



Agenda and Business Papers

Burke Shire Council Ordinary Meeting

Friday 23rd September 2022

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	Dan McKinlay; Chief Executive Officer Graham O’Byrne; Director of Engineering Clinton Murray; Works Manager Chelsea Nelson; People, Performance and Culture Manager Kimberly Chan; Economic Development Manager Madison Marshall; Corporate Services and Governance Manager Shannon Moren; Community and Communications Manager Shaun Jorgensen; Finance and Technology Manager Brianna Harrison; Executive Assistant (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, Director of Engineering
- Chelsea Nelson, People, Performance and Culture Manager
- Shaun Jorgensen, Finance and Technology Manager

03. Prayer

Led by Cr Murray

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 25th August 2022

That the Minutes of the Ordinary Meeting of Council held on Thursday 25th August 2022 as presented be confirmed by Council.



220825
Unconfirmed Minutes

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

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| <p>10.01 Works and Services Monthly Update Report</p> <p>10.02 Capex Projects Monthly Update Report</p> <p>10.03 Health & Wellbeing Precinct Design – consultant contract</p> <p>10.04 Water Security Strategy – Consultancy Contract</p> |
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Engineering Services Reports

10.01 Works and Services Monthly Update Report

DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O'Byrne
PREPARED BY:	Graham O'Byrne
DATE REPORT PREPARED:	15 September 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

1. PURPOSE

This report is for information and outlines the works carried out by the Engineering and Services Department for the month of August 2022. 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 Business (including Parks, Gardens and Cemetery)

- General town Maintenance Ongoing
- Recruitment for Senior Engineer commenced

2.2 Roads

- RMPC Re-seal Prep well under way
- Ongoing patching works on local roads progressing

2.3 Workshop

- Ongoing fleet maintenance. Rubbish truck is operating well under new workshop managers involvement. In depth condition assessment with prioritization on vehicle maintenance is having direct benefits. Output quality from the workshop have improved – attributed to new mechanic, Troy
- Prime Mover – unit 551 & 480 back in full operation- major works completed, both units have received much needed electrical and oil rectifications
- Grader - Electrical faults – Hastings inspected and located a number of issues. Will be undertaking the necessary repairs in order to make ready for disposal after New Grader is on site.
- New Caterpillar now looking like late September due to supply backlogs
- Fleet replacement program being reviewed for 22/23 budgeting purposes. Looking into pros & cons of leasing white fleet

2.4 Water & Sewerage

- SOPs workshopped and being finalised – have engaged MBS Water (Mark Samblebe) to drive this forward.
- Robbie Ah Wing attending TAFE and mentoring/placement week with Cassowary Coast Regional Council
- Beau Ah Wing has expressed a desire to move away from the utilities unit and join the roads unit. This water unit position is about to be advertised – transition to occur with recruitment of replacement.

Burketown Water

- SCADA upgrade scoping finalised and being prepared for tender. Contractor site visit/tender delayed in order to proceed with joint procurement with Cloncurry - planned for September. Ongoing.
- Site visit conducted from the Water Regulators at the end of the month. They were on site to familiarize themselves with our operations and to overview (informally) the alignment with our DWQMP. The department were satisfied with council's compliance. Well done to David Marshall and his team.
- Planning for de-silting of lagoons for 2022 underway. Collaboration with QWRAP members for regional procurement. Ongoing
- Water meter replacements (damaged ones) finalised. Introducing rolling program of meter replacement and consistency regards meter sizing. 11 meters to be replaced. 3 x 2 "meters and 8 x 20mm / 25 mm. Meter sourcing challenges being addressed. Ongoing

Sewerage Treatment Plant

- Currently investigating the cause of pH failures on the monthly Sewerage Samples. This will continue until we can identify the cause and treat accordingly. Ongoing with further testing to be undertaken with MBS water and Cairns Laboratory Services. Aiming for full report to the department further to 3 months of data collection - have now completed 3 fortnightly tests. Algaecide has arrived with following testing - 2 without Algaecide Treatment and 1 with the treatment. Ongoing.
- We have implemented a testing regime for pH (3 times per week). On hold due to damaged probe and are waiting on the supplier to send the new probe.

Gregory

- Power outages in Gregory had become a significant issue leading to the town being without water for short periods. Q Energy visited site and resolved the issue. The involvement of council's mechanic has been increased to undertake preventative maintenance and trouble-shooting. An audit of the batteries has also been undertaken
- Planning for Raw water pump well upgrade completed and scope included in overall SCADA upgrade works. Raw water pump well cleaning (de-silting) to be carried out. Ongoing
- Raw Water and Potable Meters planning to be replaced - new Potable meter onsite and are waiting on installation. We have postponed the Raw Water meter replacement with a by-pass to be installed to avoid a significant water supply outage. Current issues with access to the flow meter with replacement job proposed to take over 4 hrs. 3 water meters to be replaced at Gregory. 1 x 2" and 2 x 20/25 mm meters. Ongoing

2.5 Airports

- Relocation of the boundary fence to be undertaken with Remote Airport Upgrade Program funding.
- Airport checks and Maintenance ongoing.
- Airport Annual inspections complete by Aerodrome design. Programming for rectification underway. Discussion with Shaun Francis outlined the needs for Ramped up maintenance and programming for remediation works around the erosion at Burketown airport and earth works to clear some areas of the Gregory airport.
- Investigation of drainage at Gregory commenced

2.6 Waste

- Ongoing sorting at Burketown, with Gregory to be managed Late2022
- Waste Strategy first actions being implemented – organic waste reuse via compost bins. Community based survey drafted for review
- Burketown Land fill Cell construction completed
- Discussions with Department of Environment and Science escalating to clarify timelines and compliance requirements for closure and relocation of Burketown landfill and transfer station

3. OFFICER'S RECOMMENDATION

1. That Council receives and notes the Engineering and Services report.

ATTACHMENTS

1. Background Detail to End of August 2022 - Engineering and Services Report



Attachment 01
Sep22_Final.docx

Engineering Services Reports

10.02 Capex Projects Monthly Update Report

DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Graham O’Byrne
DATE REPORT PREPARED:	15 September 2022
LINK TO COUNCIL PLAN/S:	Corporate Plan Operational Plan Budget

1. PURPOSE

This report provides an update of the overall Capital Expenditure (Capex) Program for 2022/23. The report summarises the status to end of the reporting month.

The progress of grant and funding submissions is also provided.

2. SUMMARY

The council endorsed Capex program budget for 2022/23 financial year is \$12,961,241. The current program now sits at around \$14m on the back of recent grant funding successes. Project resourcing needs are being assessed to ensure successful delivery of the program. It is anticipated that there may be an additional contracted resource required, which would be 100% directly capitalised against the relevant projects. Currently the costs are anticipated to be all within the budgeted amounts.

3. PROJECTS

(new activity/progress for the month’s end is shown in [blue](#))

Project	Description	Update/activity for reporting month
Fleet	<ul style="list-style-type: none"> Replacement of fleet 	<ul style="list-style-type: none"> Grader purchase confirmed through Caterpillar – delivery in new FY. Slight delay due to supplier backlog Alternative option for rubbish truck being sourced from Flinders Shire ex-fleet. Inspected and have decided not to purchase. Burke’s truck is now operating satisfactorily with the revised maintenance being provided. Review of fleet management schedule underway with options for white fleet leasing being explored

Project	Description	Update/activity for reporting month
Culvert Replacement (multiple roads)	<ul style="list-style-type: none"> Replacement of failed culverts 	<ul style="list-style-type: none"> Sites on Floraville Rd 35, 10 construction contract awarded and works commenced – scheduled completion November '22 Trugannini Rd culvert replacement – meetings with DAF. Negotiations continuing regards design solution. Have submitted for replacement of essentially like for like
<i>Burketown Landfill Cell</i>	<ul style="list-style-type: none"> <i>New landfill cell</i> <i>Stage 1 of a 3 stage 10 year plan</i> 	<ul style="list-style-type: none"> <i>Contract awarded</i> <i>Construction commenced. Contractor demobilized and works suspended due to Cultural Heritage related issues. Current variation costs at circa \$40,000</i> <i>Re-configuration of waste stockpiles completed</i> <i>Completion date December '21 (W4Q 19-21 project). Extension of Time approval received until June 2022. Department has indicated that no further extensions will be given. Note that recent (March) permission to proceed given by CLCAC. Re-mobilisation underway</i> <i>Construction completed, final testing of clay undertaken with results pending</i> <i>New signage for total site to be installed by September 22</i>

Project	Description	Update/activity for reporting month
SCADA upgrade works	QWRAP regional review of SCADA. Further to this BSC scope to be finalized and tendered	<ul style="list-style-type: none"> Regional review under QWRAP report finalized and under review by participating councils Final investigation carried out on-site by GHD with final scoping workshop conducted end of January. Tender release delayed with intent to jointly procure with Cloncurry. Meetings in August to align scope and procurement. Cloncurry currently finalizing their scope. Anticipated tender in October '22 Site inspection to be conducted with contractors once procurement methodology finalised Scope has been split into 2 stages (St1 \$750k & St2 \$250k) due to budget constraints. Stage 2 to be undertaken under further grant program
Water Source Inflow upgrade – Greg & Burketown	Improve inflow monitoring, change locality of pumps for water intake and improve infrastructure resilience. Decrease Opex	<ul style="list-style-type: none"> This project directly related to SCADA scoping with similar timelines Scope development has been finalised in conjunction with above. Tenders in October
Gregory WTP upgrade	Improve resilience and reliability of plant operation with a focus on making it a "remote" plant that doesn't require daily attention. Circa \$40k pa Opex saving	<ul style="list-style-type: none"> Scope development has been finalised for Stage 1 as per above
Disaster and Recovery Generators Management Review/Training	Generator for communications and generator at airport fuel dispense.	<ul style="list-style-type: none"> Sizing and specifications for generators underway Includes tapping into existing power provisions at airport & new generator for the STP Contract awarded to Marwill

Project	Description	Update/activity for reporting month
Gregory River Pedestrian Bridge	Create a pedestrian bridge on top of the old bridge	<ul style="list-style-type: none"> Risk analysis complete with preliminary costings Workshop/briefing to Council held at October meeting. Resolved to progress with re-instatement of original bridge purpose/categorisation, with “Authorised vehicle access only” Have been unable to secure drawings/design to ease process for re-certification – GHD will be re-designing the bridge for compliance Site inspection conducted and now proceeding with structural sign-off
Sewerage Network Assessment	Investigate network and implement a rectification program	<ul style="list-style-type: none"> GHD proposal and scoping agreed Issued notice to community advising access to properties during a specific site visit timeframe by GHD GHD on-site inspections conducted with report/recommendations received and reviewed Works scoped and RFQ issued.
Asset Management Strategy	Review and re-write of the AMS and AMPs	<ul style="list-style-type: none"> Scoping completed RFT issued through Vendor Panel Workshop with Councillors conducted. Review of draft AMPs undertaken Condition rating underway together with re-classification of asset classes Workshop to be planned with Council to overview final Levels of Service
Raw Water Pipeline	Investigate and implement requirements for roll-out of the Raw Water Supply Agreement	<ul style="list-style-type: none"> Scoping complete RFT being prepared

