



Agenda and Business Papers Burke Shire Council Ordinary Meeting Thursday 28 January 2021 9.00am Council Chambers

9.00am	Opening of Meeting
10.30am to 11.00am	Morning Tea
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 Tonya Murray; Deputy Mayor Cr John Clarke Cr John Yanner Cr Rosita Wade
Officers	Clare Keenan; Chief Executive Officer Dan McKinlay; Deputy CEO Graham O’Byrne; Executive Manager Engineering Shaun Jorgensen; Senior Accountant Madison Marshall; Team Leader-Community Services and Governance (Minutes)

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

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

- Graham O’Byrne, Executive Manager Engineering
- Shaun Jorgensen, Senior Accountant

03. Prayer

Led by Doug Jones

Council will adjourn the meeting for a prayer and lowering of flags to half mast, in memory of the lives lost ten years ago due to flooding.

04. Consideration of applications for leave of absence

None received at time of agenda preparation.

05. Confirmation of minutes of previous meeting(s)

05.01 Ordinary Meeting Thursday 10 December 2020

That the Minutes of the Ordinary Meeting of Council held on Thursday 10 December 2020 as presented be confirmed by Council.



201210 Unconfirmed
Minutes.docx

06. Condolences

None received at time of agenda preparation.

07. Declaration of Interests

08. Registers of Interests

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

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

09.01 Notices of Motion

None received at time of agenda preparation.

09.02 Petitions

None received at time of agenda preparation.

10. Engineering Services Reports

10.01.01 Engineering and Services – End of December Monthly Report
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Engineering Services Reports

10.01.01 Engineering and Services – End of December Monthly Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	18 January 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24 Operational Plan 2019-20

1. PURPOSE

This report is for information of Council and outlines the works carried out by the Engineering and Services Department for the month of December 2020. The Attachment to this report provides detail on routine reporting matters and general information.

2. SUMMARY

The key items for noting are provided below with background detail and matters relating to other business aspects provided in the Attachment to this report.

2.1 **General Works (including Parks, Gardens and Cemetery)**

- Comprehensive review of public area sprinkler systems under way (cfwd)
- PYMO Water tank replacement
- PYMO erosion control works - tidied up southern drain and placed geotextile material for wet season preparation

2.2 **Roads**

- Continuing with RMPC contract. Reporting and defect rectification being completed
- Works and Services crew - Wet season preparation signage and markers underway
- Preparation survey and photographic evidence for potential wet season DRFA claims

2.3 **Plant and Fleet**

- Fleet asset management strategy being finalised – assessment being made in conjunction with required employee capability and capacity. Costs benefit analysis underway.

2.4 **Water & Sewerage**

Burketown

- Low water pressure issue addressed with strainers that were blocked cleaned on a case by case scenario;
- Clear Water storage tank project under way. Started on the 1st December and was expected to be completed by the 18th December. Upon commissioning and testing, leaks discovered. Final re-testing/commissioning to be completed after New Year;

- Insurance claim for flooding of water tank construction site progressed, with assessor appointed;
- Filter connection replaced and back in operation.

Gregory

- Paul Slater has commenced at Gregory as the caretaker. He will be working with Doug Bruce in hand over capacity. Dave Marshall is planned to be on site on 12th January to complete training. This support will be ongoing until deemed competent;
- Gregory has had issues with Raw Water pumps tripping. The Raw Water intake well at the river site will need to be cleaned and flushed. Works planned for first thing after New Year;
- Gregory SCADA received the same upgrade to the DATA Max as Burketown. Due to flood waters there was a delay in installation with the need for a computer in Gregory to change/install the program.

STP

- STP Blivet has had issues with the Circuit breaker tripping. This has caused an issue with the small lagoons nearly overflowing. Blivet has broken down due to a chain that drives the aerator. This is still currently down as we will need the excavator to lift the aerator back in line. Final repair works still to be carried out on Blivet - currently are pumping the sewerage into the Lagoon;
- Sewer pump wells operating okay without any major issues with 3017kl pumped to the STP from town for the month.

2.5 Airports

- Raising of the transformer pits continuing
- Maintenance / Mowing of the runway and apron will be ongoing throughout the wet season;
- REX training for key individuals to commence when staff return from leave.

2.6 Waste

- Progressed planning for Burketown Landfill Cell. Intent is to finalise design and specifications for tender in January;
- Looking at scrap metal collection for both Gregory and Burketown ongoing investigation of options.

3. OFFICER'S RECOMMENDATION

That Council receives and notes the Engineering and Services report.

ATTACHMENTS



Attachment 01 (Dec 20)-Final.docx

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

11. Office of the Deputy Chief Executive Officer

11.01 Finance Monthly Update Report

11.02 Deputy Chief Executive Officer

11.03 Reconfiguring a Lot – (1 lot into 3 lots)

Financial Services Reports

11.01 Finance Monthly Update Report

DEPARTMENT:	Deputy Chief Executive Report
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Shaun Jorgensen; Senior Accountant
DATE REPORT PREPARED:	18 January 2021
LINK TO COUNCIL PLAN/S:	Operational Plan 2020-21 Council Budget 2020-21

1. PURPOSE

This report has been constructed to provide a snapshot of the progress of council's operations (financial) against budget targets as at 31 December 2020 as adopted by council budget.. The below report focus's on providing information to key decision makers in regards to key metrics, trends and actuals for the month ended December 2020.

2. SUMMARY

As a review of council's performance over the month of December 2020; we noted that cash is down by \$2.163 mil, this was expected based on the ending budgeted position for cash for the year and is a result of multiple QRA/DRFA and capital project claims made in December for the Christmas period. It was also noted that comparative to the budget, council operations were slightly over budget for December 20 (total P&L expenditure against budget as at 31 December 2020 was 50%). This is a slight overspend of 5% year to date due to cost phasing.






Per the budget reviewed carried out on council spending up to 31 November 2020; it was noted that the timing of works for roads has resulted in some cost phasing. It is expected that this will slow in the wet season at this stage which will result in the current council overspend receding back to a budgeted balanced state. This is an effect that has carried through December 2020 and will be addressed in the 6 month budget reviewed planned for February 2021.

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

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

3. OVERALL OPERATING SUMMARY (ACTUAL VS BUDGET)

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

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	4,272,778	12,940,159	 33%
Operating Expenses	(2)	9,460,902	17,308,973	 55%
Operating Result (Profit/Loss)	-	5,188,124	4,368,814	 119%
Capital Revenue	(3)	2,689,221	6,639,613	 41%
Net Result	-	2,498,903	2,270,799	 -110%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	3,560,122	5,387,354
Other Current Assets	(5)	3,330,742	1,533,626
Non Current Assets	(6)	153,727,482	147,694,523
Total Assets		160,618,346	154,615,503
Liabilities (Current)	(7)	3,449,924	3,540,000
Liabilities (Non Current)	(8)	990,155	860,000
Total Liabilities		4,440,079	4,400,000
Net Community Assets		156,178,267	150,215,503

Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-121%	-122%
² Working Capital Ratio	Greater than 1:1	2	2
³ Net Financial Liabilities Ratio	Less than 60%	-81%	-125%

1

Notes:

- (1) **Operating revenues** - movement for the month due to DRFA flood damage claim grant payments from DTMR for the 17/18 flood event (prior month ending balance: \$3,599,386).
- (2) **Operating Expenses** - noted that costs appear to be tracking on schedule with expectations for the month as noted above. In relation to employee benefits costs against the budget, we have currently expended 2.35 mil against a budget of 5.54 mil for the year. This is an actual spend of 42.55% against an expected 50% per the budget. Council is currently tracking on progress against the budget target for the year.
- (3) **Capital Revenue** - increase as a result of the receipt of 783k from ATSI TIDS program funding.
- (4,5,6,7,8)** - Accounts relate to balance sheet movements, all of which will move in correlation to Council operating movements; as such no items by exception to report at this stage.

4. STATEMENT OF CASH FLOWS

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

For the month ended 31 December 2020

Definitions

¹ The working capital ratio: measures council's ability to offset short term obligations with current assets.

² The net financial liabilities ratio: measures council's ability to increase borrowings where necessary.

