



# Agenda and Business Papers

## Burke Shire Council Ordinary Meeting

### Wednesday 25 January 2023

### 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 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:

- Cr Tonya Murray; Deputy Mayor
- Chelsea Nelson, People, Performance and Culture Manager
- Clinton Murray; Works Manager
- Shaun Jorgensen, Finance and Technology Manager

## 03. Prayer

Led by Cr Yanner

## 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 Friday 09 December 2022

That the Minutes of the Ordinary Meeting of Council held on Friday 09 December 2022 as presented be confirmed by Council.



221209  
Unconfirmed Minuti

## 06. Condolences

None received at time of agenda preparation.

## 07. Declaration of Interests

## 08. Registers of Interests

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

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

### 09.01 Notices of Motion

None received at time of agenda preparation.

### 09.02 Petitions

None received at time of agenda preparation.

## 10. Engineering Services Reports

10.01 Works and Services Monthly Update Report

10.02 Capex Projects Monthly Update Report

10.03 Floraville Road Culvert Replacement Site 12 & 18 (Contract No.: 0280-4077-2)

## Engineering Services Reports

### 10.01 Works and Services Monthly Update Report

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DEPARTMENT:	Engineering and Services
RESPONSIBLE OFFICER:	Graham O’Byrne
PREPARED BY:	Graham O’Byrne
DATE REPORT PREPARED:	16 January 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan 2019-24

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#### 1. PURPOSE

This report is for information and outlines the works carried out by the Engineering and Services Department for the month of December 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 progressing for a re-advertisement
- Wet Season preparations under way
- Cyclone clean up Completed

##### 2.2 Roads

- DRFA Doomadgee East Completed
- Ongoing patching works on local roads progressing-on going
- Wet Season flood marker checks and updating

##### 2.3 Workshop

- Stand by generator maintenance being finalised prior to wet season
- Grader – repairs being finalised in order trade in
- Fleet procurement program commenced with purchase of 9 replacement vehicles underway. RFQ out to suppliers. Cfwd
- Ongoing fleet servicing and maintenance prioritization progressing well

##### 2.4 Water & Sewerage

- SOPs workshopped and being finalised – have engaged MBS Water (Mark Samblebe) to drive this forward in ’23 NY

#### Burketown Water

- SCADA upgrade scoping now finalised for all stages. Ongoing closure Feb 23.
- Planning for de-silting of lagoons for 2022 underway. Collaboration with QWRAP members for regional procurement – with decision to proceed made at November meeting in Kowanyama
- Water meter replacements (damaged ones) finalised. Meter replacement program now to be aligned with Smart Water Meter installations with funding now received. Ongoing Replacement meters to be installed until program implemented.

#### Sewerage Treatment Plant

- Currently investigating the cause of pH failures on the monthly Sewerage Samples. MBS Water is conducting the investigation. 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 6 fortnightly tests. ONGOING with a report to be prepared for Environmental regulators.

#### Gregory

- 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 – align with Smart Water Meter roll-out. Replacement meters to be installed until program implemented.
- Extra Training with Paul needed ASAP. Will put a SOP and program together for Paul Slater before the wet season shutdown period. Ongoing with a SOP given to him before council break.

#### 2.5 Airports

- Relocation of the boundary fence to be undertaken with Remote Airport Upgrade Program funding. Final RFQ is being issued.
- Airport checks and Maintenance ongoing.
- Investigation of drainage at Gregory commenced with solution being established
- Gregory Airport had a burn off done but did not burn well due to rain that night.
- Burketown Airport needs Runway lighting replaced due to Lightning strike and extra Surge Protectors need to be installed. Completed DEC 22.
- Emergency generator has an issue with the Control Panel due to lightning strike. Repaired before Council break.
- Fuel depot changeover control panel needs to be replaced due to lightning strike. Possible Insurance Claim. Ongoing.
- Monitoring Airports for Wallabies and Birds during wet.

#### 2.6 Waste

- Ongoing sorting at Burketown, with Gregory to be managed Late 2022
- Commenced signing installation for new Landfill-Completed
- Waste Strategy first actions being implemented – organic waste reuse via compost bins. Community based survey drafted for review-Meeting commenced

- Discussions with Department of Environment and Science conducted to clarify timelines and compliance requirements for cap and closure. Scoping for consultants tendering being finalized. Relocation of Burketown landfill and transfer station to be considered in conjunction with Regional Waste Plan being progressed by DES.
- Joint meeting with Doomadgee and Burke, DES and DLGIP and consultants conducting the Regional Waste Strategy held in Cairns. Further meeting scheduled with APrince consultants in December in Cairns

3.        OFFICER’S RECOMMENDATION

That Council receives and notes the Engineering and Services report.

ATTACHMENTS

1.    Engineering and Services Report



Works and Services  
Report.docx



## Engineering Services Reports

### 10.02 Capex Projects Monthly Update Report

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DEPARTMENT:	Engineering and Infrastructure Services
RESPONSIBLE OFFICER:	Clinton Murray
DATE REPORT PREPARED:	13 January 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan   Operational Plan   Budget

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#### 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 has been addressed to ensure successful delivery of the program.

The reporting and Project Management transition across to SurePact is approximately 90% complete.

Currently the capex 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"> <li>Replacement of fleet</li> </ul>	<ul style="list-style-type: none"> <li>Grader purchase confirmed through Caterpillar – delivery in new FY. Arrived</li> <li>Review of fleet management schedule underway. Option of leasing considered – not financially beneficial</li> <li>9 new white fleet RFQ issued to suppliers</li> <li>Two quotations received – Malouf Auto and Trinity Auto Group</li> <li>Tender evaluation report tabled</li> </ul>

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

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"> <li>Regional review under QWRAP report finalized and under review by participating councils</li> <li>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. Tendering proceeding without Cloncurry. Scope to include all stages with new funding secured (BoR 6)</li> <li>Site inspection with contractors being conducted 6<sup>th</sup> Dec</li> <li>RFT documentation issued and the tender is closing on 3 Feb 2023</li> </ul>
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"> <li>This project directly related to SCADA scoping with similar timelines</li> <li>Scope development has been finalised in conjunction with above.</li> </ul>
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"> <li>Scope development has been finalised for Stage 1 as per above</li> </ul>
Disaster and Recovery Generators Management Review/Training	Generator for communications and generator at airport fuel dispense.	<ul style="list-style-type: none"> <li>Sizing and specifications for generators underway</li> <li>Includes tapping into existing power provisions at airport &amp; new generator for the STP</li> <li>Works completed</li> </ul>
Gregory River Pedestrian Bridge	Create a pedestrian bridge on top of the old bridge	<ul style="list-style-type: none"> <li>Risk analysis complete with preliminary costings</li> <li>Workshop/briefing to Council held at October meeting. Resolved to progress with re-instatement of</li> </ul>

Project	Description	Update/activity for reporting month
		<p>original bridge purpose/categorisation, with “Authorised vehicle access only”</p> <ul style="list-style-type: none"> <li>• Have been unable to secure drawings/design to ease process for re-certification – GHD will be re-designing the bridge for compliance</li> <li>• Structural report received – structural concerns with piles has been addressed. Slight remediation required and corrosion protection.</li> <li>• Design options are developing by GHD</li> </ul>
Sewerage Network Assessment	Investigate network and implement a rectification program	<ul style="list-style-type: none"> <li>• GHD proposal and scoping agreed</li> <li>• Issued notice to community advising access to properties during a specific site visit timeframe by GHD</li> <li>• GHD on-site inspections conducted with report/recommendations received and reviewed</li> <li>• Works scoped and RFQ issued. Have included scope for replacement of WTP manhole. Price received was excessive. Re-visiting scope segregation to assist in getting the price down</li> </ul>
Asset Management Strategy	Review and re-write of the AMS and AMPs	<ul style="list-style-type: none"> <li>• Scoping completed</li> <li>• RFT issued through Vendor Panel</li> <li>• Workshop with Councillors conducted.</li> <li>• Review of draft AMPs undertaken</li> <li>• Condition rating underway together with re-classification of asset classes</li> <li>• Workshop to be planned with Council in January to overview final Levels of Service</li> </ul>

Project	Description	Update/activity for reporting month
Raw Water Pipeline	Investigate and implement requirements for roll-out of the Raw Water Supply Agreement	<ul style="list-style-type: none"> <li>• Scoping complete</li> <li>• RFT released</li> <li>• Price received was excessive. Re-visiting scope segregation to assist in getting the price down</li> </ul>
Health & Well being Precinct Masterplanning	Masterplanning including community/stakeholder consultation with concept design	<ul style="list-style-type: none"> <li>• Tenders assessed in negotiations with 2 consultants. Request for quotation for full design and documentation as Phase 2 of their engagement – responses due August</li> <li>• Consultant appointment (GHD) endorsed by Council in September meeting</li> <li>• First workshop conducted with Councillors week of 31/10 with site selection agreed</li> <li>• Masterplan / concept completed and detailed design underway</li> </ul>
Beames St Upgrade and Cycleway	Beames St enhancement in conjunction with new cycleway/footpaths	<ul style="list-style-type: none"> <li>• Finalised briefing for detailed design and documentation</li> <li>• Endorsement of Erscon consultant engagement at February Council Meeting</li> <li>• Requirement for the BBRF round 6 grant submission</li> <li>• Workshop conducted in March with consultants - kick start project design</li> <li>• Meeting/workshop with DTMR conducted in March to review compliance requirements for Cycleway. Feedback received from DTMR – now incorporating into prelim design</li> <li>• Stakeholder workshop conducted April 22 in Bkt</li> <li>• Final concept design option completed and discussed at June council Ordinary Meeting. Council</li> </ul>

Project	Description	Update/activity for reporting month
		<p>agreed to proceed with final concept</p> <ul style="list-style-type: none"> <li>Final concept/prelim design submitted to TMR in July for approval. Response received and assessed. Minor amendments required. <a href="#">Traffic count data now collected to verify some data and design decisions to TMR. Proposed reduction of speed limit to 30 km/h. Meeting with TMR now planned for Dec to enable finalisation of design.</a></li> </ul>
Water Reticulation Valves	Install new valves to better manage water reticulation isolation points	<ul style="list-style-type: none"> <li>Hydraulic assessment undertaken</li> <li>Valves locations finalised and RFQ issued</li> <li><a href="#">Price received was excessive. Re-visiting scope segregation to assist in getting the price down</a></li> </ul>
Wharf Recreational Grounds	Construction of new recreational facilities at the Burketown wharf	<ul style="list-style-type: none"> <li>Appointed Guymer Bailey architects for design</li> <li>Detailed briefing meeting conducted</li> <li>Stakeholder workshop conducted April 22 in Bkt</li> <li>Cultural Heritage discussions progressed and permission to build on the land agreed. Needs to be formalized prior to proceeding with construction.</li> <li><a href="#">Design finalisation underway</a></li> </ul>
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"> <li>Funding Agreement executed</li> <li>Design works completed</li> <li><a href="#">RFT documentation issued and the tender is closing on 6 Feb 2023</a></li> </ul>
Water Security Strategy	Joint strategy with Doomadgee	<ul style="list-style-type: none"> <li>Final discussions with Doomadgee have aligned scope</li> <li>GHD appointment endorsed by Council in September</li> <li>Kick-off meeting conducted</li> </ul>