Project	Description	Update/activity for reporting month
STP Access Rd Upgrade	Upgrade of road and sealing to provide weather proof access	<ul style="list-style-type: none"> Contractor (Gulf Civil) appointed at Council Special Meeting Stage 1 completed Stage 2 completed
Gregory Landfill Fencing	Fence around main boundaries to adjacent properties to help prevent wind blown rubbish	<ul style="list-style-type: none"> Survey undertaken Fence ordered and construction underway and nearing completion
Health & Wellbeing Precinct Masterplanning	Masterplanning including community/stakeholder consultation with concept design	<ul style="list-style-type: none"> Tenders assessed in negotiations with 2 consultants. Request for quotation for full design and documentation as Phase 2 of their engagement – responses due August Consultant appointment to be recommended to Council in September meeting
Beames St Upgrade and Cycleway	Beames St enhancement in conjunction with new cycleway/footpaths	<ul style="list-style-type: none"> Finalised briefing for detailed design and documentation Endorsement of Erscon consultant engagement at February Council Meeting Requirement for the BBRF round 6 grant submission Workshop conducted in March with consultants - kick start project design Meeting/workshop with DTMR conducted in March to review compliance requirements for Cycleway. Feedback received from DTMR – now incorporating into prelim design Stakeholder workshop conducted April 22 in Bkt Final concept design option completed and discussed at June council Ordinary Meeting. Council agreed to proceed with final concept

Project	Description	Update/activity for reporting month
		<ul style="list-style-type: none"> Final concept/prelim design submitted to TMR in July for approval. Response received and assessed. Minor amendments required. Traffic counters to be placed to verify some data and design decisions to TMR Meetings with key stakeholders conducted in August
Water Reticulation Valves	Install new valves to better manage water reticulation isolation points	<ul style="list-style-type: none"> Hydraulic assessment undertaken Valves locations finalised and RFQ prepared
Wharf Recreational Grounds	Construction of new recreational facilities at the Burketown wharf	<ul style="list-style-type: none"> Appointed Guymer Bailey architects for design Detailed briefing meeting conducted Stakeholder workshop conducted April 22 in Bkt Cultural Heritage discussions progressed and permission to build on the land agreed. Needs to be formalized prior to proceeding with construction. Design finalisation underway
Archie Ck Crossing (PACP Grant)	Upgrade of road across Archie Ck including culverts and road elevation and re-alignment	<ul style="list-style-type: none"> Funding Agreement executed Preliminary design & investigation works underway
Water Security Strategy	Joint strategy with Doomadgee	<ul style="list-style-type: none"> Final discussions with Doomadgee have aligned scope GHD fee submission being assessed with recommendation to come to Council Meeting in September and commence immediately
Burketown Aerodrome Erosion Remedy	Investigation and design works approved through QRRRF	<ul style="list-style-type: none"> Engagement of consultant (Erscon) finalised
Burketown Airport Rd Upgrade	Investigation and design works approved through QRRRF	<ul style="list-style-type: none"> Engagement of consultant (Erscon) finalised

4. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Floraville Rd Culverts	Replacement of culverts Sites 2, 6 & 11	Completed
FWIN Project	Joint Procurement of Flood Warning infrastructure with ROC councils	<ul style="list-style-type: none"> • Installation by Qteq. • Completed
Flood Cameras	Replacement and upgrade of existing cameras	<ul style="list-style-type: none"> • installment by Qteq • Completed

5. GRANTS & FUNDING SUBMISSIONS (Yellow highlighted – Successful Submission)

Funding program	Description	Update/activity for reporting month
TMR Principal Cycle Network	<p>Cycle Way along Beames St & Musgrave St</p> <p>\$125k from BSC possibly required (possibly use the BBRF). This could be linked with a Town Precinct Enhancement project ie. focused on Beames St as entrance to Burketown. Possible total budget \$2m for overall enhancement (refer below)</p>	<ul style="list-style-type: none"> • <i>Funding Agreement received for the design (\$150k). Received formal funding agreement from DTMR</i> • <i>Discussions now underway to secure the \$1m in funding that has been earmarked for the project</i> • Extension of PCN for Burke has been discussed with TMR and has in principal support

Funding program	Description	Update/activity for reporting month
BoR 6	Building Our Regions round 6 is open and due 22 nd November 2021	<ul style="list-style-type: none"> • Council agreed to put forward the following projects – Smart Water Meters & Intelligent Water Network, Gregory Water Treatment Plant (Stage 2) & Water Security Strategy: • Second stream submission for Water Security Strategy, in conjunction with Doomadgee was submitted by 22 December • Submission accepted for the construction projects above, and progressed through the EOI phase. Detailed submissions now being prepared – due 17 May • Water Security Strategy has been successful (announced in June)
BBRF 6	Building Better Regions Rd 6 – due 10 February 2022	<ul style="list-style-type: none"> • Submitted Beames St Upgrade and Cycleway with co-contribution of \$1m from TMR (cycleway) and \$250,000 of BSC revenue spread over 2 financial years (to be included future year's budget)
RAUP 9	Remote Airports grant program	<ul style="list-style-type: none"> • Project relating to upgrade of fencing to address issue raised by recent review report – to comply with CASA requirements. SUBMITTED (notified of success last week)

6. OFFICER'S RECOMMENDATION

1. That Council notes the Capex Projects Report for end of August 2022.

Engineering Services Reports

10.03 Health & Wellbeing Precinct Design – consultant contract

DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	19 September 2022

1. PURPOSE

This report provides Council with recommendations to appoint the Principal Consultant to carry out the works designated under Burketown Health & Wellbeing Precinct Consultancy – Master-planning, Concept and Detailed Design Contract for the tendered price of \$ 466,541.00 (excl GST), and for a total project budget of \$506,000 (excl GST).

It is noted that the overall project budget is provided for under the two grants North West Minerals Province - Building Sustainable Communities Grants 2021-22, and the Local Government Grant Subsidies Program, with a balance of \$156,000 covered by Burke Shire Council (BSC) own revenue. The project budget includes preliminaries, internal costs and the consulting service. The project budgets' details are provided in Section 4 – Financial and Resource Implications Table 3, and was endorsed by Council at its budget adoption meeting.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

BSC is wanting to consolidate the planning and design for a Health & Wellbeing Precinct in Burketown, enabling the project to be “shovel ready” for future funding opportunities. The precinct is seen as both an immediate need for the community as well as attracting visitors to the region. To assist with the design phase of the precinct BSC have received 2 grants. The grant funding has been confirmed separated by a couple of months.

Based on receiving the initial grant from North West Minerals Province - Building Sustainable Communities Grants 2021-22, which was considered sufficient for undertaking the strategic Master-planning and Concept Design for the precinct, BSC sought tender submissions from suitably qualified consultants. Seven (7) submissions were received resulting from that process. Of those, two (2) consultants were selected as preferred for further clarification and negotiation.

Since these initial submissions were sought BSC has managed to secure the additional funding (Local Government Grant Subsidies Program) required to undertake the next stage of this exciting development for the Shire – that is, detailed design and documentation for construction. As a consequence of this additional funding, Council decided to invite the 2 preferred consultants to re-submit, including the detailed design.

The tender

The tender for the consultancy service was released via VendorPanel.

The tender submissions received for the project are listed in table 1- Summary of Tender Responses. Note that of the two selected consultants for the final submission for Tender: 0280-4020-2 Burketown Health & Wellbeing Precinct Consultancy – Master-planning, Concept and Detailed Design, ARO and GHD Pty Ltd, only one (1) submission was received. ARO advised that they were not able to source all of the required sub-consultants and so did not submit.

Table No. 1 – Summary of Tender Responses

Tenderer Package	Scope of Work	Number of Tenders Received	Non-confirming Tenders
Tender: 0280-4020-1 Burketown Health & Wellbeing Precinct Consultancy – Master-planning, Concept and Detailed Design	Phase 1 – Masterplan and Concept Design	7	2
Tender: 0280-4020-2 Burketown Health & Wellbeing Precinct Consultancy – Master-planning, Concept and Detailed Design	Phase 1 – Masterplan and Concept Design (as already submitted) Phase 2 – Detailed Design and Documentation	1	0

3. PROPOSAL

That Council endorses the recommendations of the Tender Evaluation Panel to the extent that the Contract is awarded to the respective tenderer to the maximum amount stated (ex GST)

Table No. 2 – Recommended Contractors and Prices

Tender Package	Awarded to	Contract Amount
Tender: 0280-4020-2 Burketown Health & Wellbeing Precinct Consultancy – Master-planning, Concept and Detailed Design	GHD Pty Ltd	\$ 466,541.00

4. FINANCIAL & RESOURCE IMPLICATIONS

The budget allocated and the funding source for the project is listed in table 3. This budget figure incorporates all anticipated costs to complete the project, including preliminaries, design, project management, contingency, and internal costs.

Table No 3 – Total Project Budget & Funding (Design Consultancy)

	Value
North West Minerals Province BSCG 2021-22	\$100,000.00
BSC Rates	\$156,000.00
LGG SP	\$250,000.00
Total Budget	\$506,000

The project is budgeted for in the 2022-23 Financial Year endorsed Capex Program.

5. RISK

Table No 4 – Risk Mitigation Strategy

Risk	Possible consequence	Mitigation
Contract variation – due to latent conditions	Increase in Contract Sum	<ul style="list-style-type: none"> Contingency allowed Fortnightly meetings with consultant to review status
Resourcing Issues – BSC and /or Consultant	Time delay Possible increase in Contract Sum	<ul style="list-style-type: none"> Ensure BSC team are fully involved Consultant to have back-up resources available
Delays to the community and stakeholder consultation	Not meeting the funding requirements	<ul style="list-style-type: none"> Monitor progress closely regular updates Seek time extension from funding authority if necessary

6. POLICY & LEGAL IMPLICATIONS

Council is required to meet all of the requirements of the relevant funding guidelines.

Council is also required to meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012 and in Council's Procurement Policy. These requirements have been met through the tender process involved with these projects.

7. CONSULTATION

Consultation has taken place with:

- GHD Consulting Engineers – Mineral Baths

- Relevant funding bodies

8. OFFICER'S RECOMMENDATION

1. That Council awards the consultancy Contract NO. 0280-4020-2 Burketown Health & Wellbeing Precinct Consultancy – Master-planning, Concept and Detailed Design to GHD Pty Ltd to the amount of \$466,541.00 (ex GST).
2. Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract, to the maximum values of the project budget of \$506,000 (exc GST)

ATTACHMENTS

1. Tender 0280-4020-1 - Scoring Summary



Tender 0280-4020-1
Scoring Summary.xl

Engineering Services Reports

10.04 Water Security Strategy – Consultancy Contract

DEPARTMENT:	Engineering
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	21 September 2022

1. PURPOSE

This report is for Council’s noting regarding the appointment of GHD Pty Ltd as the Principal Consultant to carry out the works designated under Contract 5000-2123-1, Burke Shire & Doomadgee Shire Water Security Strategy for the sum of \$439,184 (excl GST).

It is noted that the overall project budget is \$535,000 (exc GST), with \$485,000 funded through the Queensland government’s Building Our Regions Round 6 grant program. The remainder is contributed by:

- Doomadgee Aboriginal Shire Council - \$10,000
- Burke Shire Council - \$40,000

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Burke Shire Council (BSC) and Doomadgee Aboriginal Shire Council (DASC) share common regional sources of water supply and have common supply challenges. Further to discussion with DASC, BSC coordinated a joint submission for the Building Our Regions Round 6 grant stream. The submission has been successful in securing \$485,000 (exc GST).

The purpose of delivering this Water Strategy is to enable Burke Shire Council (BSC) and Doomadgee Aboriginal Shire Council (DASC) to:

- Establish critical information for water infrastructure that underpins the development of the Water Strategy as well as other BSC & DASC infrastructure plans.
- Consider at a high level the current legislation and potential changes in legislation that may impact on the Level of Service (LoS) provided to each community.
- Understand the expectations of the community in relation to water supply.
- Establish the LoS applicable to the provision of water supply to each community – including restrictions and triggers.
- Ensure an integrated approach to infrastructure development providing an optimal approach to the asset management, obligations in respect of LGIP, forecasted growth, and demand management.

The Water Strategy will address the key elements presented in Figure 1 below.