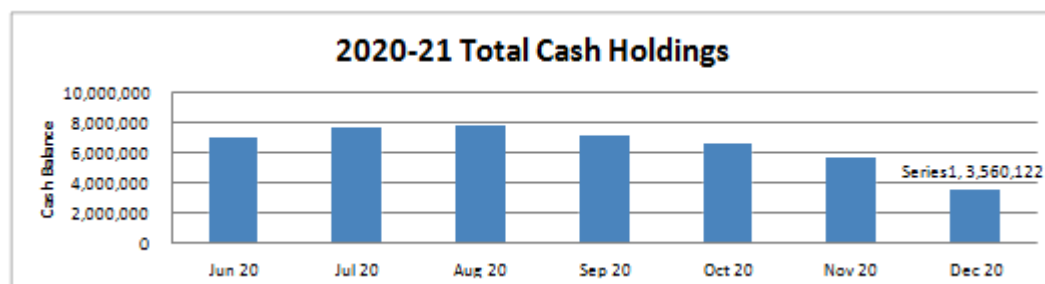
³ The operating surplus ratio: measures council's ability to cover operational costs through operational revenues.

	Note Ref	31 December 2019 \$	31 December 2020 \$	2020-21 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	2,325,998	1,392,452	4,076,742	34%
Payments to suppliers and employees	(2)	(8,911,553)	(5,916,007)	(13,287,962)	45%
		(6,585,555)	(4,523,555)	(9,211,220)	49%
Rental Income	(3)	104,191	109,146	230,000	47%
Interest Received	(4)	78,086	39,128	120,000	33%
Operating Grants and Contributions	(5)	3,266,570	2,027,829	8,305,159	24%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		(3,136,708)	(2,347,452)	(556,061)	422%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	(2,009,598)	(3,835,251)	(7,749,800)	49%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	-	0%
Capital Grants and Subsidies	(7)	949,269	2,689,221	6,639,613	41%
Net cash inflow (outflow) from investing activities		(1,060,329)	(1,146,030)	(1,110,187)	103%
Cash flows from financing activities:					
Proceeds from Borrowings		-	-	-	0%
Repayment of Borrowings		-	-	-	0%
Net cash inflow (outflow) from financing activities		-	-	-	0%
Net increase (decrease) in cash held	(8)	(4,197,037)	(3,493,482)	(1,666,248)	210%
Cash at beginning of reporting period		9,595,818	7,053,604	7,053,604	100%
Cash at end of reporting period	(8)	5,398,781	3,560,122	5,387,354	66%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	1.03%	39,128	2,279,499
Westpac General Fund	-	-	1,280,339
Cash Floats	-	-	283
Total			3,560,122

Cash and Cash Equivalents Movement Comparison Chart



Notes to the Statement of Cashflows:

- (1) **Receipts from customers** - represents cash inflows from revenue streams such as rates; it also shows the movement between current asset balances. Due to council's requirement to account for contract assets going forwards, this cashflow line will show some distortion between accounting (accruals) revenue (asset balance movements) and actual cashflows based on the changes to AASB15 and 1058 for 30 June. We will continue to assess this month and make note of any significant findings to be advised to council if they should arise. Noted that cash inflows ytd are lower than cash inflows experienced in December 2019, however many payments due from departments for DRFA projects have been noted as being received in January 21 due to payment lag.

- (2) **Payments to suppliers and employees** - due to new accounting treatments for contract assets and contract as well as movements in the accounts payable GL as part of the standard cashflow mapping in PCS for liability movements, this has distorted our payments to suppliers and employees for the month. True cash expenditure equated to \$7.1 mil at the end of Dec 20; this equates to a total cash spend of 53.49% ytd against the budgeted target of 50% for 31 Dec 2020. This 3.49% overspend is mostly due to cost phasing (i.e. DRFA working being completed before the flood season where road works will slow down for approx. 3 months).
- (3) **Rental Income** - rental income is consistent with this time last year comparably and is on track against budget.
- (4) **Interest Received** - interest has declined comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate provided by the QTC (1.03%). This is up from 0.68% in November 2020.
- (5) **Operating Grants and Contributions** - progress claim payments were received for DRFA 17/18 flood event during Dec 2020.
- (6) **Payments for Property, Plant and Equipment** - a number of capital projects were progressed attributing to the cash outflow for the month (prior month: \$2,232,945).
- (7) **Capital Grants and Subsidies** - increase in Dec 2020 due to a receipt of 783k from ATSI TIDS program funding being received.
- (8) **Net Cash Movement** - council's cash holdings were down 2.163mil, to a total balance of 3.56mil in the bank/QTC. While this appears concerning, this is expected as we anticipate significant increase in January 2021 from the receipt of grant progress claims along with the second biannual rates levies being due to issue in Feb 2021.

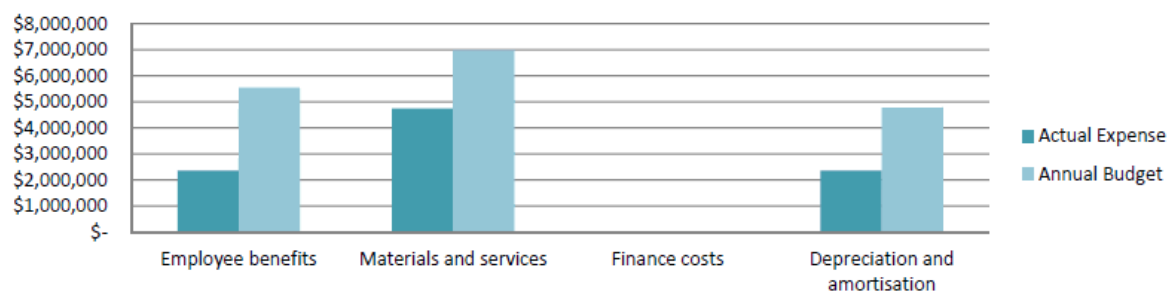
5. STATEMENT OF INCOME AND EXPENDITURE

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

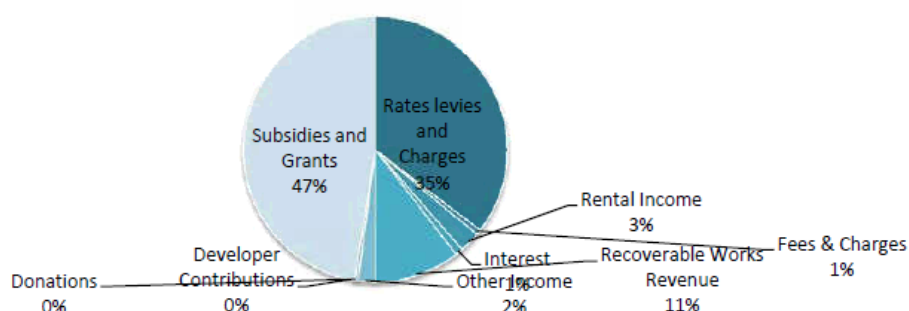
For the month ended 31 December 2020

	Note Ref	31 December 2019 \$	31 December 2020 \$	2020-21 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,533,663	1,512,797	3,038,000	50%
Fees & Charges	(1)	40,864	27,108	85,500	32%
Rental Income	(2)	104,191	109,146	230,000	47%
Interest	(3)	78,086	39,128	120,000	33%
Recoverable Works Revenue	(4)	356,738	451,792	1,060,500	43%
Other Income	(5)	58,205	85,678	101,000	85%
Donations		-	19,300	-	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	3,266,570	2,027,829	8,305,159	24%
Total Recurrent Revenue		3,904,654	4,272,778	12,940,159	33%
Capital Revenue					
Sale of non-current assets		-	-	-	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	-	2,689,221	6,639,613	41%
Total Capital Revenue		-	2,689,221	6,639,613	41%
TOTAL INCOME		3,904,654	6,961,999	19,579,772	36%
Recurrent Expenses					
Employee benefits	(8)	2,585,119	2,358,168	5,541,519	43%
Materials and services	(9)	6,737,561	4,744,642	6,965,454	68%
Finance costs	(10)	5,986	5,115	12,000	43%
Depreciation and amortisation	(11)	2,403,492	2,352,977	4,790,000	49%
TOTAL RECURRENT EXPENSES		11,732,158	9,460,902	17,308,973	55%
NET RESULT		- 7,827,504	- 2,498,903	2,270,799	-110%

Expenditure Actual v Budget



Actual Revenue % Split YTD



Notes to the Statement of Income and Expenditure:

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

- (3) **Interest** - interest has declined comparably year on year due to the significant change in the RBA cash rate having an impact on the effective interest rate council has been provided by the QTC (1.03%). This is up from 0.68% in November 20.
- (4) **Recoverable Works Revenue** - is on track year to date; minor RPMC works were billed to DTMR during Dec 2020.
- (5) **Other Income** - is up based on billings to external organisation for work completed on their behalf as well as the payment of previously doubtful debt back to council.
- (6) **Subsidies and Grants (operating)** - progress claim payments were received for DRFA 17/18 flood event during Dec 2020.
- (7) **Subsidies and Grants (capital)** - increase in Dec 2020 due to a receipt of 783k from ATSI TIDS program funding being received.
- (8) **Employee benefits** - for employee benefits costs against the budget, we have currently expended 2.35 mil against a budget of 5.54 mil for the year. This is an actual spend of 42.55% against an expected 50% per the budget, we are currently tracking on progress against the budget target for the year.
- (9) **Materials and services** - Costs are higher than budgeted, however this is due to the simplified nature of budget pro-rata estimating. We note that while costs appear to be higher than expected, this is simply due to the timing of costs. We note that a large portion of road works were carried out before the close of December 20 due to the impending flood season that will limit all works for a minimum of 3 months in 2021. This phasing of costs is what we can see from looking at the total materials and service costs YTD against the budget estimate. Also note that council had estimated the costs of DRFA works; this will need to be re-assessed based on the actual costs and further forecasted estimates up to 30 June 2021 as part of the half year budget review to be carried out in Feb 2021.
- (10) **Finance costs** - minimal costs have been incurred in December 2020 for finance costs; we do not expect significant changes in the trend on this expenditure as this consists of such items such as bank fees etc.
- (11) **Depreciation and amortisation** - is in line with the expected depreciation spend. This amount will potentially change once further adjustments have been made.

6. BURKE SHIRE COUNCIL FINANCIAL PERFORMANCE

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

It is expected that movements should be no more than 8.5% month on month (100% divided by 12 months).
Benchmark for December 2020 50.00%

% YTD Actual expense v Annual Budget
YTD actual v budget is on track
YTD actual v budget is unfavourable (1%-5% movement larger than expected)
YTD actual v budget requires review (>5% movement larger than expected)

Organisational Services					Comments
31 December 2019	31 December 2020	2020-21 Annual Budget	YTD Progress		
\$	\$	\$	%		
Recurrent Expenses					
Corporate Governance Costs	316,067	359,100	897,900	40%	Within budget expectation for the month (50% movt).
Administration Costs	1,007,910	1,526,084	2,934,783	52%	Higher than expected for the month. This is due to rates write-off processed for rates debtors now classified as Non-profit (exempting them from general rates).
Recoverable Works Expenses	266,891	365,887	745,000	49%	Within budget expectation for the month (50% movt).
Engineering Services	5,624,016	4,501,888	6,690,508	67%	Higher than expected; overspend is a result of the timing of works. At this stage it is expected that engineering operations will slow down in the wet season.
Utility Services Costs	420,674	368,315	878,900	42%	Within budget expectation for the month (50% movt).
Net Plant Operating Costs	- 426,000	- 614,976	- 1,076,199	57%	Higher than expected; overspend is a result of the timing of works. At this stage it is expected that engineering operations will slow down in the wet season.
Planning and Environmental Expenses	82,734	34,841	181,580	19%	Within budget expectation for the month (50% movt).
Community Services Costs	839,766	561,670	1,254,501	45%	Within budget expectation for the month (50% movt).
Finance Costs	5,986	5,115	12,000	43%	Within budget expectation for the month (50% movt).
Depreciation	2,403,492	2,352,977	4,790,000	49%	Within budget expectation for the month (50% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (50% movt).
TOTAL RECURRENT EXPENSES	10,541,536	9,460,901	17,308,973	55%	Slightly over budget estimated spend YTD, this is primarily due to the timing of works leading into the wet season in 2021.

7. STATEMENT OF FINANCIAL POSITION

For the month ended 31 December 2020

	31 December 2020	2020-21 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	3,560,122	5,387,354
Trade and other receivables	2,601,687	340,539
Inventories	300,901	300,000
Other financial assets	428,154	893,087
Non-current assets classified as held for sale	-	-
Total current assets	6,890,864	6,920,980
Non-current Assets		
Receivables	-	-
Property, plant and equipment	227,003,836	216,879,498
Accumulated Depreciation	- 73,276,354 -	69,184,975
Intangible assets	-	-
Total non-current assets	153,727,482	147,694,523
TOTAL ASSETS	160,618,346	154,615,503
Current Liabilities		
Trade and other payables	3,324,077	3,400,000
Borrowings	-	-
Provisions	125,847	140,000
Other	-	-
Total current liabilities	3,449,924	3,540,000
Non-current Liabilities		
Trade and other payables	139,515	-
Interest bearing liabilities	-	-
Provisions	850,640	860,000
Other	-	-
Total non-current liabilities	990,155	860,000
TOTAL LIABILITIES	4,440,079	4,400,000
NET COMMUNITY ASSETS	156,178,267	150,215,503
Community Equity		
Shire capital	39,529,889	39,529,889
Asset revaluation reserve	93,485,877	86,418,456
Retained surplus/(deficiency)	23,162,501	24,267,158
Other reserves	-	-
TOTAL COMMUNITY EQUITY	156,178,267	150,215,503

8. EXERCISE OF DELEGATIONS

Clause 9 of Council's Rate Debt Recovery Policy determines how debtors can enter into a plan to pay their outstanding debts (rates and charges and other receivables) to Council. Clause 11 delegate's authority to negotiate payment plans to the CEO and DCEO. The following delegations were exercised.

Debt write off (amount written off)	Payment arrangement and repayment term	Authorising officer (DCEO or CEO)
Nil	Nil	Nil

9. OFFICER'S RECOMMENDATION

That the financial report for the 31 December 2020 be received and noted.

ATTACHMENTS

Nil

Deputy Chief Executive Officer Reports

11.02 Deputy Chief Executive Officer

DEPARTMENT:	Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy Chief executive Officer
DATE REPORT PREPARED:	18 January 2021
LINK TO COUNCIL PLAN/S:	Goal -Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

1. PURPOSE

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

2. UPDATES

General-DCEO

The Budget review for the 6 months ended 31 December 2020 is progressing. This important budget review will go to the February 2021 Council meeting.

Annual Report for the Year Ended 30 June 2020 was finalised.

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

Renewals of Memorandum of Understanding's for Gregory Downs Jockey Club, Burketown Rodeo & Sporting Assn, and a new MOU for the SES building are progressing. License Agreement renewal for visitor Information Centre is also progressing.

The significantly updated Local Disaster Management Plan and Evacuation Plan were finalised during the month.

A major review of Delegations is currently occurring. These are Delegations from Council to the Chief Executive Officer and from the Chief Executive Officer to appropriate staff.

Financial Services

Major focus in December for Financial Services was as follows:

- Finalisation of Christmas payroll;
- Preparation for key deliverables and reporting deadlines in the new year;
- Finalisation of final grant acquittals and the R2R 2019 (restated) and 2020 grant acquittals;
- Budget review/amendment 1 finalisation for FY2020/21.

Human Resources

Positions advertised

- None

HR Policies

Most existing HR policies are current. HR procedures continue to be reviewed. Code of Conduct and Fitness For Work Policies continue to be reviewed. These will be rolled out to all staff as part of Tuesday training.

New Hires

- Gregory Caretakers – Paul Slater and Katrina Hodson started on 14 December 2020.

Training

- Traffic Control
- Enrolment in Drug and Alcohol testing training
- Enrolment in Test and Tagging training

Workplace Health and Safety.

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

Administration, Community Services and Governance.

Durlga Bookings

Nil external bookings for December 2020. There were a few internal bookings. Council will use the downtime to complete an audit and clean up of Nijinda Durlga and complete in-house training in bookings.

Events

Events held were:

- Staff Christmas Party - was held on Friday 11 December 2020.
- Young Ambassador Packs – these were given to the Burketown State School students at their graduation ceremony in early December. The School of the Air students will have theirs sent to them or delivered.
- John Francis McCalman Trust Dux – the Burketown State School Dux was awarded to Kaleirah Luff and Hunniie Yanner. This was presented to them at the Burketown State School graduation ceremony.
- NAIDOC Funding has been returned as no event was held for various reasons such as Covid 19 restrictions, Doomadgee held event when we were planning to have ours etc.

Next planned events:

- Australia Day/ Citizenship Ceremony
- Need to finalise events and dates for the remainder of 2021.

Local Laws/EHO

- Notice issued for overgrown allotment (Gregory St) – have not received a response from owners. Council will now do clean up and charge owner.

REX

REX flights are in full operation. We are currently in the process of training staff to perform REX duties as we only have 2 members of the workforce that are competent. Training will be completed and assessment conducted in mid February.

