officer or delegate.

22. Landscaping is required to be provided within the setback area to Beames Street in front of the Dwelling House for a width of 10 metres and a depth of 7 metres. The landscaping is to be provided prior to the commencement of the use for Stage 2 of the development, in the form of trees and shrubs, native to the local area, planted at 2 metre centres throughout the area, and maintained at all times to the satisfaction of the Chief Executive Officer or delegate.

23. Advertising signage associated with the commercial premises is required to comply with Schedule 2 and Table 11 of the Advertising Devices Code in the Planning Scheme to be deemed to be self-assessable development. Non-compliance with Schedule 2 and Table 11 will necessitate the lodgement with Council of a code assessable development application.

AND

Any signage, whether self-assessable or code assessable that is deemed to be a structure will require building approval, to the satisfaction of the Chief Executive Officer or delegate.

## ATTACHMENTS

1. Concept Plans submitted by applicant;



Attachment 1 -  
Concept Plans submit



2. Concept Plan edited by Council to indicatively show proposed condition number 18.

Attachment 2 -  
Concept Plans edited

## Corporate and Community Services Reports

### 12.03 ICT Infrastructure Project (Councilwise) Status Update

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Darren Thomson, Executive Manager Corporate and Community Services
DATE REPORT PREPARED:	11 March 2019
LINK TO COUNCIL PLAN/S:	Corporate Plan: 2. Administration – 2.1 Maximise the efficiency and effectiveness of Council's internal operations.

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#### 1. PURPOSE

At the 10 October 2018 Council meeting, a report was presented to Council that provided a business case for the uptake of a new Information Communication and Technology (ICT) enterprise platform, Councilwise. This report is presented in response to this resolution and a request from Councillors for a status update to be provided.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

On 10 August 2018, Council attended a presentation of a new enterprise platform called Councilwise. Councillors subsequently asked the Executive Manager for Corporate and Community Services (EMCCS) to explore costings and determine if the system aligned with the findings from a March 2018 review of Council's IT systems. At the 10 October 2018 Council meeting, a report was presented to Council that provided a business case for the uptake of the Councilwise enterprise platform. The Council Report suggested that costings analysis and review of fit for purpose determined that a saving of approximately \$115k could be made by separating from Council's existing provider and procuring Councilwise. The Report also suggested that this uptake would have a "minor impact". The business case for the uptake of Councilwise that was presented as part of the October 2018 Council report is attached for reference. Council resolution 181018.10 relating to the Councilwise Business Case Report states:

1. *That Council note the contents of the report; and*
2. *That Council adopts the business case proposal for the uptake of Councilwise.*
3. *That Council propose an indicative budget of \$120,000 for the uptake of new ICT enterprise software.*

#### Procurement Considerations

Chapter 6, Contracting, of the Local Government Regulation 2012 (Regulation) prescribes the requirements that a local government must comply with before entering into a contract. For a 'medium-sized' contract, as defined as \$15,000 or more but less than \$200,000 under the Regulation, Council is required to adhere to the following requirements:

- (1) *A local government can not enter into a medium-sized contractual arrangement unless the local government first invites written quotes for the contract.*

*(2)The invitation must be given to at least 3 persons who the local government considers can meet the local government's requirements at competitive prices.*

*(3)The local government may decide not to accept any of the quotes it receives.*

*(4)However, if the local government does decide to accept a quote, the local government must accept the quote most advantageous to it having regard to the sound contracting principles.*

The provision of a new ICT platform is a very complex and significant exercise for any organisation. To enable Council to source three quotes for the provision of a new ICT platform, a comprehensive scope of works outlining the inclusions, exclusions and considerations needs to be developed to ensure that both the deliverables and their costings are accurate, appropriate and provide no uncertainty or ambiguity from a legal or service delivery perspective.

#### ICT Infrastructure Issues and Risk Management

Like any organisation, Burke Shire Council needs to respond to changes in its external environment now and into the future. Technological advances will continue to support the increasing shift to digital service delivery and automation, and more sophisticated, better integrated systems. The rapid uptake of digital services and innovative technologies is also driving increased user expectations as the community demands a better customer experience, commonly characterised by digital/online services.