BSC has a Services Agreement with GHD Pty Ltd in order to deliver water related projects. DASC have agreed to the engagement of GHD to undertake this strategic project under the Terms and Conditions of BSC's Service Agreement. The engagement of GHD is within the delegated authority of the CEO.

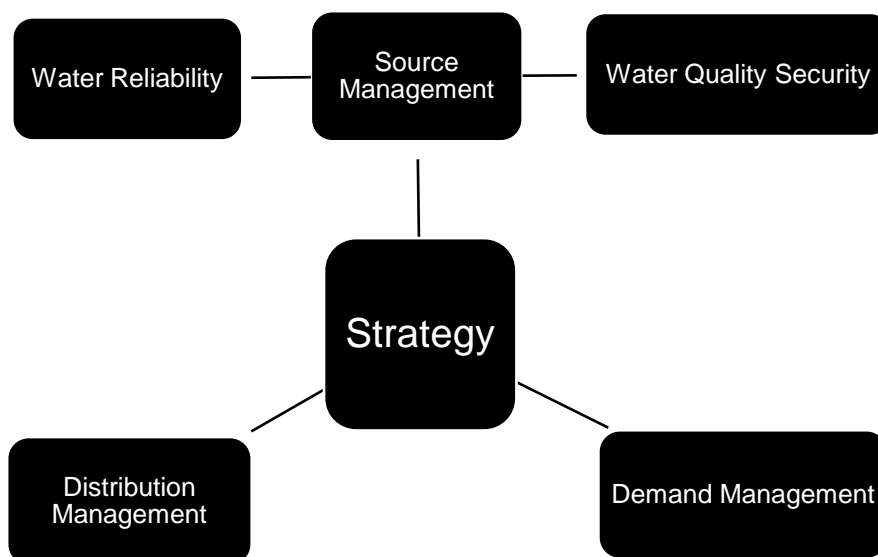


Figure 1 Water Strategy - Key Components

The Request For Quotation (RFQ)

An RFQ was issued to GHD via Vendor Panel. The submission received from GHD was in accordance with the requirement of the request.

GHD's submitted price is \$429,184 (excl GST) plus a Provisional Sum of \$10,000 (excl GST) for travel costs associated with face-to-face meetings in Burke Shire – totalling \$439,184 (excl GST).

3. PROPOSAL

That Council notes the appointment of GHD Pty Ltd to undertake Contract 5000-2123-1, Burke Shire & Doomadgee Shire Water Security Strategy for the sum of \$439,184 (excl GST).

4. FINANCIAL & RESOURCE IMPLICATIONS

The budget allowance required to deliver this project is within Council's 2022-23 Operational Budget as endorsed by Council. As such there is no financial implication for Council. This budget figure incorporates all anticipated costs to complete the project, including preliminaries, design, project management, contingency, and internal costs.

5. RISK

Table No 4 – Risk Mitigation Strategy

Risk	Possible consequence	Mitigation
Contract variation – due to latent conditions	Increase in Contract Sum	<ul style="list-style-type: none"> • Contingency allowed • Fortnightly meetings with consultant to review status
Resourcing Issues – BSC, DASC and /or Consultant	Time delay Possible increase in Contract Sum	<ul style="list-style-type: none"> • Ensure BSC and DASC team are fully involved • Consultant to have back-up resources available
Delays to the community and stakeholder consultation	Not meeting the funding requirements	<ul style="list-style-type: none"> • Monitor progress closely with regular updates • Seek time extension from funding authority if necessary

6. POLICY & LEGAL IMPLICATIONS

Council is required to meet all of the requirements of the relevant funding guidelines.

Council is also required to meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012 and in Council's Procurement Policy. These requirements have been met through the tender process involved with these projects.

7. CONSULTATION

Consultation has taken place with:

- GHD Consulting Engineers – Mineral Baths
- DASC CEO
- BSC Councillors
- Department of Regional Development, Manufacturing and Water
- Relevant funding bodies

8. OFFICER'S RECOMMENDATION

1. That Council notes the awarding of the consultancy Contract NO. 5000-2123-1, Burke Shire & Doomadgee Shire Water Security Strategy to GHD Pty Ltd to the amount of \$439,184.00 (excl GST).

2. Delegates authority to the CEO to enter into negotiations with any and all matters associated with executing the Contract, to the maximum value of the project budget of \$535,000 (excl GST).

11. Chief Executive Officer Reports

11.01 Chief Executive Officer Report

11.02 Financial Services Monthly Update Report

11.03 Material Change of Use for a Development Permit for an Operations Hub – (Staged development - Office, Transport depot, Non-resident workforce accommodation and Short-term accommodation)

11.04 Major Amendment to The Burke Shire Planning Scheme

11.05 Sale of Vacant Lots in The Township of Gregory-Tender 7600-2130-3

Chief Executive Officer Reports

11.01 Chief Executive Officer Report

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	15 September 2022
LINK TO COUNCIL PLAN/S:	Goal - Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

9. PURPOSE

To summarise the key actions and updates within the office of the CEO for the month of August 2022.

10. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

General - CEO

Records management continues to be a focus with planning for destruction runs in line with legislation.

Renewal of Memorandum of Understanding's for Gregory Downs Jockey Club has commenced.
Review of License Agreement between Burke Shire Council and Gangalidda and Garawa Services Pty Ltd is well advanced re Visitor Information Centre.

The Housing Strategy implementation is progressing. Three houses now sold. Four further applications have been submitted to Westpac. Two further applications being worked on.

Internal Grants meeting

New EBA 2022 now certified.

NWQROC zoom meeting.

Attended the following meetings:

- District Disaster Meeting
- Audit Committee Meeting

Newsletter finalised.

Performance appraisals progressed, most now finalized.

Meeting Waanyi legal representatives re Waanyi rangers' program

LGAQ elected members update.

Attended Are You Bugged meeting at Hells gate.

First aid training update.

Financial Services and Information Technology

Major focus in August 2022 for Financial Services was as follows:

- Finalisation of LRCI round 1 Grant Acquittal;
- Progression of Monsoon Trough Round 2 Grant Acquittal;
- Commencement of R2R Annual Report;
- Progression of Year-end financial statements due for the 12th September;
- Rate Levy August 2022 completed on the 28 August 2022; and
- Cairns office fit-out in progress and on track for completion for the 12th September.

Major focus in August 2022 for Technology Services was as follows:

- MS365 on-prem server build placed on pause due to Active Directory complications – RMT assisting in scoping of solution;
- Replacement MFP printers for Burketown Depot and Administration now ordered and enroute to council – equipment is almost fully sourced to be enroute for September 2022;
- ICT is now in the process of cleaning up the ICT storage area and stocktaking;
- Ordering of 25k worth of Telecom re-transmitters for TV and Radio Ops replacements; and
- Cairns office ICT fit-out now in progress with NBN being established in new location.

People, Performance and Culture

EBA

- On Monday 29 August the Burke Shire Council Certified Agreement was certified.
- All updates are in the process of being implemented.
- Backpays will be calculated and processed on 19 August.

Policies

- Reclassification Policy reviewed
- Staff Travel Expenses Policy reviewed

Positions advertised:

- None

New employees

- Allan Saltmere – Casual Machine Operator / Labourer
- Chris Moren - transferred to WHS & Training Officer

Training and Professional Development

- CPR and First Aid
- Musculoskeletal and manual handling workshop
- Issue Work Permits training
- Executive Management Program

Performance Appraisals

- Performance appraisals have been distributed for completion.

Other Projects

- September Newsletter arrived on 31 Aug for distribution
- Housing – Kim has moved to Bowen Street property

Economic Development / Community Projects

Grants

- Several grant applications have been submitted and awaiting outcomes:
- Resource Community Infrastructure Fund – new town entry signage application – Awaiting Outcome
- Round 9 Remote Airstrip Upgrade Program – Successful
- Funding for litter signage and Albert River Bridge lighting is currently being executed. Contracts drafted for Q Energy Solutions Mount Isa and Tim Wilson Contracting.
- Townsville RDA has a new grant initiative that gives Council free access to Grant Guru which should enhance our grant finding capabilities. There is also a similar portal that has been released for community groups and businesses – information regarding this has been distributed.

Health and Wellbeing Expo

- Currently looking at planning another community event with leftover funds from the Localised Mental Health Initiatives grant. Julie Cross Dinner or similar event. Event planning for 2023 to take place in November.

Small Business

- Burke Shire Business Listing updated to include new businesses in Burke Shire
- Burke Shire Business Innovation Incentives scheme form and policy now live on the website.
- Looking at updating the grant information at the website.

Gulf Savannah Development

- The 2021 Project for GSD is currently being finalised which will involve a tourism audit and project investment pipeline that will guide future projects for the various shires in the Gulf – TRC consultants to finalise travel scheduled to travel to Burketown on the 20th September – willing to be joining consultation in Doomadgee and Burketown.
- Currently planning for the GSD AGM on the 20th October 2023.

Tourism

- Tourism Brochure continue to be distributed around the shire and outside the shire.
- Creative design industries due to send through brand story for Burke Shire Tourism Branding this week.

Economic Development

- Scoping of trial digital hub underway
- Currently working on Investment Prospectus
- Currently working on Burke Shire Economic Development Plan

Other

- Planned to work with State Development from the 7th September to 17th September – primary goal is to assist with the development of the Burke Shire Council Economic Development Plan.

Community and Communications

Events

Upcoming Community Events:

September 18 Gregory CWA Horse Sports & Family Fun Day

Upcoming Council Events:

November (TBC)	Launch of Savannah Art Trail Project
November 11	Remembrance Day
November 24	Seniors Week (Collaborating with Carpentaria Shire Council)
December 8	Staff Christmas Party
December 8	Community Christmas BBQ
December 9	Gregory Community Christmas BBQ (TBC)

Other

- Youth Units – Ergon are engaging the design team who are looking at putting in an underground line. Awaiting a response on timeframe on when this can be completed
- Demolish Old Town Hall – We are going out again with RFQ. Exploring option of tagging onto company performing Police Station Works. This is currently sitting with Wendy Van der Wolf who is liaising with potential contactors.
- Savannah Way Art Trail – Project is well underway and set for installation on 10th October 2022. Launch event proposed for November 2022 which includes community BBQ.
- New smoke alarms have been installed in all Council accommodation. This now makes us compliant with legislation.
- Gulf VET Services visited Burketown recently. The desexing initiative has now been completed and we have managed to get 38 dogs desexed.

Facilities Management

- New smoke alarms have been installed in all Council accommodation. This now makes us compliant with legislation.
- SES Building – with funding approved, work is set to be completed by late October and has already commenced. Backup generator has already been installed.
- Scheduling housing inspections for the start of December.
- RED Smoke Alarms will be coming to Burketown to conduct free smoke alarm inspections for Community and installation if required at cost. Public notification to be released once date has been confirmed.

- Funding application submitted to Get Ready QLD for \$4880.00 (set amount allocated based on population). Looking at holding an event with the school/kindy and parents. Emergency Service providers to attend and provide Emergency packs and give a presentation.

Others

- Jenny Harders is due to commence employment with Council on 5th October 2022 in the role of Community Development and Administration Officer.
- We have a tentative funeral booking for the late Thomas Orcher on 1st October 2022.

Corporate Services and Governance

Governance

- Worked with CEO to develop a Councillor Conduct Register

Durlga

- We had 4 external bookings and few internal bookings for August.
- Some improvements being made for processes, equipment and stock in facility.

Records

- Recordkeeping is continuing as per usual.
- Destruction runs and digitisation disposals being completed.
- Shakiah worked with WHS to complete a risk assessment for current setup in archive room. Still in discussions about possible solution for recordkeeping.
- Working with Corp Mem to develop proposal for onsite visit.

Library

- Lodge the First 5 Forever forward plan and the Annual Library Report.
- Jade has been participating in library webinars
- Book exchange due in September.