Project	Description	Update/activity for reporting month
		<ul style="list-style-type: none"> <li>Joint workshop held in Doomadgee 02/11 with GHD</li> <li>Works progressing as scheduled</li> </ul>
Burketown Aerodrome Erosion Remedy	Investigation and design works approved through QRRRF	<ul style="list-style-type: none"> <li>Engagement of consultant (Erscon) finalised</li> </ul>
Burketown Airport Rd Upgrade	Investigation and design works approved through QRRRF	<ul style="list-style-type: none"> <li>Engagement of consultant (Erscon) finalised</li> </ul>
RAUP 9	Remote Airports grant program	<ul style="list-style-type: none"> <li>Upgrade of fencing documentation being completed</li> <li>Discussions with Ken Booth have resolved interruption of his access around the perimeter</li> <li>Best option for progressing agreed by stakeholders (incl Savannah Air).</li> <li>Documents issued for RFQ on 12 Jan</li> </ul>

## 4. RECENTLY COMPLETED PROJECTS

Project	Description	Update/activity for reporting month
Floraville Rd Culverts	Replacement of culverts Sites 2, 6 & 11	Completed
STP Access Rd Upgrade	Upgrade of road and sealing to provide weather proof access	<ul style="list-style-type: none"> <li>Stage 1 completed</li> <li>Stage 2 completed</li> </ul>
Gregory Landfill Fencing	Fence around main boundaries to adjacent properties to help prevent wind-blown rubbish	<ul style="list-style-type: none"> <li>Survey undertaken</li> <li>Fence ordered and construction completed</li> </ul>

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

Funding program	Description	Update/activity for reporting month
TMR Principal Cycle Network	Cycle Way along Beames St & Musgrave St  \$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)	<ul style="list-style-type: none"> <li>• <i>Funding Agreement received for the design (\$150k). Received formal funding agreement from DTMR</i></li> <li>• <i>Discussions now underway to secure the \$1m in funding that has been earmarked for the project</i></li> <li>• Extension of PCN for Burke has been discussed with TMR and has in principal support. Plan update completed</li> </ul>
BBRF 6	Building Better Regions Rd 6 – due 10 February 2022	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Advice from Commonwealth that the program has been withdrawn</li> </ul>

6. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil



## Engineering Services Reports

### 10.03 Floraville Road Culvert Replacement Site 12 & 18 (Contract No.: 0280-4077-2)

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DEPARTMENT:	Depot & Engineering
RESPONSIBLE OFFICER:	Clinton Murray
PREPARED BY:	Sarath Jayasekara
DATE REPORT PREPARED:	19 January 2023

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#### 1. PURPOSE

This report provides Council with recommendations to appoint the Principal Contractors to carry out the works designated under Floraville Road Culvert Replacement Site 12 & 18 Contract for the tendered price as per Table No. 2 - Recommended Contractor and Price.

It is noted that the overall project budget for the project, is provided for under the National Flood Mitigation Infrastructure Program (NFMIP) 2020-21 funding scheme. This includes preliminaries, consulting services, internal costs, and construction cost for culvert replacement works.

The project budgets' details are provided in Section 4 – Financial and Resource Implications Table 3.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The culvert 12 and 18 including a few other culverts identified as high-risk assets due poor structural conditions. The Council initiated the culvert replacement project to alleviate the risk and improve the road safety. The replacement of culverts prioritizes based on the risk and the location of the culverts and packaged accordingly (Floraville Road Culvert Replacement Site 12 & 18 Tender Assessment attached).

The improvement works has been considered a priority from a programing and scope perspective. The package was assessed by the evaluation panel and the tender package is:

- TENDER NO. 0280-4077-2 Floraville Road Culvert Replacement Site 12 & 18

#### The tender

The tender for the project was released via VendorPanel. The tender submissions received for the project are listed in table 1- Summary of Tender Response.

**Table No. 1 – Summary of Tender Responses**

Tenderer Package	Scope of Work	Number of Tenders Received	Non-confirmi ng Tenders
TENDER NO. 0280-4077-2 Floraville Road Culvert Replacement Site 12 & 18	Remove and replace the stormwater culvert including earthworks and road works	6	2

## 3. PROPOSAL

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

**Table No. 2 – Recommended Contractors and Prices**

<b>Tender Package</b>	<b>Awarded to</b>	<b>Contract Amount</b>
TENDER NO. 0280-4077-2 Floraville Road Culvert Replacement Site 12 & 18	TJ Wilson Building, Construction, Fabrication	\$792,398.84

## 4. FINANCIAL &amp; RESOURCE IMPLICATIONS

The budget allocated for each work package is listed in table 3. This budget figure incorporates all works to complete the project, including preliminaries, design, project management, contingency, and internal costs. All costs associated with the delivery of the works is covered by grants as follows.

**Table No 3 – Funding Source**

<b>Funding Source</b>	<b>Value</b>
ONFMIP 2020-21	\$900,000.00
<b>Total</b>	<b>\$900,000.00</b>

**Table No 4 – Total Project Budget (construction)**

<b>Tenderer Package</b>	<b>Total Project Budget</b>
TENDER NO. 0280-4077-2 Floraville Road Culvert Replacement Site 12 & 18	\$900,000.00

## 5. RISK

**Table No 5 – Risk Mitigation Strategy**

<b>Risk</b>	<b>Possible consequence</b>	<b>Mitigation</b>
Contract variation – due to wet weather, latent conditions	Increase in Contract Sum	<ul style="list-style-type: none"> <li>Contingency in the order of 5 - 10% allowed</li> <li>Project Management “on the ground” available at all times</li> </ul>
Poor ground/soil conditions	Increase in Contract Sum	<ul style="list-style-type: none"> <li>Contingency in the order of 5 - 10% allowed</li> <li>Geotextile layer and rock working platform</li> </ul>
Delays to the completion of First Priority projects	Not meeting the funding requirements	<ul style="list-style-type: none"> <li>Monitor progress closely with Project Management “on the ground” overview</li> <li>Seek time extension from funding authority if necessary</li> </ul>

6. POLICY & LEGAL IMPLICATIONS

Council is required to meet all of the requirements of the 2020-21 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:

- Department of Transport and Main Roads
- Erscon Consulting Engineers

8. OFFICER'S RECOMMENDATION

1. That Council note the contents of the report and relevant attachments; and
2. That, the Council awards Contracts awarded to the TJ Wilson Building, Construction, Fabrication to the maximum amounts (ex GST) of:
  - a. TENDER NO. 0280-4077-2 Floraville Road Culvert Replacement Site 12 & 18  
\$792,398.84
3. 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 Budgets as follows:
  - a. TENDER NO. 0280-4077-2 Floraville Road Culvert Replacement Site 12 & 18  
\$900,000.00

ATTACHMENTS

1. Tender Evaluation Report



2. Culvert Inspection Report



## 11. Chief Executive Officer Reports

- 11.01 Burke Shire Council Status Report
- 11.02 Chief Executive Officer Report
- 11.03 Finance Monthly Update Report
- 11.04 LGM Cyber-Security Controls Review
- 11.05 Operational Plan 2022-2023 –December 2022 Quarter Review
- 11.06 Regional Biosecurity Plan
- 11.07 Appointment of New Audit Committee Chairman
- 11.08 Sport and Recreation Strategy 2019-2024 - Update December 2022 Quarter
- 11.09 A Way Forward for The Development of Freehold Lots Located On Land In Part Of The  
Township Zone Residential Precinct Of Gregory

## Chief Executive Officer Reports

### 11.01 Burke Shire Council Status Report

<b>Resolution Number – 220825.10 – 2022/23 Donation Requests</b>				
Group/ Organisation	Event Details   Date	Cash Request	In-Kind Request	In-Kind Request \$
Gregory Sporting Assn	Gregory Camp draft & Children's Horse Sports 17th & 18th June 2023.	\$3,000	Printing of program (5 x A3 approx. \$13) Use of rotary hoe prior to the event to prepare arena (council does not have rotary hoe)	\$13.00
QCWA Gregory Branch	Horse Sports & Family Fun Day DTBA - September 2022	\$2,500	Erect the street banners to advertise the event. Rubbish Collection however this can be completed on normal rubbish day as generally not that much	Nil
Gregory Jockey Club	Gregory Races 30 April 2022	\$6,000 Cash from previous year Donation	2,000 litres Diesel (approx. cost 5000.00) Printing of Race Books (Booklets - 10 pages & 100 copies approx. \$2100.00) Printing of Programs (5 x A3 approx. \$13) Slashing of the Grounds – to be maintained by Council.	\$7,113
Gregory CWA Branch	Mount Isa School of The Air annual mini school camp at Gregory CWA Hall and racecourse Facilities 22nd – 26 <sup>th</sup> August, 2022	Nil	One large skip bin by the hall during the week of the camp.  Rubbish collection at the end of the camp week.  Before and after the event nice and tidy the hall and racecourse area with minimal rubbish	\$500

			collection and no mess left behind.	
The Far North Queensland Child Safety Program	Child safety handbook for public and private school in June next year –Council Supported previous year	\$649	Nil	Nil
Mt Isa School of the Air	Magazine page Sponsorship Annual contribution	\$150	Nil	Nil
Royal Flying Doctors	Contribution decided by Council previous years	\$5,000	Nil	Nil
Total (Based on applications received for FY22/23)		<b>\$11,299</b>		<b>\$7,626</b>
Requests anticipated to be received throughout the year				
North west Canoe Club	BSC acknowledged through local & interstate flyers, newspaper, TV Ads, race book and presentation ceremony. Sponsor Banner is also flown over the weekend.	Nil	3 skip bins: 10. Check Point 3 11. Check Point 4 12. Bridge – finish line approx. cost \$1000.00 Use of portaloo, delivery, upkeep and return \$1200.00	\$2,200
Burketown Barramundi Fish Org	World Barramundi Fishing Championships Easter Weekend	\$5,000	Grading of fishing tracks (Estimated cost on last grade approx. \$6500.00 FY 2018/19) and regular rubbish collection (approx. \$300)	\$6,800
Burketown State School As Gregory Landcare Group were unable to host the event School organised it	Burketown State School Healthy Foods Garden  27th April 2022	\$750	Nil	Nil
Total Value		\$17,049 (excludes		

		\$6,000 Cash Gregory Jockey Club carried over from previous year.		
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**Status**

Events held so far. Funds paid \$

**Resolution Number – 220923.10 – Major Amendment to The Burke Shire Planning Scheme**

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

**Status**

Consultant Planner Liz Taylor is currently progressing this with the State.

**Resolution Number – 220923.11 – Sale of Vacant Lots in The Township of Gregory-Tender 7600-2130-3**

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

- 1) That Council notes the contents of the report and relevant attachments; and
- 2) That Council awards the tenders for the following vacant lots to Waanyi Jamba Pty Ltd as follows:
  - Lot 55 RP743009 22 Gleeson Avenue, Gregory, QLD, 4830 \$25,000
  - Lot 56 RP743009 4 Clarke Street, Gregory, QLD, 4830 \$25,000
  - Lot 57 RP743009 6 Clarke Street, Gregory, QLD, 4830 \$25,000

The intended use of these properties are as follow:

- The construction of commercial enterprises including office and/or camping and caravan park and/or general store and/or accommodation.
- Or where necessary permissions not attained:
- Construction of residential premises for leases or sale.

Time frame – 18 months to apply for Council Approvals

- 3) That Council resolved that Lot 18 RP743008 6 Scholes Court, Gregory be retained for future Economic Development initiatives pursuant to Councils Business Innovation Scheme Policy.
- 4) That Council resolves that revenue received for the sale of the blocks be allocated in whole

or part to the upgrade of the Gregory Depot

**Status**

Sales to Waanyi Jamba PTY LTD has been finalised.

**Resolution Number – 221025.08 – Burke Shire Council Economic Development Strategy**

That:

- 1) Council note the contents of the report;
- 2) Endorses the Burke Shire EDS Project Plan timeframes, and community consultation process; and
- 3) Endorses the commencement of the development of the Burke Shire ED

**Status**

Community consultation has occurred in Burketown and Gregory. Economic Development Strategy currently being developed.