REX costs to the organisation are also currently being reviewed.

Library

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

We have received some First Five Forever resources. This includes library bags, display books for the library and packs for children 5 and under. Planning to do something in conjunction with playgroup to give some of the packs out.

Records

Recordkeeping is continuing as per usual. There is a focus on reviewing/creating procedures associated to recordkeeping. There is also a tidy up taking place of the system structure.

We have engaged a contractor through Corpmem to clean up finance records and complete backlog of filing – hard copies and S Drive. This position is based in Cairns.

Training

Jennifer Kumsing and Sasha Hookey are still working through their Cert III in Business Administration.

With the office being closed Tuesday afternoons for training, the Administration Team will be focusing on internal training in all aspects of administration.

Shannon Moren and Madison Marshall have both been successful in receiving Women in Local Government Scholarships to attend the 2021 Women in Local Government Conference. The conference will be held virtually from 23-25 March 2021.

QTC Training – Project Management will be held in February over 2 sessions 11th & 12.

Economic and Community Projects

Gulf Savannah Development

The Regional Branding Strategy and the Station Stay Manual projects are currently being finalised for completion. The Station Stay Manual will be disseminated to relevant stakeholders whilst the Regional Branding Strategy recommendations require further planning and funding.

The Gulf Academy Feasibility Study contract has been successfully awarded to John Robinson Consulting who are currently working on project delivery that will be completed by June 2021. Due to the scale of the project, additional funding was transferred from the "Tourism in the Gulf Savannah - from retail to wholesale" project, which has been put on hold indefinitely.

The Protected Cropping Feasibility Study is also currently in progress, with some minor delays with project delivery, however the project is on track to be completed by June 2021.

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS



201231 EOM WHS
Report December 2020

1. Workplace Health and Safety Performance Report – December 2020

Deputy Chief Executive Officer Reports

11.03 Reconfiguring a Lot – (1 lot into 3 lots)

DEPARTMENT:	Office of the Deputy Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Deputy CEO
PREPARED BY:	Liz Taylor; Consultant Town Planner
DATE REPORT PREPARED:	21 January 2021
LINK TO COUNCIL PLAN/S:	Planning Scheme

1. INTRODUCTION

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

APPLICATION: Reconfiguring a Lot – (1 lot into 3 lots)

ADDRESS: Corner Musgrave Street and Burke Street, Burketown

REAL PROPERTY DESCRIPTION: Lot 171 B1364

ZONE: Township Zone – Residential Precinct

APPENDICES: Appendix 1 Draft Survey Plan of Reconfiguration

In October 2020, an Application for Reconfiguration (RAL) – (1 lot into 3 lots) was lodged with Council. The Application is Code Assessable against the Planning Scheme.

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

2. SITE AND LOCALITY

Lot 171, is a corner site, located in the township of Burketown and has an area of 1012m², it is level and devoid of significant vegetation and improved with three (3) low-set, modest, stand- alone dwellings. The site is connected to Council's reticulated water and sewerage schemes and reticulated electricity and telecommunications are also available to the site; with all reticulated urban services available to the Burke Street frontage and all three dwellings apparently being separately metred for water and power. Vehicular accesses, to each dwelling is provided from Burke Street.

Surrounding residential development is predominantly dwellings on large lots. Immediately to the west is an aged care facility operated by the Council.

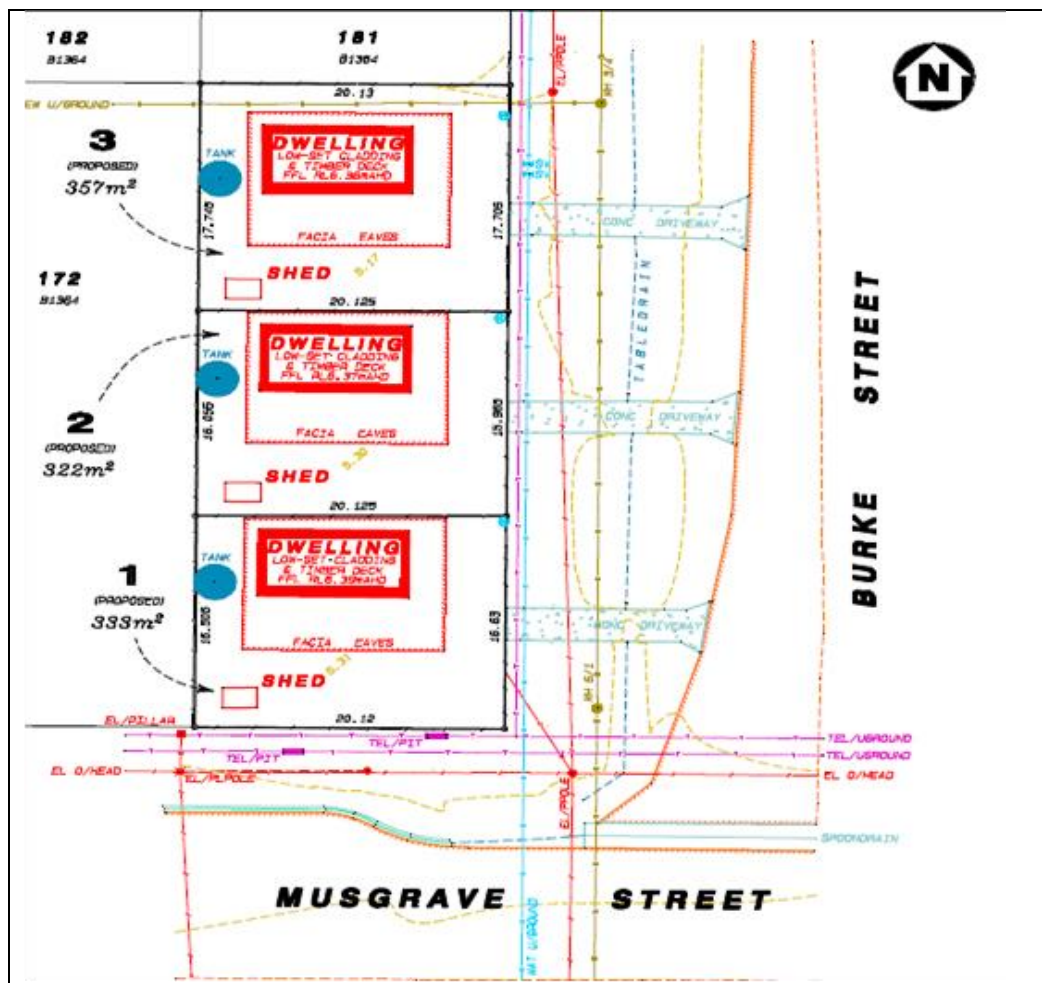
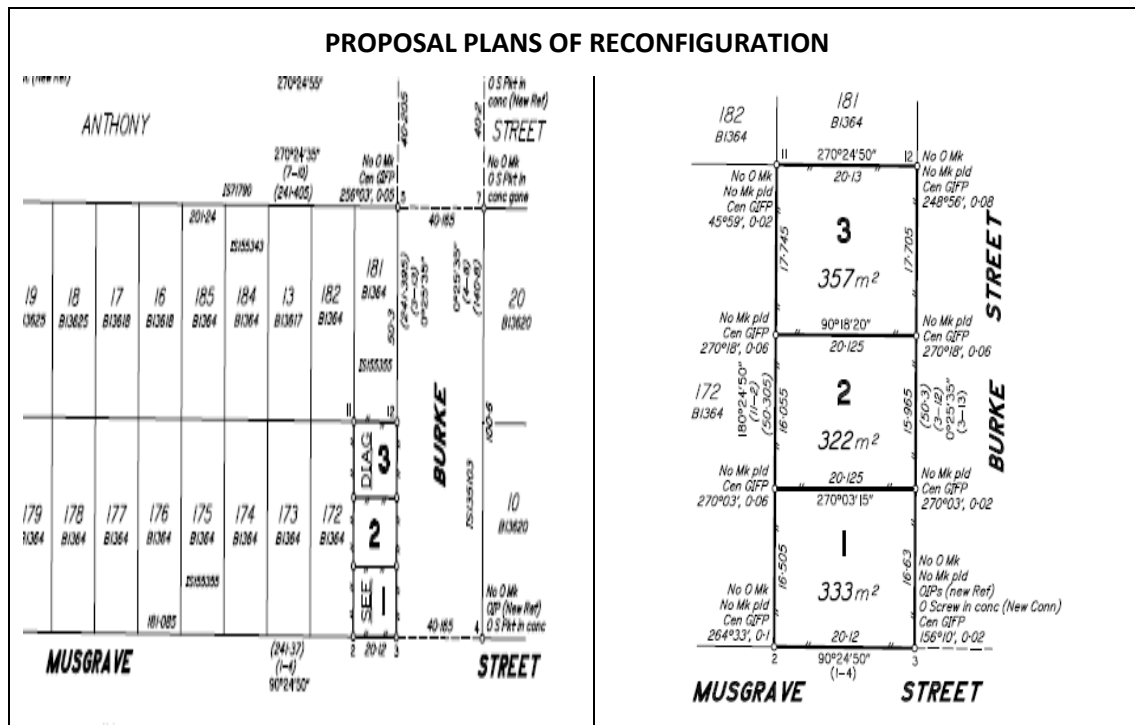
STREET VIEW OF THE SITE**3. PROPOSED DEVELOPMENT**