Rex

- ASIC renewals due and being worked through.

Training

- Continuing to work through Commenced Food Safety Supervisor course.
- Participate in First Aid Training
- Attending LGMA Conference in Gladstone from 6-8 September 2022.

11. OFFICER'S RECOMMENDATION

1. That the contents of the Chief Executive Officer's Report for August 2022 be noted and received.

ATTACHMENTS

1. Workplace Health and Safety Report for August 2022



WHS Report
August 2022.pdf

Financial Services Reports

11.02 Financial Services Monthly Update Report

DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	15 September 2022
LINK TO COUNCIL PLAN/S:	Operational Plan 2022-23 Council Budget 2022-23

1. PURPOSE

This report has been constructed to provide a snapshot of the progress of council's operations (financial) against budget targets at 30 June 2023 as adopted by the council budget. The below report will focus on providing information to key decision makers in regards to key metrics, trends and actuals for the month ended August 2022.

2. SUMMARY

As a review of council's performance over the month of August 2022; Council notes that cash was down by \$1.078mil for the month. As this is the second month of operations within the 2022/2023 budget, overall movements were minimal and are anticipated to increase in the following months in line with budgeted expectations. Year to date, council operations are on track with the original council budget.

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

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

3. Overall Operating Summary (Actual v 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 30 June 2023.

Overall Financial Performance	Note Ref	Year To Date Actual	Annual Budget (Target)	YTD Progress %
Operating Revenue	(1)	2,355,479	14,681,600	16%
Operating Expenses	(2)	2,500,981	20,055,687	12%
Operating Result (Profit/Loss)	-	145,502	5,374,087	3%
Capital Revenue	(3)	-	9,569,005	0%
Net Result	-	145,502	4,194,918	-3%

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	11,312,390	7,034,163
Other Current Assets	(5)	4,793,925	1,402,000
Non-Current Assets	(6)	164,498,205	160,444,717
Total Assets		180,604,520	168,880,880
Liabilities (Current)	(7)	8,087,911	3,540,000
Liabilities (Non-Current)	(8)	830,708	1,210,000
Total Liabilities		8,918,619	4,750,000
Net Community Assets		171,685,901	164,130,880

Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
¹ Operating Surplus Ratio (%)	Between 0% and 10%	-6%	-201%
² Working Capital Ratio	Greater than 1:1	2	1
³ Net Financial Liabilities Ratio	Less than 60%	-340%	-149%

Notes:

- (1) Operating revenues - Noted the first payment of the new FA grant allocation has been receipted, this was for \$499k; when compared to the PY we note this quarterly payment has increased \$57k per quarter with an initial amount of \$2.75mil receipted in April 2022 for the 2022/23 year. Based on these factors, we expect this to result in a total FA grant allocation of \$4.746mil against the budgeted \$4.350mil for 2022/23. This indicated the FA grant to be paid to council will be higher than Finance initially was advised by Department. We will re-assess this as

part of the Q1 budget review.

Also note that August 2022 rates levies have been issued to community.

- (2) Operating Expenses - Noted that costs appear to be consistent with budgeted expectations for the month. In relation to employee benefits costs against the budget, we have currently expended \$945k against a budget of \$6.174mil for the year; this is an actual spend of 15.32% by 31 August 2022.
- (3) Capital Revenue - Minimal amount recognised to capital grants for the month of August 2022 due to this being the first month after 30 June year end. We expect this to up lift as more works is completed during the year triggering the recognition criteria for capital revenue in accordance with accounting standards AASB 1058 and 15. We did note 75k receipted for LGGSP 22-24 funding which is currently recorded as unearned revenue for the Health and Wellbeing Precinct Capital Project.

(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.

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 revenue

4. Statement of Cash Flows

The below statement shows a comparison between the cashflow of August 2021 in the previous year v August 2022 actuals v the budgeted estimated cashflow for 30 June 2023.

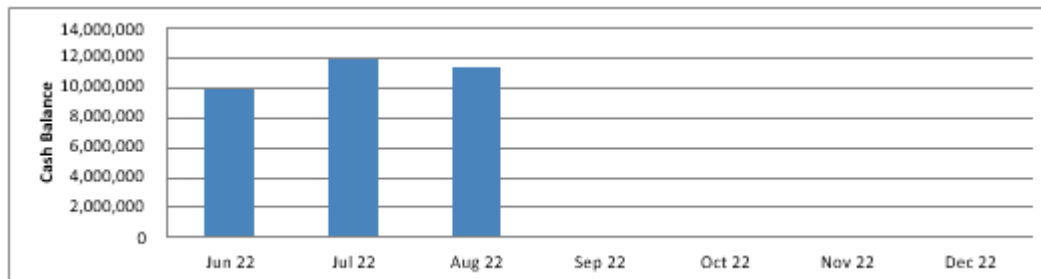
For the month ended 31 August 2022

	Note Ref	31 August 2021 \$	31 August 2022 \$	2022-23 Annual Budget \$	YTD Progress %
Cash flows from operating activities:					
Receipts from customers	(1)	1,571,200	1,066,138	5,329,182	20%
Payments to suppliers and employees	(2)	(3,830,772)	(3,397,394)	(15,704,774)	22%
		(2,259,572)	(2,331,256)	(10,375,592)	22%
Rental Income	(3)	30,426	39,924	200,000	20%
Interest Received	(4)	10,970	42,288	71,000	60%
Operating Grants and Contributions	(5)	454,150	3,727,723	9,884,100	38%
Borrowing Costs		-	-	-	0%
Net cash inflow (outflow) from operating activities		0	1,478,679	10,155,100	15%
Cash flows from investing activities:					
Payments for Property, Plant and Equipment	(6)	0	(313,180)	(12,961,240)	2%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		-	-	40,000	0%
Capital Grants and Subsidies	(7)	15,456	0	9,529,005	0%
Net cash inflow (outflow) from investing activities		0	(313,180)	(3,392,235)	9%
Cash flows from financing activities:					
Proceeds from Borrowings		-	-	500,000	0%
Repayment of Borrowings		-	-	-	0%
Net cash inflow (outflow) from financing activities		-	-	-	0%
Net increase (decrease) in cash held	(8)	0	1,165,499	(3,112,727)	-37%
Cash at beginning of reporting period		-1,851,717	10,146,891	10,146,891	100%
Cash at end of reporting period	(8)	10,530,239	11,312,390	7,034,163	161%

Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	2.20%	42,288	10,546,554
Westpac General Fund - Trust	-	-	765,553
Cash Floats	-	-	283
Total			11,312,390

Cash and Cash Equivalents Movement Comparison Chart



Cash and Cash Equivalents – Restricted Cash (IAS 7)

Total Cash on hand	11,312,390	
Restricted Cash - DRFA Revenue	6,942,630	Includes \$2.892 mil receipted for DRFA 21/22 in July 2022.
Unrestricted Cash	4,369,760	

Notes to the Statement of Cashflows:

(1) Receipts from customers - It was noted that a large sum of the cash receipts for August 2022 related to the receipting of RMPC receipts for works completed by 30 June 2022. Additionally, as rates were levied, some receipts pertaining to the payment of rates during August as well.

(2) Payments to suppliers and employees - Council notes approximately \$2.29mil of the payments noted from cash related to accruals dating back to 30 June 2022. This is relatively consistent with the effect of cash movements v accruals accounting after 30 June. This distortion will unfortunately carry through the year in the 2022/2023 cash movements at this stage.

(3) Rental Income - Rental income is on track with budget.

(4) Interest Received - Interest has increased significantly 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 (2.20%). This is up from 2.02% in July 2022.

There is potentially a positive revenue source increase above the estimated budget should interest rates maintain at 2% for the rest of the year along with council continuing to responsibly invest any reserve funds back into the council QTC account.

(5) Operating Grants and Contributions - Noted the first payment of the new FA grant allocation has been receipted, this was for \$499k; when compared to the PY we note this quarterly payment has increased \$57k per quarter with an initial amount of \$2.75mil receipted in April 2022 for the 2022/23 year. Based on these factors, we expect this to result in a total FA grant allocation of \$4.746mil against the budgeted \$4.350mil for 2022/23. This indicated the FA grant to be paid to council will be higher than Finance initially was advised by Department. We will re- assess this as part of the Q1 budget review

(6) Payments for Property, Plant and Equipment - A large number of contractor invoices were processed in July 2022/August 2022 dating back to 30 June 2022. While these costs have been accrued back in the income statement to last year, the cash was dispersed in 2022/2023 and as such represents payments back in the current financial year at the end of August 2022.

(7) Capital Grants and Subsidies - Minimal amount recognised to capital grants for the month of August 2022 due to this being the first month after 30 June year end. We expect this to up lift as more works is completed during the year triggering the recognition criteria for capital revenue in accordance with accounting standards AASB 1058 and 15. We did note 75k receipted for LGGSP 22-24 funding which is currently recorded as unearned revenue for the Health and Wellbeing Precinct Capital Project.

(8) Net Cash Movement - council's cash holdings down up \$1.078mil by the end of August 2022.

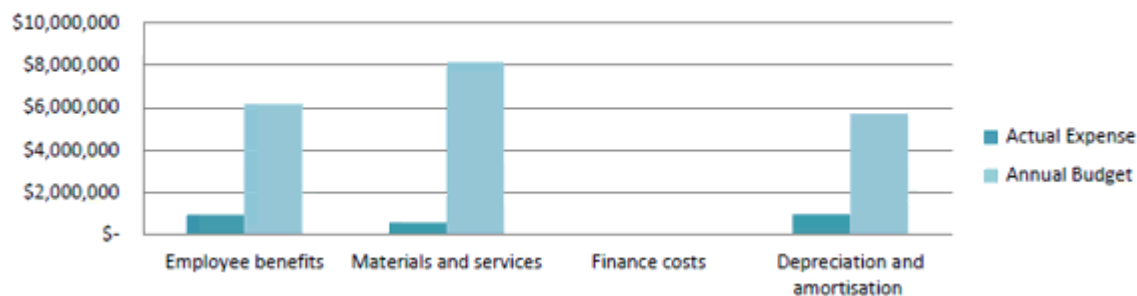
5. Statement of Income and Expenditure

The below statement shows a comparison between the income and expense statement of August 2021 in the previous year v August 2022 actuals v the budgeted income and expenditure for 30 June 2023.