Council needs to look at our current ICT situation and any previously proposed solutions not as a quick, easy and cheaper solution but as a holistic cost effective and more productive solution that considers ICT in the context of the technology that will store, retrieve, manipulate, transmit or receive information electronically or in digital form. This means a holistic ICT infrastructure solution that includes hardware, communication devices or applications including computer hardware, software, network infrastructure, video conferencing, telephones and mobile enterprise technology (e.g. mobile phones, tablets and iCloud).

To achieve this we need to look into the future in a four (4) stage approach:

1. Build and maintain a robust, reliable, secure and available ICT environment;
2. Maximise the value from ICT investments and projects;
3. Reflect the needs of our stakeholders with regards to ICT products and services;
4. Support and empower ICT users and staff to deliver business outcomes.

Councilwise has been identified as the 'fit for purpose solution' and the provider who will be able to meet our needs together with providing estimated cost efficiencies. However, it is suggested that this proposed solution has not sufficiently analysed the total financial and systems impact of what would be involved in any transition. As an example, there would be a need to address whether or not Council shall be required to replace current computer and ICT equipment, what the cost of any upgrade may be, and how this would work in terms of compatibility with any new platform. This will need to be scoped and costed.

In addition, regardless of what provider is chosen for any new ICT platform, the transition process will result in extensive changes to processes and systems. All of these impacts will need to be captured, considered, and factored in to the future needs and solutions proposed.

#### Action plan and work commenced

Resources have been allocated, and work has begun, to collate the information that will provide the detail required for an appraisal of Council's ICT infrastructure including the potential procurement of a new ICT platform. This includes:

- Conducting an audit of existing ICT infrastructure;
- Research and analysis on future ICT hardware needs and purchasing options;
- Research and analysis regarding the impact of transitioning to a new platform including existing provider contract obligations;
- Research into network and server requirements;
- Research the experience of current users with Councilwise.

These steps are essential for Burke Shire Council to conduct due diligence for an ICT transition of this magnitude.

This robust impact analysis has commenced, and will be used to develop a business case that will determine:

1. The solution that best provides all identified requirements and will be the most appropriate and cost effective overall solution;
2. The importance of provision/future provision of cloud based functionality as part of that solution;
3. How it is anticipated that IT support, security and maintenance will be provided as part of that solution.

These considerations will be supported by more accurate scoping of the impact of implementing the solution, and more accurate costings regarding the implementation and any wider impacts. This exercise will provide Council with a detailed scope for procurement that will help to ensure the solution is holistic and addresses all our ICT infrastructure needs including network, computers, servers, communications, software and security.

The business case may need to consider solutions for:

- Hardware
- Data back-up processes
- Finance system provision and integration
- Records management processing
- General software
- Inclusion of specialised software such as for Customer Requests and Council Minutes
- Server (s)
- Future requirements and scalability

While work has commenced, in order to undertake due diligence with regard to this project and support a fully informed decision, further time to complete the research and analysis is required. It is anticipated that this ICT infrastructure business case will be presented to Council for consideration in June 2019.

Providing that Council endorses the business case to be presented in June, it is estimated that procurement of systems, software and hardware requirements would commence in July 2019 and last through to September 2019. This would be followed by a period of installation, testing and training in conjunction with any new providers. In addition, current service providers would be given appropriate written notice as per contract obligations.

This would be followed by a user training and trial period that would last approximately eight (8) weeks and if successful provide a final operational product up and running for general use by January 2020.



Attached is a timeline for a visual representation of the proposed dates. Noting this is approximate timing and will be dependent on a multitude of variables such as provider commitments, resources, and competing priorities.

#### Post Implementation

Starting before, and finishing after, the transition period, Council will need to create and implement an ICT and Information Management Framework that is specific to the new operating environment, with appropriate procedures and policies. Also required will be an ICT strategic plan and a recovery plan and procedures in line with the Council Business Continuity Plan and Disaster Mitigation to ensure we are agile enough to respond to disasters and recover our ICT infrastructure should it fail.

There will also need to be a budgeted ICT Replacement Program to identify and allocate future expenditure in line with the new operating environment and with our future needs and technology requirements factored in.