**Resolution Number – 221025.11 –Gregory Dongas**

That the three Burke Shire Council surplus dongas located at Gregory Depot be put up for public tender

**Status**

At tender stage.

**Resolution Number – 221117.05 –CEO Performance Appraisal**

That a Sub Committee made up of Mayor Ernie Camp and Deputy Mayor Tonya Murray undertake the Chief Executive Officers Annual Performance Appraisal.

**Status**

In progress.



**Resolution Number – 221209.05 – Burketown Speed Limit Reduction**

That the speed limit be reduced from 60 to 30 km per hour when the Beames and Musgrave St Upgrade and Cycleway project is constructed:

1. On Beames St between Sloman St and Marshall Lane, and
2. On Musgrave St between Burke St and Beames St

**Status**

Matter will be actioned when the Beames and Musgrave St Upgrade and Cycleway project is constructed:

**Resolution Number – 221209.06 – Illegal Dumping Regulatory Controls - Delegated Authority to Chief Executive Officer**

It is recommended that pursuant to section 263 (1) (b) of the Waste Reduction and Recycling Act 2011, Council resolves to delegate the exercise of all powers contained in the Waste Reduction and Recycling Act 2011 to the Chief Executive Officer. These powers must be exercised subject to any limitation contained in the Instrument of Delegation.

**Status**

Will be included in next Delegation's update.

**Resolution Number – 221209.07 – Asset Management Strategy and Policy.**

That the attached updated Asset Management Strategy and Policy be endorsed.

**Status**

Policy endorsed and included on website

**Matter Closed**

**Resolution Number – 221209.09 -Chief Executive Officer Report-Donations acknowledged**

That Council formally acknowledge Jill Harlan and Mary Bliss for the donations of gifts provided to the Burketown and Gregory communities at their community Christmas parties and also, to Hawkins transport for covering transporting the gifts up to Burketown.

**Status**

Letter sent to individuals concerned.

**Matter Closed**

**Resolution Number – 221212.10-Financial Services Monthly Update Report. Outstanding Rates and Debts**

That the Finance Manager will bring back a report in the January 2023 Council meeting on outstanding rates and other debts.

**Status**

To be discussed January 2023 Council meeting.

**Resolution Number – 221212.11 Adoption of Council Meeting Dates**

That Council adopts the dates below for the Ordinary Meetings of Council in 2023

**Status**

Dates adopted and advertised in public notices and included on website.

**Matter Closed**

## Chief Executive Officer Reports

### 11.02 Chief Executive Officer Report

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; CEO
PREPARED BY:	Dan McKinlay; CEO
DATE REPORT PREPARED:	January 2023
LINK TO COUNCIL PLAN/S:	Goal - Good Governance 1. Council develops implements and maintains an effective and compliant governance framework (governance, finance, risk).

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#### 1. PURPOSE

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

#### 2. UPDATES

Provide relevant background information and reference to previous reports and/or resolutions

All the information that is factual and required for decision making

Anything that supports the decision or gives Council the ability to make the decision

##### 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 Licence 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 plus one house sold in Gregory. One further contract now signed and two more are close to a signed contract.

Discussions Old Town Hall Demolition.

Attended NWQROC meeting in McKinlay Shire and also CEO Forum.

Burketown Health & Wellbeing Precinct Project discussions.

Various discussions Gregory ILUA.

### **Unsung hero**

Stephanie Capper nominated Brianna. Her comments were as follows:

“I would like to nominate Brianna for the unsung hero award. Bri is always so friendly and helpful, and these qualities are very important in helping to create a positive and happy workplace for us all.”

Well done Bri.

### Financial Services and Information Technology

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

- Finalisation of the following 3 grant acquittals with the QAO/external audit was achieved pending issuance in January 2023 to Departments:
  - LRCI Round 2
  - LRCI Round 3
  - Monsoon Trough Round 2
- Commenced planning of 2022/2023 comprehensive NCA valuation services with Asset Val;
- Commenced planning of 2022/2023 tip restoration valuation with Erscon; and
- Issuance of request for expressions of interest for the Burke SC Audit Committee Chairman role was also carried out.

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

- MS365 azure solution is being scoped and we are applying for funding with the IDF and LGAQ to support a migration to a fully cloud-based networking solution to promote network resilience and vendor simplification – updated as of the 15/12/2022 council was awarded \$66,000 to facilitation this process;
- Large scale re-scoping of the local Burketown and Gregory office ICT equipment was carried out with approximately \$30k of new computer hardware being ordered to upgrade all premises existing machines and systems
- Investigation of upgrade to InfoXpert/Magic Suite Software’s for records management (still in progress); and
- Engaged Rob Winter-cook from Telstra to begin scoping an application for the next round of RCP funding (round 3); part of this submission will include radio relaying network backhaul from Century to Gregory and building fibre services to Gregory Downs to also relay from Gregory. Management is also scoping into the submission the fibre to the premise for local business in Burketown.

### People, Performance and Culture

EBA

- Amendment to Schedule 1 under review by the QIRC
- Relevant Policies and affected documents in the process of being reviewed

Policies

- Pending approval

Positions advertised:

- Local Laws Officer

- Senior Engineering Manager, Water & Roads
- Workplace Health, Safety and Training Officer
- Administration Officer Works and Services
- Apprentice Heavy Vehicle Mechanic
- Administration Officer Trainee (Economic Development)

New employees

- None

Terminated Employees

Nil

Training and Professional Development

- nil

Performance Appraisals

- Performance appraisals have been completed

Economic Development / Community Projects

Grants

- Several grant applications have been submitted and awaiting outcomes:
  - Move it NQ – Gregory sports program – Successful \$7k. This will allow after school sports activities for two hours every fortnight facilitated by Council. Funding for equipment is being sought through CCBF – some sports equipment has been donated from Townsville.
  - GCBF – application currently underway to fund more gym equipment at Burketown Gym, CCTV at Burketown, and sports equipment for Gregory and Burketown. Awaiting Outcome
  - SES Support Grant – application submitted. Aim of the grant is to connect power from the Gregory Depot to the SES shed and clinic. Funding requested \$32,300.00, approximately \$13,000.00 in kind.
  - Australia Day Grant – successful 10k. aiming to hold event at Gregory Hotel.
- Albert River Bridge Lights installed. Final acquittal to be processed.
- Council Website now updated with community grants. To be updated monthly.
- Burketown Cenotaph refurbishment contractor finalised. Work to be completed after wet season.

Small Business

- Drafting a business investment prospectus document to entice people to come to the shire and start a business
- Completed the Small Business networking, grants workshop and contractor briefing. Attendance was low. Will be looking to review event and talk to businesses to seek interest in running similar events in the future/needs of businesses. Scoping the possibility of having an Economic Development Strategy Working Group in partnership with Businesses or a Burke Shire Chamber of Commerce.

Gulf Savannah Development

- Currently reviewing small business projects for 2023

- 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. Final review with Steering Committee has been scheduled.

#### Tourism

- Currently planning the next season's tourism budget and advertising schedule. Will be liaising with businesses to scope what people would like to see.
- Survey for small businesses released via email (online survey). Only three responses received, however responses were comprehensive.
- Tourism Branding Complete – release ongoing. Organising stickers to be printed with new branding for businesses to hand out to passing tourists. The hope is that this will put Burke on the map and more visible elsewhere. They will not be sold for profit.
- Signage audit underway. Due to apply for funding for signage ongoing.
  - Currently looking at putting in a new welcome to Burketown Sign at the airport
- Planning for the passport project to be reviewed. Looking at ordering in A3 corflute signs for business to display to raise awareness of the passport.
- Looking at options to update the visitor information found on the Council website
- New software to track tourism data is set to be accessible to Council from State Development Funding – updates to come.
- The Burketown Information Centre will be closed from Thursday 22nd December to Wednesday 4th of January for the shutdown period. Outside of this shutdown period the Information Centre will be open intermittently – dependant on staff leave and preparation duties for the 2023 season. The Information Centre is scheduled to be operating fully at the beginning of April.

#### Economic Development

- Scoping of trial digital hub underway
- Currently working on Burke Shire Economic Development Plan which is due to be completed in early 2023. Online surveys and further face-to-face consultation (on request) will continue. Background paper currently being finalised.

#### Other

- Savannah Way Art Trail event postponed. Finalisation of artwork ongoing.

### Community and Communications

#### Events

##### Upcoming Community Events:

April 7-9	Barramundi Fishing Championships
April 29-30	Gregory Saddles & Paddles
June (TBC)	Gregory Campdraft & Horse Sports

##### Upcoming Council Events:

January 16–21	Super Powered on Tour Art Workshop (TBC)
January 26	Australia Day 2023 – Cancelled due to weather
February	Photo Competition – Theme to be selected
March 23-24	Burke Shire Health & Wellbeing Days
April 25	ANZAC Day
May 7	Mates Day

#### Other

- Youth Units – Agreement signed. Works were scheduled to be completed 23rd January – 31st January 2023 however due to weather this will be rescheduled. Date to be advised.
- Lease with Telstra, Gregory block has been extended.
- Demolish Old Town Hall – As discussed in November meeting, hall will not be dismantled until next year after the wet season. Wilson's Contracting have put measures in place to ensure building is stable and secure over the wet.

#### Facilities Management

- Electrical and plumbing RFQs completed for maintenance required on housing. Marc Adamson (plumbing) & Marwill (electrical) have completed works.
- RFQ to be released for tree lopping services – Old town hall, airport trees etc. To be completed when weather permits.
- Unit 3, Seniors Complex – Queensland Fire and Emergency Services are looking at leasing this unit for 3 to 6 months. Dates to be confirmed.
- House 2, Lot 170 Sloman Street will be vacant as of the end of January.

#### Others

- Local Laws Officer & Depot Administration positions have been advertised.

### Corporate Services and Governance

#### Governance

- Reviewing administration procedures.
- Emergency Action Guide sent for print.

#### Durlga

- We had two external bookings and few internal bookings for December.

#### Records

- Recordkeeping is continuing as per usual.

#### Library

- First 5 Forever and Library plans being made for activities for early 2023.

#### Rex

- Rex duties continuing as per roster.

#### Events

- Young Ambassador Program – packs were presented at the Burketown State School graduation ceremony. We were awaiting final items to arrive before sending to School of the Air students.
- Dux Award was presented to Hahli Murray at the Burketown State School graduation.

### 3. OFFICER'S RECOMMENDATION

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

#### ATTACHMENTS

1. WHS Report December



WHS Report  
December 2022.pdf



Incident-Report  
GWTP Enviro Acid S

2. Incident



## Financial Services Reports

### 11.03 Finance Monthly Update Report

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DEPARTMENT:	Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	9 January 2023
LINK TO COUNCIL PLAN/S:	Operational Plan 2022-23   Council Budget 2022-23

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#### 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 December 2022.

#### 2. SUMMARY

As a review of council's performance over the month of December 2022; Council notes that cash was down by \$508k for the month; this is primarily due to contractor payments falling due ahead of the Christmas shutdown period. As this is the sixth 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 amended council budget.