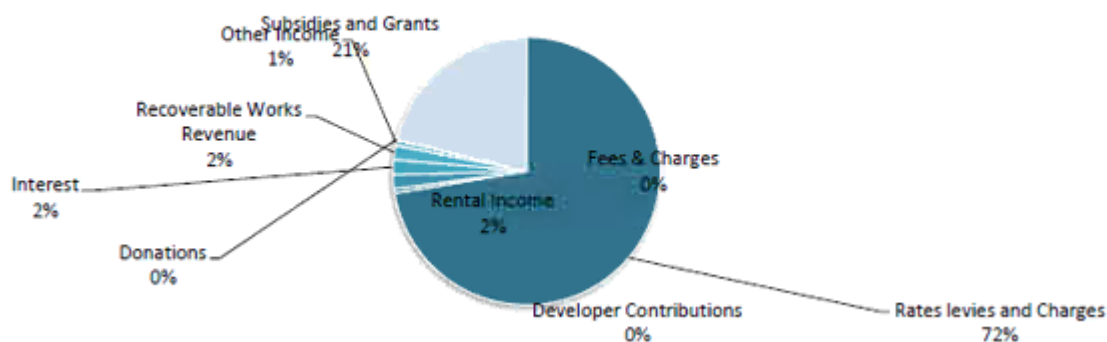
For the month ended 31 August 2022

	Note Ref	31 August 2021 \$	31 August 2022 \$	2022-23 Annual Budget \$	YTD Progress %
Recurrent Revenue					
Rates levies and Charges		1,610,299	1,704,489	3,231,000	53%
Fees & Charges	(1)	7,777	12,522	123,600	10%
Rental Income	(2)	30,426	39,924	200,000	20%
Interest	(3)	10,970	42,288	71,000	60%
Recoverable Works Revenue	(4)	30	39,749	1,113,000	4%
Other Income	(5)	2,103	16,875	53,900	31%
Donations	(12)	-	-	5,000	0%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	454,150	499,632	9,884,100	5%
Total Recurrent Revenue		2,115,755	2,355,479	14,681,600	16%
Capital Revenue					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	504,545	-	9,529,005	0%
Total Capital Revenue		504,545	-	9,569,005	0%
TOTAL INCOME		2,620,300	2,355,479	24,250,605	10%
Recurrent Expenses					
Employee benefits	(8)	742,272	945,746	6,174,741	15%
Materials and services	(9)	584,199	598,702	8,146,946	7%
Finance costs	(10)	2,232	2,866	12,000	24%
Depreciation and amortisation	(11)	815,165	953,667	5,722,000	17%
TOTAL RECURRENT EXPENSES		2,143,868	2,500,981	20,055,687	12%
NET RESULT		476,432	145,502	4,194,918	-3%

Expenditure Actual v Budget



Actual Revenue % Split YTD



Notes to the Statement of Income and Expenditure:

- (1) Fees & Charges - This amount is on track with budget.
- (2) Rental Income - Rental income is on track against budget.
- (3) Interest - Interest has increased significantly 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 (2.20%). This is up from 2.02% in July 2022.

There is potentially a positive revenue source increase above the estimated budget should interest rates maintain at 2% for the rest of the year along with council continuing to responsibly invest any reserve funds back into the council QTC account.

- (4) Recoverable Works Revenue - Minimal movement in RMPC works at this stage of the year, this is expected to increase further into the year.
- (5) Other Income - Minimal movement for the month.
- (6) Subsidies and Grants (operating) - Noted the first payment of the new FA grant allocation has been receipted, this was for \$499k; when compared to the PY we note this quarterly payment has increased \$57k per quarter with an initial amount of \$2.75mil receipted in April 2022 for the 2022/23 year. Based on these factors, we expect this to result in a total FA grant allocation of \$4.746mil against the budgeted \$4.350mil for 2022/23. This indicated the FA grant to be paid to council will be higher than Finance initially was advised by Department. We will re-assess this as part of the Q1 budget review.
- (7) Subsidies and Grants (capital) - Minimal capital grant revenue was receipted during the month of August 2022 at this stage.
- (8) Employee benefits - Employee benefits costs against the budget, we have currently expended \$945k against a budget of \$6.174mil for the year; this is an actual spend of 15.32% by 31 August 2022.
- (9) Materials and services - Refer to the cost disaggregation in the operating statement.
- (10) Finance costs - Are scalable higher because bank interest significantly increased above expectation. We will review this later in the year should this trend continue to merit a budget review.
- (11) Depreciation and amortisation - Is in line with the expected depreciation spend by 31 August 2022.
- (12) Donations Revenue - Nil movements noted for August 2022.
- (13) Sale of non-current assets - Nil movements noted for August 2022.

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 8.33% month on month (100% divided by 12 months).
Benchmark for August 2022 16.66%

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

Organisational Services					Comments
	31 August 2021 \$	31 August 2022 \$	2022-23 Annual Budget \$	YTD Progress %	
Recurrent Expenses					
Corporate Governance Costs	128,849	150,659	891,700	17%	Within budget expectation for the month (16.66% movt).
Administration Costs	467,178	527,008	3,399,324	16%	Within budget expectation for the month (16.66% movt).
Recoverable Works Expenses	72,235	259,173	936,000	28%	Noted that RMPC Works have been completed to date, following up on Engineering to ensure a claim to issued to TMR.
Engineering Services	705,790	491,910	7,560,903	7%	Within budget expectation for the month (16.66% movt).
Utility Services Costs	121,634	180,436	908,000	20%	Noted this balance is slightly above the pro-rata estimate due to the payment of quarterly servicing contracts made during August 2022. As such this balance is currently phased and will catch up with the budgeted estimated by Sep 2022.
Net Plant Operating Costs	- 319,191	- 231,240	909,000	25%	This balance relates to plant recoveries and will be offset against the over expenses captions as this represents plant hours that will be recovered via grant funding and such. Finance will observe this balance throughout the year however year on year this is consistent with July 2021.
Planning and Environmental Expenses	20,388	1,103	245,000	0%	Within budget expectation for the month (16.66% movt).
Community Services Costs	129,689	165,399	1,289,760	13%	Within budget expectation for the month (16.66% movt).
Finance Costs	2,232	2,866	12,000	24%	Are scalable higher because bank interest significantly increased above expectation. We will review this later in the year should this trend continue to merit a budget review.
Depreciation	815,165	953,667	5,722,000	17%	Within budget expectation for the month (16.66% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (16.66% movt).
TOTAL RECURRENT EXPENSES	2,143,869	2,500,981	20,955,687	12.47%	Within budget expectation for the month (16.66% movt).
Capitalised Wages	-	1,189	194,000	1%	We anticipate this balance to increase as the year progressed at this stage.

7. Statement of Financial Position

For the month ended 31 August 2022

	31 August 2022	2022-23 Annual Budget
	\$	\$
Current Assets		
Cash and cash equivalents	11,312,390	7,034,163
Trade and other receivables	4,101,154	1,000,000
Inventories	279,282	300,000
Other financial assets	413,489	102,000
Non-current assets classified as held for sale	-	-
Total current assets	16,106,315	8,436,163
Non-current Assets		
Receivables	-	-
Property, plant and equipment	246,941,323	246,065,140
Accumulated Depreciation	- 82,443,118 -	85,620,423
Intangible assets	-	-
Total non-current assets	164,498,205	160,444,717
TOTAL ASSETS	180,604,520	168,880,880
Current Liabilities		
Trade and other payables	7,954,320	3,400,000
Borrowings	-	-
Provisions	133,591	140,000
Other	-	-
Total current liabilities	8,087,911	3,540,000
Non-current Liabilities		
Trade and other payables	110,820	-
Interest bearing liabilities	-	-
Provisions	719,888	710,000
Other	-	500,000
Total non-current liabilities	830,708	1,210,000
TOTAL LIABILITIES	8,918,619	4,750,000
NET COMMUNITY ASSETS	171,685,901	164,130,880
Community Equity		
Shire capital	39,529,889	49,058,894
Asset revaluation reserve	103,316,184	93,485,877
Retained surplus/(deficiency)	28,839,827	21,586,109
Other reserves	-	-
TOTAL COMMUNITY EQUITY	171,685,901	164,130,880

8. Exercise 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. The following delegations were exercised.

Debt Write off (Amount written off)	Payment arrangement and repayment term	Authorising officer (CEO)
Nil	Nil	Nil

Debt Write off requested > \$5,000

\$91.95 general debtor invoice.

9. OFFICER’S RECOMMENDATION

1. That the financial report for the 31 August 2022 be received and noted.

Chief Executive Officer Reports

11.03 Material Change of Use for a Development Permit for an Operations Hub – (Staged development - Office, Transport depot, Non-resident workforce accommodation and Short-term accommodation)

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Office of the Chief Executive Officer
PREPARED BY:	Liz Taylor-Consultant Town Planner
DATE REPORT PREPARED:	16 June 2022
LINK TO COUNCIL PLAN/S:	Planning Scheme

1. INTRODUCTION

APPLICANT:	Gangalidda and Garawa Native Title Aboriginal Corporation (GGNTAC) C/- Gilvear Planning Pty Ltd Attention: Mr Josh Maunder PO Box 228 BABINDA QLD 4861
APPLICATION:	Material Change of Use for a Development Permit for an Operations Hub – (Staged development - Office, Transport depot, Non-resident workforce accommodation and Short- term accommodation)
ADDRESS:	86-92 Beames Street, Burketown, being Lot 113 CP819332
ZONE:	Township Zone – Residential Precinct
APPENDIX 1:	Copy of Concept Plans and copy of Indicative Staging Plan

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In July 2022 an Application for Material Change of Use was lodged with Council for the establishment of an Operations Hub (OH) for GGNTAC in Burketown. The proposed OH includes a mix of defined land uses (Office, Transport depot, Non-resident workforce accommodation and Short-term accommodation) and therefore requires a planning approval.

Due to the mix of land uses, part of the development is Impact assessable and public notification (PN) was required. During the PN period no submissions were received.

3. SITE AND LOCALITY

The site is located on the northern periphery of the town area and a Site Plan and Locality Plan are reproduced below.



4. PROPOSED DEVELOPMENT

It is proposed to stage the development of the OH on the site.

- Stage 1 – Office- 145m², trailer shed – 109m², vehicle storage shed – 145m², vehicle wash-down area – 35m², access crossover to site, part of an internal driveway, vehicle crossover entry to site and designated car parking area;
- Stage 2 – Additional offices – 193m²;
- Stage 3 – 2x 2 bedroom units and 8 x 1 bedroom units, an outdoor dining area, an above ground pool, extension of the internal driveway and additional car parking; and
- Stage 4 – general storage shed – 145m².

In summary, the OH comprises:

- Offices – 338m²;
- Vehicle and general storage – 399m²;
- Accommodation - 10 units (total floor area = 329m²) and 2 existing dwellings (approx. 480m²) – total area of residential, approximately 800m²; and
- Ancillary services and gardens/landscaping and perimeter 1.8 metre chain fencing.

A copy of the OH site layout plan is reproduced below.



Based on the mix of land uses, described above the dominant land use remains residential with over 50% of the existing and new floor area being for a mix of accommodation purposes and over 20% being for commercial purposes, with the remaining 26% being for ancillary land uses that provide supporting services for the OH.

The total OH development has a site cover of less than 20%.

The site is connected to all town services, which will be extended through each stage of the development, as required.

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

5. TOWN PLANNING ASSESSMENT

The proposed development is both Code and Impact assessable and parts require assessment against the whole of the Burke Shire Planning Scheme 2020 and specifically the Township Zone Code, General Development Code, Operational Works Code and Non-Resident Workforce Code.

The following levels of assessment apply to each land use;

- Office – Code;
 - Non-residential workforce accommodation – Code;
 - Short-term accommodation Impact; and
- Transport depot – Impact.

The relevant land use definitions in the Planning Scheme are reproduced below.

Office	<p>Premises used for an administrative, secretarial or management service or the practice of a profession, where no goods or materials are made, sold or hired and where the principal activity provides for one or more of the following:</p> <ul style="list-style-type: none"> • business or professional advice • service of goods that are not physically on the premises • office-based administrative functions of an organisation.
Non-resident workforce accommodation	<p>Premises used to provide accommodation for non-resident workers.</p> <p>The use may include provision of recreational and entertainment facilities for the exclusive use of residents and their visitors.</p>
Short-term accommodation	<p>Premises used to provide short-term accommodation for tourists or travellers for a temporary period of time (typically not exceeding three consecutive months) and may be self-contained.</p> <p>The use may include a manager's residence and office and the provision of recreation facilities for the exclusive use of visitors.</p>
Transport depot	<p>Premises used for the storage, for commercial or public purposes, of more than one motor vehicle. The use includes premises for the storage of taxis, buses, trucks, heavy machinery and uses of a like nature. The term may include the ancillary servicing, repair and cleaning of vehicles stored on the premises.</p>

It is not clear in the Application which of the ten (10) new units are for Non-resident workforce accommodation and which are for Short- term accommodation. It would appear that the intention is that they be interchangeable. This is acceptable on the basis of providing flexibility in uses and an ability to respond to local demand, as required.