#### Measuring Success

Council will need to define the measures of success in the ICT Strategic Plan and monitor ongoing progress against achievement of the strategies and objectives. This means that we will need to develop meaningful measures of success and continuously monitor metrics relevant to the identified objectives. These could include:

- Improved user satisfaction for core ICT services
- Improved alignment between business capabilities and information systems including access to and sharing of data and records across the business,
- Increased delivery of business benefits from ICT investments,
- Increased use of data to inform decisions,
- Improved community satisfaction with ICT services such as new user experiences through online presence,
- Increased in digital uptake,
- Increase use of self-help services and ICT training products,
- Reduced demand on ICT staff for user training issues,
- Increased staff mobility,
- Increased integration of key information systems,
- Long term cost benefits.

### 3. PROPOSAL

That Council notes the work being undertaken and due to be undertaken to ensure that Council delivers a cost effective, fit for purpose and strategically aligned solution, while meeting legislative requirements regarding procurement.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

At the 10 October 2018 Council meeting, Council resolved that 'Council propose an indicative budget of \$120,000 for the uptake of new ICT enterprise software'.

In the recently revised 2018/19 budget, \$10,000 was allocated to Council's IT budget in expectation that there may be some additional expenditure relating to the scoping and procurement. It is expected that the remainder of the funds identified for implementation as part of the October 2018 resolution will be included in the draft 2019/20 budget when presented to Council for consideration. The development of a business case for a new ICT platform as outlined in this report will ascertain more detailed costings with regard to the full transition costs.

## 5. RISK

<b>Risk Type</b>	<b>What could happen</b>	<b>Possible consequence</b>
People	<ul style="list-style-type: none"> <li>Increased workload on staff - both those planning and implementing then administering the new platform and associated systems, and users learning new systems and processes.</li> <li>May not have been sufficient consultation with key stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Low staff morale</li> <li>Potential detrimental impact on operational service delivery from resources allocated elsewhere.</li> </ul>
Assets	<ul style="list-style-type: none"> <li>There may be new Council assets required to support utilization of any new systems and hardware. This has not currently been scoped or costed.</li> </ul>	<ul style="list-style-type: none"> <li>Additional expenditure that has not been factored in to previous costings. There may be unforeseen integration and usability issues.</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>Compliance with legislated record keeping requirements has not been fully scoped in terms of how records management is resourced within the new platform.</li> </ul>	<ul style="list-style-type: none"> <li>Additional expenditure to resource records management has not been factored in to previous costings.</li> </ul>
Financial	<ul style="list-style-type: none"> <li>It is not believed that all costs associated with the transition have been adequately captured and costed.</li> </ul>	<ul style="list-style-type: none"> <li>Additional expenditure that has not been factored in to previous costings.</li> </ul>
Reputation	<ul style="list-style-type: none"> <li>May be a negative impact on Council's reputation if the end product is not fit for purpose or the transition is not seamless.</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder frustration</li> </ul>

Risk Type	What could happen	Possible consequence
Operations	<ul style="list-style-type: none"> <li>There will be some disruption to normal operational activities and projects in the administration team as the Admin Team Coordinator and the Admin ICT Officer will need to take extensive time offline to focus on this project.</li> <li>Council's Finance Team are currently unsure with regards to whether the proposed solution will meet all needs regarding local government financial accounting and reporting, and payroll.</li> <li>Has been no or very limited user testing of the proposed platform by current key staff.</li> </ul>	<ul style="list-style-type: none"> <li>Opportunity cost of extensive resources allocated to this projects at the expense of other priority tasks and projects.</li> <li>That the proposed solution is not fit for purpose.</li> </ul>
Technology & Systems	<ul style="list-style-type: none"> <li>It is not believed that all impacts and project dependencies associated with the transition have been adequately considered, scoped, and risk assessed or costed.</li> </ul>	<ul style="list-style-type: none"> <li>Additional expenditure that has not been factored in to previous costings.</li> </ul>

## 6. POLICY & LEGAL IMPLICATIONS

Under s225 of the *Local Government Regulation 2012*, Council 'can not enter into a medium-sized contractual arrangement unless the local government first invites written quotes for the contract'.