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

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

## 3. OVERALL OPERATING SUMMARY (ACTUAL 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)	4,162,579	14,640,850	28%
Operating Expenses	(2)	8,882,925	19,621,687	45%
<b>Operating Result (Profit/Loss)</b>	-	<b>4,720,346</b>	<b>4,980,837</b>	<b>95%</b>
Capital Revenue	(3)	1,635,081	9,569,005	17%
<b>Net Result</b>	-	<b>3,085,265</b>	<b>4,588,168</b>	<b>-67%</b>

Assets & Liabilities		Year To Date Actual	Annual Budget (Target)
Cash & Cash Equivalents	(4)	8,556,359	7,427,413
Other Current Assets	(5)	3,365,699	1,402,000
Non Current Assets	(6)	164,931,011	160,444,717
<b>Total Assets</b>		<b>176,853,069</b>	<b>169,274,130</b>
Liabilities (Current)	(7)	8,098,753	3,540,000
Liabilities (Non Current)	(8)	845,379	1,210,000
<b>Total Liabilities</b>		<b>8,944,132</b>	<b>4,750,000</b>
<b>Net Community Assets</b>		<b>167,908,937</b>	<b>164,524,130</b>

## Sustainability Outlook

Financial Sustainability Ratios and Measures of Sustainability	Target	Current Month YTD	Prior Month
<sup>1</sup> Operating Surplus Ratio (%)	Between 0% and 10%	-113%	-75%
<sup>2</sup> Working Capital Ratio	Greater than 1:1	1.5	1.8
<sup>3</sup> Net Financial Liabilities Ratio	Less than 60%	-92%	-139%

Notes:

- (1) Operating revenues - Noted minimal movement in operating revenues for December 2022; this will be due to the lead up to the Christmas closure period for many businesses, funding departments and council.
- (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 \$2.332mil against a budget of \$6.174mil for the year; this is an actual spend of 37.77% by 31 December 2022.
- (3) Capital Revenue - Noted minimal movement in capital revenues for December 2022; this will be due to the lead up to the Christmas closure period for many businesses, funding departments and council.
- (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

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

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

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

## 4. STATEMENT OF CASHFLOWS

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

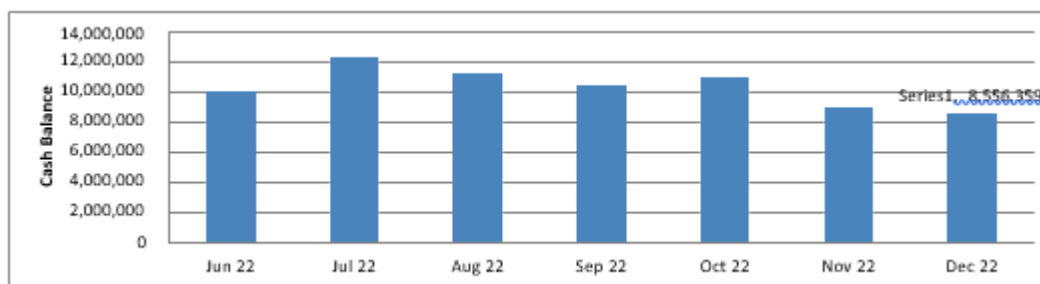
For the month ended 31 December 2022

	Note Ref	31 December 2021 \$	31 December 2022 \$	2022-23 Annual Budget \$	YTD Progress %
<b>Cash flows from operating activities:</b>					
Receipts from customers	(1)	1,851,838	3,225,185	5,329,182	61%
Payments to suppliers and employees	(2)	(11,878,849)	(8,191,477)	(15,270,774)	54%
		<b>(10,026,813)</b>	<b>(4,966,292)</b>	<b>(9,941,592)</b>	50%
Rental Income	(3)	93,284	115,134	200,000	58%
Interest Received	(4)	31,617	148,343	126,000	118%
Operating Grants and Contributions	(5)	5,758,863	4,907,560	9,788,350	50%
Finance Costs		(5,595)	-	-	0%
<b>Net cash inflow (outflow) from operating activities</b>		<b>0</b>	<b>204,746</b>	<b>10,114,350</b>	2%
<b>Cash flows from investing activities:</b>					
Payments for Property, Plant and Equipment	(6)	(2,589,961)	(3,430,358)	(12,961,240)	26%
Net movement on loans and advances		-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment		121,126	-	40,000	0%
Capital Grants and Subsidies	(7)	989,448	1,635,081	9,529,005	17%
<b>Net cash inflow (outflow) from investing activities</b>		<b>(1,479,387)</b>	<b>(1,795,277)</b>	<b>(3,392,235)</b>	53%
<b>Cash flows from financing activities:</b>					
Proceeds from Borrowings		-	-	500,000	0%
Repayment of Borrowings		-	-	-	0%
<b>Net cash inflow (outflow) from financing activities</b>		<b>-</b>	<b>-</b>	<b>-</b>	0%
<b>Net increase (decrease) in cash held</b>	(8)	<b>(5,628,052)</b>	<b>(1,590,532)</b>	<b>(2,719,477)</b>	58%
Cash at beginning of reporting period		10,530,239	10,148,891	10,148,891	100%
<b>Cash at end of reporting period</b>	(8)	<b>4,902,188</b>	<b>8,556,359</b>	<b>7,427,413</b>	115%

## Cash and Cash Equivalents Summary

Cash & Cash Equivalents	Effective Interest Rate	YTD Interest Earnings	Cash Balance
QTC Cash Fund	3.31%	148,343	6,838,172
Westpac General Fund - Trust	-	-	1,717,904
Cash Floats	-	-	283
<b>Total</b>			<b>8,556,359</b>

## Cash and Cash Equivalents Movement Comparison Chart



## Cash and Cash Equivalents - Restricted Cash (IAS 7)

Total Cash on hand	8,556,359	
Restricted Cash - DRFA Revenue	7,133,869	Includes DRFA flood damage works not yet recognised.
Unrestricted Cash	1,422,490	

Notes to the Statement of Cashflows:

- (1) Receipts from customers - Receipts are on track with budget as at 31 December 2022.

- (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. The remaining movement shows the monthly cost of payments to suppliers which is within budgeted expectation for December 2022.
- (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 (3.31%). This is down from 3.57% in November 2022.
- (5) Operating Grants and Contributions - Grants cashflow has increased during December 2022 on the basis of DRFA funds being received to unearned revenue during the month. These amounts are yet to be recognised as revenue at this stage until works expenditure can be matched against the associated revenues.
- (6) Payments for Property, Plant and Equipment - A 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 September 2022. The movement month on month represents expenditure incurred for the completion of capital project works during December 2022 to the value of approximately \$3.430mil.
- (7) Capital Grants and Subsidies - Noted minimal movement in capital grants for December 2022; this will be due to the lead up to the Christmas closure period for many businesses, funding departments and council.
- (8) Net Cash Movement - Council's cash holdings were down \$508k by the end of December 2022. This was due to the requirement of council to commence paying creditors' claims ahead of the Christmas period. We expect cash outflows to slow into January 2023 and February 2023 as the wet season slows council operations down.

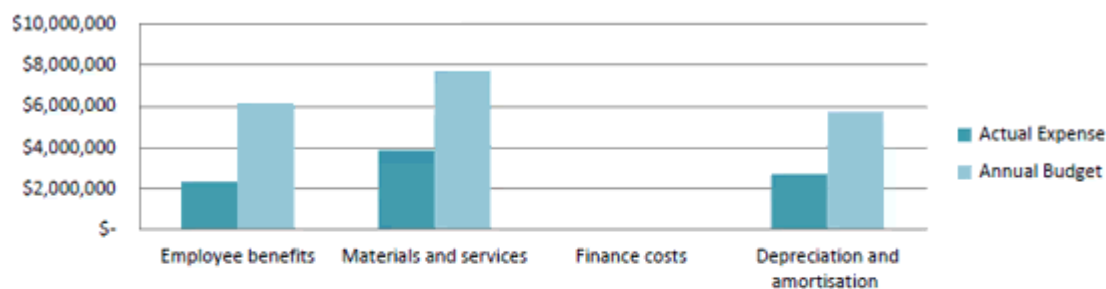
## 5. STATEMENT OF INCOME EXPENDITURE

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

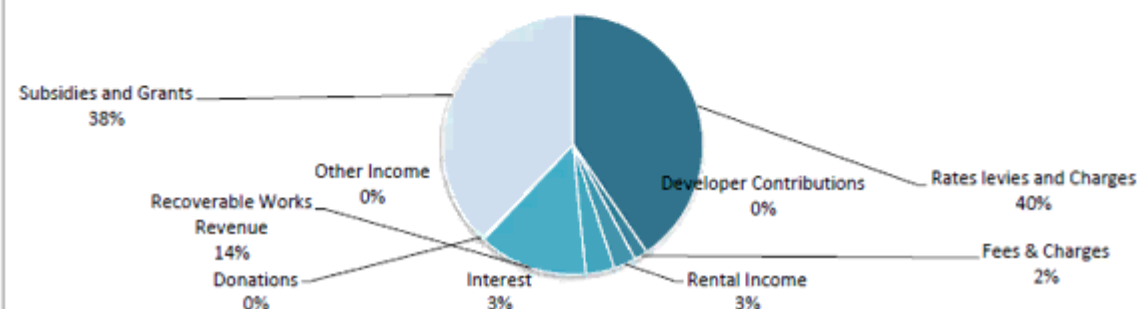
For the month ended 31 December 2022

	Note Ref	31 December 2021 \$	31 December 2022 \$	2022-23 Annual Budget \$	YTD Progress %
<b>Recurrent Revenue</b>					
Rates levies and Charges		1,586,056	1,682,949	3,231,000	52%
Fees & Charges	(1)	46,795	69,412	123,600	56%
Rental Income	(2)	93,264	115,134	200,000	58%
Interest	(3)	31,617	148,343	126,000	118%
Recoverable Works Revenue	(4)	295,152	565,245	1,113,000	51%
Other Income	(5)	1,763	15,856	53,900	29%
Donations	(12)	-	100	5,000	2%
Developer Contributions		-	-	-	0%
Subsidies and Grants	(6)	5,758,863	1,565,540	9,788,350	16%
<b>Total Recurrent Revenue</b>		<b>7,813,510</b>	<b>4,162,579</b>	<b>14,640,850</b>	<b>28%</b>
<b>Capital Revenue</b>					
Sale of non-current assets	(13)	-	-	40,000	0%
Contributions		-	-	-	0%
Subsidies and Grants	(7)	989,448	1,635,081	9,529,005	17%
<b>Total Capital Revenue</b>		<b>989,448</b>	<b>1,635,081</b>	<b>9,569,005</b>	<b>17%</b>
<b>TOTAL INCOME</b>		<b>8,802,958</b>	<b>5,797,660</b>	<b>24,209,855</b>	<b>24%</b>
<b>Recurrent Expenses</b>					
Employee benefits	(8)	2,120,704	2,332,256	6,174,741	38%
Materials and services	(9)	7,147,221	3,858,217	7,712,946	50%
Finance costs	(10)	5,596	8,080	12,000	67%
Depreciation and amortisation	(11)	2,416,384	2,684,372	5,722,000	47%
<b>TOTAL RECURRENT EXPENSES</b>		<b>11,689,905</b>	<b>8,882,925</b>	<b>19,621,687</b>	<b>45%</b>
<b>NET RESULT</b>		<b>2,886,947</b>	<b>3,085,265</b>	<b>4,588,168</b>	<b>-67%</b>

**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 (3.31%). This is down from 3.57% in November 2022.
- (4) Recoverable Works Revenue - \$102k in RMPC billings were issued to TMR during December 2022.
- (5) Other Income - Minimal movement for the month.
- (6) Subsidies and Grants (operating) - Noted minimal movement in operating grants for December 2022; this will be due to the lead up to the Christmas closure period for many businesses, funding departments and council.
- (7) Subsidies and Grants (capital) - Noted minimal movement in capital grants for December 2022; this will be due to the lead up to the Christmas closure period for many businesses, funding departments and council.
- (8) Employee benefits - Employee benefits costs against the budget, we have currently expended \$2.332mil against a budget of \$6.174mil for the year; this is an actual spend of 37.77% by 31 December 2022. Budget is on track.
- (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 December 2022.
- (12) Donations Revenue - Nil movements noted for 31 December 2022.
- (13) Sale of non-current assets - Finance notes that there have been some sales of land during the month. The accounting of the movements will be processed for January 2022 at this stage.