However, the accommodation cannot be approved under the Non-resident Workforce Accommodation (NRWA) land use definition ,because the Code specifies that this type of accommodation is “temporary” in nature and the Acceptable Outcome specifies that the NRWA only operates for a maximum period of 5 years or if not used for more than 6 months the site is restored to its pre- NRWA state, refer extract of the Code, PO6 and AO6.1 and AO6.2, below.

PO6 NRWA developments are temporary in nature.	AO6.1 NRWA are only in operation for a maximum period of five (5) years.
	AO6.2 When not used for more than six (6) months the site is restored to its pre-NRWA condition.

The Purpose and Overall outcomes of the Code, does not specify the temporary nature of the land use, refer below.

The purpose of the NRWA code is to ensure that non-resident workforce accommodation is well serviced and designed, and operated in a manner that will not detract from existing uses.

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

- (1) NRWA has adequate infrastructure for the use including water supply, waste water disposal, stormwater control, telecommunications and electricity.
- (2) NRWA is appropriately located to protect the amenity of the locality, including matters of state environmental significance, and to support the economic development of the town and Shire.
- (3) NRWA does not detract from, or restrict the operation of, existing uses.
- (4) NRWA is appropriately screened and landscaped.

It is considered that the 10 units proposed on site to be used for overflow tourists and travellers, on occasions, falls under the Short- term accommodation definition. However, accommodation to be used by employees (such as rangers, who may live on site for 6 months of the year during the dry season) does not fall under the NRWA definition and so, with agreement from the consultant planner for the applicant, this type of accommodation is to be approved as an undefined land use, being Employee Accommodation.

It is therefore proposed to refuse the NRWA component of the application and give approval for the 10 units – to be used as either Short-term Accommodation or Employee Accommodation (an undefined use) which is similar to NRWA but overcomes the Code specification for NRWA to be of a temporary nature (5 years max. and removed from site, if not used for 6 months), which is unsuitable to the applicant.

It is also not considered necessary, or appropriate to approve a Transport depot (TD) on the premises. A TD is an industrial land use that anticipates ancillary servicing, repair and cleaning of heavy vehicles. While cleaning/washing of vehicles is acceptable and expected to occur in the washdown area, the other activities are not supported. Instead, the vehicle and general storage, comprising a total floor area of 399m², is considered ancillary to the OH commercial and residential activities, and is acceptable on that basis. This is more in keeping with the Precinct designation of the site, which is Residential. The TD component of the application will also be refused.

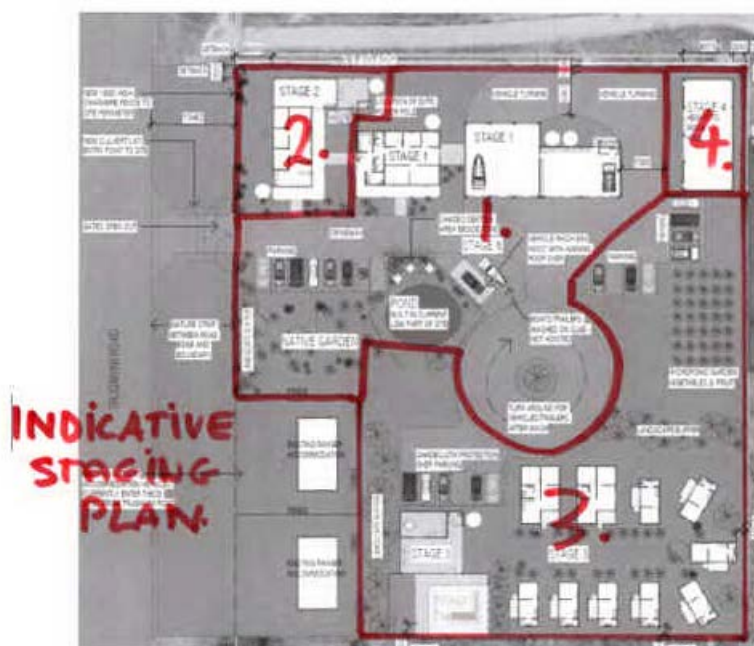
On the basis of the above, the assessment of the Application will proceed on the basis that the staged development proposal for an OH on the site, is comprised of:

Offices – floor area of approximately 340m²;

Residential – floor area of approximately 800m²; and

Ancillary buildings and services – floor area of approximately 500m².

An Indicative Staging Plan is reproduced below, showing which buildings and site works are required to be provided for each stage of the development and a copy is attached at Appendix 1.



Strategic Framework

The applicant's consultant has provided the following justification for the development against provisions of the Strategic Framework.

The proposed development, being partially Impact Assessable, was assessed at a high level against the applicable Strategic Framework provisions within the Planning Scheme.

STRATEGIC FRAMEWORK CODES	APPLICABLE	SUMMARY
3.3.1 Encouraging Economic Sustainability and Growth		
Tourism	No	The proposed development is not for a direct Tourism activity however will support existing tourism activities undertaken by Yagurli Tours Pty Ltd who are an associated entity of the GGNTAC.
Resources	No	The proposed development is not for the extraction or processing of resources.
Resource Projects	No	The proposed development is not for the extraction or processing of resources.
Agriculture	No	The proposed development is not for Agriculture however it is noted that the proposed development will include a small-scale fresh vegetable, fruit and native bush tucker garden.
Fisheries Resources	No	The proposed development is not for Fishing or access to a Fisheries Resource.
3.3.2 Supporting Rural and Small-town Living		
Burketown	Yes	<p>The proposed development is for a new Operations Hub in support of the GGNTAC and the CLCAC Traditional Owner Rangers who are based in Burketown and operate within the local area. Specifically, the Operations Hub will support the long term sustainability and growth of the GGNTAC and its associated entities.</p> <p>The proposed development is aptly connected to all critical infrastructure, is suitably separated from</p>

		<p>applicable natural hazards and is designed and located such that the overarching-built form is complimentary to the Burketown Township without detracting from the long-term viability and sustainability of the Township itself.</p> <p>The development ensures that both the CLCAC Traditional Owner Rangers and the GGNTAC Operations are suitably located and supported to continue their ongoing works within the Shire.</p>
Gregory	No	The subject site is not within the Gregory Township.
3.3.3 Avoiding Natural Hazards		
Flooding and Cyclones	Yes	<p>The proposed development is suitably designed and will be constructed to withstand Cyclones.</p> <p>The subject site is not within a mapped Flood Inundation area as per the applicable mapping.</p>
Bushfire	No	The subject site is not within a mapped Bushfire Hazard area as per the applicable mapping.
Coastal Hazards	No	The subject site is not within a Coastal Hazard area as per the applicable mapping.
Emissions and Hazardous Activities	No	The proposed development does not include the manufacture, storage, or disposal of hazardous materials at a scale that has the potential to cause a notable health or safety risk.
3.3.4 Safeguarding our Environment and Heritage		
Waterways	Yes	The proposed development is suitably setback from the Albert River and does not include an activity which will materially degrade water quality.
Biodiversity	No	The subject site is not mapped as containing any applicable Biodiversity matters.
Cultural Heritage	No	The subject site is not mapped as containing any applicable Cultural Heritage matters.
3.3.5 Providing Appropriate Infrastructure		
II Elements	Yes	<p>Generally, the proposed development is considered to achieve the desired outcomes within the Strategic Framework.</p> <p>The proposed development will be suitably connected to all applicable Infrastructure Networks provided to the subject site. The local Road Network can accommodate the proposed development without major upgrade.</p>

The proposed development achieves compliance with the overarching planning policy positions for the Shire, where relevant, outlined in the Strategic Framework

Township Zone Code

The purpose of this code is to:

Provide for the urban development of the towns of the Shire as community and service centres. Development located in this zone provides for a mix of uses which support the needs of the local township and rural communities. The Township zone provisions aim to:

- (a) maintain the character and amenity of Burketown and Gregory;
- (b) provide for the continuation of existing infrastructure and community uses such as schools, halls and recreation facilities;
- (c) allow for tourist uses where these can be successfully integrated into the character and fabric of the town;
- (d) ensure that development provides an appropriate level of infrastructure; and
- (e) facilitate economic development in commercial and industrial precincts by:
 - i. promoting re-use of existing buildings in commercial areas; and
 - ii. providing for a wide range of industrial uses where they don't conflict with sensitive uses.

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

- (a) 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;

- (b) development is connected to and serviced by Council infrastructure where infrastructure exists;
- (c) development with no access to Council infrastructure is provided with a suitable level of infrastructure to meet its needs;
- (d) residential uses are protected from non-residential uses by buffering and design techniques that limit the impacts of non-residential uses; and
- (e) development is located in areas that are not prone to flooding and where bushfire hazard risk is low.

The purpose of the zone will also be achieved through the following additional overall outcomes for particular precincts:

(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.

The proposed development is compliant with the Purpose and relevant provisions of the Township Zone Code.

Residential Precinct:–

- Complies with the maximum building height of 2 storeys and 8.5 metres with a maximum building height of 6.5 metres;
- Complies with building setbacks of 2.0 metres to side and rear boundaries and 6.0 metres to front boundary;
- Landscaping of 2.0 metres in width to road frontage – Complies/can be conditioned to comply.
- Hours of operation -6am to 10 pm – Complies;
- Lighting to comply with AS4282 Control of the Obtrusive Effects of Outdoor Lighting – Can be condition to comply;

- Waste collection to be provided – Located on a concrete slab and to side or rear of premises and screened from public view with a 1.8 meter high fence or screen planting – can be conditioned to comply.

In regard to the overall outcomes of the Residential Precinct, refer above, it is noted that the preferred residential land uses in the Precinct are land uses for permanent occupation, such as Dwellings, Multiple dwellings and Retirement housing, which is not what is proposed in this instance.

However, this large site is not a typical residential lot and is located on the northern periphery of town and achieves compliance with iv. above.

The mix of land uses proposed and the approval of a range of ancillary uses to the primary OH mix of residential and commercial land uses, is considered acceptable.

It is considered that in planning terms any existing conflict is overcome by the location and large size of the site, the low (less than 20%) site cover and the fact that the mix of residential uses (dwellings and units) will be the dominant land uses, in terms of comprising over 50% of the total floor area of the development and the OH will be of community benefit to Burketown.

Compliance is achieved with the relevant provisions of the Township Zone Code and the Residential Precinct.

General Development Code

The proposed development is generally compliant with the relevant Performance Outcomes and Acceptable Outcomes specified in the Code.

- Township Zone Residential Precinct – maximum site cover is 50% - Complies, as site cover is less than 20%.
- 10% of site is to be landscaped – (site area = 7503/10% = 750m² of landscaping required). The Site Layout Plan shows areas of landscaping which include, native garden/landscape buffer (320m²) Hydroponic Garden, fruit and vegetables (150m²) landscaped recreation area in Stage 3 (180m²) and landscaped buffer areas (400m²), totalling 1,050m² – Complies.
- Building design elements (at least 3) Verandas/porches, awnings and shade structures, variation to roof and building lines, recesses and projections of external façade, doors and window opening, a range of building materials, colours, textures matching or complementing those prevailing in neighbourhood buildings - all six (6) elements are incorporated.
- Carparking – Office – 1 per 50m² of GFA = 338/50 = 7 spaces; Short-term Accommodation (1 per guest room (covered), plus 1 per 30m² of dining area and 1 per employee) = 10 units and a dining area of approximately 100m² = 12 + 4 = 16. Therefore, TOTAL car parking required = 7 + 16 = 23 spaces of which 12 are covered.

21 spaces are provided on site, which is 2 spaces short. Given the size of the site and the low site cover, it is unclear why the architect did not provide the full 23 spaces required. A condition will require 2 additional spaces be provided in association with Stage 3, in proximity to the proposed car parking area servicing Stage 3, to be used by staff servicing the accommodation.