It is proposed to reconfigure Lot 171 to create three (3) small residential lots:

- Proposed Lot 1, with an area of 333m² and a frontage of 16.63 metres to Burke Street and a frontage of 20.12 metres to Musgrave Street; and
- Proposed Lot 2, with an area of 322m² and a frontage of 15.965 metres to Burke Street; and
- Proposed lot 3, with an area of 357m² and a frontage of 17.705 metres to Burke Street.

It is noted that the Proposal Plan shows an underground sewer line running parallel to the northern boundary of proposed Lot 3. An Easement will be required over this sewer line, benefitting Council, to ensure Council has access, should maintenance of the sewer line be required. The approval will be conditioned accordingly.

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



4. TOWN PLANNING ASSESSMENT

The proposed development requires assessment against Burke Shire Planning Scheme 2020. The Application triggered referral to the State and the State had no requirements.

Burke Shire Planning Scheme

Under the Burke Shire Planning Scheme, the site is included in the Township Zone: Residential Precinct. The Application is Code Assessable against the relevant provisions of following Codes:

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

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

Township Zone Code

Purpose Statement (extract)

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

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

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

(b) Residential precinct:

- i. This precinct supports predominantly dwelling houses on large residential lots where lot size is consistent with existing town character.
- ii. Limited non-residential development may be supported where uses directly support the day to day needs of the immediate residential community, do not detract from the residential amenity of the area, and do not undermine the viability of the nearby Commercial precinct.
- iii. Residential dwelling choices are provided in the zone including dual occupancy, multiple dwelling, and retirement housing. These are established in locations with appropriate access to infrastructure and facilities, where the design complements the existing town character, and where the density of development is generally consistent with the density achieved through existing residential development in the zone.
- iv. Development provides a high level of amenity through a compatible mix of land uses, activities and building forms, access to services and facilities, cohesive streetscapes and quality urban design.

AND

Overall Outcomes (extract)

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

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

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

SPECIFIC PERFORMANCE OUTCOME	PROBABLE SOLUTIONS FOR ASSESSABLE DEVELOPMENT	COMMENT
<p>TOWNSHIP</p> <hr/> <p>PO1 Development is consistent with the existing built form in terms of size, design, siting and physical characteristics. The appearance and siting of buildings, other structures, car parking areas or signage is compatible with the local streetscape character, the style and design of nearby buildings, and is respectful and sympathetic to any heritage place or item identified in Schedule 5 – Local heritage register or the SPP mapping – Environment, Cultural heritage.</p>	<hr/> <p>AO1 No Acceptable outcome provided.</p>	<p>Buildings exist</p>

<p>PO2 Development with frontage to a State Controlled road must have safe access points that do not adversely impact on the safety and efficiency of the road.</p>	<p>AO2.1 <i>Vehicular access is provided from a local road.</i></p> <hr/> <p>AO2.2 <i>Where a site has no frontage to the State Controlled Road network, development does not require new or changed access to the State Controlled road.</i></p>	<p>Complies – vehicular access is from Burke Street</p>
<p>RESIDENTIAL PRECINCT</p> <p>PO14 Buildings and other structures are consistent with the dominant density, and scale of development in the residential area.</p>	<p>AO14 Buildings are no higher than two (2) storeys or 8.5m above the natural ground level.</p>	<p>Buildings exist</p>
<p>PO15 – Dual occupancy & Multiple dwelling, PO16 – Multiple dwelling & Retirement village PO17 & P19-non-residential use</p>		<p>N/A</p>
<p>PO18 Waste disposal and servicing areas are screened from public view and do not have adverse amenity impacts on adjoining properties.</p>	<p>AO18 Development is provided with a designated waste collection area that is:</p> <ul style="list-style-type: none"> located on a concrete slab; located to the side or rear of the premises; screened from public view with a 1.8m fence or landscaping. 	<p>Can comply with bins to be stored to side or rear of the premises.</p>

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

Reconfiguring a Lot Code

The purpose of the reconfiguring a lot code is to:

- Facilitate the creation of lots to a size and dimension that allows the zones and precincts to achieve their intended use.
- Ensure that future lots are resilient from the impacts of flood and bushfire.
- Ensure that reconfiguring lots does not adversely impact on the cultural heritage or biodiversity values of an area or water quality.
- Ensure that reconfiguring lots does not adversely impact on the Shire's economy.

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

- Reconfiguration of lots creates safe, functional and suitable lots that are consistent with the existing zone and precinct intent.
- Reconfiguration of lots ensures that development can provide adequate access and services for all new lots.
- Reconfiguration of lots does not lead to a loss of biodiversity and ecological connectivity.
- Reconfiguration ensures the environmental values and quality of Queensland waters are protected and enhanced.
- Development does not conflict with the ongoing efficient and safe use of the stock route network by travelling stock.

The proposed development can generally comply with the Purpose Statement and Overall Outcomes sought for the Reconfiguring a Lot Code, as the dwellings exist and have utility. An assessment against the relevant Benchmarks of the Code, is provided below.

SPECIFIC OUTCOMES	PROBABLE SOLUTIONS FOR ASSESSABLE DEVELOPMENT	COMMENT
<p>PO1 The land is physically suitable for the anticipated future land use in terms flooding hazard, bushfire hazard and practical access.</p>	<p>AO1.1 <i>All lots have a flood free access from a constructed road to an area on a site where a building can be constructed.</i></p> <p>AO1.2 <i>All lots have a bushfire free access to an area on a site where a building can be constructed.</i></p>	<p>Complies</p>

<p>PO2 Development with frontage to a State-controlled road must have safe access points that do not adversely impact on the safety and efficiency of the road.</p>	<p>A02.1 Vehicular access is provided from a local road.</p> <hr/> <p>A02.2 Where a site has no frontage to the state-controlled road, development does not require new or changed access to the State-controlled road.</p> <p>OR</p> <p>Vehicular access is consistent with the function and design of the State-controlled road.</p>	<p>Complies – vehicular access is provided from Burke Street</p>
<p>PO3 The proposed lots are of a size and dimension to meet the outcomes for development in the zones and precincts in respect of:</p> <ul style="list-style-type: none"> • preserving land for agriculture and animal production in the Rural Zone; • achieving a safe and pleasant residential environment in the Residential precinct of the Township zone; • consistent with the nature and layout of existing subdivision patterns; and • providing a variety of lot sizes for residential living, industry and commerce. 	<p>A03 Lot size and dimensions are consistent with Table 7.3.2.2 (Township Zone – Residential Precinct:- Allotment size = 800m² and road frontage = 20 metres)</p>	<p>Non-compliance, refer below, following Table.</p>

<p>PO4 The development is planned, designed, constructed and managed to avoid adverse impacts on surrounding development or compromise the natural health and functioning of adjoining waters.</p>	<p>AO4 <i>A site stormwater quality management plan (SQMP) is prepared and implemented, which:</i></p> <ul style="list-style-type: none"> • <i>provides for achievable stormwater quality treatment measures meeting design objectives or current best practice environmental management, reflecting land use constraints, such as:</i> <ul style="list-style-type: none"> <i>i. erosive, dispersive, sodic and/or saline soil types;</i> <i>ii. landscape features (including landform);</i> <i>iii. rainfall erosivity; and</i> • <i>is consistent with any local area stormwater management planning.</i> 	<p>The site is already developed</p>
<p>PO5 The creation of new lots avoids significant adverse impacts on the Shire's important biodiversity identified in SPP mapping – Environment and heritage, biodiversity and maintains and enhances ecological connectivity.</p>	<p>AO5 <i>No Acceptable outcome proposed.</i></p>	<p>Complies</p>
<p>PO7 A potable water supply and adequate sewerage services are available to each lot in a development that will be used for residential, commercial or industrial purposes.</p>	<p>AO7.1 All lots within the Township zone, where reticulated water and sewerage is available, are connected to the reticulated water and sewerage service.</p>	<p>Complies</p>

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

In terms of the non-compliance with the minimum lot size of 800m², with each proposed lot having an area of just over 300m², the following observations are made:

- The three (3) dwellings exist and the reconfiguration will not result in any change to the streetscape or the way the development currently operates, as each dwelling is currently fenced and has its own driveway access; and
- The opportunity to create freehold title over each dwelling contributes, in a small way, to encouraging economic development and home ownership in the Shire; and
- Provided each lot can stand alone in terms of urban services and the provision of adequate recreation space for residents there is a clear positive social benefit in terms of increased home ownership in the community.