## 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 December 2022 49.98%

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

Organisational Services					Comments
31 December 2021	31 December 2022	2022-23 Annual Budget	YTD Progress %		
Recurrent Expenses					
Corporate Governance Costs	361,240	411,604	861,700	48%	Within budget expectation for the month (49.98% movt).
Administration Costs	1,413,395	1,545,886	3,469,324	45%	Within budget expectation for the month (49.98% movt).
Recoverable Works Expenses	451,013	551,470	936,000	59%	Noted that works completed to date are beyond the expectations of pro-rata budgeting; this does not indicate a concern as amount incurred as expenditure will have been billed to TMR during the first half of the financial year.
Engineering Services	6,673,000	2,893,074	7,060,903	41%	Within budget expectation for the month (49.98% movt).
Utility Services Costs	421,625	451,783	908,000	50%	Within budget expectation for the month (49.98% movt).
Net Plant Operating Costs	- 698,949	- 327,300	909,000	36%	Within budget expectation for the month (49.98% movt).
Planning and Environmental Expenses	42,806	42,020	245,000	17%	Within budget expectation for the month (49.98% movt).
Community Services Costs	583,795	621,936	1,315,760	47%	Within budget expectation for the month (49.98% movt).
Finance Costs	5,596	8,080	12,000	67%	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 for 6 month to December 2022 review.
Depreciation	2,416,384	2,684,372	5,722,000	47%	Within budget expectation for the month (49.98% movt).
Other Expenses	-	-	-	0%	Within budget expectation for the month (49.98% movt).
TOTAL RECURRENT EXPENSES	11,689,905	8,882,925	19,621,687	45%	Within budget expectation for the month (49.98% movt).
Capitalised Wages	-	7,155	194,000	4%	Engineering and Finance are working to fully overhaul project management and reporting through SurePact which will assist this balance and being managed more efficiently.

## 7. STATEMENT OF FINANCIAL POSITION

*For the month ended 31 December 2022*

	31 December 2022	2022-23 Annual Budget \$
<b>Current Assets</b>		
Cash and cash equivalents	8,556,359	7,427,413
Trade and other receivables	2,524,912	1,000,000
Inventories	256,401	300,000
Other financial assets	584,386	102,000
Non-current assets classified as held for sale	-	-
<b>Total current assets</b>	<b>11,922,058</b>	<b>8,829,413</b>
<b>Non-current Assets</b>		
Receivables	-	-
Property, plant and equipment	250,058,500	246,065,140
Accumulated Depreciation	- 85,127,489 -	85,620,423
Intangible assets	-	-
<b>Total non-current assets</b>	<b>164,931,011</b>	<b>160,444,717</b>
<b>TOTAL ASSETS</b>	<b>176,853,069</b>	<b>169,274,130</b>
<b>Current Liabilities</b>		
Trade and other payables	7,965,162	3,400,000
Borrowings	-	-
Provisions	133,591	140,000
Other	-	-
<b>Total current liabilities</b>	<b>8,098,753</b>	<b>3,540,000</b>
<b>Non-current Liabilities</b>		
Trade and other payables	110,820	-
Interest bearing liabilities	-	-
Provisions	734,559	710,000
Other	-	500,000
<b>Total non-current liabilities</b>	<b>845,379</b>	<b>1,210,000</b>
<b>TOTAL LIABILITIES</b>	<b>8,944,132</b>	<b>4,750,000</b>
<b>NET COMMUNITY ASSETS</b>	<b>167,908,937</b>	<b>164,524,130</b>
<b>Community Equity</b>		
Shire capital	39,529,889	49,058,894
Asset revaluation reserve	103,316,184	93,485,877
Retained surplus/(deficiency)	25,062,863	21,979,359
Other reserves	-	-
<b>TOTAL COMMUNITY EQUITY</b>	<b>167,908,937</b>	<b>164,524,130</b>



8. EXERCISE OF DELEGATION

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	<del>Nil</del>	<del>Nil</del>

Debt Write off requested > \$5,000

Nil

9. OFFICER'S RECOMMENDATION

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

ATTACHMENTS

Nil

## Chief Executive Officer Reports

### 11.04 LGM Cyber-Security Controls Review

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	10 January 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance - Council has the systems in place to drive operational efficiencies and deliver quality customer service

---

#### 1. PURPOSE

The purpose of this report is to update councillors of the findings provided to the Burke Shire Council by Local Government Mutual Services (LGM) from the LGM Cyber-Security Controls Review carried out in 2022.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

During 2022 a Public Sector Risk Survey was carried out across Local Government's across Australia. It was noted that in 2022, Cybersecurity ranked the 2nd on the list of concerns for organisations behind Financial Sustainability Risks and ahead of major disaster risks.

To address these risks/concerns, JLT (Jardine-Lloyd Thompson) established a public sector cyber self-assessment tool to assist in determining organisational risks (ICT and Cyber) for Local Government agencies. Burke Shire Council participated in this self-assessment with findings being provided in December 2022 to the council CEO and management.

From the results provided; Burke Shire Council scored the following results out of 12 key areas assessed:

Effective System Controls (80% - 100%)	1 area identified
Adequately Effective System Controls (50% - 80%)	5 areas identified
Inadequately Effective System Controls (0% to 50%)	6 areas identified

As noted above; the six areas where concerns have been raised are as follows:

1. Multifactor authentication for remote access and admin/privileged controls
2. Endpoint Detection and Response (EDR)
3. Privileged Access Management (PAM)
4. Cyber incident response planning and testing
5. End-of-life systems replaced or protected
6. Vendor/digital supply chain risk management

To address each of these matters; Finance and ICT management has co-ordinated the following outcomes/activities:

- Funding has been sought and approval of \$66k was provided by the IDF in December 2022 for upgrading of the existing Citrix cloud networking to migrate services to another provider allowing for the heightened serviceability and control of the Citrix cloud network and deployment of O365 and Microsoft Intune across the organisation. Currently this is in the costing phase and must be interrogated further; this will allow all software to remain the same with only changes being made to the cloud environment back-end. This will address matters 1, 2, 3 and 6 noted above and provide much more robust security options to council moving forwards.
- Rescoping of all local hardware (computer equipment) was conducted in December 2022 with \$30k being spent on replacing all old machinery to move all equipment to Windows 11 compatible machinery. It is expected this machinery will be delivered to council after the wet season whereby physical installation will be commenced by council ICT staff. This will address matter 5 as noted above.
- Development of the Burke Shire Council ICT Framework and Strategy and associated documents; this is currently planned to be completed in February 2023 and will take findings from Cyber-Risk Assessments carried out by Total Cyber along with the Network and Security Review report carried out by Robert Morrows Technology during 2022. Additionally, the documents will also be constructed to ensure forward external audit compliance for General IT Controls (GITC's) Audits as facilitated by the QAO (Queensland Audit Office). This will address matter 4 as noted above.

### 3. FINANCIAL & RESOURCE IMPLICATIONS

No direct financial or resource implications have been identified in relation to the LGM Cyber-Security Controls Review.

### 4. RISK

Risk Type	What could happen	Possible consequence
ICT	<ul style="list-style-type: none"> <li>▪ Cyber Security: A cyber-attack or use of BSC ICT services without appropriate information security governance, which leads to permanent loss, theft, or accidental disclosure of sensitive personal or financial information, including council records, causing reputational and financial losses.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Possible loss of sensitive data resulting in a data breach in accordance with the Privacy Act 1988.</li> <li>▪ Possible compromising of council computer and telecommunication systems resulting in business continuity threats being identified.</li> </ul>

## 5. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
OAIC (Office of the Australia Information Commissioner)	When to report a data breach	<p>Under the Notifiable Data Breach (NDB) scheme an organisation or agency must notify affected individuals and the OAIC about an eligible data breach.</p> <p>An eligible data breach occurs when:</p> <ul style="list-style-type: none"> <li>- there is unauthorised access to or unauthorised disclosure of personal information, or a loss of personal information, that an organisation or agency holds</li> <li>- this is likely to result in serious harm to one or more individuals, and</li> <li>- the organisation or agency hasn't been able to prevent the likely risk of serious harm with remedial action</li> </ul> <p>An organisation or agency that suspects an eligible data breach may have occurred must quickly assess the incident to determine if it is likely to result in serious harm to any individual.</p> <p>A data breach that occurred before 22 February 2018 is not an eligible data breach for the purposes of the NDB scheme. However, certain data breaches occur over a period of time. While a system may have been compromised before 22 February 2018, data may have been accessed after that date. While the circumstances will need to be assessed, we suggest that an organisation or agency in this situation should assume the data breach is subject to the NDB scheme.</p>
ASCS (Australia Cyber Security Centre)	The Essential Eight Approach	<p>The Essential Eight is a series of baseline mitigation strategies taken from the Strategies to Mitigate Cyber Security Incidents recommended for organisations. Implementing these strategies as a minimum makes it much harder for adversaries to compromise systems.</p>

## 6. CRITICAL DATES &amp; IMPLICATIONS

There are no critical dates or implications as a result of the LGM Cyber-Security Controls Review; responses to matters raised in this report are ongoing.

## 7. CONSULTATION

LGM (Local Government Mutual Services)

Chief Executive Officer

Finance and Technology Manager

8. CONCLUSION

The LGM Cyber-Security Controls Review has been tabled with council to provide councillors with an update of the current status of Burke Shire Council's Cyber-risk and security maturity levels. It should be noted that the matters raised in the report are being addressed by management and are currently in progress.

9. OFFICER'S RECOMMENDATION

THAT Council notes the findings outlined in the LGM Cyber-Security Controls Review for 2022.

ATTACHMENTS



LGM Burke Shire  
Council Cyber Review

1. LGM Burke Shire Council Cyber Review 2022

## Chief Executive Officer Reports

### 11.05 Operational Plan 2022-2023 –December 2022 Quarter Review

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	06 January 2023
LINK TO COUNCIL PLAN/S:	Goal-Good Governance-Council develops, implements and maintains an effective and compliant governance framework (Governance, finance, risk)

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#### 1. PURPOSE

To provide Council with an outline of progress made through the December 2022 Quarter towards the achievement of Council's 2022/2023 Operational Plan.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under Section 174(3) of the Local Government Regulation 2012 the Chief Executive Officer is required to present a written assessment of the progress made towards implementing the Annual Operational Plan at regular intervals of not more than three months.

Attached is the update for the December 2022 quarter review of progress against Council's 2022/2023 Operational Plan for Council consideration.

#### 3. PROPOSAL

That Council receives and notes the contents of the December 2022 quarter review report of progress towards implementation of the 2022/2023 Operational Plan.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The annual Operational Plan is aligned to the annual budget in accordance with the principal of planning and the provisions of Section 104 of the Local Government Act 2009.