The 21 spaces are provided, as follows:

- Seven (7) spaces in close proximity to the Offices, to be provided in Stage 1 – Complies;
- Six (6) covered spaces in close proximity to the accommodation, to be provided in Stage 3 – Does not comply, refer above- compliance achieved; and

- Eight (8) spaces provided in proximity to the Stage 4 storage area and approximately 20 metres/30 metres from the accommodation, to be required to be provided in Stage 3 of the development – Compliance achieved.

Operational Works Code

- Earthworks – land surface changes and groundwater control – no major earthworks proposed. A condition will be imposed to address this issue.
- Stormwater Quality - Requirement for an Erosion and Sediment Control Plan – will be conditioned.
- Vegetation clearing- N/A.

In summary, the GGNTAC OH is considered to be a suitable form of development on this large site, zoned Township Zone – Residential Precinct, located on the northern periphery of Burketown.

The mix of land uses proposed and recommended for approval are:

- Offices,
- Short-term accommodation and Employees Accommodation; and
- Ancillary facilities, comprising vehicle and general storage sheds and recreation (pool) and common dining facilities for the accommodation.

6. PUBLIC NOTIFICATION

No submissions were received during the Public Notification period.

The variation to the proposed development by refusing the TD component and the NRWA component of the Application will not alter the mix of uses and activities operating on the site of the OH. Instead, the variation from TD to ancillary vehicle and general storage and from NRWA to Employee Accommodation, represents a reduction in potential impacts and more accurately reflects the operational activities of the OH and on that basis, it is considered that readvertising of the proposed development is not required.

7. STATEMENT OF REASONS

The proposed development is recommended for approval as it is generally compliant, or can be conditioned to comply, with the relevant codes of the Burke Shire Planning Scheme 2020:

- Township Zone Code- Residential Precinct; and
- General Development Code; and
- Operational Works Code.

The OH will provide contemporary headquarters for both the GGNTAC and other allied Indigenous services, in a convenient location in Burketown and provide a “one-stop-shop” centre for administrative, tourism/commercial and cultural services and provide Short- term accommodation on an occasional overflow basis, for tourists and travellers and temporary Employee Accommodation for staff.

The proposed OH will be an asset to the community and to Burketown.

8. CONCLUSION

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

9. OFFICER'S RECOMMENDATION

A: That Council resolve:

3. In accordance with Section 60(2)(d) of the Planning Act 2016, to refuse the Non-resident Workforce Accommodation component of the Application, on the grounds that compliance is not achieved with the Code and conditions cannot be imposed to achieve compliance; and:
4. In accordance with Section 60(3)(b) and (6) of the Planning Act 2016, to refuse the Transport Depot component of the Application, on the grounds that the use is in conflict with the Township Zone- Residential Precinct designation of the land.

B: 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 a Staged development - Operations Hub, comprising, Offices, Short -term Accommodation and/or Employee Accommodation and ancillary facilities including, vehicle and general storage and recreation and common dining facilities, servicing on-site accommodation: at 86-92 Beames Street, Burketown, being Lot 113 CP819332, is approved subject to the conditions detailed below.

A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

General

1. The development shall be undertaken generally in accordance with the submitted Plans and documentation, lodged with the Application, except as modified by this approval:

STUDIO ARKITECTURE PLANS:

- Title Sheet: Job No. 2215, SK-001, dated 23/07/22;
- Existing Site Plan: Job No.2215, SK-101, dated 23/07/22;
- Proposed Site Plan: Job No. 2215, SK-102, dated 23/07/22;
- Stage 1 – Floor Plan & Elevations, Sections, 3Ds: Job No. 2215, SK-201 & SK-202, dated 23/07/22;
- Stage 2 – Floor Plan & Elevation, Sections, 3Ds: Job No. 2215, SK-301 & SK-302, dated 23/07/22;
- Stage 3 – Floor Plan & Elevation, Sections, 3Ds: Job No. 2215, SK-401 & SK-402, dated 23/07/22;
- Stage 3 – Detail Unit Plans, Job No. 2215, SK-403, dated 23/07/22.

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

2. A Staging Plan is required to be provided for endorsement by Council, prior to the issue of the Stage 1 Building Permit. The Staging Plan is required to be generally in accordance

with the Indicative Staging Plan, also attached at Appendix 1, to the satisfaction of the Chief Executive Officer or delegate.

The provision of reticulated and other services is to be undertaken in accordance with the approved Staging Plan, to the satisfaction of the Chief Executive Officer or delegate.

Any variations proposed to the approved Staging Plan during the development will require that an amended Staging Plan, accompanied by supporting documentation justifying the change/s, to be lodged with Council for assessment and a determination, which will be provided within 10 business days, to the satisfaction of the Chief Executive Officer or delegate.

The future merging of stages, to fast track the staging of the development, is acceptable and does not require an amended Staging Plan, provided the merged staging is undertaken in the sequential order shown on the approved Staging Plan, to the satisfaction of the Chief Executive officer or delegate.

3. No buildings and particularly the sheds, are to be clad or roofed in zincalume; with other building materials, such as Colourbond being used to ensure the amenity of the development, which is comprised of demountable and prefabricated buildings; and to ensure the development is compatible with the Township Zone - Residential Precinct designation of the land, to the satisfaction of the Chief Executive officer or delegate.
4. An Application for Operational Works for the entire site is required to be lodged and approved, prior to the issue of a Building Permit for Stage 1 of the development. The primary Operational Works Site Plan is required to show any earthworks or drainage works required to ensure the entire site is profiled and drains to a lawful point of discharge, to the satisfaction of the Chief Executive officer or delegate.

The Operational Works can be staged with a more detailed sub-set plan submitted and approved for each stage of the development, prior to the issue of a Building Permit for each stage, to the satisfaction of the Chief Executive officer or delegate.

To be clear – Stage 1 will require an Operational Works Plan for the site and a more detailed Works Plan for Stage 1, prior to a Building Permit being issued for Stage 1, to the satisfaction of the Chief Executive officer or delegate.

5. All staged building work shall be carried out generally in accordance with any relevant Council requirements and State legislation and the site is to be maintained and kept in a safe and tidy condition between stages, to the satisfaction of the Chief Executive Officer or delegate.
6. Vehicle accesses to site are limited to the new two-way access shown on the Proposed Site Plan and the two existing accesses servicing the ranger dwellings.
7. The proposed development generates a total car parking requirement of 23 spaces. 21 spaces are provided on site. Given the large site area, 2 additional on- site car parking spaces can readily be provided and are required to be provided during Stage 3 of the development and located between the proposed carparking associated with Stage 3 and the pond, to the satisfaction of the Chief Executive Officer or delegate.
8. Any night lighting is to comply with AS4282 Control of the Obtrusive Effects of Outdoor Lighting, to the satisfaction of the Chief Executive Officer or delegate.
9. A waste collection area is to be provided and located on a concrete slab and to the side or rear of the premises/buildings and screened from public view with a 1.8 metre high fence or screen planting, to the satisfaction of the Chief Executive Officer or delegate.

10. Should any of the Council's assets be damaged during the staged construction of the proposed development 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.
11. 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.

STAGE 1

12. On-street works associated with the development are required to be provided during the construction of Stage 1 and prior to commencement of the use and comprise an asphalt, bitumen or concrete crossover and apron, including any drainage culvert required, extending to and connecting with the road bitumen seal and the lot boundary, to the satisfaction of the Chief Executive Officer or delegate.
13. All onsite driveways and car parking areas associated with Stage 1 are to be of an impervious surface and car parking areas are required to be line-marked, either by paint or coppers logs, prior to commencement of the use, to the satisfaction of the Chief Executive Officer or delegate.
14. The development shall be undertaken in accordance with the submitted plans and details of the water-run off/drainage capture and treatment system for the washdown bay is required to be submitted for approval in association with a Plumbing Application for Stage 1 of the development, to the satisfaction of the Chief Executive Officer or delegate.
15. All landscaping associated with Stage 1, shown on the approved Proposed Site Plan, is required to be in place, prior to commencement of the use. The landscaping is to comprise, primarily, native vegetation, endemic to the local area, which will provide screening and amenity for the development and for staff and visitors to the development, to the satisfaction of the Chief Executive Officer or delegate.

STAGE 2

16. The water tank located within the front 6 metre setback and adjacent to the entry driveway, as shown on the Proposed Site Plan, is required to be relocated out of the setback area, to the satisfaction of the Chief Executive Officer or delegate.
17. The 6-metre setback area is required to be landscaped with, primarily, native vegetation, endemic to the local area, which will provide screening and amenity for the development and for staff and visitors to the development. The landscaping is required to be in place, prior to commencement of the use, to the satisfaction of the Chief Executive Officer or delegate.

STAGE 3

18. The extension to the internal driveway and the additional car parking, including the car parking specified in Condition 7 above, is required to be in place, prior to commencement of the use, to the satisfaction of the Chief Executive Officer or delegate.
19. In addition, the landscaping (excluding the Hydroponic Garden, vegetable and fruit, which can be provided at any time) comprising, primarily, native vegetation, endemic to the local area, which will provide screening from the ranger accommodation and improve amenity for the staff and visitors using the on-site accommodation, is required

to be in place, prior to commencement of the use, to the satisfaction of the Chief Executive Officer or delegate.

20. Any Food Licences required for food preparation, if applicable, must be issued by Council prior to commencement of the use and the kitchen facilities becoming operational in the communal dining area, to the satisfaction of the Chief Executive Officer or delegate.

STAGE 4 – No stage specific conditions specified.

Chief Executive Officer Reports

11.04 Major Amendment to The Burke Shire Planning Scheme

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	CEO Daniel McKinlay
PREPARED BY:	Liz Taylor
DATE REPORT PREPARED:	16/09/2022
LINK TO COUNCIL PLAN/S:	[Is it referred to in any of Council's Plans? If yes, reference plan]

1. INTRODUCTION

Council is proposing a major amendment to the 2020 Burke Shire Planning Scheme (2020PS) relating specifically to the township of Gregory but will also including other amendments of an editorial nature, or which may extend through the document due to the proposed changes relating to Gregory.

The Planning Act 2016, at Section 18 and Section 20, facilitates undertaking a major amendment to a planning scheme. It is proposed to undertake the major amendment in compliance with Section 20 – under the Minister's Guidelines and Rules. This report provides background information for the benefit of Councillors and represents Step 1, refer below, in the amendment process.

2. THE PROCESS

The Planning Act 2016 provides for planning scheme amendments in Section 18 of the Act, or Section 20 of the Act. It is proposed to undertake the amendment in accordance with Section 20 – under the Minister's rules, refer below.

Section 20, states:

20 Amending planning schemes under Minister's rules

- (1) This section applies to an amendment of a planning scheme that the Minister's rules apply to.
- (2) Instead of complying with section 18, a local government may amend a planning scheme by following the process in the Minister's rules.
- (3) The Minister's rules must provide for the local government to publish a public notice about the planning scheme being amended.