General Development Code

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

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

- (1) Development has a safe and efficient site layout.
- (2) Development does not detract from the Shire's unique building design, is complementary to the scale of neighbouring uses, and contributes to the character of the street and the locality.
- (3) Development on Local heritage register:
 - (a) does not result in the demolition or removal of a local heritage place, unless there is no prudent and feasible alternative;
 - (b) conserves the physical features, fabric and contents that contribute to the cultural heritage significance of the local heritage place; and
 - (c) safeguards archaeology and archaeological potential, and ensures they are appropriately investigated and artefacts appropriately managed.
- (4) The erosion prone area in the coastal management district is maintained as a development free buffer zone unless:
 - (a) the development cannot be feasibly located elsewhere; and
 - (b) it is coastal dependent, or temporary, readily relocatable and/or able to be abandoned;
 - (c) redevelopment of existing permanent buildings is located to avoid or mitigate coastal erosion risks.
- (5) An appropriate level of servicing and infrastructure is provided to new development and is connected to Council infrastructure where available.
- (6) The site layout protects the amenity of the area including residential, industrial and commercial uses, allows sufficient areas for access, parking, manoeuvring and landscaping on the site and safe and efficient access and egress.
- (7) Assets of the Council are protected.
- (8) Any planned earthworks ensure that existing drainage regimes are maintained or improved.
- (9) Development in a natural hazard area is avoided or mitigated to protect people and property and enhance the community's resilience to natural hazards.

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

SPECIFIC OUTCOMES	PROBABLE SOLUTIONS FOR ASSESSABLE DEVELOPMENT	COMMENT
<p>Access, manoeuvring and parking</p> <p>PO11 The proposed driveway is clear of all impediments.</p> <hr/> <p>PO12 The location of driveways does not create a danger to the safety and efficiency of existing intersections.</p> <hr/> <p>PO13 The design of access, parking and manoeuvring within the site:</p> <ul style="list-style-type: none"> • is adequate for the type and volume of traffic generated by the use; • does not adversely impact on the traffic network external to the site; • caters for safe pedestrian access; and • provides for disabled access. 	<p>A011 The proposed driveway is clear of street furniture, gully pits, man holes, power poles, street trees and bus stops by a distance of 1m.</p> <hr/> <p>A012.1 Driveway access is from the secondary lower order road where located on a corner allotment.</p> <hr/> <p>A012.2 The minimum distance of a driveway from an intersection of one street with another is 6m.</p> <hr/> <p>A013.1 Vehicle crossovers and driveways are designed in accordance with council standards.</p> <hr/> <p>A013.2 Car parking and manoeuvring areas are designed in accordance with:</p> <ul style="list-style-type: none"> • AS2890.1 – Parking Facilities; • AS2890.1 – Accessible (Disabled) Parking; and • Austroads AP-34/95 - Design Vehicles and Turning Path Templates. 	<p>Complies – driveways exist</p> <p>Complies – access from Burke Street</p> <p>Complies- driveways exist</p> <p>Complies -driveways exist</p> <p>Complies – carports provided</p>
<p>Infrastructure and Services</p> <p>PO14 The development is supplied with an appropriate level of infrastructure to service the intended use.</p> <hr/> <p>PO15 All development has an adequate supply of potable water and can provide for appropriate treatment and disposal of effluent and other waste water.</p>	<p>A014 Telecommunications and electricity supplies are designed and installed to supplier standards.</p> <hr/> <p>A015.1 In the Township zone, all development is connected to Council's reticulated water supply network in accordance with:</p> <ul style="list-style-type: none"> • Water Services Association of Australia (WSAA), 2011, "WSA 03-11 Water Supply Code of Australia" Version 3.1; and • Queensland Department of Energy and Water Supply, 2010, <i>Planning Guidelines for Water Supply and Sewerage</i>. 	<p>Complies and/or can be conditioned to comply.</p> <ul style="list-style-type: none"> - Refer below, following Table.

	A015.2 In the Township zone, all development is connected to Council's reticulated sewerage network.	
P018 Development does not adversely impact on essential infrastructure.	A018.2 All invert crossing(s) and driveways are clear of all gully pits, street lights, power poles and other infrastructure located within the road reserve with a minimum separation distance of 1m.	Complies – driveways exist

The issue of the alignment of new boundaries, creating three (3) separate residential lots and the issue of separate urban service connections for each dwelling, require further discussion.

Proposed New Lot Boundaries

The draft Survey Plan of Reconfiguration has created new boundaries between each of the dwellings so that two of the new lots, proposed Lot 1 and proposed Lot 2 have a zero- lot- line between the proposed new boundary and the eaves of the dwelling. It would seem that this has occurred due to the proposed new boundary following the existing fence line between the dwellings. However, this is problematic in terms of compliance under the Building Code of Australia (BCA) which requires a 1.5 metres building setback from a common boundary with an adjoining lot, this setback is required to provide fire separation between buildings.

There are two (2) options available to remedy this conflict:

Option 1:- Realign the common boundary between proposed Lots 1 and 2 and proposed Lots 2 and 3 so that all the dwellings are sited 1.5 metres clear of the new common boundary, in compliance with the BCA.

This will necessitate the amendment of the draft Survey Plan of Reconfiguration and, possibly, for the dividing fences between proposed Lots 1 and 2 and potentially the sheds on proposed Lots 2 and 3 to be relocated.

Option 1 will result in:

- Proposed Lot 1 having an area of approximately 364m² and a frontage of 18 metres to Burke Street and a frontage of 20 meters to Musgrave Street; and
- Proposed Lot 2 having an area of approximately 322m² and a frontage of 16 metres to Burke Street; and
- Proposed Lot 3 having an area of approximately 326m² and a frontage of 16 metres to Burke Street.

Option 2:- Upgrade the side of the two (2) dwellings which have a zero-lot-line to comply with the BCA.

However, this will require the construction (retrofitting) of firewalls and the removal of windows along the extent of the building located on the common boundary of proposed Lots 1 and 2, which is likely to be unacceptable in terms of the liveability of the dwellings and will be very cost prohibitive.

The most cost effective and practical solution is Option 1 and the approval will be conditioned accordingly.

Separate Urban Service

Apparently all three dwellings are separately metred for water and electricity; however, it is unclear if each dwelling is separately connected to all urban services or if, in some instances, shared utilities service the dwellings. The location of the reticulated services on Lot 171, servicing the three (3) dwellings is not known.

Each new residential lot must stand-alone and be separately connected to the reticulated, water, sewer, power and telecommunication services. If any services traverse one lot to service another lot Easements are required, providing lawful and legal rights between the lots.

The approval will be conditioned to require separate urban services and Easements, if required. Easements are supported by Easement documentation, which will have to be prepared by a solicitor to accompany the final Plan of Survey for lodgement and registration with the State government.

All work, as described above, is required to be completed, prior to Council endorsing the final Plan of Survey, the approval will be conditioned accordingly.

5. REFERRAL AGENCIES

None

6. STATEMENT OF REASONS

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

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

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

7. CONCLUSION

The proposed development will create three (3) small residential lots each containing a dwelling.

The proposed reconfiguration is generally compliant with the relevant provisions of the Planning Scheme for land in the Township Zone - Residential Precinct and all new lots can be serviced separately with all urban services.

Conditions will be placed on the approval to ensure:

- the siting of the new common lot boundaries does not create a BCA problem for Council, as the developer; and
- all lots are serviced independently with all urban services and any Easements that are required, in place.

These specific conditions will ensure the final development, upon completion, is compliant and can lawfully operate under all relevant legislation.