#### 5. RISK

Risk Type	What could happen	Possible consequence
Strategic and operational alignment	<ul style="list-style-type: none"><li>Non-alignment between Corporate Plan, Operational Plan and Budget.</li></ul>	<ul style="list-style-type: none"><li>Ineffective, inefficient and non-compliant operations.</li></ul>

Risk Type	What could happen	Possible consequence
Compliance	<ul style="list-style-type: none"> <li>Content requirements of Operational Plan 2022-23 not met.</li> </ul>	<ul style="list-style-type: none"> <li>Compliance</li> </ul>

## 6. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Act 2009	Section 104 Financial Management systems.	<p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan.</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan.</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually.</p>
Local Government Regulation 2012	Division 4 Annual Operational Plan.	<p>Section 174 Preparation and adoption of the annual operational plan</p> <p>(1) A local government must prepare and adopt an annual operational plan for each financial year.</p> <p>(2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.</p> <p>(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.</p> <p>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</p> <p>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</p>

Instrument	Reference	Details
Local Government Regulation 2012	Division 4 Annual operational plan.	<p>Section 175 Annual operational plan contents</p> <p>(1) The annual operational plan for a local government must—</p> <p>a. be consistent with its annual budget; and</p> <p>b. state how the local government will—</p> <p>i. progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and</p> <p>ii. manage operational risks</p>

#### 7. CRITICAL DATES & IMPLICATIONS

The Local Government Regulation 2012 requires the report on progress in implementation of the Operational Plan to be presented to Council at least quarterly.

#### 8. CONSULTATION

All Management Group have contributed to the compilation of this report.

#### 9. CONCLUSION

This report highlights Council's implementation of the 2022/2023 Operational Plan actions/projects for the December 2022 quarter of the 2022/2023 Financial Year.

#### 10. OFFICER'S RECOMMENDATION

1. That Council receives and notes the contents of this report and attachments regarding Council's progress towards the implementation of the 2022/2023 Operational Plan for the December 2022 quarter.

#### ATTACHMENTS

1. Burke Shire Council Operational Plan 2022\2023-Progress report for the December 2022 Quarter.



2022-23  
Operational Plan - C



## Chief Executive Officer Reports

### 11.06 Regional Biosecurity Plan

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Office of the Chief Executive Officer
PREPARED BY:	Dan Mckinlay: Chief Executive Officer
DATE REPORT PREPARED:	30 December 2022
LINK TO COUNCIL PLAN/S:	<p>Goal-Council acts, directly or through facilitation or advocacy, to promote positive environmental outcomes that strike a balance between built and natural forms for the benefit of current and future generations.</p> <p>Strategy-4 Council allocates resources to pest management practices (plant and animal) in the Burke Shire Council Local Government Area -KPI: development, review and implementation of Burke’s Biosecurity Plan.</p>

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#### 1. PURPOSE

To adopt the North West Queensland Regional Biosecurity Plan 2022 – 2027 endorsed and adopted for the North West Regional Councils’.

The purpose of the North West Queensland Regional Biosecurity Plan (NWQRBP) is to establish a Local Government planning framework that will address the impacts of the Burke Shire Council Shire current and potential pests. The development and implementation of this strategy is based on the management principles of integration; public awareness; commitment; consultation and partnership; planning; prevention and early intervention; best practice; and improvement.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The North West Queensland Regional Biosecurity Plan has been facilitated and compiled by Southern Gulf NRM and developed in partnership with the North West Queensland Regional Organisation of Council’s (NWQROC) participating Councils: Burke, Carpentaria, Cloncurry, Doomadgee, Etheridge, Flinders, McKinlay, Mount Isa and Richmond Shire Councils, as well as Croydon Shire Council.

Pests have significant impact on human health, the economy, the environment and social amenity. The objective of managing invasive species is to prevent incursions and to minimise the negative impacts of these species.

The final product is a comprehensive document that each of the 10 Councils and the region as a whole can use not only to satisfy the Biosecurity Act requirements, but to guide increased effort to reduce the impact of weeds and pest on the region.

Biosecurity Queensland requested that the Rusa Deer be included in the plan, which is the only addition made following consultation. Data for this addition was sourced directly from the Queensland Feral Deer Management Strategy 2022-2027.

### 3. PROPOSAL

Section 53 of the Queensland Biosecurity Act 2014 requires Local Governments to have a biosecurity plan for their Local Government area.

Section 55 of the Queensland Biosecurity Act 2014 permits Local Governments to act concurrently to develop and share a biosecurity plan. This has happened through the NWQROC.

### 4. FINANCIAL & RESOURCE IMPLICATIONS

Pest and Weed costs are factored into the annual budget.

### 5. RISK

Risk Type	What could happen	Possible consequence
Public perception and reputation risk.	<ul style="list-style-type: none"> <li>Pest and weeds not adequately controlled.</li> </ul>	<ul style="list-style-type: none"> <li>Reputation impact.</li> <li>Long term additional costs to Council.</li> </ul>

### 6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Queensland Biosecurity Act 2014	Section 53	Permits Local Governments to act concurrently to develop and share a biosecurity plan
Queensland Biosecurity Act 2014	Section 55	<p>(1) This part, in requiring each local government to have a biosecurity plan, does not stop 2 or more local governments from acting concurrently to propose and adopt the same biosecurity plan for each of the local governments or to subsequently amend the plan.</p> <p>(2) Each local government whose biosecurity plan is identical with the biosecurity plan of another local government must implement the plan in its own local government area to the extent the plan relates to that area.</p>

### 7. CRITICAL DATES & IMPLICATIONS

N/A

### 8. CONSULTATION

North West Regional Organisation of Councils and Croydon Shire Council

Southern Gulf NRM Group

Councillors

9. CONCLUSION

A clear direction from all Councils at the outset of this planning process was the ability to use the Plan to seek greater resources into the region focused on Biosecurity. Southern Gulf NRM are committed to help make this happen.

Adoption of the Plan by all Councils will be a strong signal to governments at both state and federal levels of the commitment of the region to improved biosecurity outcomes.

10. OFFICER'S RECOMMENDATION

1. That Council adopt the North West Queensland Regional Biosecurity Plan 2022 - 2027 endorsed and adopted for the North West Regional Councils and upload the document to the website.

ATTACHMENTS



Biosecurity Plan.pdf

1. North West Queensland Regional Biosecurity Plan 2022 - 2027

## Chief Executive Officer Reports

### 11.07 Appointment of New Audit Committee Chairman

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; Chief Executive Officer
PREPARED BY:	Shaun Jorgensen; Finance and Technology Manager
DATE REPORT PREPARED:	10 January 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance - external, internal audit and Audit Committee requirements are satisfied.

---

#### 1. PURPOSE

The purpose of this report is to recommend the appointment of a new Audit Committee Chairman to the Burke Shire Council Audit Committee in accordance with section 210 (1) (ii) of the *Local Government Regulation 2012*.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

During 2022 council was advised that the former Burke Shire Council Audit Committee Chairman Brendan Macrae (Arabon Consultants Pty Ltd) would be retiring upon the completion of the 2021-2022 external audit for Burke Shire Council and would no longer be able to perform the role of Audit committee Chairman.

A request for expressions of interests for the engagement of a new Audit Committee Chairman was issued by the Burke Shire Council during October 2022 however no appropriate applications were received.

As a result of the above outcome, management determined it appropriate to contact individual providers to ascertain if services could be provided to council to which Tony Walsh from Walsh's Accounting was contacted. Upon discussions with Tony Walsh, it was determined his technical qualifications and experience both met the requirements appropriate to serve as audit committee Chairman for the Burke Shire Council.

In accordance with the Proposal received from Tony Walsh; he was previously employed by Rockhampton City Council for 11 years before moving into private practise for a following 13 years specialising in internal audit, external audit (QAO) and financial statement preparation services for local government organisations. He is also a qualified CPA (Certified Practising Accountant).

Tony Walsh has been on committees as the internal auditor for Boulia, Longreach, Diamantina and Blackall-Tambo. He's also consulted for Barcaldine and facilitated a number of matters around the regulation and operation of its' audit committee. Some of the above Councils were only recently establishing an active Audit Committee and he has advised these Councils on Audit Committee Charters, Policies and Operating procedures to ensure best practise and good governance is achieved.

Management also notes that Walsh's Accounting is a Local Buy registered supplier under contract ID LB309 and LB3210; in accordance with the Burke Shire Council Procurement Policy section 6.3 (b)(iv), this allows Council to engage the supplier with an exemption to the standard Quotation and Tender requirements.

### 3. FINANCIAL & RESOURCE IMPLICATIONS

That council must ensure compliance with the Local Government Regulation 2012. In accordance with the proposal provided by Walsh Accounting; the following fee structure has been advised to Burke Shire Council:

Annual rate      \$3,600 (ex-gst) + CPI for forward years

Hourly rate      \$180 (ex-gst) + CPI for forward years

### 4. RISK

Risk Type	What could happen	Possible consequence
Financial	<ul style="list-style-type: none"> <li>The audit committee does not have an appropriate Committee Chairman of sufficient skill level and experience.</li> </ul>	<ul style="list-style-type: none"> <li>There is no effective oversight of internal and external audit functions of council by key representatives to ensure the transparency and review of such functions.</li> </ul>

### 5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
Local Government Regulation 2012.	Section 210	<p>(1) The audit committee of a local government must—</p> <p>(a) consist of at least 3 and no more than 6 members; and</p> <p>(b) include—</p> <p>(i) 1, but no more than 2, councillors appointed by the local government; and</p> <p>(ii) at least 1 member who has significant experience and skills in financial matters.</p> <p>(2) The chief executive officer cannot be a member of the audit committee but can attend meetings of the committee.</p> <p>(3) The local government must appoint 1 of the members of the audit committee as chairperson.</p> <p>Council has resolved to establish an Audit Committee comprising of the following members to be appointed by Council; noting that it must contain a minimum of 3</p>

Instrument	Reference	Details
Audit Committee Charter	Section 3	<p>members and no more than 6 members per section 210(1)(a) of the <i>Local Government Regulation 2012</i>:</p> <ul style="list-style-type: none"> <li>a) No more than 2 councillors appointed by the local government; and</li> <li>b) At least 1 member with significant experiences and skills in financial matters.</li> </ul> <p>Members are required to declare any interests that could constitute a real, potential or perceived conflict of interest in relation to matters considered at the meeting.</p> <p>The Council will appoint a member of the audit committee as chairperson following a recommendation from the audit committee.</p> <p>It is noted that the Chief Executive Officer and any staff member of Council cannot be a member of the audit committee but can attend meetings of the committee in accordance to section 210(3) of the <i>Local Government Regulation 2012</i>.</p> <p>The Auditor-General or his representative and the internal auditor will be invited to attend meetings as observers.</p> <p>The Deputy Chief Executive Officer and/or Finance Manager shall attend meetings and be responsible for preparing the agenda in consultation with the chairperson and for producing reports and minutes of the committee meetings.</p>
Local Government Regulation 2012.	Section 210	<p>(1) The audit committee of a local government must—</p> <ul style="list-style-type: none"> <li>(a) consist of at least 3 and no more than 6 members; and</li> <li>(b) include— <ul style="list-style-type: none"> <li>(i) 1, but no more than 2, councillors appointed by the local government; and</li> <li>(ii) at least 1 member who has significant experience and skills in financial matters.</li> </ul> </li> </ul> <p>(2) The chief executive officer cannot be a member of the audit committee but can attend meetings of the committee.</p> <p>(3) The local government must appoint 1 of the members of the audit committee as chairperson.</p> <p>Council has resolved to establish an Audit Committee comprising of the following members to be appointed by Council; noting that it must contain a minimum of 3</p>

Instrument	Reference	Details
Audit Committee Charter	Section 3	<p>members and no more than 6 members per section 210(1)(a) of the <i>Local Government Regulation 2012</i>:</p> <ul style="list-style-type: none"> <li>c) No more than 2 councillors appointed by the local government; and</li> <li>d) At least 1 member with significant experiences and skills in financial matters.</li> </ul> <p>Members are required to declare any interests that could constitute a real, potential or perceived conflict of interest in relation to matters considered at the meeting.</p> <p>The Council will appoint a member of the audit committee as chairperson following a recommendation from the audit committee.</p> <p>It is noted that the Chief Executive Officer and any staff member of Council cannot be a member of the audit committee but can attend meetings of the committee in accordance to section 210(3) of the <i>Local Government Regulation 2012</i>.</p> <p>The Auditor-General or his representative and the internal auditor will be invited to attend meetings as observers.</p> <p>The Deputy Chief Executive Officer and/or Finance Manager shall attend meetings and be responsible for preparing the agenda in consultation with the chairperson and for producing reports and minutes of the committee meetings.</p>

#### 6. CRITICAL DATES & IMPLICATIONS

That the new Audit Committee Chairman be appointed by Council ahead of the next Audit Committee meeting to be held during February 2023.