## 7. CRITICAL DATES & IMPLICATIONS

There are no critical dates associated with this Report. However, please see attached timeline for a visual representation of the proposed dates.

## 8. CONSULTATION

In preparing the content of this Report, consultation has been undertaken with Council's Executive Management Team, and the Administration and Customer Services Team.

## 9. CONCLUSION

It is appropriate that Council should consider what the needs of the organisation are with regards ICT systems and hardware both for now and the future, and assess whether the current arrangements meet these needs. It is being advocated that sufficient time is allowed to continue the necessary due diligence that is currently being undertaken to ascertain the full costs and impact to a potential new solution with regards to Council's ICT needs. This will help ensure that any action undertaken is appropriate, fit for purpose and fully scoped and efficiently implemented, and by association also ensure Council adhere to any legislated requirements regarding purchasing.

10. OFFICER'S RECOMMENDATION

That Council notes the contents of this report.

ATTACHMENTS

1. Councilwise Business Case



Councilwise Business  
Case - October 2018.

2. Draft ICT Infrastructure Project timeline



draft ICT  
Infrastructure Project

### 13. Mayoral Report

Report to be provided to meeting.

### 14. Councillor Reports

Councillors will provide reports to the meeting.

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

Recommendation (if required)

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

### 16. Deputations and presentation scheduled for meeting

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

### 17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Wednesday 17 April 2019.

## Dictionary of Acronyms

Acronym	
ACCC	Australian Competition and Consumer Commission
ACSC	Administration and Community Services Coordinator
ALGA	Australian Local Government Association
ASBAS	Australian Small Business Advisory Service
ATSI TIDS	Aboriginal and Torres Strait Islander Transport Infrastructure Development Scheme
BBRF	Building Better Regions Fund
BCP	Business Continuity Plan
CABT	Certified Agreement Bargaining Team
CLCAC	Carpentaria Land Council Aboriginal Corporation
CRF	Community Resilience Fund
CRR	Corporate Risk Register
CSS	Community Satisfaction Survey
DAF	Department of Agriculture and Fisheries
DATSIP	Department of Aboriginal and Torres Strait Islander Partnerships
DCP	Drought Communities Program
DDMG	District Disaster Management Group
DLGRMA	Department of Local Government, Racing and Multicultural Affairs (NB: replaces DILGP Department of Infrastructure, Local Government and Planning post 2017 QLD state elections)
DMA	Development Management Agreement
DNRME	Department of Natural Resources, Mines and Energy (NB: replaces DNRM Department of Natural Resources and Mines post 2017 QLD state elections)
DRH	Department of Rural Health
DSDMIP	Department of State Development, Manufacturing, Infrastructure and Planning (NB: replaces DSD Department of State Development post 2017 QLD state elections)

Acronym	
DTMR	Department of Transport and Main Roads
DWQMP	Drinking Water Quality Management Plan
EDQ	Economic Development Queensland
EMCCS	Executive Manager Corporate and Community Services
EMF	Executive Manager Finance
EMSP	Executive Manager Strategic Projects
EMT	Executive Management Team
EMWI	Executive Manager Works and Infrastructure
FAGS	Financial Assistance Grants
GBA	George Bourne and Associates
GSD	Gulf Savannah Development
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
LGMA	Local Government Manager's Association
LRRS	Local Roads of Regional Significance
MCU	Material Change of Use
MICRRH	Mount Isa Centre for Rural and Remote Health
NDRP	Natural Disaster Resilience Program
NDRRA	Natural Disaster Relief and Recovery Arrangements
NGA	National General Assembly

Acronym	
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
R2R	Roads to Recovery
RACAS	Road Asset Condition Assessment System
RAUP	Remote Airstrip Upgrade Program
RMPC	Road Maintenance Performance Contract
ROPS	Register of Pre-Qualified suppliers
RRTG	Regional Roads Transport Group
SES	State Emergency Services
SOI	Statement of Intent
SPA	Sustainable Planning Act
STP	Sewerage Treatment Plant
SWIM	State Water Infrastructure Management
TIDS	Transport Infrastructure Development Scheme
TTC	Transport and Tourism Connections
VIC	Visitor Information Centre
WFQ / W4Q	Works for Queensland
WTP	Water Treatment Plant