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

8. OFFICER'S RECOMMENDATION

That the Council resolve:

In accordance with the Planning Act 2016 as amended, the applicant be notified that the application for a Development Permit for Reconfiguring a Lot – (1 Lot into 3 Lots), on a site located on the corner of Musgrave Street and Burke Street, Burketown, being Lot 171 B1364, is approved subject to the conditions detailed below.

A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

1. The development shall be undertaken substantially in accordance with the submitted draft Survey Plan of Reconfiguration, except as modified by this approval and specifically:
 - a. A Service Easement benefitting Council is required in proposed Lot 3, along the length of the northern boundary for a width of 2.5 metres; and
 - b. If any existing reticulated services traverse one lot to service another lot, an Easement is required to be provided to benefit the lot which relies on the service lines from the adjoining lot;

OR

The services are to be relocated so that each lot is clear of services that provide a connection for an adjoining lot; and

 - c. The proposed common boundary between Lot 1 and Lot 2 is to be realigned so that the dwelling on Lot 1 is setback 1.5 metres from the common boundary; and
 - d. The proposed common boundary between Lot 2 and Lot 3 is to be realigned so that the dwelling on Lot 2 is setback 1.5 metres from the common boundary. This may necessitate the relocation of some existing fences and/or sheds to facilitate the containment of these structures within the new lot boundaries.

All specific modifications to the draft Survey Plan of Reconfiguration and any associated site works listed above and the preparation of supporting Easement documentation must be actioned prior to Council endorsing the final plan of survey for lodgement and registration with the State government, to the satisfaction of the Chief Executive Officer or delegate.

2. Any future building work on the three (3) lots shall be carried out generally in accordance with any relevant Council requirements and State legislation and to the satisfaction of the Chief Executive Officer or delegate.
3. If unactioned, this development approval lapses six (6) years after the day that the development approval takes effect, unless extended under the Planning Act 2016.
4. Each lot is to be independently connected to the reticulated sewerage system, water service, electricity and telecommunications infrastructure and all separate connections must be in place, prior to Council endorsing the final plan of survey for lodgement and registration with the State government, to the satisfaction of the Chief Executive Officer or delegate.
5. Should any of the Council's assets be damaged during the construction of any new infrastructure or associated works the cost of the reinstatement of all such assets shall be met by the applicant/proponent, to the satisfaction of the Chief Executive Officer or delegate.
6. Council endorsement of the Plan of Survey relies on compliance with Conditions 1 to 5 outlined above, to the satisfaction of the Chief Executive Officer or delegate.

7. A notation, as follows, is to be placed on Council's Rates Notice for any new residential lots containing Easements, to the satisfaction of the Chief Executive Officer or delegate:-

This lot (*insert real property description here*) contains Service Easements and no buildings or structures are permitted to be built within the boundaries of the Easement.

Gardens and paving are acceptable but should Council or any other service provider need to access the services located within the Easement, Council or the service provider, while take all due care, cannot be held responsible for the replacement of any improvements damaged or removed to access the services located within the Easement.

ATTACHMENTS

Nil

12. Closed Session Reports

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

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

12.01 Closed Session – Organisation Restructure

13. Chief Executive Officer Reports

13.01 Chief Executive Officer Report

13.02 Queensland Audit Office 2020 Closing Report

13.03 Investigation Policy

Chief Executive Officer Reports

13.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan, CEO
DATE REPORT PREPARED:	26 January 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan – Administration. Outcome 2.2 Professional administrative interaction with all stakeholders

1. PURPOSE

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

2. MATTERS FOR YOUR INFORMATION

Strategic and Policy Issues

ILUA Council has signed a Call Option Agreement with QCrush to facilitate land transfer.

The Coastal Hazard Adaptation Strategy consultants met with council to progress round 6 of the strategy.

Housing strategy

McCullough Roberson is providing *pro bono* conveyancing services to staff who are buying their homes. Council staff will now be offered those whose tenants are not purchasing, and then they will be offered to investors.

COVID-19 Recovery Strategy

The Small Business Advisory Council met on the 19 January, where our Go Local Small Business Recovery and Resilience Strategy was submitted.

We are completing a Communications Strategy for Gulf Savannah Development.

3. OFFICER'S RECOMMENDATION

That Councillors note the contents of this report.

ATTACHMENTS

Nil

Chief Executive Officer Reports

13.02 Queensland Audit Office 2020 Closing Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy Chief Executive Officer
DATE REPORT PREPARED:	20 January 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance- external, internal audit and Audit Committee requirements are satisfied.

1. PURPOSE

The purpose of this report is to present the 2020 Closing Report completed by Council's External Auditors on the half of the Queensland Audit Office.

2. BACKGROUND

Under section 213 of the Local Government Regulation 2012 a copy of the Auditor General's observation report of a local government's financial statements is to be presented to Council.

The final audit of Burke Shire Council for the year ended 30 June 2020 has been completed. As part of this process the audit team assess the design and implementation of internal controls and whether they are operating effectively.

The attached report provides details of audit matters and other information related to the audited financial statements. It is noted that there are no significant issues identified for the current year. There were 7 (non significant) deficiencies identified most of which have now been addressed. There was one significant issue identified from the previous year still unresolved in relation to a formal IT Governance Framework. This will be resolved this financial year.

3. FINANCIAL & RESOURCE IMPLICATIONS

Having good internal financial controls in place will improve council's financial efficiencies.

4. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 213	This section states that a copy of the Auditor General's observation report of a local government's financial statements is to be presented to council.

5. RISK

Risk Type	What could happen	Possible Consequences
Financial	Inadequate internal financial controls.	Financial implications and organisation inefficiencies.

6. CRITICAL DATES & IMPLICATIONS

The closing report should be presented at the next ordinary meeting of Council after it is received.

7. CONSULTATION

External auditors

Senior Accountant

8. CONCLUSION

In accordance with section 213 of the Local Government Regulation 2012, the 2020 Report is now presented to Council. An unmodified audit opinion was received.

This report was presented to the Audit Committee meeting on the 12 October 2020. These minutes were received, noted and acknowledged by Council on the 19 November 2020.

9. OFFICER'S RECOMMENDATION

THAT the Queensland Audit Office 2020 Closing Audit Report be noted and received.

ATTACHMENTS

1. Queensland Audit Office-Closing Audit Report



BSC_2020 Closing
report.pdf

Chief Executive Officer Reports

13.03 Investigation Policy

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Clare Keenan: Chief Executive Officer
PREPARED BY:	Dan McKinlay; Deputy CEO
DATE REPORT PREPARED:	21 January 2020
LINK TO COUNCIL PLAN/S:	Operational Plan – Good Governance-1 Council develops, implements and maintains an effective and compliant governance framework (governance, finance, risk).

1. PURPOSE

To adopt an Investigation Policy in accordance with the Local Government act 2009 and its amendments.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As required by the section 150AE of the Local Government Act 2009, a local government must adopt, by resolution an Investigation Policy about how it deals with the suspected inappropriate conduct of Councillors referred, by the assessor, to the local government to be dealt with.

3. PROPOSAL

The Local Government Reforms within the Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020 included changes to the Local Government Act 2009 which came into effect on 12 October 2020.

The proposed Investigation Policy reflects these changes in the Local Government Act 2009.

4. FINANCIAL & RESOURCE IMPLICATIONS

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

5. RISK

Nil concerning acceptance of this report.

6. POLICY & LEGAL IMPLICATIONS

As required by the section 150AE of the Local Government Act 2009, a local government must adopt, by resolution an Investigation Policy about how it deals with the suspected inappropriate conduct of Councillors referred, by the assessor, to the local government to be dealt with.

7. CRITICAL DATES & IMPLICATIONS

To be implemented in line with the act.

8. CONSULTATION

Previous briefings to Council on the Local Government Reforms within the Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020.

9. CONCLUSION

An Investigation policy must be adopted as required under section 150 AE of the Local Government Act 2009.

10. OFFICER'S RECOMMENDATION

That Council adopt the draft investigation policy as presented.

ATTACHMENTS

1. Draft Investigation Policy



GOV-POL
013-Investigation Pol

14. Mayoral Report

Report to be provided to meeting.

15. Councillor Reports

Councillors will provide reports to the meeting.

16. Late Business

16.01 Grants Programs, Projects Prioritisation
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16.02 Capex Project Status – December 2020
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Late Business

16.01 Grants Programs – Project Prioritisation

DEPARTMENT:	Engineering & Services
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	25 January 2021

1. PURPOSE

This report provides a prioritised list of projects for Council’s consideration and endorsement for submissions to the following Grant programs:

- Local Roads & Community Infrastructure (LRCI2) – 2021, Rd 2);
- North Queensland Recovery and Resilience Grants (NQRR) – Application closing date 31 March 2021;
- Cycle Network Local Gov’t Grants Program 21/22 – Application closing date 26 February 2021.