#### 7. CONSULTATION

Mayor

Chief Executive Officer

Finance and Technology Manager

#### 8. CONCLUSION

It is felt that Tony Walsh of Tony Walsh 's Accounting is appropriately qualified to undertake the role of Burke Shire Council Audit Committee Chairman.

9. OFFICER'S RECOMMENDATION

1. THAT Council appoint Tony Walsh of Walsh's Accounting as the Burke Shire Council Audit Committee Chairman from 1 February 2023 for a period of 3 years.

ATTACHMENTS

1. Walsh Accounting Audit Committee Chair Proposal Document



Audit Committee  
Chair Proposal - Ton



## Chief Executive Officer Reports

### 11.08 Sport and Recreation Strategy 2019-2024 - Update December 2022 Quarter

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay; Chief Executive Officer
PREPARED BY:	Dan McKinlay; Chief Executive Officer
DATE REPORT PREPARED:	05 January 2023
LINK TO COUNCIL PLAN/S:	Burke Shire Council Sport and Recreation Strategy 2019-24

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#### 1. PURPOSE

To provide the December 2022 Quarter update on the implementation of the Burke Shire Council Sport and Recreation Strategy 2019-24.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council is required to do a Quarterly update on the Sports and Recreation Strategy that was adopted by Council in July 2019.

The strategy provides Council and the community with a direction on Council's approach to supporting and promoting sport and recreation in the Burke Shire.

#### 3. PROPOSAL

Continue quarterly update of strategy.

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

The majority of items listed for delivery in the Sport and Recreation Strategy have been fully funded through external grants. These included:

- Upgrade to the Phillip Yanner Memorial Oval
- Upgrade to the Gregory Showgrounds:
  - Spectator Facility
  - oBar & Kitchen
  - Judge's Tower
  - Jockeys Room
- Upgrade to the Gregory Showgrounds:
  - Replacement of Jockey Change Rooms
- Upgrade to the Phillip Yanner Memorial Oval:
  - Drainage works

- Concrete resiliency works
- Health & Wellbeing Precinct Masterplanning. This includes Water Park, Swimming Pool, Gym and Mineral Baths. Grant funding has been reviewed for Masterplanning including community/stakeholder consultation with concept design. GHD have been appointed and workshops commenced in November 2022.

## 5. RISK

Risk Type	What could happen	Possible consequence
Resources and Reputation	<ul style="list-style-type: none"> <li>▪ Council unable to deliver the strategy due to resourcing issues.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dissatisfaction with Council from key stakeholders: community, funding agencies etc.</li> </ul>

## 6. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Corporate Plan 2019-24</i>	Goals	Community: Council acts, directly or through facilitation or advocacy, to promote healthy, inclusive and sustainable communities in the Burke Shire.
<i>Corporate Plan 2019-24</i>	Strategies	<p>Community</p> <ol style="list-style-type: none"> <li>1. Council provides facilities, spaces, services, events and activities that promote and support community engagement, health, well-being and sustainability.</li> <li>2. Council supports and/or partners with organisations, services, events and activities that promote and support community engagement, health, well-being and sustainability.</li> <li>3. Council acts (directly or through facilitation, advocacy or partnerships) to address accommodation issues that impact on community well-being and sustainability.</li> </ol>

## 7. CRITICAL DATES & IMPLICATIONS

The Sport and Recreation Strategy 2019-24 allocates completion timeframes for particular activities. Council's ability to fund these activities is often dependent on receipt of external funding, so these timeframes are, in many cases, aspirational.

8. CONSULTATION

Periodic consultation is taking place between Council and:

- Club and Association representatives:
- Ongoing engagement with Gregory club representatives in relation to Gregory Showgrounds Projects.
- Ongoing engagement with the Burketown Rodeo and Sporting Association in relation to infrastructure and facility management at the Burketown Showgrounds.
- Department of Housing & Public Works (Sport and Recreation).

9. CONCLUSION

Monitoring the implementation of the Sport and Recreation Strategy 2019-24 will help Council to progress key goals and strategies in the Corporate Plan 2019-24, particularly as these relate to community health, wellbeing and sustainability.

10. OFFICER'S RECOMMENDATION

1. That Council note and receive the Sport and Recreation Strategy 2019-24 update for the December 2022 Quarter.

ATTACHMENTS

1. Sport and Recreation Strategy –Quarterly update-December 2022 Quarter.



Sport and Recreation Strategy.

## Chief Executive Officer Reports

### 11.09 A Way Forward for The Development of Freehold Lots Located on Land In Part Of The Township Zone Residential Precinct Of Gregory

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Daniel McKinlay; Chief Executive Officer
PREPARED BY:	Liz Taylor-Consultant Town Planner
DATE REPORT PREPARED:	10 January 2023
LINK TO COUNCIL PLAN/S:	Corporate Plan. Good Governance - external, internal audit and Audit Committee requirements are satisfied.

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#### 1. PURPOSE

The purpose of this report is to action the following:

1. Write to the Minister for State Development, Infrastructure, Local Government and Planning and advise that Council has resolved not to continue with a major amendment to the Planning Scheme; and the correspondence be copied to the Townsville office of the Department.
2. Send a copy of the Gregory Planning Guideline, to all landowners who own land in the Township Zone – Residential Precinct in Gregory, as shown on the extract of the Zoning Plan in this report.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

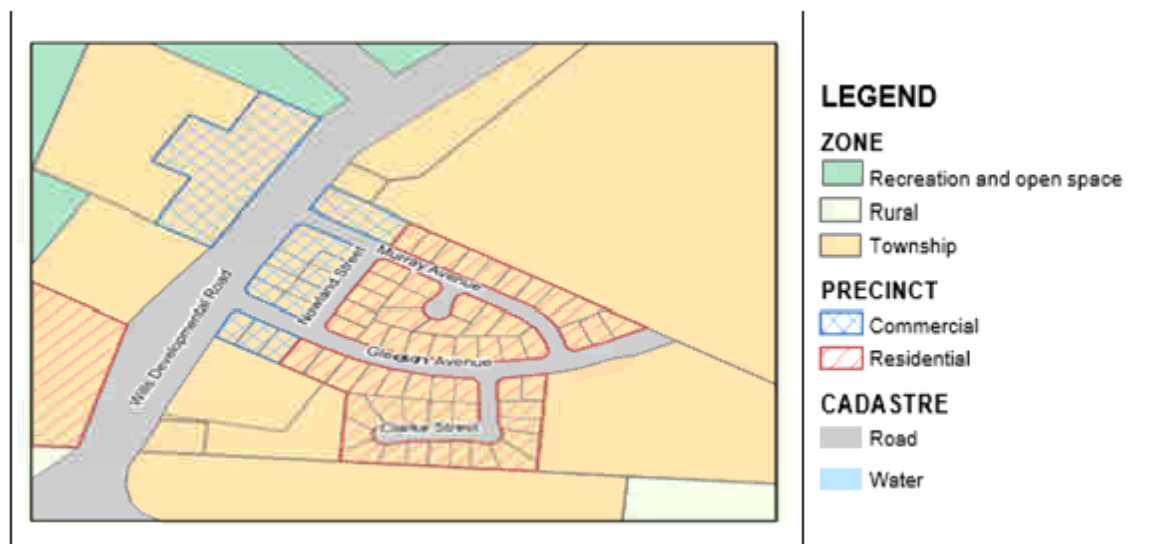
Council owns/owned quite a number of lots, located in the Township Zone – Residential Precinct in Gregory, under the 2020 Planning Scheme.

Since October 2021 Council has sold 17 Gregory blocks and allocated 3 blocks to the Waanyi Rangers program, a total of 20 lots, of which 19 are vacant. Three were sold to commercial entities (Erscon, Consulting Engineers and Cardwell Traders). One (1) of the lots has a dwelling on it and the remainder were vacant.

The lots were sold as they were surplus to Council requirements, had on-going maintenance costs for Council and once sold would generate rates income for Council and funds from the sale of the lots could be spent upgrading the Gregory Council Depot.

In the Tender documents potential purchasers were asked what uses they wanted to put the land to, and general responses primarily indicted a desire to have small scale “industrial/commercial” activities on site, in association with a Dwelling house; activities, included commercial storage, a workshop and the like.

The current zoning/precinct map of the Gregory township area, designates land in the Township Zone in either the Commercial Precinct or the Residential Precinct, otherwise land has no Precinct designation and no land in the Township Zone has an Industrial Precinct designation, refer below.



In September 2022 Council resolved to amend the Planning Scheme to facilitate greater flexibility in land use/development opportunities on land in Gregory, located within the Township Zone – Residential Precinct, by changing the designation of some of the land to Township Zone - Mixed-Use Precinct.

The amendment required mapping amendments, content changes and other editorial amendments throughout the Planning Scheme, to ensure consistency and integration of the new provisions and to remove any conflicts resulting from the proposed changes.

By correspondence dated 14 October 2022, Council advised the Minister of Council's intention to undertake a major amendment of the Planning Scheme, as described above and sought early confirmation of State Interests.

By correspondence dated 10 November 2022, the State provided Council with a list of nine (9) State Interests and advised Council, as follows: "We look forward to working in partnership with Council on this important amendment package."

In November 2022, the CEO and Council's Cairns based consultant planner agreed that it would be more expedient and therefore far more cost effective for the major amendment project to be managed through the Cairns office of the State government. However, the State would not acquiesce and insisted that the project be managed through the Townsville office.

The project requires mapping amendments and Council sought to engage Ms Emma Tremble of Map and Data, a Brisbane based GIS Specialist firm, to undertake the work. To be engaged and provide Council with a Fee Proposal, Emma Tremble liaised with the State (with whom she has worked previously) seeking a copy of all the Planning Scheme mapping data that had been prepared by the State for the 2020 Planning Scheme.

Emails and telephone calls between Emma Tremble, Liz Taylor and the State, went back and forth for over a month before the State advised Emma Tremble, as follows:

We will work on pulling together the information for those packages. It will take a little time as the structure in the back end (databases behind the map templates) is complex and was never set up for straight forward hand over like this.

To be clear, as you are not contracted by DSDILGP to conduct this work, we cannot authorise the use of Departmental infrastructure to complete the work, however, DSDILGP will provide you with:

- the original map templates and other data where possible
- terms and conditions of use of those templates
- direction on how to access alternative freely available datasets that can't be easily extracted from our database

Please note, once the mapping templates are handed over, the point of truth will no longer be held by DSDILGP and council will then be responsible for undertaking the necessary updates to the PDF map products for this planning scheme going forward.

There will also be a disconnect with the Burke Web GIS solution which will need to be considered further.

This advice and lack of cooperation, flies in the face of the States earlier commitment to.....” work in partnership with Council” .....

Just getting the existing mapping data proved complicated and time consuming and raises concerns about other roadblocks that may appear during the project, which have the potential to significantly delay the project and increase costs for Council.

Given that the new lot owners at Gregory are not necessarily going to wait to build/develop the land or make planning applications to Council in the interim, this report explores another way forward under the existing 2020 Planning Scheme.

### 3. CURRENT PLANNING REGIME

Under the current Planning Scheme, the land in question is zoned Township – Residential Precinct. The dominant development is expected to be some form of residential development.