A summary of the Steps in the Major Amendment process, is outlined below:

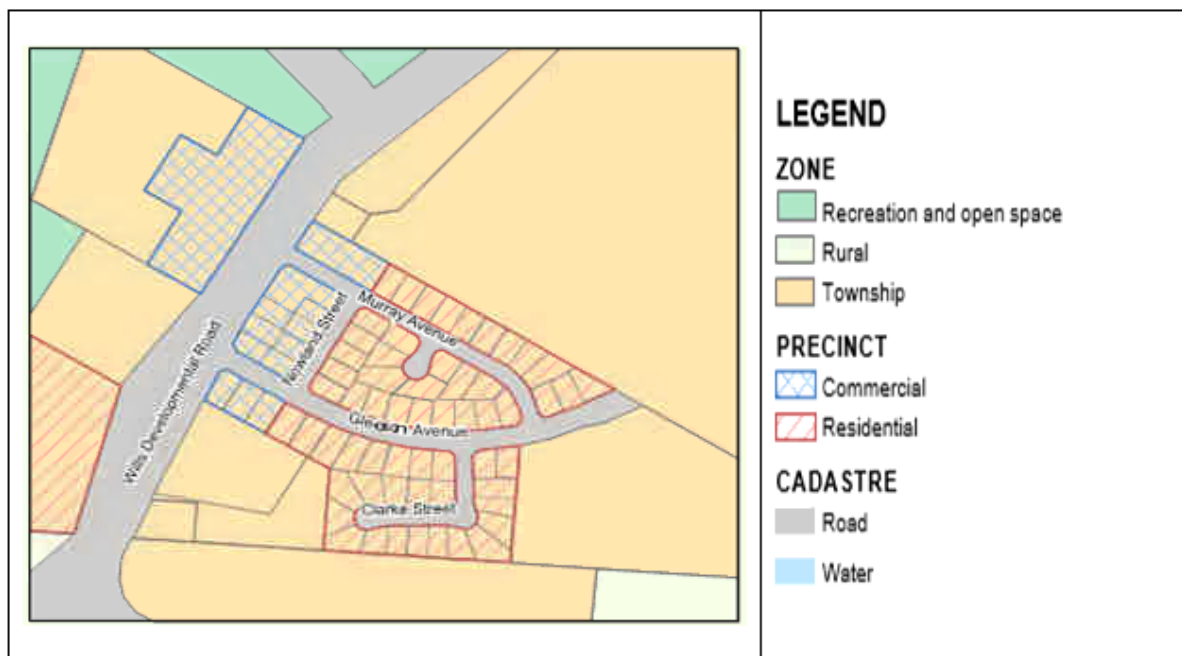
- STEP 1- BSC resolve to amend:
- STEP 2 – Notice to Chief Executive, requesting early confirmation of State interests.
- STEP 3 - State has 20 business days to consult with relevant State agencies and respond to Council;
- STEP 4 – Council prepares amendments (which are workshopped with and reported to Council) and provides Minister with Notice and all relevant material and a copy of the amended Planning Scheme;
- STEP 5 – State interest review and request for further amendments or changes, if required;
- STEP 6 – Council takes on board State interests and undertakes further amendments required (report to Council and resolution etc. required);
- STEP 7- State, within 60 business days of Step 4 and/or Step 5, advises Council of the outcome of the State interest review and provides a communication strategy that Council MUST implement;
- STEP 8- Any conditions imposed by the State in Step 8 must be satisfied before public consultation commences;
- STEP 9 – Council undertakes Public Consultation (minimum 20 business days) and assesses all submissions (report to Council and resolution etc. required);
- STEP 10 – Council undertakes further amendments, following Public Consultation, if required;
- STEP 11—If further amendments result in a significantly different Planning Scheme, Council must repeat Public Consultation;
- STEP 12 – Council gives Minister a notice of a request to adopt the proposed amendments and must include a report and electronic copy, if the amendments are different to the original amendments proposed in Step 8;
- STEP 13 – Within 40 business days the Minister must determine if Council can adopt or not, or adopt with more changes, or refuse to allow adoption;
- STEP 14 – If Council is permitted to adopt, a report goes to Council to adopt, and a public notice is published in accordance with the Act and Schedule 5 and notice is given in accordance with Ch 4 Part 1 Section 3.13.
- STEP 15 – Council, within 10 business days of giving public notice, must give the State a copy of the public notice and a certified copy of the amended Planning Scheme and a copy of all electronic Planning Scheme spatial data files, relevant to the major amendment.

The process can be long and arduous but every attempt will be made to streamline the process with the State.

3. BROAD OUTLINE OF PROPOSED AMENDMENTS

The relatively new, 2020PS, is not providing the development outcomes sought by Council and the community, in relation to the growth and development of Gregory.

The current zoning/precinct map of the Gregory township area, only provides for land in the Township zone to be either in the Commercial Precinct or the Residential Precinct, otherwise land is in the Township Zone with no precinct designation, refer below.



It is proposed a change the designation over part of the land in the Township Zone - Residential Precinct, west of the Wills Developmental Road, to the Township Zone - Mixed-Use Precinct, which will allow for a mix of either residential and/or quasi-industrial (small scale) land uses on the lots

This amendment will require mapping amendments and other editorial amendments throughout the planning scheme, to ensure consistency and integration of the new provisions and remove any conflicts resulting from the proposed change. It is also proposed to review the current Tables of Assessment/Levels of Assessment and correct any editorial errors found while reviewing the document.

4. BACKGROUND

Council owns/owned quite a number of lots, located in the Township Zone – Residential Precinct in Gregory. There has been very little interest from the general public in purchasing land at Gregory until recently.

In October 2021, Council resolved to offer ten (10) lots (9 being vacant lots) for sale by Public Tender on an “as is where is” basis. The reasons for selling the lots were that they were surplus to Council requirements, have on-going maintenance costs for Council and if sold would generate rates income for Council and funds from the sale of the lots could be spent upgrading the Gregory Council depot.

The 10 lots were offered for Tender in December 2021 and all lots sold, with two (2) lots being purchased by commercial entities, Erscon, Consulting Engineers and Cardwell Traders.

In February 2022, Council allocated three (3) lots at Gregory to the Waanyi Ranger Program, at nil cost, as part of an incentive to support the proposed new Waanyi Program at Gregory.

In March 2022, Council resolved to offer an additional seven (7) lots for sale by Public Tender. In the Tender documents potential purchasers were asked what use they wanted to put the land to, and general responses primarily indicted a desire to have small scale “industrial” activities on the site, in association with a dwelling, activities, included commercial storage, a workshop and the like. The seven (7) lots were offered for Tender and four (4) lots sold.

Another four (4) lots also went to Tender recently and sold, taking the total number of vacant land located in the Township Zone – Residential Precinct sold/allocated in Gregory to 20 lots.

The 2020PS Strategic Intent Statement, relating to Gregory, states:-

Gregory:

The Shire's other permanent settlement, the small town of Gregory is centrally located within the Local Government Area, and much of the traffic into and through the Shire passes through the town.

While it would benefit greatly from improved electricity and telecommunications infrastructure, Gregory's prosperity could also be enhanced by the sensible colocation of similar and complementary developments. This can be achieved by encouraging commercial development on the main street through the town, concentrating light industrial, including renewable power generation, on the town's outskirts and providing ample space for future tourism and residential development.

Significant numbers of tourists are attracted to the Gregory River. It is important that environmental impacts are managed to ensure that this destination is preserved, and tourism continues to make a significant contribution to the local economy. Development at Gregory will:

- avoid development in the Gregory River bed
- protect the environmental values and scenic amenity of the Gregory River.

As an important staging point to both Boodjamulla (Lawn Hill) National Park and the Riversleigh World Heritage Fossil Site, appropriate future development to support the tourism industry is encouraged.

The future development of Gregory will require collaboration with Traditional Owners, to satisfactorily address Native Title in the area and facilitate appropriate development.

The Strategic Intent recognised the sensible co-location of similar or complementary developments, refer paragraph 2, above.

The Strategic Intent goes on to state:

“This can be achieved by encouraging commercial development on the main street through the town, concentrating light industry, including renewable power generation, on the town's outskirts and providing ample space for future tourism and residential development.”

There is no land designated specifically for industrial development in Gregory, as no land is designated Township Zone - Industrial Precinct. This results in all industrial activities being Impact assessable development on land in the Township Zone.

In addition, land in the Township Zone with no Precinct designation in Gregory is characterised by very large lots not available for purchase by individuals looking for smaller town lots to develop, refer Zoning/Precinct Map extract, above.

As a consequence, the interest in the town lots in the Residential Precinct is not just for residential purposes but for a mix of land use opportunities, of which Council is supportive and wishes to facilitate by amending the 2020PS.

5. OFFICER'S RECOMMENDATION

1. That Council resolve to amend the Burke Shire Planning Scheme 2020, under Section 20 of the Planning Act 2016, to facilitate greater flexibility in land use/development opportunities on land within the Township Zone - Residential Precinct of Gregory.

Chief Executive Officer Reports

11.05 Sale of Vacant Lots in The Township of Gregory-Tender 7600-2130-3

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Wendy van der Wolf Contracts and Procurement Coordinator
DATE REPORT PREPARED:	05/09/2022

1. EXECUTIVE SUMMARY

This report provides Council with a summary of tenders received for the sale of 4 Residential vacant lots in the township of Gregory.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council went out to tender for the following residential vacant lots in the Township of Gregory.

Lot on Plan	Area	Address
Lot 55 RP743009	909 m2	22 Gleeson Avenue, Gregory, QLD, 4830
Lot 56 RP743009	1020 m2	4 Clarke Street, Gregory, QLD, 4830
Lot 57 RP743009	946 m2	6 Clarke Street, Gregory, QLD, 4830
Lot 18 RP743008	1340 m2	6 Scholes Court, Gregory, QLD, 4830

The Tender was issued on the 6th August 2022 and closed at 2 pm on the 27th August 2022.

Under conditions of tender, it was clarified that the tender invitation was not an offer but a request for Tenderers to submit a tender for the purchase of the Lot/s.

The conditions of tender noted that vacant lots are not fully serviced and there is no sewerage or electrical infrastructure. Water access is available to the vacant lots and connection to water infrastructure is available through Council upon payment of the relevant fee.

The tender pack responses are detailed under Attachment One.

3. FINANCIAL IMPLICATIONS

No income was budgeted for the sale of the blocks in the 2022/2023 budget. There is an expectation that revenue received will be utilised towards Gregory Depot improvements.

4. POLICY & LEGAL IMPLICATIONS

Council is required to meet all relevant local government procurement requirements outlined in the Local Government Act 2009, Local Government Regulation 2012 and in Council's Procurement Policy. These requirements have been met.

5. CONSULTATION

Consultation has taken place with:

- Councillors
- CEO
- Contracts and Procurement Coordinator-Wendy van der Wolf
- Preston Law-Cairns

6. CONCLUSION

The tenders were advertised as follows:

- Public notices
- Social Media
- Cairns Post
- Townsville Bulletin
- Mount Isa –North West Star

Tenders were opened under strict control by Wendy in the Burke Shire Council office in Cairns.

7. COUNCILLORS' RECOMMENDATION

- 1) That Council note the contents of the report and relevant attachments; and
- 2) That Council awards the tenders for the vacant lots as follows:

Lot #	Address	Tendered Price	Intended use of Lot
Lot 55 RP743009	22 Gleeson Avenue, Gregory, QLD, 4830	\$25,000	1) The construction of commercial enterprises including office and/or camping and caravan park and/or general store and/or accommodation.
Lot 56 RP743009	4 Clarke Street, Gregory, QLD, 4830	\$25,000	
Lot 57 RP743009	6 Clarke Street, Gregory, QLD, 4830	\$25,000	
Lot 18 RP743008	6 Scholes Court, Gregory, QLD, 4830	\$30,000	Or where necessary permissions not attained: 2) Construction of residential premises for leases or sale.

			Time frame – 18 months to apply for Council Approvals Development 24 months following granting of Council approvals.
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- 3) That Council resolve that revenue received for the sale of the blocks be allocated in whole or part to the upgrade of the Gregory Depot.

ATTACHMENTS

1. Tender Pack Requests Responses



Gregory Sale of
Lots 3rd Release dat

12. Closed Session Reports

No closed session reports were received for the meeting.

13. Mayoral Report

Report to be provided to meeting.

14. Councillor Reports

Councillors will provide reports to the meeting.

15. Late Business

Matters referred to Council following close of agenda. Subject to resolution of Council to accept a late report.

16. Deputations and presentation scheduled for meeting

No deputations or presentations were scheduled for the meeting.

17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 27th October 2022.