2. BACKGROUND

Four (4) grant programs currently open to Council for project submissions are presented within this report. The report proposes projects for consideration by Council for 3 of those programs, as listed above. The fourth program is Building Better Regions Fund Round 5 (BBR5) grant stream. Recommendations will be presented to Council at a separate meeting for projects to be considered under this program.

Attached is a schedule of projects that council officers consider a priority. Each of the projects proposed satisfy the eligibility criteria under the specific program. It is noted that by adopting a number of the projects recommended, some of the time constraints associated with the delivery of projects under other grant programs can be managed more appropriately. This can be achieved by varying the delivery scope of projects under current programs such as Works for Queensland COVID-19 and transferring that scope across to one of the programs presented within this report. One of the major projects falling into this category is the SCADA upgrades for the Water Treatment Plants.

3. FINANCIAL & RESOURCE IMPLICATIONS

There is no financial or resource implication related to 2 of the funding programs. The third grant program is associated with creating cycleways throughout the state. There is a potential that up to 25% of council’s own source funding is required for the projects related to this program.

Council officers are currently considering a proposal, that will be presented to Council within the next few weeks, which incorporates a new cycleway down Beames St as a part of an overall Town Precinct Enhancement under the BBRF. The financial impact is currently being evaluated.

4. OPTIONS

There are two options for Council to consider:

1. Council endorses the projects as recommended within this report for submissions to:
 - a. Local Roads & Community Infrastructure (LRCI2) – 2021, Rd 2);
 - b. North Queensland Recovery and Resilience Grants (NQRR);
 - c. Cycle Network Local Government Grants Program 21/22; or
2. Council proposes a different list of projects as detailed in the final endorsement.

5. RISK

Risk	Description	Risk Mitigation
Eligibility Criteria	<ul style="list-style-type: none"> Submitted projects don't meet the eligibility criteria 	<ul style="list-style-type: none"> Discussions with the respective departments prior to submissions
Budget	<ul style="list-style-type: none"> Project budget is understated Financial year exceedance 	<ul style="list-style-type: none"> Carry out cost assessments with appropriate contingencies and allowance for budget accuracy Ensure projects are staged where necessary to align with council budgets
Scope Definition	<ul style="list-style-type: none"> Scope is not well defined 	<ul style="list-style-type: none"> Broad scoping at this stage needs to be aligned with budget estimate

6. POLICY & LEGAL IMPLICATIONS

Council is also required to meet all relevant local government procurement requirements as outlined in the *Local Government Act 2009*, Local Government Regulation 2012 and in Council's Procurement Policy.

7. RECOMMENDATION

1. That Council endorses the list of projects attached for submissions to the following grant programs;
 - a. Local Roads & Community Infrastructure (LRCI2) – 2021, Rd 2);
 - b. North Queensland Recovery and Resilience Grants (NQRR);
 - c. Cycle Network Local Gov't Grants Program 21/22; and
2. Council delegates authority to the CEO to finalise any and all matters relating to the submissions required for the grant programs.

ATTACHMENTS



Grants- Project
Prioritisation.xlsx

1. Grants – Project Prioritisation

Late Business

16.02 Capex Projects Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Graham O’Byrne
DATE REPORT PREPARED:	26 January 2021
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PROJECTS

Project	Description	Update/activity for reporting month
Burketown Mineral Baths	Completion of concept, business case and project plan for Burketown Mineral Baths	<ul style="list-style-type: none"> Final draft of Business Case progressed and to be completed end of January 2021
Coastal Hazard Adaptations Strategy – phases 3-8	Complete phases 3-8 of Burke’s Coastal Hazard Adaptation Strategy.	<ul style="list-style-type: none"> Funding confirmed for phases 6-8; Contract finalized with appointment of Alluvium, and endorsed by LGAQ Planning for first stakeholder workshop for January
Waste tyre removal and recycling	Council has secured funding to remove waste tyre stockpiles from Burketown and Gregory	<p>177.5t end of life tyres recycled to date.</p> <ul style="list-style-type: none"> Approximately 160t of tyres remaining to be cleared; Council has submitted a request for additional funding through the Regional Recycling Transport Assistance Package (RRTAP). Waiting on confirmation on additional funding
PYMO Upgrade & Maintenance	<ul style="list-style-type: none"> Tank replacements Drainage upgrades 	<ul style="list-style-type: none"> Tanks replaced. Funded via LRCL. Updated manuals and guide received from Maccas. And being reviewed/implemented

2. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Burketown Rodeo Grounds Shade Structures	Installation of shade structures and horse stables at the Burketown Rodeo Grounds	<ul style="list-style-type: none"> Practical Completion achieved early October 2020. Completing funding acquittal November 2020.
STP Upgrade – Security Fencing	Installation of additional 220m of security fencing (1,800mm high + 3-strand barb wire).	<ul style="list-style-type: none"> Practical completion achieved by 30 October 2020.
Doomadgee East Road – Stages 1 and 2	Regrading of roads to enhance resilience as well as general maintenance works	<ul style="list-style-type: none"> Practical Completion in December

3. GRANTS & FUNDING SUBMISSIONS

Funding program	Description	Update/activity for reporting month
All	Transition to Surepact	<ul style="list-style-type: none"> Council continues to progress transitioning its grants register and reporting into Surepact.
Works 4 Queensland 4 Covid	\$1.1m in funding to deliver water, wastewater, buildings and facilities improvement and upgrade projects	<ul style="list-style-type: none"> Monthly reporting commenced; Variation lodged in December 2020;
Works 4 Queensland 3 2019-21	\$1.12m in funding to deliver a suite of maintenance and minor upgrade projects across waste, water, building and facilities	<ul style="list-style-type: none"> Quarterly reporting up to date; Variation No. 2 lodged to reallocate savings in Buildings & Facilities to Waste-focused projects;
DRFA Flexible Funding R2	Gregory Showgrounds – Jockey Change Room replacement; Phillip Yanner Memorial Oval: change room restoration and concrete works	<ul style="list-style-type: none"> Application successful; Project plans submitted on 30 Sep 2020; All projects to be delivered by 30 June 2021.

Funding program	Description	Update/activity for reporting month
DRFA Flexible Funding R1	Gregory Showgrounds Upgrades; Burketown Showgrounds Upgrades;	<ul style="list-style-type: none"> Final acquittal completed for Gregory Showgrounds Upgrades. Final acquittal being prepared for Burketown Showgrounds Upgrades.
DRFA Betterment	Transport betterment projects: <ul style="list-style-type: none"> Upgrade to LH National Park Road 	<ul style="list-style-type: none"> Application successful. Tender awarded at the September 2020 Council meeting. Construction underway with PC scheduled for early December 2020
Regional Recycling Transport Assistance Package	Transportation costs of recyclable waste (tyres)	Application successful. Opportunity to access additional funding lodged with the Department.
Coastal Hazard Adaptation Strategy	Completion of phases 6-8 of the Coastal Hazard Adaptation Strategy	Funding confirmed for completion of phases 6-8.
Remote Airport Upgrade Program Round 7	Miscellaneous works including tree looping, lighting maintenance, general maintenance	Acquittal finalized and submitted for works to end of 2020

4. PROJECTS UNDER DEVELOPMENT

Project	Description
Water Treatment Plant Upgrades	Scoping finalized and design/documentation underway.
STP Irrigation	Initial project scoping underway for STP irrigation system and receiving environment monitoring program. Project confirmed as part of Covid-19 W4Q.
Waste Management	<ul style="list-style-type: none"> Recycling: recycling of 3t stockpile of Council batteries completed; Recycling: Shire-wide battery recycling initiative in development; Steel scrap collection being investigated

Project	Description
Waste management	Initial project scoping completed. Full design under way.
Gregory Show Grounds Jockey Change Rooms	Replace the Jockey change rooms at the Gregory Showgrounds. Project scoped and costed and submitted for funding to DRFA Flexible Funding Round 2. Funding application successful. Scoping completed and quotes being sought
PYMO change rooms	Renovation of change room facilities at the Phillip Yanner Memorial Oval. Project scoped and works to be commenced January/February

5. OFFICER'S RECOMMENDATION

That Council receives the Capex Projects Report for end of December 2020.

ATTACHMENTS

Nil

17. Deputations and presentation scheduled for meeting

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

18. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 25 February 2021.