“Dwelling house” is “Accepted development subject to requirements” and is defined in the Use Definitions, as follows:

<b>Dwelling house</b>	<p>A residential use of premises for one household that contains a single dwelling.</p> <p>The use includes domestic outbuildings and works normally associated with a dwelling and may include a secondary dwelling.</p>	<p>Caretaker's accommodation, dual occupancy, rooming accommodation, short-term accommodation, student accommodation, multiple dwelling</p>
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AND

“Domestic outbuilding” is defined in the administrative definitions, as follows:

<b>Domestic outbuilding</b>	<p>A Class 10a building, as defined in the Building Code of Australia, that is ancillary to a residential use on the same premises and is limited to non-habitable buildings for the purpose of a shed, garage and carport.</p>
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(NOTE: A “Domestic outbuilding” is NOT a defined land use and is included in the Use Definition of “Dwelling house, refer above, and so the same level of assessment applies.

The Planning Scheme provides for a Dwelling house to be built on land in the Township Zone - Residential Precinct as “Accepted Development Subject to Requirements” (meaning no planning application is required) provided the following provisions are satisfied:

PROVISION	COMMENT IN RELATION TO GREGORY LAND				
<p>Compliance with the following provisions of the General Development Code:</p> <p><b>AO9</b>            Except where in the Commercial precinct and Industrial precinct of the Township zone or the Rural zone, development incorporates at least three (3) of the following:</p> <ul style="list-style-type: none"> <li>• verandas or porches;</li> <li>• awnings and shade structures;</li> <li>• variations to the roof and building lines;</li> <li>• recesses and projections of the external facade;</li> <li>• doors and window openings; or</li> <li>• a range of building materials, colours and textures matching or complementing those prevailing in neighbouring buildings.</li> </ul> <hr/> <p><b>AO10</b>            Car parking is provided at rates as per table 7.2.1.5.</p> <table border="1" data-bbox="193 1032 799 1111"> <tr> <td>Dwelling house</td><td rowspan="3">1 covered space per dwelling.</td></tr> <tr> <td>Dwelling unit</td></tr> <tr> <td>Caretaker's residence</td></tr> </table>	Dwelling house	1 covered space per dwelling.	Dwelling unit	Caretaker's residence	<p>Compliance with the relevant provisions, refer left, can be achieved, if adherence and compliance is achieved at initial design stage.</p>
Dwelling house	1 covered space per dwelling.				
Dwelling unit					
Caretaker's residence					

<p><b>AO11</b> The proposed driveway is clear of street furniture, gully pits, man holes, power poles, street trees and bus stops by a distance of 1m.</p> <p><b>AO12.1</b> Driveway access is from the secondary lower order road where located on a corner allotment.</p> <p><b>AO12.2</b> The minimum distance of a driveway from an intersection of one street with another is 6m.</p> <p><b>AO13.1</b> Vehicle crossovers and driveways are designed in accordance with council standards.</p> <p><b>AO13.2</b> Car parking and manoeuvring areas are designed in accordance with:</p> <ul style="list-style-type: none"> <li>• AS2890.1 – Parking Facilities;</li> <li>• AS2890.1 – Accessible (Disabled) Parking; and</li> <li>• Austroads AP-34/95 – Design Vehicles and Turning Path Templates.</li> </ul>	
<p><b>AO14</b> Telecommunications and electricity supplies are designed and installed to supplier standards.</p> <p><b>AO15.1</b> In the Township zone, all development is connected to Council's reticulated water supply network in accordance with:</p> <ul style="list-style-type: none"> <li>• Water Services Association of Australia (WSAA), 2011, "WSA 03-11 Water Supply Code of Australia" Version 3.1; and</li> <li>• Queensland Department of Energy and Water Supply, 2010, <i>Planning Guidelines for Water Supply and Sewerage</i>.</li> </ul>	
<p><b>OR</b></p> <p>In the Recreation and open space, Rural and Rural residential zones, a potable water supply is provided by one (1) 50,000L water tank.</p> <p><b>AO15.2</b> In the Township zone, all development is connected to Council's reticulated sewerage network.</p> <p><b>OR</b></p> <p>In the Recreation and open space, Rural, and Rural residential zones, sewage disposal is provided and connected generally in accordance with the <i>Queensland Plumbing and Wastewater Code</i>.</p>	



**AO16**  
In all zones, stormwater drainage is provided in accordance with:

- *Queensland urban drainage manual*, 3rd Edition, Queensland Department of Energy and Water Supply, 2013; and
- Pilgrim, DH, (ed)., *Australian Rainfall & Runoff – A Guide to Flood Estimation*, Institution of Engineers, Australia, Barton, ACT, 1987.

**AO17**  
Wastewater from development is not discharged to a waterway.

**AO18.1**  
All proposed structures and buildings are clear of any Council easements and underground infrastructure located within the site

boundaries.

**AO18.2**  
All invert crossing(s) and driveways are clear of all gully pits, street lights, power poles and other infrastructure located within the road reserve with a minimum separation distance of 1m.

Table 7.2.1.4 Building heights, setbacks and site coverage

Zone/Precinct	Front setback	Side and Rear setback	Site coverage	Building Height
Township zone – Residential precinct	6m  Where a corner lot: <ul style="list-style-type: none"> <li>• 6m from the primary street frontage; and</li> <li>• 3m from secondary street frontage.</li> </ul>	<ul style="list-style-type: none"> <li>• 1.5m for a wall up to 4.5m high;</li> <li>• 2m for a wall up to 7.5m high; and;</li> <li>• 2.5m for any part of a wall over 7.5m high</li> </ul>	50%	2 storeys or 8.5m above the natural ground level, whichever is the greater.

Home based business is defined in the Use Definitions, as follows:

AND

Home based business	A dwelling used for a business activity where subordinate to the residential use.	Bed and breakfast, home office, home based child care	Hobby, office, shop, warehouse, transport depot
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AND

Home based business is “Accepted development” provided it complies with the following provisions:

Home based business	<b>Accepted development</b>	
	If: a) the gross floor area (GFA) does not exceed 60m <sup>2</sup> ; b) the use is contained within an existing domestic outbuilding or dwelling; c) does not require more than the owner and two (2) employees on-site at any one time; d) does not generate more than one (1) heavy vehicle trip per week; e) does not involve hiring out of materials, goods, appliances or vehicles; f) does not involve the repair or maintenance of vehicles, other than minor maintenance of vehicles used in conjunction with the home based business; g) where bed and breakfast, does not exceed three (3) bedrooms; and h) other than where a bed and breakfast or home based childcare, the business use does not operate outside the hours of 6am to 6pm seven (7) days a week.	No assessment benchmarks apply
	<b>Code assessment</b>	
	Otherwise	Township zone code General development code

The current Planning Scheme provides some scope for Dwelling houses with Domestic outbuilding to establish at Gregory with the opportunity for the operation of an associated Home-based business.

The issue really then becomes what scale and form of development is acceptable in this Residential Precinct.

Gregory has a very small permanent population of 122 persons with a median age of 39 and a gender split of 57.5% male and 42.5% female (Source: 2021 ABS Data – Quickstats).

The Strategic Framework in the Planning Scheme describes Gregory, as follows:

*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 Planning Scheme also includes the following description for land zoned Township in the Residential Precinct:

*(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.

#### 4. WAY FORWARD

It is important to new (and all) land owners in Gregory, located in the Township Zone – Residential Precinct that they are able to develop their land and it is important to Council and the community that development is undertaken in accordance with the Planning Scheme, which it is noted, acknowledges, the sensible co-location of similar or complementary developments (Strategic Framework) and, a high level of amenity through a compatible mix of land uses, activities and building forms (Township Zone -Residential Precinct).

The Planning Scheme design criteria for development for a Dwelling house, which can include a large domestic shed, by definition, on land in the Township Zone – Residential Precinct, specifies:

- Maximum 50% site cover;
- Maximum building height of 8.5 metres and 2 storeys;
- Minimum 6.0 metre building setback to primary road frontage;
- Minimum 3.0 metre building setback to any secondary street frontage;
- Minimum building setback to side and rear boundaries of 1.5m or 2.0m or 2.5m, depending on the height of the building.

It is acknowledged that many residents of the Shire seek modest housing and large sheds due to their outdoor, rural lifestyle. In terms of amenity in a Residential Precinct, it is important that any outbuildings/sheds be setback behind, or to the side or rear of a Dwelling house, so regardless of what percentage of the 50% site cover is Dwelling house and what percentage is Domestic outbuilding/shed the Dwelling house must address the street and be the first visual built feature to be viewed from the site frontage.

In addition, there are now kit homes, shed homes, container homes, modular homes and prefabricated homes that are designed as Class 1 buildings and used for permanent occupation. It is considered that these types of Dwelling houses are suitable for Gregory, in addition to the more standard urban/suburban Besser block homes, refer examples of different types of homes, below.



PREFABRICATED HOME



LIVEABLE SHED



SHIPPING CONTAINER HOME





It is proposed to prepare a Planning Guideline for the development of a Dwelling house, including a Domestic outbuilding on land at Gregory located in the Township Zone – Residential Precinct and to also include Home based business provisions.

(NOTE: the Guidelines can also be used for Burketown too, if deemed appropriate. However, parts of Burketown are impacted by some Overlays so additional provision apply.)

In the first instance the Planning Guideline will deal specifically with Gregory, given the number of new landowners who may be wishing to develop their land in the short term.

A copy of the Gregory Planning Guideline is attached at Appendix 1.

## 5. CONCLUSION

The cost to undertake a major amendment to the Planning Scheme to facilitate a change in Precinct designation for land in Gregory is likely to be cost and time prohibitive. It is also very likely that “the horse may have bolted” as new landowners seek to develop land in the short term and the major amendment could take up to 2 years or more to complete.

The Planning Scheme is silent regarding the size and scale of Domestic outbuildings, built in association with a Dwelling house on land in the Township Zone – Residential Precinct.

While protecting residential amenity is important it is also important to facilitate the lifestyle choices of many residents in the Shire who have large vehicles, large boats and commercial/trade equipment that requires protection from the elements and some having a desire to work from home and have a home workshop.

It is considered that provided any Domestic outbuilding (shed) is set well back from the front alignment of the Dwelling house and preferably sited to the rear of the Dwelling house, allowing the residential character to be maintained to the streets frontage; and provided the overall site cover of both buildings is no greater than 50% of the area of the lot, building setbacks comply and the height of buildings is no greater than 8.5 metres, the residential amenity of the area will be maintained and no planning application will be needed/triggered. Compliance will be achieved with the relevant provisions of the Planning Scheme and a Building/Plumbing Permit can be issued.

Further, in the future, any new Planning Scheme can consider and address the issue of the lack of Industrial Precinct land at Gregory in the Township Zone.

A Gregory Planning Guideline, to be issued to all landowners in Gregory who have land (whether developed or vacant) zoned Township Zone- Residential Precinct (refer Zoning Plan extract above on page 1 of this report, which identifies the area) has been prepared and is attached at Appendix 1.

6. OFFICER'S RECOMMENDATION

That Council resolve: -

1. Write to the Minister for State Development, Infrastructure, Local Government and Planning and advise that Council has resolved not to continue with a major amendment to the Planning Scheme; and the correspondence be copied to the Townsville office of the Department.
2. Send a copy of the Gregory Planning Guideline, to all landowners who own land in the Township Zone – Residential Precinct in Gregory, as shown on the extract of the Zoning Plan in this report.

ATTACHMENTS

1. Gregory Planning Guideline



Gregory Planning  
Guideline.pdf

## 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 at time of agenda preparation.

## 17. Closure of meeting

The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 23 February 2023.